

COLLECTIVE AGREEMENT entered into the 22nd day of July 2003
BETWEEN:

THE UNIVERSITY OF WESTERN ONTARIO
(hereinafter called the "Employer")

OF THE FIRST PART

- and -

CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 2692
(hereinafter called the "Union")

OF THE SECOND PART

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PREAMBLE

.01 Whereas it is the desire of both parties to this Agreement:

- to show each to the other a spirit of mutual trust and understanding and to willingly cooperate with each other in the fullest sense,
- to maintain and improve the existing harmonious relations and settled conditions of employment,
- to promote the morale, well being and security of all members in the bargaining unit,
- to encourage efficiency in operation, and
- to secure prompt and equitable disposition of grievances arising out of the administration of this Agreement.

.02 Where the singular is used in this agreement, it shall be considered as if the plural has been used where the context or the party or parties hereto so require.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Article 1

RESERVATION AND CONTINUATION OF MANAGEMENT FUNCTIONS

.01 The Union recognizes that the management and direction of the working forces are fixed exclusively in the Employer and shall remain solely with the Employer except as specifically limited by the express provisions of this Agreement, and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Employer to:

- (a) maintain order, discipline and efficiency;
- (b) hire, assign, retire, discharge, direct, promote, demote, classify, transfer, layoff, recall and suspend or otherwise discipline members, provided that if a member claims he/she has been discharged or disciplined without just cause, or improperly laid off or recalled, a grievance may be filed and dealt with in accordance with the Grievance Procedure;
- (c) determine the machinery and equipment to be used, the methods and techniques of work, the standards of performance, the schedules of work and number of personnel to be employed;
- (d) establish, enforce and alter from time to time rules and regulations to be observed by the employees.

.02 The Employer's right to exercise the management function in this Article is subject to the provisions of this Agreement.

.03 The Employer and the Union agree that in accordance with the Ontario Human Rights Code, there shall be no discrimination or harassment in the application of the provisions of this Agreement because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, handicap or any other prohibited grounds that may be established in the Code.

.04 The Employer and the Union agree that there shall be no

discrimination in the application of the provisions of this Agreement by reason of membership, non-membership or activity/non-activity in the Union, or by the member's exercise of any provision or right under this Agreement.

Article 2

RECOGNITION

- .01** The Employer recognizes the Union as the sole collective bargaining agency with respect to those matters covered by this Agreement for those members of the Employer in the Hospitality Services Department, save and except Head Chef, those above the ranks of Head Chef, office staff, students employed during the school or university vacation period and persons regularly employed for not more than twenty-four (24) hours per week.
- .02** The classifications listed in Appendix A are the only job classifications covered by this Agreement. Any new job classifications within the bargaining unit which shall be created in the future will be added to Appendix A.
- .03** The word employee whenever used in this Agreement will apply only to Regular Full-time employees which are defined as employees employed for an average of more than 24 hours a week for a total of four consecutive months or more and for whom a termination date or summer layoff date within the next four months has not been stipulated. In any event, an employee will be considered to be Regular Full-time once a total of ten (10) months' service within a period of twelve (12) consecutive months has been accumulated.

 - (a) The word individual whenever used in this Agreement will apply only to persons who work an average of more than 24 hours per week for a period of 90 calendar days and normally are expected to work from September to April each year exclusive of layoff.
 - (b) The term member whenever used in this Agreement will include both Employee and Individual as defined in .03(a) and .03(b) above.

- .04** No staff member will become a member of the Union until they have completed ninety (90) calendar days in a classification found in Appendix A for which they are regularly scheduled for more than twenty-four (24) hours per week. This period of time shall be extended by any scheduled days not worked. A staff member who has completed the ninety (90) calendar days as described above will immediately become a member of the Union and his/her seniority will be based upon the first day worked in that classification.
- .05** All employees as defined in section .03 above are covered by the terms of this Agreement except Article 21B Pregnancy Leave - Non-Regular Full-Time.
- (a) Individuals as defined in Section .03(a) above will be covered by all of the terms of the Agreement except:
- i) All of Article 12 - Payment of Salary
All of Article 25 - Guaranteed Housing Loan
All of Article 21A - Pregnancy Leave - Regular Full-Time Employees
All of Article 33 - Staff Benefits, except section .04
 - ii) or as otherwise modified in the following:
Article 5 - Representation Section .01 and .03
Article 7 - General Conditions, Section .02(a)
Article 11 - Seniority, Section .01 and .04(a)
Article 19 - Vacations, Section .06 and .07
Article 30 - Sick Leave, Section .06 and .07
- .06** Whenever the total number of members employed in the classification of Chef, Supervisor III, Cook II or Supervisor II is permanently reduced the employer will fully discuss the rationale for the change with the Union.

Article 3

NON-DISCRIMINATION AND HARASSMENT

- .01** There shall be no discrimination exercised against any Member regarding any term or condition of employment, including but not

limited to salary, position, appointment, promotion, termination of employment, layoff or other leaves or benefits, by reason of the grounds (i) through (vii) listed below; nor shall any discrimination be exercised by Members in the course of carrying out their duties, by reason of:

- i) race, colour, ancestry, place of birth, national origin, citizenship; or
- ii) creed, religious or political affiliation or belief; or
- iii) sex, sexual orientation, physical attributes or family relationship; or
- iv) age (except for mandatory retirement at age 65) or physical or mental illness or disability (provided that such condition does not interfere with the ability to carry out the Member's responsibilities); or
- v) place of residence; or
- vi) record of offences (except where such record is relevant to the Member's responsibilities); or
- vii) membership or participation in the Union,

except for new hires or promotions as provided for by law.

- (a) Clause 1 does not apply to any action or decision based on a *bona fide* occupational requirement or qualification.

.02 This Article shall not preclude any equity measures agreed to by the parties or required by law. It is understood that a member may use the grievance procedure as outlined in Articles 15 and 16 for any complaint of discrimination or harassment that may arise.

.03 There shall be no harassment or sexual harassment exercised against or by any Member.

- (a) Harassment means engaging in a course of vexatious comment or conduct related to one or more of the prohibited

grounds of discrimination under Clause 1 of this Article.

(b) Sexual harassment means engaging in a course of vexatious comment or conduct of a sexual nature including sexual assault, verbal abuse or threats, unwelcome sexual invitations or requests, demands for sexual favours or unwelcome innuendo or taunting about a person's body, physical appearance or sexual orientation.

(c) Conduct and/or behaviour also constitutes harassment, whether or not it is based on the prohibited grounds of Clause 1, when it creates an intimidating, demeaning or hostile working or academic environment.

.04 There shall be no reprisal or retaliation nor any threat of reprisal or retaliation against anyone for pursuing rights under this Article or for participating in proceedings under this Article. Any such alleged reprisal or retaliation or threat thereof shall be equivalent grounds for laying a complaint under this Article.

Complaint Procedure

General Provisions

.05 Members may seek the advice of the Human Rights Officer (HRO) in order to discuss situations which may be encompassed by this Article. All such discussions shall be confidential in accordance with the policies and procedures of the Equity Services Office.

.06 A complaint may be filed by (an) individual(s) with the HRO up to six (6) months from the incident, or related episode in a series of incidents, of the alleged discrimination or harassment occurring.

.07 In any meeting or hearing held pursuant to the terms of this Article, complainant(s) and respondent(s) may be accompanied by a representative of the Union or employee group to which they belong.

.08 With respect to matters arising under the terms of this Article,

complainant(s) and respondent(s) may be represented by legal counsel.

.09 Any grievance arising from the application of this Article is limited to a complaint that the procedure(s) of this Article was (were) not followed, except for the following:

- i) a grievance that a remedy provided by the Employer is inappropriate or inadequate; or
- ii) a grievance claiming that the determination of the Employer is inconsistent with the Panel of Inquiry ' s finding of fact; or
- iii) a grievance that discipline imposed by the Employer is inappropriate.

.10 Members may seek assistance from the Ontario Human Rights Commission even when taking steps under this Article.

(a) If the circumstances giving rise to a complaint under this Article independently give rise to proceedings before a Board of Inquiry under the *Ontario Human Rights Code* or to proceedings in the courts or to the laying of a criminal charge, then any action under this Article shall be suspended until such proceedings are concluded.

Initiating the Complaint

.11 Following consultation with the HRO, the complainant(s) may elect to file a complaint which shall be in writing, signed and dated, setting out the circumstances of the alleged discrimination or harassment, naming the respondent(s) and authorizing the HRO to attempt informal resolution.

Informal Resolution

.12 Within five (5) working days of receiving the written complaint, the HRO shall provide the respondent(s) with a copy and invite the respondent(s) to reply in writing.

- .13** The respondent(s) shall have fifteen (15) working days after receiving the HRO's request to respond in writing to the HRO.
- .14** The HRO shall provide a copy of the response to the complainant and attempt to discuss the complaint with both parties and may conduct informal mediation in an effort to resolve the complaint in a manner acceptable to both parties.
- .15** If resolution is achieved, both parties shall sign a statement of the terms of the resolution which shall be filed with the HRO. No further action may then be taken on the complaint unless one or both parties fails to comply with the terms of resolution.
- .16** If the terms of resolution entail action by the Employer, the Employer shall agree to undertake such action by signing the written resolution document. If the Employer refuses to undertake such action, it shall state in writing to the parties why it refuses to do so.
- .17** If a settlement is not reached within thirty (30) working days of providing the respondent with a copy of the complaint, the HRO will so inform the parties in writing and shall advise the parties that the matter will be submitted to formal investigation under Clause 19.
- .18** Complaint files maintained by the HRO pursuant to this Article shall be confidential and may not be introduced in subsequent investigations or proceedings except as provided in Clause 34 below, or unless compelled by law. The HRO may not appear as a witness in any arbitration arising from the application of this Article or in any subsequent investigations or proceedings unless compelled by law

Investigation

- .19** The Director of Equity Services shall retain an External Investigator to conduct an investigation of the complaint.

 - (a) Within twenty (20) working days of being retained, the External Investigator shall submit a written report to the HRO, with copies to the complainant(s) and respondent(s). The

report shall advise either that:

- i) there is no *prima facie* case raised by the complaint, in which case it shall not go forward; or
- ii) that there is a *prima facie* case appropriate for determination by a Panel of Inquiry.

.20 Where a *prima facie* case is found to exist pursuant to sub-clause 19.1(b), the HRO shall seek to meet with the complainant(s) and respondent(s) with a view to resolving the complaint on terms acceptable to both parties.

.21 If the complaint is not resolved within ten (10) working days of the attempted meeting(s) between the HRO, the complainant(s) and the respondent(s), the complaint shall be submitted for hearing by a Panel of Inquiry (PI). Before submitting the complaint to the PI, the HRO shall attempt to meet with the complainant(s) and respondent(s) to reach an agreed statement of facts to be submitted to the PI.

.22 The External Investigator's report shall be confidential and may not be introduced in subsequent proceedings, except as provided by Clause 34 below, or unless compelled by law. The External Investigator may not appear as a witness in subsequent proceedings unless compelled by law.

Formal Determination

Panel of Inquiry Report

.23 The Panel of Inquiry (PI) shall be composed of one (1) person chosen by the Union, one (1) person chosen by the Employer and a third person chosen by the other two who shall be Chair. In the event that the complainant and the respondent are members of different associations, unions or employee groups, the PI shall be composed of one (1) person chosen by the complainant's association, union or employee group, one (1) person chosen by the respondent's association, union or employee group, and a third person chosen by the Employer who shall be the Chair. In the event that there are multiple complainants and/or respondents who

are members of different associations, unions or employee groups, the composition of the PI will be determined by agreement with the Employer.

- .24** The purpose of the PI will be to determine the facts pertaining directly to the complaint. The parties will have the right to present evidence and argument to the Panel and to call witnesses.
- .25** Within ten (10) working days of concluding the hearing, the PI shall submit a written report to the Employer and to the parties. The report shall include a copy of the complaint, the respondent's written response (if any) and the findings of fact relevant to the complaint.
- .26** No member of the PI may be compelled to appear as a witness in any arbitration arising from the application of this Article.

Employer Determination

- .27** The Employer shall issue a written determination within ten (10) working days of receiving the PI's report. Copies of the Employer's determination shall be sent to the parties.
- .28** The determination shall contain:
 - i) a finding, with reasons, that the complaint is or is not upheld;
 - ii) a statement of any remedy(ies), other action(s), sanction(s) or disciplinary measure(s) to be taken or required by the Employer;
 - iii) a statement of exoneration where appropriate.
- .29** If the determination is that the complaint is not upheld or if a subsequent arbitration is decided in favour of a respondent Member, the Employer shall ensure that all documentation concerning the allegation is secured by the Office of Equity Services according to Clause 34 below.

Human Rights Officer

- .30** The Employer shall appoint at least one Human Rights Officer to the University's Office of Equity Services. The HRO shall be responsible to give advice and receive complaints according to Clauses 5, 6 and 11-17 above.
- .31** By June 1 each year, the HRO shall make an annual report to the President with a copy to the Union. This report shall provide a statistical record of complaints, informal resolutions and determinations, and may include any observations and recommendations the HRO may have with respect to the implementation of this Article.

Conflict of Interest

- .32** A person involved in the application of any of the provisions or procedures under this Article shall, on the grounds of conflict of interest or reasonable apprehension of bias, immediately declare any such conflict of interest or bias to the parties to the complaint, to the Associate Vice-President of Human Resources and to the Union. The Associate Vice-President of Human Resources or the Union or, as appropriate, both jointly, shall forthwith provide a replacement for the person who has made the declaration.
- .33** A party to a complaint who objects to the participation of a person in the application of the provisions or procedures under this Article on the grounds of conflict of interest or reasonable apprehension of bias may inform the Associate Vice-President of Human Resources that he or she wishes that person to be replaced, stating his or her reasons. The Associate Vice-President of Human Resources shall immediately inform the Union of any such declaration. The Associate Vice-President of Human Resources shall also immediately inform the person named in the declaration, and he or she shall be given a reasonable opportunity to respond to it. The Associate Vice-President of Human Resources and the Union shall then decide jointly with regard to a replacement, should one be appropriate.

Retention of Files

- .34** All documents related to a complaint will be retained in confidence for ten (10) years in the Office of Equity Services.

Such files in the Office of Equity Services can only be accessed where the HRO has reason to believe that there is a pattern of harassment.

Article 4

STRIKE OR LOCK-OUT

- .01** The Union agrees that there will be no strike and the Employer agrees that there will be no lockout during the term of this agreement.
- .02** Members have the right to decline to perform the normal duties of striking or locked out employees of the employer during a legal strike by another bargaining unit of employees of the employer or during any lockout of any other bargaining unit by the employer.
- .03** Where persons in a labour dispute, other than those in the bargaining unit, engage in a strike and maintain picket lines, and where members of the bargaining unit could suffer personal harm, the Employer will endeavour to safeguard such members.
- .04** Strike and lockout bear the meanings used in the Ontario Labour Relations Act.

Article 5

REPRESENTATION

- .01** The Employer agrees to recognize an Executive Committee consisting of not more than six (6) elected members of the members covered by this Agreement, for the purposes of the negotiation and administration of this Agreement. The aforementioned committee shall not suffer any loss of pay or benefits during any and all negotiating meetings up to and including conciliation, but not beyond.
- .02** Either Committee may be enlarged at any time by the addition of a non-university representative of the Union when dealing with the Employer.
- .03** The Employer agrees to recognize eleven (11) stewards including the Chief Steward for the purpose of assisting members in presenting grievances to the Employer as set forth in this Agreement. These stewards, who will be elected or appointed from amongst the members in the bargaining unit, will each

represent a segment of the bargaining unit as listed in Appendix B.

- .04** It is understood and agreed that a steward has his/her regular duties as an employee to perform and that if it is necessary to investigate a grievance or attend a grievance hearing during working hours, the steward will not leave his/her work without first obtaining the permission of his/her Supervisor which shall not be unreasonably withheld. The steward shall report again to his/her Supervisor at the time of his/her return to work.
- .05** The Union shall notify the Employer in writing of the names of the stewards, and elected officers of the Union and the effective dates of their elections or appointments.
- .06** Terms of Reference for Union-Management Relations Committee
1. The Union-Management Relations Committee will serve to:
 - administer the terms of the Agreement between CUPE Local 2692 and the University
 - address matters outside the Agreement which are of mutual concern.

2. Membership will consist of:

For the University

Director, Human Resources (Staff Relations)

Associated Vice-President, Housing & Ancillary Services

Director, Hospitality Services

Assistant Director - Hospitality Services, Cash Operations & Vending Services

Assistant Director - Hospitality Services, Residence Operations

Executive Committee Members For the Union

President

Vice-President

Recording Secretary

Secretary/Treasurer

Sergeant-at-Arms

Chief Steward

3. The Employer will inform the Union/Management Committee of major amendments to the rules and regulations in Article 1

.01(d), whenever possible, prior to their implementation.

4. It may be desirable to request persons other than those listed under 2 above to attend for specific discussions. Provided the University agrees to the attendance of a member of the bargaining unit, that member will not suffer a loss of pay.
 5. The Committee will meet once per month unless changed by mutual agreement.
 6. Agendas of matters for discussion will be exchanged by the Union and Management at least five (5) working days prior to the meeting.
 7. The University will provide secretarial service and minutes will be produced and distributed to all members within two weeks of each meeting.
- .07** a) The President of the Local or his/her designate will be allowed up to eight (8) hours per week to perform union business during working hours. This should be scheduled in advance with his/her Supervisor, whenever possible, and always recorded daily.
- b) The Secretary-Treasurer shall be allowed up to six (6) hours per month to perform Union business during working hours. This should be scheduled in advance with his/her supervisor, and always recorded daily.
- c) The Recording Secretary shall be allowed up to six (6) hours per month to perform Union business during working hours. This should be scheduled in advance with his/her supervisor, and always recorded daily.
- .08** The Chief Steward of the Local or his/her designate will be allowed up to five (5) hours per week to perform union business during working hours. This will cover such areas as looking after complaints and grievances, attending to the safety duties of his/her stewards etc. This should be scheduled in advance with his/her Supervisor, whenever possible and always recorded daily.

Article 6

BULLETIN BOARDS

- .01 The Employer will provide bulletin boards in mutually agreed locations which will be used by the Union for posting notices.
- .02 The posting, removal and policing of Union boards, will be done by the Steward provided such postings have been approved in advance by the President of the Union or designate.

Article 7

GENERAL CONDITIONS

- .01 It shall be the obligation of each member covered under the terms of this Agreement to inform the Supervisor of his/her current residential address and telephone number.
- .02 The Employer agrees that payroll deductions shall be made for Government Savings Bonds, United Way Appeal, Parking, and premiums for voluntary benefit plans, when written request is made therefore by the member.
- .03 The Employer agrees to provide the Secretary/Treasurer with a list, semi-annually, of the names of the members in the unit, their job classifications, and the name of their immediate supervisor.
- .04 All performance records that may be used for disciplinary purposes will be considered void after a period of two years has lapsed, provided no further disciplinary action of any nature occurs during that period.

Article 8

UNION SECURITY

- .01 Upon receipt of a signed authorization card in the form set forth in Appendix C, the Employer shall deduct from the monthly pay of each member covered under the terms of this Agreement an amount equivalent to the regular monthly dues and remit same to the Union. Refusal to provide the Employer with a signed

authorization card will result in dismissal.

- .02** The amount of such dues and/or assessment shall be certified to the Employer by the Secretary/Treasurer of the Union. In the event of a change therein, not less than thirty (30) days' notice thereof shall be given to the Employer. The Union agrees to indemnify and save the Employer harmless from any claims or any liability in any way related to the deductions of said dues.
- .03** The dues and/or assessments deducted from the pay of members shall be forwarded by the Employer to the Union not later than the 20th day of the following month.
- .04** Notices required to be served hereunder upon either the Union or the Employer shall be deemed to be served sufficiently if mailed or delivered to the Secretary/Treasurer of the Union and the Director, Human Resources (Staff Relations) of the Employer respectively.

Article 9 MEETINGS

- .01** Members of the negotiating committee or the Union-Management Relations Committee, the elected representative on the Occupational Health and Safety Committee, and stewards when meeting with the Employer for the purpose of discussing scheduled matters or grievances during working hours will not suffer a loss in pay.
- .02** Other representatives, as authorized by the Associated Vice-President, Housing & Ancillary Services in writing to the Secretary/Treasurer, and as subsequently appointed by the Union, will fall under the provision of .01 above.
- .03** Any member of the Bargaining Unit required by the Employer to attend meetings/training sessions will be paid at the appropriate rate for all hours in attendance.

Article 10

SAFETY

- .01** The parties hereto agree that the safety of the members, students and visitors to the campus of the Employer and the protection of the Employer's plant and equipment are matters of prime concern. The obligation of the members to report safety hazards to the appropriate Supervisor is acknowledged.
- .02** The Employer agrees to grant membership on the Occupational Health and Safety Committee to one (1) elected member of the bargaining unit.
- .03** Programs for the safety education of members will be developed by the Safety Subcommittee of the Occupational Health and Safety Committee.
- .04** The Employer and members agree to abide by the Occupational Health and Safety Act as it applies to the Employer.
- .05** The Union will select Health and Safety Representatives required by the Occupational Health and Safety Act.

Article 11

SENIORITY

- .01** The Employer will maintain a seniority list which will record, by job classification as expressed in Appendix A, the names and dates of last hire to the bargaining unit. This list will be posted annually on Union bulletin boards within one month after the execution date of this Agreement. Following thirty (30) days posting, the list shall become final except as to any member who has disputed the accuracy of his/her seniority during that thirty (30) days because of new or amended information contained in the posted list. In such case the list will be subject to adjustment if established to be inaccurate.
- .02** In the case of lay-offs the Department is divided into four (4) units - Cash Outlets, Residences, Spencer Hall, and Catering.

- (i) For the purposes of layoffs of four (4) days or less the Hospitality Services units, Cash and Residence will be subdivided into the following: Saugeen-Maitland, Delaware, Elgin/Sydenham, Essex/Perth, University Community Centre, other cash outlets.

Within each of the Cash Outlets, Residences, Spencer Hall and Catering units and each of the Saugeen-Maitland, Delaware, Elgin/Sydenham, Essex/Perth, University Community Centre, and the Cash Outlets sub-units the following lay-off procedure will be utilized.

- (a) For the Job Classifications (as outlined in Appendix A) seniority within the affected job classification shall be given preference.
- (b) If a member is displaced as a result of the action of .02(a) and if his/her seniority is greater, he/she may replace the member in that section with the least seniority whose annual salary is the same or less than his/her and whose regular weekly hours of work are the same or less than his/her, provided he/she has the qualifications or capability to perform all of the work required in the new job classification within a two month trial period.
- (c) All persons displaced in the above process will be informed in writing and will be provided with a seniority list.
- (d) Members under the above process who intend to replace another must indicate their intention to do so in writing within two working days after being informed of their impending layoff. The letter of intention must state the name and job classification of the member to be replaced.
- (e) Where a displaced member replaces another member in another classification and is subsequently determined to be unable to meet all job requirements, he/she will be laid-off without further rights to replace another member and will be subject to recall only within the job classification and section from which he/she was originally displaced.

- (f) For the purposes of recall, the above process is reversed.
 - (g) Members who replace other members under this section, will be paid the rate applicable to the new job classification.
- .03** A person shall be deemed to have terminated his/her employment with the Employer and shall lose all seniority if he/she:
- (a) voluntarily quits the employ of the Employer;
 - (b) is discharged and not reinstated through the process of the Grievance Procedure pursuant to this Agreement;
 - (c) following a lay-off, fails to report for work within five (5) working days after being recalled or fails to notify the Employer within three (3) working days after recall that he/she will report for work, unless such period is extended for reasons satisfactory to the Employer. Such recall notice shall be satisfactorily given if sent by registered mail to member's address on record with the Employer;
 - (d) is absent without permission for three (3) consecutive working days;
 - (e) is absent due to lay-off, for more than one year;
 - (f) utilizes a leave of absence for purposes other than those for which the leave of absence was granted.
- .04** In order that the operation of the Union will not become disorganized when layoffs are being made, the President or his/her designate from the Union Executive shall be the last person laid off during the term of office, so long as work which they are qualified to perform is available in their classification.
- .05** An apprentice when in attendance at a provincial school as a requirement of his/her apprenticeship shall suffer no loss in seniority and when writing his/her qualifying examination shall suffer no loss of pay or seniority.
- .06** In the event of a lay off, subject to the work requirements of the unit, part-time or casual employees shall be the first to be laid off.
- .07** Layoff schedules will be posted on Union bulletin boards a minimum of one week prior to the traditional December, February, and April shut downs. Whenever possible a minimum of one

week's notice of lay-off will be provided at all other times.

- .08** Benefits provided under this agreement will not be continued by the University or accrue during a lay-off or during a period for which employees or individuals would normally be laid off.

Article 12

PAYMENT OF SALARY

- .01** The salary of an employee will be paid by deposit to institutions on electronic deposit. Pay cycles may change subject to review and discussion but will be at least monthly. Members will be informed at least ninety (90) days prior to a change in the pay cycle being implemented.
- .02** An earning statement will be sent to the employee each pay period.
- .03** On the death of an employee during any combination of Sick Leave, Long Term Disability and/or Worker's Compensation up to a period of one year, one month's salary in addition to any salary that may pertain to the month of the death will be paid to the spouse or estate.
- .04** Whenever possible, payment of overtime worked in the previous month shall be paid no later than the fifteenth (15th) day of the following month.
- .05** Individuals defined in Article 2, Section .03(a) will not be covered under this Article.

Article 13

JOB POSTINGS & PROMOTIONS

- .01** To encourage motivation, promote morale and create incentive, members within the bargaining unit will be given first consideration of a new or a vacant position or known temporary vacancy of sixty (60) days or longer by the posting of such openings on all Union bulletin boards prior to advertising of such positions in the Western News and external campus media.

- (a) Members in the bargaining unit including those on lay-off applying for such openings will submit an application on the prescribed form within five (5) days and be given an interview whenever the contents of this form warrant.
- .02** In all cases of promotion to another position within the bargaining unit, where the qualifications of the candidates are deemed adequate to perform the work in question, and skill, knowledge, experience, and general fitness are assessed to be relatively equal by the interviewer or interviewing team, seniority shall govern.
- .03** The Employer may return a member promoted under .02 above, or to a position in management, office or other classification, to his/her former classification at any time within a three (3) month period if the employer considers that the member is unable to perform the work. Seniority of the returning member, for the purposes of lay-off, recall and posting will be adjusted by the time spent out of the bargaining unit. Any other appointment made as a result of the promotion will be reversed.
- .04** All unsuccessful members who have applied for a position will be notified of the following:
- a) the status of their application and,
 - b) that a meeting may be arranged to discuss and receive feedback regarding their status in the competition and any general career or personal development information that may assist them when applying for future posting.

Article 14

HOURS OF WORK

- .01** The standard work week shall be forty (40) hours per week and the standard work day shall be eight (8) consecutive hours, exclusive of the ½ hour lunch period. For the purpose of establishing shift schedules, work weeks shall commence on Sunday and terminate on Saturdays.
- .02** During any work day of 7.5 hours or more, two ten (10) minute

- rest periods will be permitted.
- .03** It is hereby expressly understood that the provisions of this Article are to provide a basis for calculating time worked and shall not be, or construed to be a guarantee of the hours of work per day nor as to the days of work per week.
 - .04** Overtime will be defined as the time worked, as approved in advance by the Supervisor, in excess of eight (8) hours work per day or in excess of forty hours per week. Authorized overtime will be paid at one and one-half times (1 1/2x) the hourly earning rate or subject to the work requirements of the section, equivalent time off at the appropriate rate, as agreed to by the member and the Supervisor.
 - .05** All time worked, or credited, in excess of the assigned work schedule will be used up in time off, or pay in lieu thereof, during that same or following three months.
 - .06** Whenever possible, weekly work schedules will be posted at least one week in advance of the time worked.
 - .07** All hours worked hours in an acting capacity will be paid at the higher of the member's current rate of pay plus 5% or the minimum of the salary range of the job classification so replaced, provided the acting appointment is for a full regularly scheduled shift.
 - .08** A premium of \$.60 per hour will be paid for all hours worked during the period 12:00 a.m. to 6:00 a.m.
 - .09** There will be no duplication or compounding of premium or overtime pay. If such payments are provided under two or more provisions of this Agreement, then payment shall be made under the single provision which provides the highest rate of pay.

Article 15

GRIEVANCE PROCEDURE

- .01** A grievance is defined as an alleged violation of the specific terms

of this Agreement. It is agreed that only one grievance concerning an alleged violation will be recognized.

- .02** A group grievance may be initiated should more than one member be grieving the same alleged violation. All members affected may sign the grievance but only two grievors may be present at each step of the grievance process. Any agreement under the Grievance Procedure would be applied to all affected members who signed the grievance.
- .03** It is the mutual desire of the parties hereto that problems experienced by members shall be addressed as quickly as possible, and it is understood that a member has no grievance until he/she has given the Unit Manager the first opportunity to address the problem. Following this, should a member wish to discuss the problem with his/her Steward, he/she will request the Unit Manager to arrange a meeting between the member and his/her Steward. Such meeting will take place within three (3) working days. If a written grievance is filed with the Assistant Director, it must be filed within seven days after the circumstances giving rise to the grievance have occurred and shall proceed in the following manner and sequence.

Step No. 1

The member may submit a written grievance to the Assistant Director on the form (Appendix D) provided by the Union. It will be signed and dated by the member involved and in all cases by his/her Steward. It will be identified by a number issued by the Chief Steward. The Assistant Director will acknowledge the receipt of the grievance with his/her signature and the date received. Within three working days a tentative hearing date should be set. At the grievance hearing a Steward will be present. The nature of the grievance, the remedy sought and the sections of the Agreement which are alleged to have been violated shall be set out in the grievance. The Assistant Director will deliver his/her decision in writing within three working days of the hearing to the grievor and the Chief Steward.

Step No. 2

Within three (3) working days of the Assistant Director's decision under Step No. 1, the grievance may be submitted to the Director, Hospitality Services, and within five (5) working days a tentative hearing date should be set. At the grievance hearing the Chief Steward, Steward and the grievor will be present. The Director, Hospitality Services will deliver his/her decision in writing within three (3) working days of the hearing.

Step No. 3

Within four (4) working days of the Director's, Hospitality Services, decision under Step No. 2, the grievance may be submitted to the Director, Human Resources (Staff Relations) or his/her designate, and within five (5) working days a tentative hearing date should be set. At this grievance hearing the CUPE Representative and/or the Chief Steward, the Steward and the grievor will be present. The Director, Human Resources (Staff Relations) will deliver his/her decision in writing within four (4) working days of the hearing.

- .04** Where no answer is given within the time limits specified in the Grievance Procedure the member concerned, the Union, or the Employer shall be entitled to submit the grievance to the next step of the Grievance Procedure. Any grievance that is not commenced or processed to the next step in the Grievance Procedure within the aforesaid time limits, or as mutually extended, shall be deemed to have been abandoned.
- .05** All agreements reached under the Grievance Procedure between the representatives of the Employer and the representatives of the Union will be final and binding upon the Employer and Union and the member(s).
- .06** A grievance as defined herein arising directly between the Employer and the Union shall be originated under Step. No. 3. However, it is expressly understood that the provisions of this paragraph may not be used by the Union to institute a grievance directly affecting a member or members which such member or

members could themselves institute and the regular grievance procedure shall not be thereby by-passed. Any grievance by the Employer or the Union as provided in this paragraph shall be commenced within seven working days after the circumstances giving rise to the grievance have occurred.

- (a) An Employer grievance entered under .06 above will be submitted to the CUPE Representative. The CUPE Representative will deliver his/her decision in writing within four working days of the hearing provided for in Step No. 3.
- .07** Failing settlement under the Grievance Procedure, such grievance may be submitted to Arbitration as set forth in Article 16. If no written request for Arbitration is received within twenty (20) working days after the decision under Step No. 3 is given, it shall be deemed to have been settled and not eligible for Arbitration.
- .08** All grievances initiated at Step No. 2 or Step No. 3 require all information contained on the Step 1 grievance form (Appendix D) be completed with the exception of the Supervisor's decision and signature.
- .09** Wherever "working days" are referred to in Article 15, 16, and 18, such days shall not include Saturdays, Sundays, or Holidays.

Article 16

ARBITRATION PROCEDURE

- .01** If the Employer or the Union requests that a grievance as provided in Article 15 be submitted to Arbitration, it shall make such request in writing addressed to the other party, and at the same time nominate an Arbitrator. Within five (5) working days thereafter the other party shall nominate an Arbitrator and notify the other party. The two (2) Arbitrators so nominated shall, within fifteen (15) working days of the nomination of the latter of them, attempt to select by agreement a third person to be a member and Chairperson of the Arbitration Board. If they are unable to agree on such a Chairperson, they may then request the Minister of Labour for the Province of Ontario to appoint a Chairperson. In the event of default by either party in nominating its representative

- to the Arbitration Board, the other party may apply to the Minister of Labour for the Province of Ontario who shall have power to effect such appointment.
- .02** No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the grievance.
 - .03** The Arbitration Board shall not have jurisdiction to alter, modify, amend, add or delete any of the provisions of this Agreement, or to substitute any new provision in lieu thereof, nor to give any decision inconsistent with the terms and provisions of this Agreement.
 - .04** No matter may be submitted to Arbitration which has not been properly carried through the Complaint and Grievance Procedures, except that the parties by mutual written consent, may extend the time limits fixed in both the Grievance and Arbitration Procedures.
 - .05** No adjustment effected under the Grievance Procedure or Arbitration Procedure shall be made retroactive beyond seven (7) days before the complaint was discussed with the Supervisor or as lodged by the Employer or Union under Section .05 of Article 15.
 - .06** The written decision of the majority of the Arbitration Board will be final and binding upon the parties hereto, and the employees.
 - .07** Each of the parties hereto will bear the fees and expenses of the Arbitrator appointed by it, and the parties will jointly bear the fees and expenses to the Chairperson of the Arbitration Board.
 - .08** Notwithstanding Article 16.01, the parties may mutually agree in writing to proceed by way of a single arbitrator to hear the grievance. If the parties are unable to agree within twenty (20) days of the referral to arbitration as to who will act as the single arbitrator, either party may apply to the Minister of Labour for the appointment of a single arbitrator.

Article 17

TERMINATION NOTICE

- .01** Should the employer terminate a member for redundancy reasons or for cause, other than in extreme cases such as wilful misconduct, disobedience or wilful neglect of duty, the member will be entitled to a combination of termination notice, and severance pay in accordance with the following schedule:

Period of Employment	Termination Notice	Severance Pay
Under 3 months' service	None	None
3 months to less than 2 years service	Two weeks	None
2 years to less than 5 years' service	Four weeks	None
5 years or more	One week for each year of service to a maximum of eight weeks	One week for each year of service to a maximum of 26 weeks

- .02** In extreme cases such as wilful misconduct, disobedience or wilful neglect of duty, the member will be interviewed and suspended from work, the case considered, and then employment may be terminated without prior notice or warning.

Article 18
DISCIPLINE AND DISCHARGE

- .01** In the event that a member is suspended without pay for any reason, the Employer agrees to confirm such suspension in writing to the member and to the Chief Steward of the Union within two (2) working days.
- .02** The Union recognizes that it may on occasion be necessary to suspend a member from the work place without a Steward present. If such action is taken the Employer agrees to review this action with the member and the Steward within two (2) working days.

Under no circumstances shall a member be disciplined under this Article without the presence of a Steward or Chief Steward.

- .03** Should a member feel that he/she has been unjustly suspended or discharged, he/she shall by the end of the fifth (5th) working day following receipt of the written notice of suspension or discharge file a grievance at Step No. 2 of the grievance procedure under Article 15.
- .04** If the Employer's suspension or dismissal action is found to be unjust and the member is to be reinstated, in no case is the monetary compensation to exceed the amount which the suspended or discharged member would have earned during normal working hours through the period that he/she was unable to work because of the suspension or discharge action. Furthermore, if the member was otherwise employed during his/her period of suspension or discharge, such earnings from the other employer are to be deducted from the monetary compensation outlined in the previous sentence.

Article 19

VACATIONS

- .01** Subject to .05 below, members in the bargaining unit before September 1, 1982 earn vacation pay based on the length of continuous service from the date of last hire as set out below:

 - (a) A member earns vacation at a rate of 6% of salary* for each year of the first two (2) years.
 - (b) Upon completion of two (2) full years, vacation is earned at a rate of 8% of salary* per year.
 - (c) Upon completion of twenty (20) full years an additional 2% of salary* will be provided, and thereafter, vacation is earned at a rate of 10% of salary* per year.
- .02** Subject to .05 below members joining the bargaining unit on or after September 1, 1982 earn vacation pay based on the length of continuous service from the date of last hire as set out below:

- (a) A member earns vacation at the rate of 6% of salary* for each year of the first six (6) completed years of continuous service.
- (b) Upon completion of six (6) full years of continuous service vacation is earned at the rate of 8% of salary* per year.
- (c) Upon completion of nineteen (19) full years an additional 2% of salary* will be provided, and thereafter, vacation is earned at a rate of 10% of salary* per year.

.03 Employees may take their accrued vacation entitlement or a portion thereof, subject in all cases to the prior approval of the Supervisor and the functional requirements of the Employer.

.04 Vacation entitlement will not be permitted to accrue beyond the equivalent of thirty (30) days salary* without the prior approval of the Supervisor.

.05 There will be no vacation earned during layoffs, unpaid leaves of absence, or during periods of Long-Term Disability or Worker's Compensation benefits beyond the initial sick leave period.

.06 Employees vacation time-off will be provided in accordance with the following schedule:

Employees Earned Vacation Pay Rate	Vacation Time Off
6%	3 weeks
8%	4 weeks
10%	5 weeks

.07 Individuals defined in Article 2, Section .03(a) will not be eligible for vacation time-off as outlined in section .06 above.

*Salary - for the purposes of this Article "salary" will be established on the following basis.

- (a) Current Members - the "salary" will be equivalent to the previous fiscal year's (May 1st - April 30) base earnings (exclusive of overtime) incremented by the base percentage

increase negotiated in the following year's agreement. This "salary" amount will become effective on 1 July each year, or the first of the month following ratification of that year's agreement, whichever is later and will remain in effect until the following year's effective date.

- (b) New Members - the "salary" will be estimated based upon management's projection of the member's income until sufficient time has elapsed to determine the salary based upon the Current Employee's criteria above.

Article 20

LONG TERM RECOGNITION

- .01** Members covered by this Agreement will be eligible for the benefits provided for under the current University policy - Service Recognition Policy 3.5 in the Manual of Administrative Policies and Procedures. For further information contact the Department of Pensions & Benefits.

Article 21A

PREGNANCY LEAVE - Regular Full-Time Employees

- .01** This article applies only to employees defined in Article 2, Section .03.
- .02** The Employer provides for pregnancy leave for employees to assist them in the continuance of their service at the University.
- .03** Should an employee not wish to continue her employment relationship with the University following her pregnancy, she may either resign or reapply for unpaid pregnancy leave under the Employment Standards Act. These latter provisions are available to those employees who have not satisfied the service requirements in .06 below.
- .04** Employees are encouraged to discuss the nature of their ongoing commitment to the University with their Assistant Director prior to the initiation of the leave.

- .05** Upon return to work, the employee is to return to the same position and salary.
- .06** The Employer provides for pregnancy leave for employees who have worked for the University for at least 13 weeks of continuous service, and the University S.E.I.B. plan for employees who have worked for the University for at least (1) year as of the probable date of delivery.
- .07** An employee is expected to work for the University for at least six months following the date of her return from her pregnancy leave. Should an employee not satisfy this condition, she will be indebted to the Employer for the sum of the monies paid to her by the Employer during her pregnancy leave.
- .08** Pregnancy leave is a flexible leave for up to seventeen weeks with pay and benefits as specified in Section .09 and .10 below.
- .09** An employee who qualifies for pregnancy leave under the provisions of this article is eligible for:

 - (a) 95% of the salary at the time of the initiation of the leave paid by the Employer for the initial two-week waiting period prior to the commencement of Employment Insurance; and
 - (b) the difference between Employment Insurance benefits and 95% of the salary at the time of the initiation of the leave, not to exceed fifteen weeks, paid by the Employer, provided the employee has applied for and is in receipt of Unemployment Insurance Benefits.

In no case will the total amount of the Supplemental Employment Insurance Benefits, Employment Insurance gross benefits and any other earnings received by the employee exceed 95% of the employee's salary at the time of the initiation of the leave.

- (c) Employees do not have a right to this payment except for supplementation of Employment Insurance benefits during the unemployment period as specified in this article.

- .10 During the period of paid pregnancy leave, the Employer will continue the employee on full benefits through regular payroll deductions.
- .11 Pregnancy leave may be initiated by that employee at any time within seventeen weeks of the expected delivery date.
- .12 Pregnancy leave ends no later than seventeen weeks from the beginning of the leave.
- .13 Leave in excess of seventeen weeks required for medical reason relating directly to an employee's pregnancy and/or delivery of an infant may be treated in accordance with Article 30 Sick Leave. In such case, the employee should immediately contact the Assistant Director.
- .14 Leave of absence in excess of the seventeen-week period, except for medical reasons (see .13 above) may be taken without salary in accordance with the Parental Leave policy for up to an additional thirty-five weeks and for additional time under Article 29 Leave of Absence.
- .15 Vacation entitlement and seniority continue to accumulate during this leave.
- .16 An employee shall provide her Assistant Director with as much advance notice as possible for the anticipated date of birth and discuss her future plans with regard to her employment at the University.
- .17 The employee should make application through her Assistant Director for pregnancy leave at least three months in advance of the expected date of delivery (as confirmed by a doctor's certificate).
- .18 A counselling session may be arranged with Pensions & Benefits to provide information and assistance with the completion of the necessary documentation under this Policy.

Article 21B

PREGNANCY LEAVE - Non-Regular Full-Time Employees

- .01** This article applies only to individuals defined in Article 2 Section .03(a).
- .02** The Employer provides for pregnancy leave to female individuals who have worked for the University for at least 13 weeks of continuous service as of the probable delivery date.
- .03** Pregnancy leave is a flexible 17 week leave without pay. Vacation and seniority continue to accrue during this leave.
- .04** An individual who resigns for pregnancy reasons instead of applying for pregnancy leave may continue her supplementary health insurance for a limited period after termination.
- .05** Individuals are required to give 2 weeks written notice, whenever medically possible, of the date it is intended to commence the pregnancy leave, and the request must be accompanied by a doctor's certificate verifying pregnancy and the probable delivery date.
- .06** Leave may be initiated by the individual to begin pregnancy leave earlier if because of pregnancy she is having difficulty keeping up with the demands of the job.
- .07** The Leave is for no more than 17 weeks from the beginning of the leave; a request to return to work earlier than 6 weeks must be in writing one week in advance of the intention to return and must be accompanied by a medical certificate.
 - (a) The Employer's obligation to reinstate an individual ends when the 6 weeks postnatal leave expires OR after no more than 17 weeks from the beginning of the leave, whichever is the later.
- .08** Upon return to work the individual is to return to the same position or a comparable one in terms of work setting, responsibility and pay.

- .09** An individual on pregnancy leave is eligible for continuation of benefits (pension, life, health insurance) at full cost to the individual and should contact the Department of Pensions & Benefits before leaving to keep benefits in effect.

Article 21C

PARENTAL LEAVE

- .01** In accordance with the provision of the current Employment Standards Act, a member with thirteen weeks of continuous service is eligible for a flexible thirty-five week leave period if the member has also taken a Pregnancy Leave, or up to thirty-seven weeks otherwise, extended to the parents of a newborn or newly adopted child, as outlined in this article.
- (a) The mother of a newborn child is eligible for such leave immediately following the pregnancy leave unless the child has not come into the full custody, care and control of a parent for the first time due to hospitalization.
 - (b) The father of a newborn child is eligible for the leave within fifty-two weeks after the child is born or comes into the full custody, care and control of a parent for the first time.
 - (c) Parents of a newly adopted child are eligible for the leave within fifty-two weeks after the child comes into the full custody, care and control of a parent for the first time.
- .02** Members shall provide their Supervisor with as much advance notice as possible of the anticipated date on which the leave is to commence, but in any case a minimum of two weeks notice is required.
- .03** Only ten (10) weeks of the total parental leave period may be eligible for E.I. benefits. These benefits may be claimed by one parent or shared between both parents.
- .04** Vacation entitlement and seniority continue to accumulate during this leave.

- .05** During the period of parental leave, the Employer will continue the employee on the benefits normally fully paid by the Employer.

Article 22

EDUCATIONAL ASSISTANCE

- .01** The Educational Assistance plan is established for the purpose of encouraging members to obtain additional education to assist in their career development on their own time and to provide financial assistance to those who do so.
- .02** The assistance is available to those members who are on payroll at the beginning and the completion of the course(s) involved. (Course completion date is the last day classes are held or the exam date, whichever is later.)
- .03** The course(s) must be related to the present work duties or anticipated career plan for the member within the Employer. A course is defined as a series of academic lectures which culminates in an examination and/or grade being awarded.
- a) For courses taken for credit at The University of Western Ontario, the member will be reimbursed 100% of the equivalent undergraduate tuition fee per course. Tuition fees eligible for payment do not include any supplementary expenses such as books, lab fees or activity fees.
 - b) For other courses, reimbursement will be on the basis of the tuition fee and materials fees (except books) of each course to a maximum of the tuition cost of one full undergraduate course at The University of Western Ontario per year (the year being May 1 to April 30).
 - c) The course completion date will be the date used to determine the year to which the policy will apply.
- .04** If the Assistant Director agrees to a course being taken during a regularly scheduled shift, the Supervisor will establish alternate working arrangements.

- .05 The Employer may request members to take certain courses of study or seminars which will be advantageous to both the member and to the University itself. In such instances, the Hospitality Services division of the Department of Housing & Ancillary Services will bear the full cost and will grant the employee sufficient time away from normal duties to pursue the course of study.
- .06 Provided a member has completed a course for credit at The University of Western Ontario under the Educational Assistance Policy, the tuition fee (excluding activity fee) for all future U.W.O. credit courses will be paid in advance by the Employer, subject in all cases to all other requirements of the Educational Assistance Policy being met.

Member's Procedures

- .07 Applications for Educational Assistance are available in Human Resources (Staff Relations), Room 262, Stevenson-Lawson Building.
- .08 Completed applications, with the required documentation attached, are to be forwarded to Human Resources (Staff Relations) for authorization prior to commencement of the course(s).
- .09 Applicants will be advised as soon as possible whether their application has not been approved.
- .10 Once the course has been completed, proof that the course was passed and the tuition fee paid (fee receipt) must be submitted to Human Resources (Staff Relations).
- .11 Reimbursement shall be by direct payment to the member or paid in advance as per provision .06 above, and the payment will be reported as a taxable benefit.

Article 23 BEREAVEMENT LEAVE

- .01** A member grieving the loss of a spouse, parent, grandparent, grandparent in-law, grandchild, stepchild, mother in-law, father in-law, daughter, daughter in-law, son, son in-law, brother, brother in-law, sister, or sister in-law will be granted up to three days leave of absence without loss of pay as may be necessary to make arrangements for and/or to attend the funeral or memorial service or to provide required associated services.
- .02** Upon request, a member will be granted one day without loss of pay as may be necessary to make arrangements for and/or attend the funeral or memorial service or to provide required associated services for non-immediate family members.
- .03** Upon request such additional time off with or without pay may be granted at the discretion of the Director or his/her designate as is necessary to make arrangements or for long distance travelling.

Article 24

COMPASSIONATE LEAVE

- .01** When members require time off because of extra-ordinary or compassionate circumstances (e.g. to attend funerals of friends and distant relatives, to attend to urgent health needs of his/her family, to obtain legal counsel) the Employer may give time off to the member provided the member uses accrued vacation or overtime to offset the loss in time or by agreement with the Supervisor makes up the time.
- .02** Members will be required to explain the need for such absence and any time off will be limited to those needs which cannot be attended to outside working hours.

Article 25

GUARANTEED HOUSING LOAN

- .01** Employees covered by this Agreement will be eligible to apply for assistance as delineated in the current University policy - Guaranteed Housing Loan Plan, Policy 2.7. For further information and application forms contact the office of the Comptroller in the Department of Finance.

- .02** Individuals defined in Article 2, Section .03(a) will **not** be covered under this Article.

Article 26

HEALTH CARE APPOINTMENTS

- .01** Whenever possible, members will arrange medical, dental, and Employee Assistance Program appointments at times other than working hours.
- .02** When it is not possible to make health care appointments outside working hours, members will arrange their appointments as near as possible to the beginning or end of the work day.
- .03** If health care appointments must be made during working hours, the member's immediate supervisor should be notified several days in advance of the appointment if possible.
- .04** Appointments for health care will normally be considered leave of absence with pay.

Article 27

HOLIDAYS

- .01** All members, subject to the provisions of this Article, shall receive pay at their earning rate for the following statutory holidays provided the Employer, at its discretion, may determine the precise date on which the holidays are honoured:-

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	Presidents Day

- .02** In addition, each member is entitled to one floating holiday to be taken, subject to the work requirements of the section, at the member's request. Such request should be made by the employee at least one week in advance of the specific holiday.

- .03** A member is eligible for holiday pay as described above if present on his/her regular scheduled shift immediately preceding and immediately following the holiday unless any absence is for reason satisfactory to the Employer.
- .04** When the President's Day falls on a day which is not normally a working day, an alternate day will be specified by the Employer.
- .05** When one of the above holidays falls on the regular day off or during vacation of any member, another day off shall be arranged by the agreement of the individual and the Supervisor.
- .06** When one of the above holidays falls during sick leave or an approved leave of absence, no entitlement will accrue to the member.
- .07** Members who are required to work on a holiday under .01, shall receive their regular pay plus overtime as defined in Article 14 section .04, for all hours worked on that statutory holiday.
- .08** For all cases, the method of reimbursement should be agreed to by the member and the Supervisor prior to the work being undertaken on a holiday. If time off is the agreed-upon method of reimbursement, such entitlement must be used during that same or following three months.
- .09** Members will not be paid for any of the above holidays should they fall during an unpaid leave of absence or layoff.
- .10** The rate of pay for the purpose of this Article will be calculated in accordance with the Employment Standards Act.

Article 28

JURY OR WITNESS DUTY PAY

- .01** A member who is subpoenaed for jury or crown witness duty will receive for each day of absence thereof the difference between the member's regular pay computed at the member's base hourly rate and the amount of jury or witness fee received, provided that the member furnishes the Employer with a certificate of service

signed by the Clerk of the Court showing the amount of jury or witness fee received.

Article 29

LEAVE OF ABSENCE

- .01** Subject to the work requirements, the employer may in its discretion, continue to grant leaves of absence without pay to members for legitimate personal reasons.
- .02** Vacation is not earned during unpaid leaves of absence longer than 2 weeks.
- .03** Subject to the work requirements, the Employer may in its discretion grant a leave of absence with pay for up to two (2) members who are elected or appointed to represent the Union at Divisional and National Conventions of the Canadian Union of Public Employees. The Union agrees to reimburse the Employer for the full cost of wages paid to those members granted leaves under this Section. It is further understood that the total of such leave requests will not exceed twenty (20) working days per member within any twenty-four (24) month period.
- .04** A member who is elected or selected for a full-time position with the Union of any body with which the Union is affiliated or is elected to Public Office, shall be granted leave of absence without pay and without loss of seniority by the Employer for a period of one (1) year; such leave may be renewed in successive years provided that the leave of absence shall not exceed four (4) years in total.
- .05** Subject to the work requirements, the Employer may in its discretion grant a leave of absence with pay in accordance with the following:-

 - (a) As a matter of convenience to those persons who are elected to the Executive Committee of the Union, the University agrees to continue payment of wages at the normal rate of pay for the period of time members of the Union Executive Committee are in attendance at regular Union meetings. In

consideration of the Employer's action in this regard, the Union agrees to reimburse the Employer for the full cost of the wages paid to members of the Union Executive Committee while in attendance at regular Union meetings upon the receipt of an invoice to be provided to the Treasurer of the Union by the Employer. Nothing in the within clause shall be so interpreted or construed as to require the Employer to pay wages for attendance at regular meetings of the Union held outside the scheduled working hours of a member. If mutually agreeable between the Employer and the member, the member may make up the time.

- (b) Further, the University agrees to continue payment of wages at the normal rate of pay for the period of time Stewards are in attendance at regular membership meetings if held during their scheduled working hours and provided the University has received written notification of intent three (3) working days prior to the date of the said meeting. In consideration of the Employer's action in this regard, the Union agrees to reimburse the Employer for the full cost of the wages paid to Stewards while in attendance at regular membership meetings upon the receipt of an invoice to be provided to the Treasurer of the Union by the Employer. Nothing in the within clause shall be so interpreted or construed as to require the Employer to pay wages for attendance at regular membership meetings of the Union held outside the scheduled working hours of a member. If mutually agreeable between the Employer and the member, the member may make up the time.

Article 30

SICK LEAVE

- .01** Subject to .06 below, members are eligible to receive full salary while absent from work due to illness or injury to a maximum of 15 consecutive weeks, except as described in .01(a) and (b) below.
- (a) A member is entitled to the unused portion of the original 15 week period of sick leave if there is a recurrence of the same or related illness or injury during the first 3 weeks following

an employee's return work on a full-time basis. Return to work on a full-time basis means the employee is able to work his/her normal weekly schedule and perform the essential duties of his/her classification.

- (b) A member is entitled to the unused portion of the original 15 week period of sick leave if any illness or injury occurs while the member is participating in a Rehabilitation and Accommodation program.
- .02** Subject to .01 above, members who return to work on a full-time basis from any sick leave regardless of duration are again eligible for the full 15 weeks of sick leave. Return to work on a full-time basis means the member is able to work his/her normal weekly schedule and perform the essential duties of his/her classification.
- .03** a) The Employer and the Union support the application of the Rehabilitation and Accommodation Program which applies a collaborative and proactive approach to supporting ill or injured members in remaining at or returning to work regardless if the illness or injury was work related. Employees will to participate in such a program, if possible, in light of their medical condition. The Program is focused on the coordinated efforts of the member, his/her physician, his/her Unit Manager and the Rehabilitation Coordinator.
- b) The Joint Rehabilitation and Accommodation Committee shall be structured with equal management and union members, to facilitate the rehabilitation and accommodation process. To enhance the effectiveness of the Committee, the Employer will endeavour to support the Committee through appropriate education and resources.
- .04** The Employer reserves the right to require medical certification of illness or injury and/or a medical examination by a qualified physician. The Employer may request an additional medical certification of the injury and/or a medical examination by a second qualified physician of the Employer's choice. Any costs associated with the second certification will not be at the member's expense.

- (a) In any event, at the beginning of an absence and at regular intervals thereafter (e.g. every two weeks), the member will keep his/her Supervisor informed of his/her medical status and tentative return to work date.
 - (b) At the time of his/her return to work after each sick leave absence of two weeks or more the member must provide his/her Supervisor with a physician's note certifying that the member has been in the care of a physician and:
 - i) that the member is able to return to work on a full time basis without restrictions,
 - or
 - ii) that the member is able to return to work, with the nature and duration of any work restrictions described.
- .05** All WSIB allowances will be received directly by the Employer for the first 15 weeks of sick leave during which time full pay will be given to the member. If the disability continues, WSIB will pay the employee directly.
- .06** Vacation is not earned during periods of Long-Term Disability or WSIB benefits beyond the initial sick leave period.
- .07** Individuals as defined in Article 2, Section .03(a) will become eligible for Sick Leave Benefits under this Article in September of each year only if these individuals have returned to work and completed two consecutive weeks of regular scheduled work.
- .08** Neither the sick leave benefits nor other components of this Article are available to individuals, as defined in Article 2, Section .03(a) while on lay-off or during a period for which they would normally be on lay-off.

Article 31 CLOTHING

- .01** Each member has the option of one of the following:
- (a) dresses when required for replacement (maximum of 3 per year), purchased by the Employer for the member and

laundered by the member,

- (b) pant suits when required for replacement (maximum of 2 per year), purchased by the Employer for the member and laundered by the member, or
 - (c) dresses or sets of pants and shirts when required for replacement (maximum of 3 per year) rented and laundered by the Employer.
- .02** On special occasions, members may be required to wear banquet uniforms.
- .03** Parkas and mittens will be made available for use by members entering freezers and working out-of-doors.
- .04** Shoes will be provided where required in accordance with the following:
- (i) Where safety-toe and non-skid soles are required, the Employer agrees to pay up to \$80 annually for the purchase of such shoe upon submission of a receipt.
 - (ii) Where non-skid soles are required, the Employer agrees to pay up to \$55 annually for the purchase of such shoe upon submission of a receipt.

Article 32

EMERGENCY CLOSING POLICY

- .01** Members will suffer no loss in pay when the University is officially closed for emergency reasons on their regular scheduled day.
- .02** In addition to any entitlement under .01 above, members reporting for work when requested under this Article shall receive overtime as defined in Article 14, Section .04

Article 33

STAFF BENEFITS

- .01** All employees under this Agreement will be provided with Staff Benefits as outlined in Appendix E, and with any associated literature or information as contained in pamphlets or recorded in the Western News from time to time.
- .02** Where the salary of an employee in any month is not sufficient to pay the required employee contributions to the benefits programs, the contributions of the employer towards the benefits programs are discontinued. Employees may continue these benefits at full cost to themselves by making appropriate arrangements with the Department of Pensions, Benefits, & Payroll/Records at the time of layoff or leave.
- .03** During periods of Long-Term Disability or WSIB where no salary is being paid by the Employer, all compulsory group insurance and pension benefits in force at the commencement of the sick leave will be continued by the Employer. Employees may continue any voluntary group insurance benefits by making arrangements with the Department of Pensions, Benefits, & Payroll/Records for payment of those voluntary benefits they wish to continue.
- .04** Individuals defined in Article 2, Section .03(a) will not be covered under this Article. However, Individuals under this Agreement will receive an additional payment of \$.65 per hour for each straight time hour worked in order to cover the benefit differential. This additional payment will not be included for the purpose of computing any premium or overtime payment.
- .05** For the purpose of establishing an annual salary for benefit levels and deductions the following method will be utilized:

 - (a) Current Employees - the "salary" will be equivalent to the previous fiscal year's (May 1 - April 30) base earnings (exclusive of overtime) incremented by the base percentage increase negotiated in the following year's agreement. This "salary" amount will become effective on July 1st of each year and remain in effect until the following year effective date.

- (b) New Employees - the "salary" will be estimated based upon management's projection of the employee's income until sufficient time has elapsed to determine the salary based upon the Current Employee's criteria above.
- .06** (a) Effective 1 January, 2001, the level of Group Long Term Disability Insurance benefit will be amended to 70% from the present level of 75%, for any claim commencing on or after that date.
- (b) Effective 1 January, 2001, employees under this agreement will contribute 15% towards any benefit claim made under the Group Extended Health Insurance Plan and the Group Dental Insurance Plan to a maximum of \$450 per calendar year for single coverage and \$900 per calendar year for family coverage.
- .07** (a) A retiree who retired prior to 1 July, 2000 shall continue to receive the same Group Extended Health Insurance Plan coverage as he was receiving at retirement, without employee contribution.
- (b) For employees who retire between 1 July, 2000 and 31 December, 2000, benefits under the Group Extended Health Insurance Plan, and Group Dental Plan will be continued for retirees who have 5 or more years of seniority under Article 11 at retirement. These benefits will be provided under the provisions of the relevant group insurance policies in place prior to ratification.
- (c) For those employees who retire on or after 1 January, 2001, benefits under the Group Extended Health Insurance Plan, and Group Dental Plan will be continued for retirees who have 5 or more years of seniority under Article 11 at retirement. These benefits will be provided under the provisions of the relevant group insurance policies in accordance with Article 33.06 (b).
- (d) Those employees who retire on or after 1 January, 2001 with 5 or more years seniority will be entitled to benefits as provided by the Group Dental Insurance Plan.

Article 34

CONTRACTING OUT

- .01** Should there be "contracting out" of any job covered by the scope of this Agreement in whole or in part during the course of this Agreement, the Employer shall make every effort, consistent with its obligation to operate in an efficient and economical manner, to retain members displaced thereby, by granting such members an opportunity for on-the-job retraining, (as provided for in 04 (i) below if necessary, for available jobs within the bargaining unit and no member will be laid off as an immediate result thereof.)
- .02** Ninety (90) days prior to the "contracting out" of any job (in whole or in part) which would result in the lay-off of a member during the course of the agreement, the Employer shall:
- i) provide the union with the economic data related to the "contracting out" and discuss with the union the nature and rationale of the action,
 - ii) discuss any alternate means of achieving the necessary level of efficiency and economies, and
 - iii) where possible use attrition to minimize the impact on the employees.
- .03** In the event a member is to be laid-off as a direct result of contracting out by the Employer he/she will receive notice or pay in lieu of notice or combination thereof equivalent to one week for each half year of completed service. This notice would be in addition to that provided in Article 17 - Termination Notice Section .01.
- .04** Should a member be placed on a permanent lay off (i.e. leading to termination) the Employer will also provide the following assistance:
- i) if a position is open elsewhere in the bargaining unit at the permanently laid-off member's classification level or lower, the most qualified such member affected, who has the minimum required qualifications, will be offered the position and provided a maximum of four (4) months job-related training.

- ii) if a position is open outside the bargaining unit within the Employer, the permanently laid-off member will be given consideration provided the member is qualified to perform duties and responsibilities of that position. Human Resources (Planning and Recruitment) and the hiring Department will be responsible for assessing the qualifications and suitability of the candidate, and
- iii) in the event the preceding options are not available, relocation counselling will be provided through Human Resources (Staff Relations) of the University.

Article 35

WAGES

.01 The University agrees to pay the wages outlined in Appendix A.

Article 36
CHRISTMAS DESIGNATED DAYS

.01 The University will designate between one and three days off during the Christmas period.

.01(a) Members who are scheduled to work on these designated days will be provided equivalent straight time off for all hours worked.

Article 37
DURATION

.01 This Agreement covers the period from July 1, 2003 until June 30, 2006 and shall continue automatically thereafter for periods of one year unless either party informs the other in writing not less than 30 days prior to the expiration day that it desires to amend or terminate this Agreement.

In witness whereof, the Parties have executed this Agreement as of the 22nd day of July, 2003.

For the University

For the Union

APPENDIX A

C.U.P.E. 2692

SALARY SCHEDULE
THE UNIVERSITY OF WESTERN ONTARIO
 [12 Month Regular Full-Time Employees]

Effective: 1 JULY 2003 to 30 JUNE 2004

Job Classification

1 JULY 2003 to 30 JUNE 2004 SALARY

51

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 3 MTHS \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	MAX 3 YRS \$
Food Service Asst.	40	22027 10.59	26686 12.83	27102 13.03	27602 13.27	28475 13.69	29411 14.14
Sr. Food Svc. Asst.	40	23275 11.19	28267 13.59	28683 13.79	29182 14.03	30118 14.48	31096 14.95
Food Supervisor I	40	24523 11.79	29765 14.31	30326 14.58	30846 14.83	31907 15.34	32906 15.82

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 3 MTHS \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	MAX 4 YRS \$
Food Supervisor II	40	26187 12.59	31824 15.30	32282 15.52	32864 15.80	34008 16.35	35027 16.84	36005 17.31
Food Supervisor III	40	30410 14.62	- -	37107 17.84	38397 18.46	39728 19.10	41163 19.79	42536 20.45
Cook	40	20696 9.95	23462 11.28	23899 11.49	24336 11.70	25334 12.18	28059 13.49	29411 14.14
Cook I	40	21341 10.26	25002 12.02	25501 12.26	26104 12.55	27102 13.03	29266 14.07	30680 14.75
Cook II	40	22963 11.04	27019 12.99	27518 13.23	28018 13.47	29182 14.03	30160 14.50	31221 15.01

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	MAX 4 YRS \$
Chef	40	25875 12.44	32261 15.51	33571 16.14	34882 16.77	36338 17.47	37752 18.15

For employees hired after 1 July 1986

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	AFTER 4 YRS \$	MAX 5 YRS \$
Food Storesperson I	40	18450 8.87	23005 11.06	23774 11.43	24669 11.86	25480 12.25	26333 12.66	27165 13.06
Food Storesperson II /Driver II ***	40	19469 9.36	24315 11.69	25210 12.12	26208 12.60	27165 13.06	28059 13.49	29078 13.98
Food Storesperson III	40	21507 10.34	26894 12.93	27810 13.37	28954 13.92	30014 14.43	31138 14.97	32198 15.48

For employees hired before 1 July 1986

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	AFTER 4 YRS \$	MAX 5 YRS \$
Food Storeperson I	40	19178 9.22	23982 11.53	24835 11.94	25646 12.33	26520 12.75	27435 13.19	28350 13.63
Food Storeperson II /Driver II ***	40	20280 9.75	25355 12.19	26312 12.65	27310 13.13	28350 13.63	29307 14.09	30326 14.58
Food Storeperson III	40	22402 10.77	27955 13.44	28995 13.94	30160 14.50	31346 15.07	32427 15.59	33654 16.18

NOTE:*** Driver II is an eight (8) month position - add \$0.65 to rates indicated for benefit offset.

C.U.P.E. 2692

SALARY SCHEDULE
THE UNIVERSITY OF WESTERN ONTARIO
[12 Month Regular Full-Time Employees]

Effective: 1 JULY 2004 to 30 JUNE 2005

Job Classification 1 JULY 2004 to 30 JUNE 2005 SALARY

55

JOB LEVEL	HOURS /WEEK	MIN START	AFTER 3 MTHS	AFTER 6 MTHS	AFTER 1 YR	AFTER 2 YRS	MAX 3 YRS
		\$	\$	\$	\$	\$	\$
Food Service Asst.	40	22693 10.91	27477 13.21	27914 13.42	28434 13.67	29328 14.10	30285 14.56
Sr. Food Svc. Asst.	40	23982 11.53	29120 14.00	29536 14.20	30056 14.45	31013 14.91	32032 15.40
Food Supervisor I	40	25251 12.14	30659 14.74	31242 15.02	31762 15.27	32864 15.80	33883 16.29

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 3 MTHS \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	MAX 4 YRS \$
Food Supervisor II	40	26978 12.97	32781 15.76	33259 15.99	33842 16.27	35027 16.84	36088 17.35	37086 17.83
Food Supervisor III	40	31325 15.06	- -	38230 18.38	39541 19.01	40914 19.67	42390 20.38	43805 21.06
Cook	40	21320 10.25	24170 11.62	24606 11.83	25064 12.05	26104 12.55	28891 13.89	30285 14.56
Cook I	40	21986 10.57	25750 12.38	26270 12.63	26894 12.93	27914 13.42	30139 14.49	31595 15.19
Cook II	40	23650 11.37	27830 13.38	28350 13.63	28850 13.87	30056 14.45	31075 14.94	32157 15.46

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	MAX 4 YRS \$
Chef	40	26645 12.81	33238 15.98	34570 16.62	35922 17.27	37419 17.99	38875 18.69

For employees hired after 1 July 1986

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	AFTER 4 YRS \$	MAX 5 YRS \$
Food Storesperson I	40	19011 9.14	23691 11.39	24482 11.77	25418 12.22	26250 12.62	27123 13.04	27976 13.45
Food Storesperson II /Driver II ***	40	20051 9.64	25043 12.04	25958 12.48	26998 12.98	27976 13.45	28891 13.89	29952 14.40
Food Storesperson III	40	22152 10.65	27706 13.32	28642 13.77	29827 14.34	30909 14.86	32074 15.42	33155 15.94

For employees hired before 1 July 1986

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	AFTER 4 YRS \$	MAX 5 YRS \$
Food Storeperson I	40	19760 9.50	24710 11.88	25584 12.30	26416 12.70	27310 13.13	28267 13.59	29203 14.04
Food Storeperson II /Driver II ***	40	20883 10.04	26125 12.56	27102 13.03	28122 13.52	29203 14.04	30181 14.51	31242 15.02
Food Storeperson III	40	23067 11.09	28787 13.84	29869 14.36	31075 14.94	32282 15.52	33405 16.06	34674 16.67

NOTE:*** Driver II is an eight (8) month position - add \$0.65 to rates indicated for benefit offset.

C.U.P.E 2692

SALARY SCHEDULE
THE UNIVERSITY OF WESTERN ONTARIO
[12 Month Regular Full-Time Employees]

Effective: 1 July 2005 to 30 June 2006

Job Classification 1 JULY 2005 - 30 JUNE 2006 SALARY

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JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 3 MTHS \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	MAX 3 YRS \$
Food Service Asst.	40	23379 11.24	28309 13.61	28746 13.82	29286 14.08	30202 14.52	31200 15.00
Sr. Food Svc. Asst.	40	24710 11.88	29994 14.42	30430 14.63	30950 14.88	31949 15.36	32989 15.86
Food Supervisor I	40	26000 12.50	31574 15.18	32178 15.47	32718 15.73	33842 16.27	34902 16.78

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 3 MTHS \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	MAX 4 YRS \$
Food Supervisor II	40	27789 13.36	33758 16.23	34258 16.47	34861 16.76	36088 17.35	37170 17.87	38189 18.36
Food Supervisor III	40	32261 15.51	- -	39374 18.93	40726 19.58	42141 20.26	43659 20.99	45115 21.69
Cook	40	21965 10.56	24898 11.97	25334 12.18	25813 12.41	26894 12.93	29765 14.31	31200 15
Cook I	40	22651 10.89	26520 12.75	27061 13.01	27706 13.32	28746 13.82	31034 14.92	32552 15.65
Cook II	40	24357 11.71	28662 13.78	29203 14.04	29723 14.29	30950 14.88	32011 15.39	33114 15.92

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	AFTER 4 YRS \$	MAX
Chef	40	27435 13.19	34237 16.46	35610 17.12	37003 17.79	38542 18.53	40040 19.25	

For employees hired after 1 July 1986

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	AFTER 4 YRS \$	MAX 5 YRS \$
Food Storesperson I	40	19573 9.41	24398 11.73	25210 12.12	26187 12.59	27040 13.00	27934 13.43	28808 13.85
Food Storesperson II /Driver II ***	40	20654 9.93	25792 12.40	26728 12.85	27810 13.37	28808 13.85	29765 14.31	30846 14.83
Food Storesperson III	40	22818 10.97	28538 13.72	29494 14.18	30722 14.77	31845 15.31	33030 15.88	34154 16.42

For employees hired before 1 July 1986

JOB LEVEL	HOURS /WEEK	MIN START \$	AFTER 6 MTHS \$	AFTER 1 YR \$	AFTER 2 YRS \$	AFTER 3 YRS \$	AFTER 4 YRS \$	MAX 5 YRS \$
Food Storeperson I	40	20363 9.79	25459 12.24	26354 12.67	27206 13.08	28122 13.52	29120 14.00	30077 14.46
8 Food Storeperson II /Driver II ***	40	21507 10.34	26915 12.94	27914 13.42	28974 13.93	30077 14.46	31096 14.95	32178 15.47
Food Storeperson III	40	23754 11.42	29661 14.26	30763 14.79	32011 15.39	33259 15.99	34403 16.54	35714 17.17

NOTE:*** Driver II is an eight (8) month position - add \$0.65 to rates indicated for benefit offset.

APPENDIX B

STEWARDS' REPRESENTATION

<u>GROUP REPRESENTED</u>	<u>STEWARDS</u>
Saugeen-Maitland	2
Elgin and Sydenham	1
Delaware	1
U.C.C.	1
Spencer	1
All Other Outlets	2
Catering and Stadium	1
Chief Steward	1
Perth & Essex	1
TOTAL	<hr/> 11

APPENDIX C

AUTHORIZATION CARD

I hereby authorize my Employer, the Board of Governors of The University of Western Ontario, to deduct from my pay due me each month an amount equivalent to the regular monthly dues of Local 2692, Canadian Union of Public Employees and forward such amount to the Union whose receipt thereof shall be considered as a sufficient discharge to the Employer for the amount deducted from my earnings.

Signature.....

Date.....

Witness.....

APPENDIX D

GRIEVANCE NO.

THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE/C.U.P.E. LOCAL 2692
GRIEVANCE FORM

STEP I

GRIEVOR'S NAME _____

CLASSIFICATION _____

DATE OF INCIDENT RESULTING IN ALLEGED
GRIEVANCE _____

ALLEGED GRIEVANCE CONCERNS: ARTICLE ____ SECTION

DISCUSSED WITH UNIT MANAGER: YES__ NO __
DATE _____

STEWARD PRESENT: YES__ NO ____

GRIEVOR'S STATEMENT

ACTION REQUESTED

GRIEVOR'S SIGNATURE _____

DATE _____ STEWARD'S SIGNATURE _____

(MUST BE SIGNED BY THE STEWARD)

DATE GRIEVANCE RECEIVED BY ASSISTANT DIRECTOR

ASSISTANT DIRECTOR'S SIGNATURE _____

ASSISTANT DIRECTOR'S DECISION _____

DATE _____

ASSISTANT DIRECTOR'S SIGNATURE _____

APPENDIX D

GRIEVANCE NO.

THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE/C.U.P.E. LOCAL 2692
GRIEVANCE FORM

STEP II

IF THE GRIEVOR DOES NOT AGREE WITH THE ASSISTANT DIRECTOR'S DECISION AT STEP I AND WISHES TO TAKE THE GRIEVANCE TO STEP II OF THE GRIEVANCE PROCEDURE, A STEP II HEARING MUST BE REQUESTED WITHIN 3 (THREE) WORKING DAYS AFTER THE STEP I DECISION BY THE ASSISTANT DIRECTOR.

THE GRIEVOR REQUESTS THAT THE GRIEVANCE PROCEED TO STEP II:

SIGNATURE OF GRIEVOR _____ DATE _____

SIGNATURE OF STEWARD _____ DATE _____

DECISION OF DIRECTOR, HOSPITALITY SERVICES _____

DIRECTOR, HOSPITALITY SERVICES

SIGNATURE _____ DATE _____

APPENDIX D

GRIEVANCE NO.

THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE/C.U.P.E. 2692
GRIEVANCE FORM

STEP III

IF THE GRIEVOR DOES NOT AGREE WITH THE DIRECTOR'S, FOOD SERVICES, DECISION AT STEP II AND WISHES TO TAKE THE GRIEVANCE TO STEP III OF THE GRIEVANCE PROCEDURE, A STEP III HEARING MUST BE REQUESTED WITHIN FOUR (4) WORKING DAYS AFTER THE STEP II DECISION BY THE DIRECTOR, HOSPITALITY SERVICES.

THE GRIEVOR REQUESTS THAT THE GRIEVANCE PROCEED TO STEP III.

SIGNATURE OF GRIEVOR _____ DATE _____

SIGNATURE OF STEWARD _____ DATE _____

DECISION OF DIRECTOR, HUMAN RESOURCES (STAFF RELATIONS)

DIRECTOR, HUMAN RESOURCES (STAFF RELATIONS)

SIGNATURE _____ DATE _____

**APPENDIX E
BENEFITS**

CONTRIBUTIONS

PLAN

EMPLOYER SHARE

EMPLOYEE SHARE

Basic Group Life	Full cost of first \$25,000 of insurance + additional insurance funded by E.I. rate reduction	Full cost of insurance in excess of that paid by Employer
Extended Health Insurance	as per co-insurance	as per co-insurance
Group Long Term Disability Insurance*	100%	as per co-insurance
⑨ Group Dental Plan	as per co-insurance	as per co-insurance
Pension Plan**	7.5% Regular monthly salary	6% Regular monthly salary less CPP premium or 2.5% earnings
Canada Pension Plan	3.9% of salary to Y.M.P.E.(2000)	3.5% of salary to Y.M.P.E. (2000)
Ontario Hospital Insurance Plan	100%	0%
Employment Insurance	as required	as required
Vision Care	Max \$300/24 months	as required

PLAN	CONTRIBUTIONS	
	EMPLOYER SHARE	EMPLOYEE SHARE
Group Life Insurance (optional)	NIL	Full premium according to age and amount of insurance selected
Dependent Life Insurance (optional)	NIL	Full premium according to amount of insurance selected
Accidental Death and Dismemberment (optional)	NIL	Full premium according to amount of insurance selected
Additional Pension Plan (optional)	NIL	Voluntary up to maximum allowed under the provisions of the Canadian Income Tax Act

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* Effective May 1, 1992: the Long Term Disability Plan will have claim payments indexed by CPI to a maximum of 6%, as calculated annually effective January 1st of each year.

** Effective May 1, 1991: the Employer share increases to 8% regular monthly salary for employees with 10 years of regular full-time service; and for employees with 20 years of regular full-time service the Employer share is 8.5% regular monthly salary.

Individuals (as defined under Article 2 Recognition, Section .03 part (a)) who occupy Female dominated positions, as determined by the Presidential Advisory Committee on Pay Equity (Pay Equity Newsletter volume 1 no. 6)***, shall receive an additional payment for each straight time hour worked in order to cover the benefit differential in accordance with section 1(1) of the Ontario Pay Equity Act and Guideline #12 as issued by the Ontario Pay Equity Commission. This additional payment of \$0.65, which is added to each straight time hour worked, will not be included for the purpose of computing any premium or overtime payment.

APPENDIX E

GROUP INSURANCE BENEFIT PLAN AMENDMENTS

1. **GENERIC SUBSTITUTIONS:**

Where the drug dispensed is interchangeable with any other drug, the charges for such drug will not exceed the cost of the lowest priced interchangeable drug, unless the written prescription prohibits the dispensing of any substitute for the drug prescribed.

2. **PRESCRIPTION DRUGS:**

In the treatment of an injury or illness, the following drugs will be considered eligible expenses if dispensed by a licensed physician or dentist, or by a licensed pharmacist on the written prescription of a licensed physician or dentist;

- a) drugs legally requiring a prescription in accordance with the Food and Drug Act, Canada or similar provincial legislation;
- b) drugs not legally requiring a prescription, but which are in an injectable format, or are life-sustaining and identified under the following headings in the Therapeutic Guide section of the then current Compendium of Pharmaceutical and Specialties;

anti-anginal agents	anticholinergic preparations
antiparkinsonism agents	anti-arrhythmic agents
bronchodilators	glaucoma therapy
antihyperlipidemic agents	insulin preparations
hyperthyroidism therapy	oral fibrinolytic agents
parasympathomimetic agents	potassium replacement therapy
tuberculosis therapy	topical enzymatic debriding agents
anti-inflammatories	anti-histamines

3. FORMULARY:

CUPE 2692 agrees to participate equally with the administration and other employee groups in the establishment of a drug formulary.

4. DENTAL PLAN:

Regular Dental Examinations:

No benefit will be paid for more than one routine dental examination and cleaning for a covered person during any period a nine consecutive months.

5. LONG TERM DISABILITY:

During the first 24 months of absence, staff members will be considered to be disabled and eligible for benefits if they are unable to perform their "own occupation". Beyond 24 months individuals who are not able to perform the duties of their own or any other occupation for which they are reasonably fitted by education, training or experience and which have salary rates equal to at least 70% of their Indexed Pre-Disability Monthly Earnings, will continue to be considered disabled.

APPENDIX F

Letter of Understanding
between
The University of Western Ontario
and
Canadian Union of Public Employees, Local 2692

Re: Job Posting

If, when schedules are prepared there is a position of more than 24 **regularly scheduled** hours per week for the duration of the academic term (September to December or January to April) identified, and there is no member of the bargaining unit to fill the position, the position will be posted as a Union position as per Article 13 of the Collective Agreement.

If, after the schedules for the academic term have been established and a non-bargaining unit employee is **regularly scheduled** for more than 24 hours per week for the duration of the academic term, the position will be posted as a Union position as per Article 13 of the Collective Agreement.

This Letter of Understanding will be effective upon ratification of the Collective Agreement and unless renewed by the parties, will become null and void at the end of the duration of the Collective Agreement.

Frank Miller, Director
Hospitality Services

Marguerite Wilkins, President
C.U.P.E. 2692

APPENDIX G

Letter of Understanding
between
The University of Western Ontario
and
Canadian Union of Public Employees, Local 2692

Re: Sick Leave

1. Employees who have been absent one full work day or more on more than three separate occasions during any May 1 - April 30 period will not be paid for the first three days of any subsequent absence due to illness or injury. Employees will be entitled to two partial day pay incidence due to illness. For any subsequent partial day absence due to illness, employees will be compensated only for those hours worked.
2. Any illness lasting for more than three days will require a doctor's certificate upon the employee's return to work.
3. After the third sick leave occurrence, a memo will be sent from Hospitality Services Personnel to the employee and the Manager of the Unit for each sick leave thereafter during the fiscal year.
4. In situations where an employee is ineligible for sick leave as a result of provision 1 above, and extenuating circumstances are involved, the employee may request a waiver of the application of that provision. The employer will discuss the issues with the Union and the employee and decide whether a waiver would be granted. This clause will be interpreted in a manner consistent with the *Ontario Human Rights Code*
5. If the sick leave is deemed acceptable by the Associated Vice-President, Housing & Ancillary Services, the employee will be reimbursed on the following paycheck.

6. If sick leave cost can be reduced by 30%, the clause concerning three (3) days penalty will be removed.

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Frank Miller, Director
Hospitality Services

Marguerite Wilkins, President
C.U.P.E. Local 2692

APPENDIX H

Letter of Understanding
between
The University of Western Ontario
and
Canadian Union of Public Employees, Local 2692

Re: On-Call

In reference to part-time, on-call or seasonal staff in “B” and “C” grouping:

Employees hired for part-time positions, with schedules designated as less than 24 hours per week, or employees hired on an on-call basis, are considered non-union staff.

Any hours worked by “B” Group employees during the summer lay-off period (April-September), are not eligible to be computed towards “A” Group status, unless other wise posted.

Part-time/on-call staff may be called in for more hours than initially scheduled, when they are needed. All hours worked will not be counted towards “union” eligibility.

The purpose of allowing part-time staff to work additional hours (without tallying these hours towards “union” eligibility) is to permit part-time staff to earn additional money and to efficiently replace staff who did not report to work. Without this exception, these staff members would be restricted to work only their scheduled hours to preclude additional staff from obtaining “union” status where no such vacancies exist.

This Letter of Understanding will be effective upon ratification of the Collective Agreement and unless renewed by the parties, will become null and void at the end of the duration of the Collective Agreement.

Frank Miller, Director
Hospitality Services

Marguerite Wilkins, President
C.U.P.E. Local 2692

APPENDIX I

Letter of Understanding
between
The University of Western Ontario
and
Canadian Union of Public Employees, Local 2692

Re: Scheduling

To avoid disrupting staff and maintain the service requirements in units and to recognized staff seniority, Hospitality Services and CUPE Local 2692 have agreed to re-align work schedules in the Residence Operations and Cash Operations at five separate times. These times will be:

- a) Beginning of September
- b) Week following Thanksgiving
- c) Beginning of January
- d) Week following Reading Week
- e) Beginning of May

The schedule will be aligned on the basis of:

- a) Seniority
- b) Skills and ability
- c) Classification
- d) Operational Requirements
- e) Where possible the desire/needs of an employee

NOTE: At the beginning of May, all Regular Full-time employees will be scheduled prior to employees whom meet the definition of an individual under this Collective Agreement.

This Letter of Understanding will be effective upon ratification of the Collective Agreement and unless renewed by the parties, will become null and void at the end of the duration of the Collective Agreement.

Frank Miller, Director
Hospitality Services

Marguerite Wilkins, President
C.U.P.E. Local 2692

APPENDIX J

Letter of Understanding
between
The University of Western Ontario
and
Canadian Union of Public Employees, Local 2692

Re: Bargaining Unit Membership

The University of Western Ontario agrees to maintain the existing number of CUPE, Local 2692 bargaining unit members and will endeavour to increase the membership number by seven (7) percent by the end of this Collective Agreement. New hours will be allocated based on present scheduled patterns.

This Letter of Understanding will be effective upon ratification of the Collective Agreement and unless renewed by the parties, will become null and void at the end of the duration of the Collective Agreement.

Frank Miller, Director
Hospitality Services

Marguerite Wilkins, President
C.U.P.E. Local 2692

APPENDIX K

Letter of Understanding
between
The University of Western Ontario
and
Canadian Union of Public Employees, Local 2692

Re: Job Postings for September

The University of Western Ontario agrees to inform members of CUPE, Local 2692 each April prior to summer lay offs as to the specific date in the following August that job postings will be posted on the Union boards. The University further agrees that for these postings, the closing date will be seven (7) days following posting to allow members to indicate interest in the position(s).

This Letter of Understanding will be effective upon ratification of the Collective Agreement and unless renewed by the parties, will become null and void at the end of the duration of the Collective Agreement.

Frank Miller, Director
Hospitality Services

Marguerite Wilkins, President
C.U.P.E. Local 2692

APPENDIX L

Letter of Understanding

Between

The University of Western Ontario

And

Canadian Union of Public Employees, Local 2692

Re: Overtime Procedure for Banquet Shifts - Catering Staff at Somerville House Only

Banquet shift at Somerville House and all campus locations will be treated as a separate identity and not eligible for overtime. This is to allow extra hours to be obtained.

This Letter of Understanding will be effective upon ratification of the Collective agreement and unless renewed by the parties, will become null and void at the end of the duration of the Collective Agreement.

Martha Harley, Director
Human Resources (Staff Relations)

Marguerite Wilkins
C.U.P.E. Local 2692