

# EARLY CHILDHOOD INTERVENTION PROGRAM

April 1, 2008 -  
March 31, 2012

**COLLECTIVE AGREEMENT**

**SGEU**

COLLECTIVE AGREEMENT

BETWEEN

EARLY CHILDHOOD INTERVENTION PROGRAM,  
REGINA REGION INC.

AND

SASKATCHEWAN GOVERNMENT AND  
GENERAL EMPLOYEES' UNION  
LOCAL 5269

APRIL 1, 2008 TO MARCH 31, 2012

## TABLE OF CONTENTS

PAGE

|           |  |    |
|-----------|--|----|
| ARTICLE 1 | PREAMBLE .....                               | 1  |
| ARTICLE 2 | DEFINITIONS .....                            | 1  |
| ARTICLE 3 | SCOPE .....                                  | 4  |
| ARTICLE 4 | UNION SECURITY .....                         | 4  |
| 4.1       | Recognition .....                            | 4  |
| 4.3       | Work of the Bargaining Unit .....            | 4  |
| 4.4       | Contact at Work .....                        | 4  |
| 4.5       | Leave for Union Office .....                 | 5  |
| 4.6       | No Contracting Out .....                     | 5  |
| 4.7       | Non-Discrimination .....                     | 5  |
| 4.8       | Harassment .....                             | 5  |
| 4.9       | Sexual Harassment .....                      | 6  |
| 4.10      | Refusal To Cross Picket Lines .....          | 6  |
| 4.11      | Political Action .....                       | 6  |
| 4.12      | No Reprisals From Work Stoppages .....       | 6  |
| 4.13      | Union Membership .....                       | 6  |
| 4.14      | Check-Off .....                              | 7  |
| 4.15      | Statement of Change .....                    | 7  |
| 4.16      | Income Tax T-4 Slips .....                   | 7  |
| 4.17      | New Employees .....                          | 7  |
| 4.18      | Bulletin Boards .....                        | 7  |
| 4.19      | Cash Shortage .....                          | 7  |
| 4.20      | Temporary Out-of-Scope Appointment .....     | 8  |
| 4.21      | Union Meetings .....                         | 8  |
| ARTICLE 5 | LABOUR/MANAGEMENT RELATIONS .....            | 8  |
| 5.1       | Union Business .....                         | 8  |
| 5.2       | Stewards .....                               | 9  |
| 5.3       | Recognition .....                            | 9  |
| 5.4       | Without Loss of Pay .....                    | 9  |
| 5.5       | Legal Costs .....                            | 9  |
| 5.6       | Permission to Leave Work .....               | 9  |
| 5.7       | Function of Union Bargaining Committee ..... | 9  |
| 5.8       | Hiring Committee .....                       | 10 |
| 5.9       | Employer Shall Notify Union .....            | 10 |
| 5.10      | Copies of Motions .....                      | 10 |
| ARTICLE 6 | LAY-OFF AND RECALL .....                     | 10 |
| 6.1       | Structural Change .....                      | 10 |
| 6.2       | Conditions Required for Lay-Off .....        | 10 |
| 6.3       | Leave to Attend to Employment Matters .....  | 11 |
| 6.4       | Role of Seniority in Lay-Offs .....          | 11 |
| 6.5       | Recall Procedure .....                       | 11 |
| 6.6       | No New Employees .....                       | 11 |
| 6.7       | Length of Recall .....                       | 11 |
| 6.8       | Recall List .....                            | 12 |
| 6.9       | Notice of Recall .....                       | 12 |

|            | PAGE  |
|------------|---|
| 6.10       | Advance Notice of Lay-Off..... 12                   |
| ARTICLE 7  | DISMISSAL, SUSPENSION, DISCIPLINE..... 12           |
| 7.2        | Complaints..... 12                                  |
| 7.3        | Counselling Interview..... 13                       |
| 7.4        | Burden of Proof ..... 13                            |
| 7.5        | Verbal Reprimand..... 13                            |
| 7.6        | Records of Employees ..... 13                       |
| 7.7        | Letter of Reprimand..... 13                         |
| 7.8        | Suspension..... 14                                  |
| 7.9        | Dismissal..... 14                                   |
| 7.10       | Right to Have a Steward..... 14                     |
| 7.11       | No Discipline..... 14                               |
| ARTICLE 8  | GRIEVANCE PROCEDURE ..... 14                        |
| 8.1        | Procedure ..... 14                                  |
| 8.2        | Grievance Process ..... 15                          |
| 8.3        | Deviation from Grievance Procedure ..... 15         |
| 8.4        | Failure to Act Within Time Limits..... 15           |
| 8.5        | Technical Objections to Grievances..... 15          |
| 8.6        | Union May Institute Grievances ..... 16             |
| 8.7        | Grievance Mediation..... 16                         |
| ARTICLE 9  | ARBITRATION ..... 16                                |
| 9.1        | Naming an Arbitrator ..... 16                       |
| 9.2        | Selection of Arbitrator ..... 16                    |
| 9.3        | Procedure of Arbitration ..... 17                   |
| 9.4        | Decision of the Arbitrator ..... 17                 |
| 9.5        | Expenses of an Arbitrator ..... 17                  |
| ARTICLE 10 | HOURS OF WORK..... 17                               |
| 10.1       | Early Childhood Interventionists..... 17            |
| 10.2       | Administrative Associates ..... 18                  |
| 10.3       | Overtime ..... 18                                   |
| 10.4       | Rest Periods ..... 18                               |
| 10.5       | Contract/Project Workers..... 18                    |
| 10.6       | Job Sharing..... 18                                 |
| ARTICLE 11 | OVERTIME ..... 19                                   |
| 11.1       | Time in Lieu Arrangements..... 19                   |
| ARTICLE 12 | SENIORITY..... 19                                   |
| 12.1       | Seniority of Less Than Full-Time Employees ..... 19 |
| 12.2       | Seniority Lists ..... 20                            |
| 12.3       | Loss of Seniority ..... 20                          |
| 12.4       | Leave of Absence..... 20                            |
| ARTICLE 13 | APPOINTMENTS AND STAFF CHANGES ..... 20             |
| 13.1       | Job Postings..... 20                                |
| 13.3       | Information on Posting..... 20                      |
| 13.4       | Notification of Applicants..... 21                  |
| 13.8       | Promotions or Appointments..... 21                  |
| 13.9       | Notification of Successful Competition ..... 21     |
| 13.11      | Probationary Periods ..... 21                       |

|            |  | PAGE |
|------------|--|------|
| 13.12      | Completion of Probationary Periods.....                                    | 22   |
| ARTICLE 14 | JOB SECURITY .....   | 22   |
| 14.1       | Present Conditions and Benefits.....                                       | 22   |
| 14.2       | Long Term Disability or W.C.B. Leave .....                                 | 22   |
| 14.3       | Prolonged Leave of Absence (LTD) .....                                     | 22   |
| ARTICLE 15 | DESIGNATED HOLIDAYS.....   | 23   |
| 15.2       | Working on a Holiday .....   | 23   |
| ARTICLE 16 | VACATION.....  | 23   |
| 16.1       | Annual Vacation .....  | 23   |
| 16.2       | Carry-Over of Vacation .....   | 24   |
| 16.3       | Vacation Schedule .....  | 24   |
| 16.4       | Vacation Pay on Termination.....   | 24   |
| 16.5       | Unbroken Vacation .....  | 25   |
| 16.6       | Continuous Employment.....   | 25   |
| 16.7       | Vacation During First Year.....  | 25   |
| ARTICLE 17 | SICK LEAVE.....  | 25   |
| 17.1       | Annual Paid Sick Leave.....  | 25   |
| 17.2       | Accumulation of Annual Paid Sick Leave .....                               | 25   |
| 17.3       | Deductions From Sick Leave .....   | 26   |
| 17.4       | Proof of Illness.....  | 26   |
| 17.5       | Sick Leave Records.....  | 26   |
| 17.6       | Sick Leave During Leave of Absence .....                                   | 26   |
| 17.7       | Return From Indefinite Leave .....   | 26   |
| ARTICLE 18 | LEAVE OF ABSENCE .....   | 26   |
| 18.2       | Full-Time Union Duties/Public Duty.....                                    | 27   |
| 18.3       | Discretionary Days .....   | 27   |
| 18.4       | Bereavement Leave .....  | 27   |
| 18.5       | Maternity/Paternity/Adoption Leave .....                                   | 27   |
| 18.6       | Family Care Leave .....  | 28   |
| 18.7       | Jury Duty and Court Witness .....  | 28   |
| 18.8       | Benefits Earned While on Leaves of Absence<br>Without Pay or Lay-Off ..... | 29   |
| 18.9       | Position Upon Return to Work.....  | 29   |
| ARTICLE 19 | EDUCATION LEAVE AND TRAINING .....   | 29   |
| 19.1       | On-the-Job Training.....   | 29   |
| 19.3       | Seniority Accumulation During Education Leave .....                        | 30   |
| 19.4       | Education Leave.....   | 30   |
| 19.5       | Writing Exams and Job Related Courses: .....                               | 31   |
| ARTICLE 20 | PAY ADMINISTRATION.....  | 31   |
| 20.1       | Equal Pay for Similar Work.....  | 31   |
| 20.2       | Calculation of Sick Leave and Vacation .....                               | 31   |
| ARTICLE 21 | JOB DESCRIPTIONS.....  | 31   |
| 21.1       | Job Descriptions Shall Be Submitted to the Union.....                      | 31   |
| 21.2       | New Positions/Change in Existing Positions .....                           | 31   |
| 21.3       | Manual of Job Descriptions.....  | 32   |
| ARTICLE 22 | SAFETY AND HEALTH .....  | 32   |
| 22.3       | Right to Refuse or Stop Unsafe Work .....                                  | 32   |

|                                 | PAGE  |
|---------------------------------|---|
| 22.4                            | Injury Pay Provisions ..... 32                |
| 22.5                            | Transportation of Accident Victims ..... 32   |
| 22.6                            | First Aid ..... 33                            |
| 22.7                            | Disabled Worker Provision..... 33             |
| 22.8                            | Recognition of Social Illness ..... 33        |
| ARTICLE 23                      | TECHNOLOGICAL CHANGE..... 33                  |
| 23.1                            | Introduction of Technological Change ..... 33 |
| 23.3                            | Training ..... 34                             |
| ARTICLE 24                      | EMPLOYEE BENEFITS ..... 34                    |
| 24.1                            | Workers' Compensation Pay Supplement ..... 34 |
| 24.2                            | Personal Property Loss ..... 34               |
| 24.3                            | Salary Continuance Insurance ..... 34         |
| 24.4                            | Group Life Insurance Plan ..... 35            |
| 24.5                            | Extended Health Care ..... 35                 |
| 24.6                            | Prorata Clause ..... 35                       |
| 24.7                            | Benefits Package..... 35                      |
| 24.8                            | Pension Plan ..... 35                         |
| ARTICLE 25                      | TRAVEL AND ALLOWANCES ..... 36                |
| 25.1                            | Use of Employee Vehicle..... 36               |
| 25.2                            | Towing ..... 36                               |
| 25.3                            | Meal Rates..... 36                            |
| 25.4                            | Parking..... 36                               |
| 25.5                            | Taxis/Rental Cars ..... 36                    |
| 25.6                            | Accommodation ..... 36                        |
| ARTICLE 26                      | TERMS OF AGREEMENT ..... 37                   |
| 26.1                            | Duration ..... 37                             |
| 26.2                            | Notices of Changes ..... 37                   |
| 26.3                            | Changes in Agreement ..... 37                 |
| 26.4                            | Retroactivity ..... 37                        |
| 26.5                            | Grandmothering ..... 37                       |
| APPENDIX A                      | ..... 38                                      |
| APPENDIX B                      | ..... 39                                      |
| LETTER OF UNDERSTANDING #1..... | 48  |
| LETTER OF UNDERSTANDING #2..... | 49  |
| SIGNING PAGE .....              | 50  |

Articles of an Agreement made in duplicate this \_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

B E T W E E N

**THE EARLY CHILDHOOD INTERVENTION PROGRAM REGINA REGION INC.,**  
hereinafter referred to as "the Employer"

PARTY OF THE FIRST PART

A N D

**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
hereinafter referred to as "the Union"

PARTY OF THE SECOND PART.

**ARTICLE 1      PREAMBLE**

Both parties agree to support the principle of a collective working atmosphere in the office and agree that while matters of management remain the responsibility on the Employer, changes affecting the working conditions on the employees will be done with consultation with the intention of reaching mutual agreement where possible. Both parties recognize that employees are willing to assume the collective responsibility of ensuring that assigned tasks are carried out.

**ARTICLE 2      DEFINITIONS**

**A Day** shall be defined as seven and one-half (7 1/2) hours.

**Basic Work Week-** Will be the five day period from Monday to Friday.

**Benefits include Workers' Compensation Pay Supplement, Personal Property Loss, Salary Continuance Insurance, Group Life Insurance, Extended Health Care, Employee Benefits Package and the Pension Plan.**

**Casual Employee** means an employee who works less than full-time and is called in as required and works on an hourly basis.

**Contract and/or Project Worker** means a short-term employee hired for a specific project. Such specific project shall not be the work of the bargaining unit, but working conditions shall be negotiated in each instance.

**Demotion** is defined as the movement of an employee from a position in one (1) classification to a position in another classification with a salary rate of a lower maximum

**Employee** or **Employees** means a person or persons to which the terms of this Agreement apply as indicated in Article 3.

**Employer** means Early Childhood Intervention Program, Regina Region Inc.

**Executive Director** is the manager of the program activities, human and financial resources of the Early Childhood Intervention Program, Regina Region Inc.

**Fiscal Year** is defined as April 1st to March 31st of any year.

**Full-Time Employee** means an employee who has been appointed to a full- time position.

**Grievance is defined as any dispute between the employee and the Employer and/or Union arising out of an interpretation, application or alleged violation/infracton of the Collective Agreement and/or working conditions of employment. (Moved and edited from Article 8.01)**

**Hiring Committee** means a committee comprised of at least one Employer member, one Executive Director, and a minimum of one employee.

**Job Description Plan** means a relatively detailed, official statement setting forth the duties, responsibilities, and qualifications required which are specifically related to a particular job, and the same schedule of pay can be applied to all jobs requiring the same specifications.

A **lay-off** shall be defined as a reduction in the workforce or a reduction in the regular hours of work as defined in this Agreement.

**Overtime is defined as all hours worked in excess of the basic work week shall be paid at the rate of one and one-half times the normal rate of pay or taken as time in lieu at overtime rates. All hours worked on a statutory holiday shall be accumulated in accordance with Article 15.2 as mutually agreed to by the employee and the Executive Director. (Moved and edited from Article 11.01)**

**Parity Committee** means a committee comprised of equal numbers of employer representatives and employee representatives. Employee representatives are to be chosen by the employees.

**Part-Time Employee** means an employee who works regularly scheduled less than full-time hours.

**Pay Administration – The wage schedule covering employees occupying positions in the classification plan shall be set out in Schedule A, forming part of this Agreement.**

**Pay Plan** is as contained in this Collective Agreement.

**Permanent Employee** means an employee who has successfully completed the required probationary period.

**Personnel Committee** means a committee comprised of Early Childhood Intervention Program Board members and shall be mandated to deal with all matters pertaining to employees, including negotiations, working conditions, hours of work, etc.

**Plural or Masculine/Feminine Terms May Apply:** Wherever the feminine gender is used in this Agreement, it shall be considered as if the masculine gender has been used and whenever the singular term is used in this Agreement it shall be considered as if the plural has been used where the context of the intent of the clause so requires or vice versa.

**Promotion** means the movement of an employee from a position in one (1) classification to a position in another classification with a higher maximum salary.

**Seniority is defined as the number of hours worked exclusive of overtime, but including leaves of absence in which seniority is accrued, from the date of initial employment with the Employer and the employee being paid by the Employer. (Moved and edited from Article 12.01)**

**Sick Leave means the period of time an employee is absent from work with pay by virtue of being sick or disabled, or because of an accident for which compensation is not payable under *The Workers' Compensation Act*. (Moved and edited from Article 17.01)**

**Temporary** means a position filled by an employee assigned for a specified period of time not to exceed twelve (12) months. The period of time may be extended by mutual agreement.

**Ten Week Period** –When an employee works overtime, they must use the accumulated time off by the end of the ten week period beginning the first day of the month immediately following the month in which it is worked.

**Transfer** means the movement of an employee from one (1) position to another in the same or different classification with a salary range having the same maximum.

**Union** means the Saskatchewan Government and General Employees' Union representing the employees of Early Childhood Intervention Program, Regina Region Inc.

**Union Bargaining Committee** means representatives duly elected from the membership of SGEU of the Early Childhood Intervention Program Regina Region Inc.

**Vacation is time accrued on the basis of time worked for the purpose of annual holidays. (Moved and edited from Article 16.01)**

**Vacation Year means the twelve (12) month period commencing on the anniversary date of hiring for each employee. (Moved and edited from 16.03)**

**Wage schedule covers employees occupying positions in the classification plan as set out in Schedule A, forming part of this Agreement. (Moved and edited from 20.01)**

**ARTICLE 3 SCOPE**

3.1 The terms of this Agreement shall apply to all employees of the Early Childhood Intervention Program Regina Region Inc **which includes the Touchwood ECIP**. Except: The Executive Director.

**ARTICLE 4 UNION SECURITY**

**4.1 Recognition**

The Employer recognizes the Saskatchewan Government and General Employees' Union as the sole and exclusive Collective Bargaining Agent for all its employees. The Employer agrees to negotiate with the Union or its designated bargaining representatives concerning all matters affecting the working conditions between the employees and the Employer aiming toward a peaceful and amicable settlement of any differences that may arise between them.

4.2 No employees or group of employees shall undertake to represent the Union at meetings with the Employer's representative without the proper authorization of the Union. The Union will supply the Employer's representative with the name of its officers. The Employer's representative shall supply the Union with a list of its officers that they may be required to transact business.

**4.3 Work of the Bargaining Unit**

Except in the cases mutually agreed upon by the parties, persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit. Occasionally, the Executive Director may be required to carry a caseload.

**4.4 Contact at Work**

Representatives of the Union shall have the right to contact employees at work on matters respecting this Agreement or its administration without loss of pay to the employees. It is understood that these contacts will be conducted within reasonable time limits and that the duties of the employees will be met.

4.5 **Leave for Union Office**

The Employer and the Union may mutually agree to grant a leave of absence, without pay, for up to one (1) year to employees who have been elected to a full-time office or position in the Union.

Further leave shall be granted upon request by the employees involved. All seniority and benefits shall be maintained by the employee during the leave of absence.

4.6 **No Contracting Out**

The Employer agrees that all existing work or services performed by the bargaining unit shall not be subtracted, transferred, leased, assigned or conveyed, in whole or in part, to any other person, company, or non-unit employee, except where mutually agreed by the parties.

4.7 **Non-Discrimination**

**Human Rights:** The Employer agrees that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee in the matter of wage rates, training, up-grading, transfer, lay-off, recall, discipline, classification, discharge, or otherwise by reason of mental illness, age, race, creed, colour, national origin, religion, political affiliation or activity, sexual orientation, socio-economic status or marital status, family relationship, place of residence, physical handicap, nor by reason of their membership or activity in the Union, or mode of dress and physical appearance (or any other reason within the context of human rights).

4.8 **Harassment**

a) The Employer agrees that no form of harassment shall be allowed in the workplace. Harassment is any action by a person towards another person that any reasonable person would recognize as harassment and that is unwelcome. The Employer agrees to support its employees during the process of redress arising from work related situations.

i) Any complaint should be presented in an oral or written form to the Personnel Committee.

ii) The Employer recognizes the principle that it is its responsibility to maintain a discrimination-free workplace.

b) **Personal Rights:**

The rules, regulations and requirements of employment shall be limited to matters pertaining to the work requirements of each employee. Employees will not be asked or required to do personal services for members of the Employer which are not connected with the operation of the Board.

#### 4.9

### **Sexual Harassment**

- 1) **Definition:** Sexual harassment shall be defined as any unwanted sexually oriented practice that undermines an employee's health, job performance or workplace relationships or endangers an employee's employment status or potential. Sexual harassment shall include, but not be limited to:
  - 1) unnecessary touching or patting;
  - 2) suggestive remarks or other verbal abuse;
  - 3) leering at a person's body;
  - 4) compromising invitations;
  - 5) demands for sexual favours;
  - 6) physical assault.
- 2) Cases of sexual harassment shall be considered as discrimination and shall be eligible to be processed as grievances.
- 3) No information relating to the grievor's personal background, lifestyle, or mode of dress will be admissible during the grievance or arbitration process.
- 4) The Employer recognizes the principle that it is its responsibility to maintain a discrimination-free workplace.

#### 4.10

### **Refusal To Cross Picket Lines**

The Employer agrees that no employee shall be required to cross a picket line or to handle goods from an employer where a lawful strike or lock-out is in effect. The Employer agrees that it will not request, require or direct employees to perform work resulting from strikes that would normally have been carried out by employees involved in the strike(s).

#### 4.11

### **Political Action**

No employee shall be disciplined for participating in any political action.

#### 4.12

### **No Reprisals From Work Stoppages**

The Employer agrees that it shall not terminate, suspend, discipline, discriminate, coerce, intimidate, impose or seek to impose a penalty against any person because they are engaged in any activity related to a lawful work stoppage.

#### 4.13

### **Union Membership**

Every employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of employment, apply for and maintain membership in the Union as a condition of employment, provided that any employee in the appropriate bargaining unit who is not required to maintain membership or apply for and maintain membership in the

Union shall as a condition of employment tender to the Union the periodic dues uniformly required to be paid by the members of the Union.

4.14 **Check-Off**

The Employer agrees to deduct on behalf of the Union, when requested in writing and accompanied by signed authorization cards, all initiation fees, monthly dues assessments and levies, from and on behalf of all employees who are members of the Union from the employee's pay cheque each month. The Employer shall remit such deductions to the Executive Director of Operations of the Union prior to the tenth (10th) day of the month following the calendar month in which such deduction is made, accompanied by a list of names, classifications and addresses of employees from whose wages the deductions have been made.

4.15 **Statement of Change**

A statement shall also be forwarded to the Executive Director of Operations showing the names of all new employees covered by this Agreement hired, their date of hire, and the names of all employees who have terminated employment and their date of severance.

4.16 **Income Tax T-4 Slips**

At the same time that Income Tax (T-4) slips are made available, the Employer shall type the amount of Union dues paid by each member on their T-4 slip.

4.17 **New Employees**

The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect.

A representative of the Union shall be given one (1) hour to acquaint new members with the benefits and duties of Union membership and of signing dues deduction authorization cards, etc.

4.18 **Bulletin Boards**

The Employer shall make available to the Union a bulletin board so that the employees have access to it, upon which the Union shall have the right to post notices and information which shall be of interest to the employees.

4.19 **Cash Shortage**

An employee handling cash shall not be responsible for shortages, except in the case of criminal negligence.

4.20 **Temporary Out-of-Scope Appointment**

An employee who is temporarily filling an out-of-scope position shall continue to have union dues deducted from their pay cheque and shall be entitled to all benefits and rights afforded by this Agreement. No employee shall be appointed to an out-of-scope position without their consent except in cases of emergency.

4.21 **Union Meetings**

The Employer agrees that employees have the right to meet and discuss regular Union business at the workplace during working hours of three (3) hours per employee in any one (1) month. Union business excludes bargaining and grievance procedures.

4.22 The Bargaining Unit shall have the right at any time to have the assistance of representatives of the Saskatchewan Government and General Employees' Union when dealing or negotiating with the employer. A representative shall have reasonable access to the employees, during working hours, in order to investigate and assist in settling any grievances.

**ARTICLE 5 LABOUR/MANAGEMENT RELATIONS**

The parties agree to establish a union/management committee consisting of two employer representatives (one being the Executive Director) and two union representatives. The committee will draft a letter of understanding outlining their terms of reference to be approved by the respective members.

The Union shall be entitled to have a representative present at all board meetings except during In Camera discussions.

5.1 **Union Business**

The Employer recognizes that it is the right of all employees to participate fully in the affairs of the Union and in all matters which affect the Union. The Employer recognizes that it is also beneficial to encourage that participation and therefore agrees:

- a) That employees shall be granted leave of absence with pay to attend all decision-making conventions and conferences of the SGEU to which they are delegates.
- b) That employees shall be granted leave of absence with pay to attend Union education courses.
- c) That employees elected to office within the SGEU or to any of the union centrals to which SGEU is affiliated shall be granted leave of absence with pay to attend to those duties.
- d) That all employees shall receive leave of absence with pay and without loss of benefits for all time required to participate in the Union. The Union recognizes the Employer's programs and that union leave will not adversely affect programs.

- e) The Union agrees to reimburse the Employer for all wages and benefits paid by the Employer under Article 5.1 (a) to (d).
- f) Employees shall continue to accumulate seniority and all benefits while on leave of absence under Article 5.1(a) to (d).

**5.2 Stewards**

There shall at least be one (1) steward elected by the employees in the work place to see that the provisions of this Agreement are adhered to.

**5.3 Recognition**

The Employer recognizes the steward(s) elected by the Union.

**5.4 Without Loss of Pay**

The steward(s) shall investigate and process grievances or confer with representatives of the Union during working hours without loss of pay. In such cases, the steward shall use a reasonable amount of time and shall not adversely affect programming.

**5.5 Legal Costs**

The Employer shall pay all legal costs arising out of the defense of an employee charged in any court as a result of performing their duties within the scope of their employment.

**5.6 Permission to Leave Work**

- a) Any employee who feels that they have been aggrieved or any employee with relevant grievance information shall receive permission from the Executive Director to leave temporarily without loss of pay, in order to discuss the complaint with the appropriate Union representative. If it is impossible to leave work immediately, due to work requirements, other arrangements shall be made on work time, as soon as possible.
- b) The employer agrees that a steward or elected officer of the Union shall receive permission to leave assigned duties temporarily in order to discuss those matters covered by the grievance procedure and that such steward shall not suffer any loss in pay for the time so spent. If it is impossible to leave work immediately, due to work requirements, other arrangements shall be made on work time, as soon as possible.

**5.7 Function of Union Bargaining Committee**

All matters pertaining to the interpretation or application of this Collective Bargaining Agreement and other working conditions, etc. shall be referred to the Union Bargaining Committee to enable it to

identify problems within this Agreement for discussion and possible resolution.

**5.8 Hiring Committee**

The hiring of employees shall be initiated by the Executive Director who will convene a Hiring Committee which shall consist of a minimum of one (1) Employer member, one (1) Executive Director, and a minimum of one (1) employee. The Hiring Committee will make recommendations to the Employer who will make the final decision. The employee representative shall be chosen by the employees.

**5.9 Employer Shall Notify Union**

The Employer agrees that any reports or recommendations dealing with matters of policy which relate to conditions of employment and which affect employees within this bargaining unit shall be communicated to the Union as far in advance as possible before they are dealt with at a Board meeting. This article does not apply in cases of hiring, firing or disciplinary matters.

**5.10 Copies of Motions**

Copies of motions, resolutions, and Employer minutes adopted, which relate to the working conditions, staff or matters covered by this Agreement, will be forwarded to each shop steward.

**ARTICLE 6 LAY-OFF AND RECALL**

**6.1 Structural Change**

No structural change which would eliminate a staff position shall be made without mutual agreement or negotiation.

**6.2 Conditions Required for Lay-Off**

Once notice is given by the Employer that program termination and/or declining revenue may require a reduction in expenses with consideration to staff lay-offs, a Parity Committee of employees and Employer's representatives shall, where possible, be struck at least forty-eight hours in advance of a possible lay-off. Parity Committee is to make recommendation to the Board of Directors.

- a) Any lay-off of workers shall be solely for reasons of declining income defined as an emergency financial situation beyond the control of the Employer.
- b) The Parity Committee will be empowered to investigate the finances of the organization to determine priorities and to make guidelines with first, consideration given to cutbacks in non-staff related expenses.
- c) Work plans shall be amended to reflect reduced staff numbers.

6.3 **Leave to Attend to Employment Matters**

When an employee is to be laid off, they shall be allowed the equivalent of one (1) day off during the last thirty (30) calendar days of their employment to look for other work or to attend job interviews.

6.4 **Role of Seniority in Lay-Offs**

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a lay-off, employees shall be laid off in reverse order of their bargaining-unit-wide seniority. An employee about to be laid off may bump any employee with less seniority, providing the employee exercising the right is qualified to perform the work of the less senior employee.

6.5 **Recall Procedure**

- a) Employees shall be recalled in order of seniority.
- b) Employees who have been laid off shall have the right to refuse work that would constitute a demotion or temporary employment without loss of seniority. If the employee rejects three call-backs, then their name shall be removed from the re-employment list.
- c) Employees who choose to take employment offered to them which would constitute demotion or temporary employment shall not lose their right to re-employment to positions equivalent to those from which they were laid off, for two years following the date of lay-off.
- d) Employees shall be given ten (10) calendar days' notice of recall in written form.
- e) It is incumbent upon the employee to provide an up-to-date address and phone number to the Employer while on lay-off.
- f) The employee shall give notice of acceptance/rejection of any call-back within seven (7) calendar days.

6.6 **No New Employees**

New employees shall not be hired until those laid off have been given an opportunity of recall according to Article 6.6.

6.7 **Length of Recall**

An employee shall be on the recall list for a period of two (2) full fiscal years.

6.8 **Recall List**

In the case of lay-off or other reasons established within the contract, a recall list, based on seniority by job classification shall be established and copies of current recall lists shall be maintained by the Employer.

In the case of re-employment after extensive leave of absence due to other reasons beside lay-off, the employees will be placed on the recall list based on seniority by job classification. If the individual is unable to assume the duties of the job classification, the parties will where possible negotiate the accommodation of the employee.

6.9 **Notice of Recall**

Notice of recall shall be made by writing or by email. A copy shall be sent to the Union office.

6.10 **Advance Notice of Lay-Off**

The Employer shall notify employees who are to be laid off as determined under the notice provisions of *The Labour Standards Act*. A copy of the notice of lay-off shall be sent to the Executive Director of Operations of the Union. If the employee has not had the opportunity to work the days as provided in this Article, he shall be paid for the days for which work was not made available.

6.11 Seniority of an employee shall resume on being rehired, if he has not been out of the employ of the Employer for a period exceeding twenty-four (24) months in duration.

**ARTICLE 7 DISMISSAL, SUSPENSION, DISCIPLINE**

7.1 An employee may be dismissed or suspended, but only for just cause, and only upon the authority of the Executive Director and/or the Board of Directors. In the event the Employer initiates a disciplinary action against an employee, the following procedure shall be followed:

7.2 **Complaints**

Complaints from clients or individuals from outside the Agency regarding the work performance of an employee must be made in writing to the Executive Director. The Executive Director will verify all complaints through follow-up discussion with the author. If any action is taken with regard to such complaint, including entering the complaint on the employee's file, the employee being complained of must be notified within twenty (20) working days of the receipt of the complaint.

If any action is taken with regard to such a complaint, including entering the complaint on the employee's file, the employee may

initiate a grievance or submit a written statement replying to the complaint which shall be appended to the complaint.

**7.3 Counselling Interview**

In the event of a difficulty related to job performance of an employee, the Executive Director will arrange a counseling interview with the employee prior to taking any further action. The employee shall have the right to have a shop steward present during this interview. The Executive Director may keep a record, separate from the employee's personnel file, that a meeting held under this article took place.

**7.4 Burden of Proof**

In all cases of discipline, proof of just cause shall rest with the Employer.

**7.5 Verbal Reprimand**

The Executive Director will verbally outline to the employee any reasons for the reprimand, how they should correct their work or conduct, and what will happen if their misconduct continues. There is no official written report of an oral reprimand. A shop steward shall be present as a witness.

**7.6 Records of Employees**

Personnel records of an employee shall be open to their scrutiny upon request.

- a) The employee shall request access from the Executive Director or their designate, during the Executive Director's regular working hours.
- b) The employee is permitted to make notes or copies from their personnel file.
- c) Shop stewards shall have access to an employee's personnel file on the employee's written request.
- d) Employees may add any pertinent information to their files.
- e) Records of disciplinary action of an employee shall be removed from an employee's personnel file after twelve (12) months following a disciplinary action, unless the employee is again disciplined for the same reason within the twelve (12) month period.

**7.7 Letter of Reprimand**

If an employee displays no positive response to the verbal reprimand, the Executive Director shall reprimand that employee by means of a letter of reprimand to the employee within thirty (30) calendar days of the event of the complaint. Such letters shall become part of an employee's record (subject to Article 8.3). Letters of reprimand will be forwarded to the Union.

7.8           **Suspension**

Suspension without pay may be effected for just cause. The employee and the Union must be given notice of the suspension and the reasons for it in writing. The days of suspension shall be included.

7.9           **Dismissal**

Dismissal shall be effected by the Board of Directors or by the Executive Director. The employee shall receive written notice of the action which shall include a specific statement of just cause. The Employer shall give a minimum of one (1) week's notice in writing or pay in lieu of such notice (except in case of dismissal for gross misconduct) to employees with up to six (6) months of service, two (2) weeks' written notice to employees with six (6) months to one (1) year of service, and thirty (30) days' written notice after one (1) year of service. Subject to Article 4.7, casual employees who have worked less than one hundred and sixty (160) hours may not grieve termination due to general unsuitability.

7.10          **Right to Have a Steward**

Where the Executive Director intends to interview an employee for disciplinary purposes, the Executive Director shall so notify the employee forty-eight (48) hours in advance of the purpose of the interview in order that the employee may contact their steward to be present at the interview.

A steward or local union officer shall have five (5) working days to consult with a SGEU staff representative and has the right to have them present in any discussion with the supervisory personnel which might be the basis of disciplinary action.

7.11          **No Discipline**

No employee shall be disciplined for refusal to work on a job or to operate any equipment that is unsafe. Such job or equipment is not to be re-assigned until the Occupational Health Committee is satisfied with safety modifications.

**ARTICLE 8           GRIEVANCE PROCEDURE**

8.1           **Procedure**

An earnest effort shall be made to settle grievances as fairly and promptly as possible in the following manner:

It is understood, that before a grievance is submitted to Step 1, the employee/Union shall attempt to resolve the dispute through discussion with the Executive Director. If the matter is not settled to the employee's/Union's satisfaction, the employee/Union may proceed to Step 1 of the Grievance Procedure.

**Step 1:**

The grievance shall be submitted in writing by the Union on behalf of the aggrieved to the Executive Director or their designate within fifteen (15) calendar days of discovery of cause for a grievance. The Executive Director or their designate shall render a decision in writing within fifteen (15) calendar days of receipt. In all instances, a copy of the grievance shall be submitted concurrently to the Executive Director or their designate and to the Executive Director of Operations of the Union.

**Step 2:**

If a satisfactory settlement cannot be reached at Step 1, the Union may, within fifteen (15) calendar days, submit the grievance to the Chairperson of the Personnel Committee, who will set a grievance hearing and render a decision in writing, within fifteen calendar days of receipt of the grievance at Step 2.

**Step 3:**

Failing satisfactory settlement of the grievance at Step 2, the matter may be referred to arbitration by the Union within thirty (30) calendar days.

8.2 **Grievance Process**

Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union has a grievance, the above process, Article 8.2 shall be used to initiate the grievance.

8.3 **Deviation from Grievance Procedure**

After a grievance has proceeded to Step 1 by the Union, the Employer's representatives shall not enter into discussions or negotiations with respect to the grievance, either directly or indirectly with the aggrieved employee.

8.4 **Failure to Act Within Time Limits**

If the initiator of the grievance fails to follow the time limits and procedure, the grievance shall be deemed to have been withdrawn. Where the recipient of the grievance fails to respond within the prescribed time limits, the grievance shall advance to the next step. However, the time limits may be extended by mutual agreement between parties.

8.5 **Technical Objections to Grievances**

It is not the intention of the employer or the Union to evade the settlement of grievances on a procedural technicality, however, it is clearly understood that the time limits established herein are for the

sake of procedural orderliness and are to be adhered to. Should either party fail to adhere to the time limits, the onus is on that party to show a justifiable reason why.

**8.6 Union May Institute Grievances**

The Union and its Representatives shall have the right to initiate a grievance on behalf of an employee, or group of employees, and to negotiate with the Employer in the manner provided in the Grievance Procedure. Such a grievance shall commence at Step 2.

**8.7 Grievance Mediation**

Mediation at any stage during a dispute either the Employer or the Union may, upon written request to the other party, request that the dispute be referred to a mediator. The other party must respond to this request within two (2) working days. Should either party not agree to mediation or not respond within two (2) working days, then the grievance and arbitration procedure shall continue as if uninterrupted.

If both parties agree to mediate, the mediation shall occur within ten (10) working days of the initial request, or as otherwise agreed to by both parties.

The mediators shall be (unless otherwise agreed to by both parties) confined to the limits of the Collective Agreement. There shall be no limit to those who may attend the mediation sessions, but must not unreasonably disrupt the program.

The cost of the mediation shall be shared by both parties. Both mediators shall be contacted and the mediator with the first available time shall be utilized.

**ARTICLE 9 ARBITRATION**

**9.1 Naming an Arbitrator**

When either party requests that a grievance be submitted to Arbitration, the request shall be made in writing within thirty (30) calendar days to the other party of this Agreement.

The party making the request shall, at the same time as it notified the other party, notify the Arbitrators.

**9.2 Selection of Arbitrator**

The parties agree to jointly request the services of the following persons to act as sole arbitrators in respect to disputes arising under this Collective Agreement. The arbitrators shall set in rotation; once used they shall go to the bottom of the rotation. Both Arbitrators shall be contacted and the Arbitrator with the first available time shall be utilized.

Arbitrators: Deanna Elias-Henry  
Don Anderson

9.3 **Procedure of Arbitration**

The Arbitrator shall fix the time and place of sittings and notify the parties. The Arbitrator shall convene a hearing not later than eight (8) calendar days after it has been constituted, unless by consent of both parties the date is changed.

The Arbitrator shall determine their own procedure, but shall give full opportunity to all parties to present evidence and make representation.

9.4 **Decision of the Arbitrator**

The decision of the Arbitrator shall be final, binding and enforceable on all parties.

The Arbitrator shall not have the power to change this Agreement or to alter, modify or amend any of its provisions. However, the Arbitrator shall have the power to dispose of a grievance by any arrangement, which they deem just and equitable.

Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to reconvene to clarify the decision.

9.5 **Expenses of an Arbitrator**

The fees and expenses of the Arbitrator and any other common expenses shall be shared equally by both parties.

**ARTICLE 10 HOURS OF WORK**

10.1 **Early Childhood Interventionists**

- a) Permanent Full-time Early Childhood Interventionists shall work a self-scheduled thirty-seven point five (37.5) hour week Monday to Friday as regulated by program requirements.  
In accordance with Article 15.1 the basic work week will be reduced by 7 ½ hours for each designated holiday taken during that period.
- b) Permanent Part-time Early Childhood Interventionists are those employees who work at least 18.75 hours per week but less than 37.5 hours per week in any one week period, as regulated by program requirements, Monday to Friday.
- c) Early Childhood Interventionists will only attend evening home visits when agreed between the Interventionist and a client on a case by case basis along with prior approval from

the Executive Director. For the safety of the Interventionist, they must have prior approval from the Executive Director along with a check-in procedure for the end of their visit.

10.2 **Administrative Associates**

- a) Permanent Full-time Administrative Associates shall work thirty-seven point five (37.5) hours in any one (1) week work period Monday to Friday.
- b) Permanent Part-time Administrative Associates are those employees who work at least 18.75 hours per week but less than 37.5 hours per week in any one week work period with a maximum of seven (7) hours and thirty (30) minutes per day (8:00 A.M. to 4:00 P.M. daily), Monday to Friday.

10.3 **Overtime**

- a) All time worked outside the core hours, as specified in Article 10.1 and 10.2, must have the prior approval of the Executive Director. Any changes to the schedule must be made by mutual agreement and will not incur overtime.
- b) Notwithstanding the above article, employees shall manage the averaging period in such a manner as to eliminate or minimize any overtime. Therefore, employees will in consultation with the Executive Director, work their schedule to ensure the hours of work are not exceeded and proper coverage is provided.
- c) If overtime is approved and worked, the employee may choose to receive payment as per Article 11.1, or accumulate the time to be taken at a mutually agreed upon time.

10.4 **Rest Periods**

Each employee shall be allowed two (2) fifteen (15) minute rest periods per day worked.

10.5 **Contract/Project Workers**

The hours of work for Contract and/or Project employees shall be agreed upon by the parties in each instance according to the job requirements.

10.6 **Job Sharing**

- a) All job sharing arrangements must be negotiated between the employer and the Union. A letter of agreement shall be drafted between the parties determining the following:
  - hours of work and overtime;
  - accrual of seniority and benefits;

- time frame of job sharing, e.g. minimum of six months and maximum of one year and/or extensions allowable;
  - notice period required to end the job sharing prior to original expiry date.
- b) The position to be job shared is maintained as a permanent, full-time position.
  - c) If a full-time position becomes vacant as a result of the job sharing arrangement, that position is also maintained as a permanent, full-time position.
  - d) Job sharing should be initiated by the interested employee(s), not by the Employer. It must be approved by both the Union and the Employer, with both parties signing a letter of agreement defining the terms of the job share arrangement, prior to commencement of the job share position. The job shared portion of the job sharing shall be posted in the bargaining unit for competition.
  - e) Each participant in a job-sharing arrangement must remain eligible for Employment Insurance and Canada Pension coverage.

**ARTICLE 11 OVERTIME**

**11.1 Time in Lieu Arrangements**

- a) Time in lieu will be taken by employees within ten (10) week of being earned unless otherwise mutually agreed between the employee and the Executive Director. Outstanding balances at the end of the ten (10) week period may be carried over to the next period or paid out at the discretion of the Employer.
- b) No employee shall be required to work time in lieu against their wishes.
- c) The ten week period will commence at the beginning of the calendar month immediately following the calendar month in which the overtime was worked.
- d) No more than five (5) consecutive days of accumulated time in lieu shall be taken without prior consultation with the Executive Director.
- e) All time in lieu shall be paid out upon separation from employment.

**ARTICLE 12 SENIORITY**

**12.1 Seniority of Less Than Full-Time Employees**

Seniority of less than full-time employees shall be based on actual hours worked.

12.2           **Seniority Lists**

The Employer shall maintain a seniority list of all employees showing the date upon which each employee entered the service of the Employer or in the case of casuals, the number hours worked. Such lists shall be sent to the Union in January of each year and available to employees for the balance of the year.

12.3           **Loss of Seniority**

Seniority shall be broken for the following reasons:

- a)           Dismissal for cause and is not reinstated.
- b)           Resignation in writing not withdrawn within seven (7) days of its submission.
- c)           If laid off for a period longer than two (2) years.
- d)           Failure to indicate to return to work immediately following the completion of a leave of absence or within ten (10) days notification by the Employer to return to work following a lay-off, unless, in either case the employee can show a justifiable reason for failure to report to work.

12.4           **Leave of Absence**

All employees shall continue to accumulate seniority on any authorized leave of absence paid or unpaid, unless otherwise specified.

**ARTICLE 13       APPOINTMENTS AND STAFF CHANGES**

13.1           **Job Postings**

New positions or vacancies of a full-time or less than full-time nature, shall be posted on the Union bulletin board in the office for at least five (5) working days. Outside advertising may be carried on simultaneously, **in a local newspaper and/or the internet.**

13.1.1       Subject to Article 6.7, no new employees shall be hired until the applications of present employees and those on the re-call list have been fully processed and considered.

13.2           Copies of such notice shall also be sent to employees on the recall list.

13.3           **Information on Posting**

The bulletin shall set out the following information:

- a)           name of position;
- b)           a brief description;
- c)           qualifications required;
- d)           salary;
- e)           hours of work;
- f)           deadline date for application and other pertinent information.

13.4           **Notification of Applicants**

- a)           The Employer shall notify the Union Committee of the applicants for the job and of the seniority of the applicants.
- b)           The Union shall have the right to have an observer present during all in-house competition interviews.

13.5           Interviews shall be structured by the Hiring Committee and shall be set at a time convenient to representatives of the Hiring Committee.

13.6           After all interviews are completed, the Hiring Committee shall select the new employee. Where approval is not unanimous, majority vote shall rule. Such decision when realized will be submitted to the Employer for final approval.

13.7           Meetings of the Hiring Committee shall take place during regular working hours whenever possible and the employee's representatives on the Hiring Committee shall suffer no loss of pay. Time so spent shall be considered part of the work week.

13.8           **Promotions or Appointments**

Providing qualifications are sufficient to perform the required duties, the applicant with the most seniority in the bargaining unit shall be appointed to the position within thirty (30) days after the closing date of the bulletin. Qualifications shall include experience, education, and applications of skills, knowledge and ability.

13.9           **Notification of Successful Competition**

The Employer shall notify the Union of the appointment of the successful applicant.

13.10          Each employee shall be provided with a letter of appointment, including a copy of this Agreement and the terms of employment upon hiring.

13.11          **Probationary Periods**

- a)           Employees hired into full-time positions upon initial appointment shall serve a probationary period of six (6) months from the date of appointment.
- b)           Employees hired into part-time positions upon initial appointment shall serve a probationary period of 900 hours from the date of appointment.
- c)           Employees shall receive a verbal performance evaluation at the half-way point of any probationary period with the Executive Director. There shall be no record of this meeting placed on the employee's file. The employee shall have the right to have their Shop Steward present.
- d)           Employees shall receive a written performance evaluation at the end of any probationary period with the Executive Director. (A copy will be given to the employee).

- e) **Initial Trial Period:**  
While on initial probation, employment may be terminated for any reason of general unsuitability by the Chairperson of the Board or designate, with the consent of the Board of Directors. Employees are restricted to grieving violations of Article 4.7.
- f) **Promotion Probation:**  
Upon promotion, employees shall serve a probationary period of three (3) months from the date of appointment. Should an employee's performance fail to meet the requirements of the new position, or if the employee so chooses, they shall be returned to their former position with no loss of seniority.

13.12 **Completion of Probationary Periods**

At the successful completion of the initial probation, the employee shall be informed in writing of their permanent status.

**ARTICLE 14 JOB SECURITY**

14.1 **Present Conditions and Benefits**

All rights, benefits, privileges and working conditions which employees enjoyed, received or possessed at the time of certification, shall continue to be enjoyed and possessed insofar as they are not inconsistent with this Agreement, but may be modified by mutual agreement between the employer and the Union.

14.2 **Long Term Disability or W.C.B. Leave**

- a) Employees who are on Long Term Disability or Workers' Compensation shall be given an unpaid leave of absence until they are fit to return to work, subject to Article 14.3.
- b) Employees who are fit to return to work shall be reinstated in their previous position.
- c) Employees on such leave shall retain seniority at the same level as when leave commenced.
- d) The employer and the Union agree to attempt to find employment within the bargaining unit for employees able to work, but unable to fully return to their former positions.
- e) Employees on such leave will contact the Executive Director once monthly to indicate their progress and the prospects of their return to work.

14.3 **Prolonged Leave of Absence (LTD)**

- a) A permanent employee suffering prolonged illness shall, on application, be granted definite leave of absence for a period of up to two (2) years.  
All benefits of the Collective Agreement, except vacation, shall accrue and be paid by the employer during the first two (2) years of leave under this clause.

- b) A permanent employee requiring leave of absence beyond that granted under a) above shall be granted an indefinite leave of absence. Upon conclusion of the indefinite leave, the employee shall have their name placed on the re-employment list, pursuant to the normal provisions of Article 6.6.  
An employee on indefinite leave may voluntarily contribute benefit plans premiums.

**ARTICLE 15 DESIGNATED HOLIDAYS**

15.1 For the purposes of this Agreement, designated holidays shall mean New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, working days between Christmas and New Year's, five (5) working days following Easter, plus one individual Floating Holiday per fiscal year to be taken at a time mutually agreed between the parties, and any other statutory holiday as proclaimed by the Federal, Provincial or Municipal Governments.

15.2 **Working on a Holiday**

A full-time employee who is required to work on a holiday shall be paid at the rate of straight time plus time and one-half or an equivalent number of hours off with pay at a time mutually agreed upon by the Employer and the employee. A casual employee who is required to work on a holiday shall be paid at the rate of time and one-half.

**ARTICLE 16 VACATION**

16.1 **Annual Vacation**

- a) Annual vacation for full-time employment shall be earned at the rate of fifteen working days per year, increasing at the rate of one additional day per year after the first year, except for year five (5) where the full-time employee shall earn two (2) days, the one day per year accumulation shall then continue to a maximum of 30 days. ("Day" refers to one working day within the standard work week from Monday to Friday).

| <u>Years of Service</u> | <u>Annual Vacation<br/>in working days</u> |
|-------------------------|--|
| 1                       | 15   |
| 2                       | 16   |
| 3                       | 17   |
| 4                       | 18   |
| 5                       | 20   |
| 6                       | 21   |
| 7                       | 22   |

|            |    |
|------------|----|
| 8          | 23 |
| 9          | 24 |
| 10         | 25 |
| 11         | 26 |
| 12         | 27 |
| 13         | 28 |
| 14         | 29 |
| 15 or more | 30 |

- b) If an employee wishes to take up to five (5) consecutive days of vacation time, a written request must be submitted to the Executive Director no less than five (5) working days prior to the commencement of the proposed vacation. For vacation of six (6) or more days, written requests must be submitted to the Executive Director no less than ten (10) working days prior to the commencement of the proposed vacation.
- c) When any statutory holiday or customary civil or local holiday falls on a regular working day within an employee's annual vacation, they shall be granted one additional day of vacation.

16.2 **Carry-Over of Vacation**

The vacation entitlement contained herein will be taken by all the employees annually, however, subject to the provision that the employees make application to the Employer for carry-over of entitlement to the following year, carry-over of up to five days shall be approved. Consideration will be given for carry-over in excess of five days at the discretion of the Executive Director.

16.3 **Vacation Schedule**

Where in respect of any period of vacation leave, an employee is:

- a) Granted bereavement leave; or
- b) Granted sick leave; or
- c) Granted other approved leave of absence; or
- d) When a statutory holiday falls on a day during an employee's vacation period;

the period of vacation so displaced by any of the aforementioned shall either be added to the vacation period of the employee and approved by the Employer or reinstated for use at a later date, at a time to be mutually agreed upon by both parties.

16.4 **Vacation Pay on Termination**

An employee leaving the service at any time in the vacation year before the employee has taken vacation shall be entitled to a proportionate payment of salary in lieu of such earned vacation.

16.5           **Unbroken Vacation**

An employee shall be entitled to receive vacation in an unbroken period, unless otherwise mutually agreed upon between the employee and the Employer.

16.6           **Continuous Employment**

For purposes of calculating vacation entitlement, continuous employment shall be defined from the initial employment date, and shall be broken for the following reasons:

- a)           Dismissal for cause and is not reinstated.
- b)           Resignation in writing and not withdrawn within seven (7) days of its submission.
- c)           Is laid off for a period longer than two (2) years.
- d)           Failure to return to work immediately following the completion of a leave of absence or within ten (10) working days' notification by the Employer to return to work following a lay-off, unless, in either case the employee can show a justifiable reason for failure to report to work.

16.7           **Vacation During First Year**

Employees may take vacation leave prior to completion of one year of service with the permission of the Executive Director. Employees are eligible to use only accumulated vacation credits, unless where mutually agreed between the parties, an employee may borrow on future unearned vacation credits.

**ARTICLE 17    SICK LEAVE**

17.1           **Annual Paid Sick Leave**

Sick leave credits shall accumulate from the date of employment on the basis of ten (10) hours per month. If required, an advance of up to 50 hours shall be granted.

For less than full time employees, sick leave will be accumulated on a pro-rated basis based on hours of work.

17.2           **Accumulation of Annual Paid Sick Leave**

The unused portion of an employee's sick leave shall accrue for their future benefits.

An employee shall accumulate sick leave days from year to year up to a maximum of thirteen hundred and fifty (1350) hours. Sick leave days shall only be used if Short Term Disability and Long Term Disability benefits are not applicable.

17.3           **Deductions From Sick Leave**

A deduction shall be made from accumulated sick leave of all normal working days, exclusive of holidays, absent for sick leave. All hours absent on account of illness shall be deducted from accumulated sick leave credits.

17.4           **Proof of Illness**

A medical certificate(s) may be required from employees reporting sick in excess of three (3) consecutive days. If a medical certificate is required, such a certificate will be requested during such illness, and will be paid for by the employer if a charge to the employee is incurred for such.

17.5           **Sick Leave Records**

An employee's accumulated sick leave credits shall be made available to each employee(s) upon request.

17.6           **Sick Leave During Leave of Absence**

When an employee is given leave of absence without pay for any reason or is laid off on account of lack of work and returns to work upon expiration of such leave of absence, etc., they shall retain their existing accumulated credits at the time of such leave or lay-off.

An employee shall continue to accumulate sick leave credits for a maximum of one year during a leave of absence or lay-off.

An employee who is hospitalized at the time that a leave of absence without pay becomes effective, or lay-off occurs, shall be entitled to claim use of accumulated sick leave for the duration of the hospitalization to the extent credits provide.

An employee who is ill at the time a leave of absence without pay concludes or at the time of recall to work following lay-off, shall be entitled to claim use of accumulated sick leave credits for the duration of the illness or to the extent credits provide.

17.7           **Return From Indefinite Leave**

An employee on indefinite leave for medical reasons may be required to provide a medical certificate that confirms the employee's ability to return to work. This certificate is to be provided prior to the employee's name being placed on the recall list. (Moved from Article 18.12)

**ARTICLE 18       LEAVE OF ABSENCE**

18.1           An employee may, for valid reasons, be granted a definite leave of absence without pay, for up to one (1) year. Seniority shall continue to accrue during this leave, with no loss of benefits or job security. The Employer agrees, where required, that employees will be

replaced when on any approved leave for the length of the leave. This leave shall be approved by the Executive Director and/or the Personnel Committee.

18.2 **Full-Time Union Duties/Public Duty**

An employee who is elected or selected for a full-time position with the Union, or any labour body with which the Union is affiliated, shall be granted an unpaid leave of absence period of up to one year. Such leave may be renewed each year during the term of office.

An employee who is elected to public office shall be granted unpaid leave of absence for a period of up to one (1) year; such leave may be renewed each year during the term of office.

18.3 **Discretionary Days**

Employees shall be granted five (5) days paid leave per fiscal year. Such leave may be for the purposes of Medical Care, Pressing Necessity, Family Obligations, Mental Health, or days important to **employee's** based on religion, culture or ethnicity.

18.4 **Bereavement Leave**

- a) Bereavement leave with pay shall be granted to an employee. Such leave shall consist of three (3) days per occasion. Additional time shall be granted under extenuating circumstances. This will be applicable in the case of members of the immediate family, including aunts, uncles, cousins, grandparents, and in-laws. This leave is non-cumulative.
- b) An employee shall be granted an additional five (5) regularly scheduled consecutive work days, without loss of pay or benefits in the case of the death of a spouse, including domestic partner, or child.
- c) An employee shall be granted unpaid leave of absence where the death or serious illness occurs outside the province, such leave shall be fair and reasonable.

18.5 **Maternity/Parental/Adoption Leave**

- a) **Maternity Leave:**  
An employee who has completed twenty (20) weeks of continuous employment, without a break in service, who makes application at least one (1) month in advance of the estimated date of confinement shall be granted leave.
- b) **Parental Leave or Legal Adoption Leave:**  
An employee who has completed twenty (20) weeks of continuous employment without a break in service and who makes application at least one (1) month in advance of the requested commencement date shall be granted Parental/Adoption Leave. In exceptional

**circumstances, at the discretion of the Executive Director, the one (1) month notice may be waived.**

- c) **Length of Leave:**
- i) The employee shall be entitled to up to one (1) year unpaid Maternity/Parental/Adoption leave. Such leave may commence at any time during the pregnancy or after the birth of the child, according to the wishes of the employee.
  - ii) Additional parenting leave of up to one year without pay shall be granted if requested by the employee.
  - iii) **An employee to whom Maternity/Parental/Adoption leave has been granted pursuant to this Article and who intends to resume their employment with the Employer after the birth/adoption shall, at least thirty (30) days prior to the day on which they intend to resume their employment, notify the Executive Director in writing of their intention to do so.**
  - iv) **With the consent of the Employer and thirty (30) days written notice, an employee shall be entitled to return from maternity leave in advance of the expiry of the leave;**
- d) **Right to Maternity Leave:**  
Maternity/Parental/Adoption leave shall be considered a right. No employee shall be laid off or otherwise adversely affected in their employment because of their pregnancy. (Former Article 18.05 a)
- e) **Right to Alternate Work:**  
The pregnant employee has the right to continue employment during the period of pregnancy. Where working conditions may be hazardous to an unborn child or to the pregnant employee, the employee if they so choose shall be entitled to alternate work if available. (Former 18.05 b)
- f) **Entitlement to Sick Leave**  
**Employees shall be entitled to sick leave where an employee has a medically substantiated need to be absent from work for health reasons related to pregnancy either before, on, or after the date of delivery, shall be allowed to access accumulated sick leave hours. A Medical Certificate may be required as per Article 17.5.**

#### 18.6 **Family Care Leave**

An employee shall be entitled to a leave of absence without pay for up to a maximum of three (3) months per fiscal year for the purpose of caring for a member of their immediate family. Extensions shall be at the discretion of the Executive Director.

#### 18.7 **Jury Duty and Court Witness**

Time spent by an employee to serve as a juror or court witness shall be considered time worked at the appropriate rate of pay.

The Executive Director shall be informed of any required court appearances of any staff and all conduct monies received by any staff person shall be paid to Early Childhood Intervention Program Regina Region Inc.

18.8

**Benefits Earned While on Leaves of Absence Without Pay or Lay-Off**

- a) **While on leave of absence without pay, education leave, or lay-off, employees shall be entitled to earn benefits as follows:**
  - i) **For the first thirty (30) consecutive calendar days or less, all benefits except any designated holidays which fall in the period of leave.**
  - ii) **For the period of leave from thirty-one (31) days to the end of the leave – sick leave, seniority.**
  - iii) **The benefits provided under this article shall apply only if an employee returns to work at the expiry of their leave unless otherwise determined by the Employer.**
- b) **During a leave of absence, an employee has the option to continue participating in the Health Benefit Plan. While on leave, the employee is required to pay the employee portion of the plan.**

18.9

**Position Upon Return to Work**

- a) Where a leave of absence is granted under this Article, the employee shall be reinstated upon their return to the position they occupied prior to going on leave.
- b) Where their position is abolished during their absence, the employee shall be subject to the provisions of this Agreement which would have been applicable had they not been on leave at the time of abolition.

**ARTICLE 19 EDUCATION LEAVE AND TRAINING**

19.1

**On-the-Job Training**

In order to provide on-the-job training, the Employer and the Union shall establish a training program which shall be mutually agreed upon by the parties.

The training program shall include:

- a) seminars, conferences and workshops;
- b) training requirements in the workplace;
- c) procedures for selection of candidates;
- d) allocation of available funds.

- 19.1.1 Once training opportunities are designated, such training opportunities shall be determined by consensus of the staff in consultation with the Executive Director. Employees' attendance at such training sessions, including travel time, shall be considered as hours worked. The Board shall set an annual allotment to be set aside for Education purposes **at the time the board passes its annual budget.**
- 19.2 All expenses, registration fees, travel, etc. will be paid in advance by the employer upon approval of application to the Executive Director for access to staff education funds. This extends to sessions outside of normal working hours. In the event that an approved event is cancelled or the Interventionist is unable to attend the event, advances paid, including per-diem shall be refunded to ECIP.
- 19.3 **Seniority Accumulation During Education Leave**
- Employees granted leave of absence for education which will improve the employee's ability to perform their duties shall accumulate seniority during such leave to a maximum of one (1) year.
- 19.4 **Education Leave**
1. The Employer shall grant educational leave without pay as follows:
    - i) Short-term duration, from one (1) day to eight (8) weeks, shall be granted to any employee who requests it, provided that they apply two (2) months prior to the commencement of the proposed leave, and provided that arrangements can be made to ensure that the duties of the employee on leave can be covered.
    - ii) Medium-term duration, from nine (9) to sixteen (16) weeks, shall be granted to any employee who requests it, provided that they apply four (4) months prior to the commencement of the proposed leave, and provided that arrangements can be made to ensure that the duties of the employee on leave can be covered.
    - iii) Long-term leave, from seventeen (17) to fifty-two (52) weeks, shall be granted to any employee who requests it, provided that they apply six (6) months prior to the commencement of the proposed leave, and provided satisfactory arrangements can be made to cover the duties of the person on leave. Long-term leave may be extended on a year to year basis, or portion thereof, until the educational program in which the employee is enrolled terminates.
  2. Where more than one (1) employee in the office, or more than two (2) employees in the bargaining unit apply for leave

during overlapping periods, then the applicant(s) with most seniority shall be preferred.

3. An employee returning from education leave shall be reinstated in their former position at the current rate of pay.
4. A practice of allowing five (5) days paid work related Educational Leave per fiscal year, outside of Article 19.1, shall be implemented. Less than full-time employees shall receive a prorated benefit of this clause.

19.5 **Writing Exams and Job Related Courses:**

An employee shall notify the Executive Director as soon as they are aware of the dates and times of examinations, and the Executive Director shall grant a leave of absence with pay and without loss of seniority to allow employees this time to write examinations to improve qualifications in the service. In the event the job related classes or workshops are attended by an employee on non-working hours, such persons will be recognized for their efforts at time and one-half (1 1/2) in lieu for all hours encompassed.

**ARTICLE 20 PAY ADMINISTRATION**

20.1 **Equal Pay for Similar Work**

Employees shall receive equal pay for similar work.

20.2 **Calculation of Sick Leave and Vacation**

The month that an employee commences employment shall be considered as a full month for the purposes of vacation and sick leave accumulations.

- 20.3 Employees shall be paid in advance for any pay periods that occur during vacation leave.

**ARTICLE 21 JOB DESCRIPTIONS**

21.1 **Job Descriptions Shall Be Submitted to the Union**

The Employer agrees to provide to the Union, job descriptions for all positions. All existing and new employees shall be supplied with a job description specific to all duties and expectations of the position.

**A copy of all Job Descriptions shall be attached to this Collective Agreement as "Appendix B".**

21.2 **New Positions/Change in Existing Positions**

The introduction of new positions or any change in existing positions by the Employer shall be a matter of collective bargaining between the Employer and the Union with referral of any differences to arbitration.

21.3            **Manual of Job Descriptions**

A Manual of Job Descriptions, currently maintained, shall be kept in the Employer's office and shall be available for inspection.

**ARTICLE 22      SAFETY AND HEALTH**

22.1            The Employer shall make provisions for the safety and health of employees during hours of work. Employees shall endeavour to point out any health and safety hazards.

22.2            An Occupational Health and Safety Committee, consisting of one (1) employee and one (1) member of the Employer, shall be established to meet and to co-operate in resolving all unsafe hazardous or dangerous working conditions. This Committee shall meet on a regular basis. Representatives of the Union shall suffer no loss of pay for attending such meetings.

22.3            **Right to Refuse or Stop Unsafe Work**

The Union shall have the right to stop any work considered unsafe or hazardous.

No employee shall be discharged, penalized or disciplined for refusing to work on a job or in any workplace or to operate any equipment where they or a member of the Union believes that it would be unsafe or unhealthy to themselves, an unborn child, a workmate or the public, or where it would be contrary to the applicable federal, provincial or municipal health and safety legislation or regulations. There shall be no loss of pay during the period of refusal. No employee shall be ordered or permitted to work on a job which another employee has refused until the matter is investigated by the Union and the Employer and satisfactorily settled.

22.4            **Injury Pay Provisions**

An employee who suffered a work related injury during working hours, and is required to leave for treatment or is sent home for such injury, shall receive payment for the remainder of the day at their regular rate of pay, without deduction from sick leave. An employee who has received payment under this section shall receive pay for time necessarily spent for further medical treatment of the injury during regularly scheduled working hours, subsequent to the day of the accident.

22.5            **Transportation of Accident Victims**

Transportation to the nearest physician or hospital for employees requiring care by a physician or hospital, as a result of an accident shall be at the expense of the Employer.

22.6

**First Aid**

Adequate first aid supplies shall be made available at all work sites.

The Employer will provide a first aid kit and a winter survival kit for all vehicles used on program business and replace/replenish such kit as needed. All kits shall remain the property of ECIP and shall be returned to the Employer at separation.

22.7

**Disabled Worker Provision**

On request the Employer shall make every reasonable attempt to provide suitable alternative employment with no reduction in pay rates, when through injury, illness, or disability, an employee is unable to perform their normal duties.

22.8

**Recognition of Social Illness**

The Employer and the Union recognize that mental illness, alcoholism and drug abuse are health problems. Where necessary, sick leave benefits will be granted for treatment on the same basis as now applied for other health problems. An employee whose partner is undertaking a rehabilitative program for alcoholism and drug abuse may apply for vacation time or leave of absence without pay to participate with their partner in such a rehabilitative program.

It is recognized by both the Employer and the Union that it is the personal responsibility of the individual to accept treatment. The acknowledgment of the above is not to be interpreted as constituting a waiver of management's responsibility to maintain discipline, or the right to take disciplinary measures within the framework of the Collective Bargaining Agreement.

22.9

The Early Childhood Intervention Program Regina Region workplace shall be a non-smoking workplace. This includes all vehicles provided by the employer.

22.10

Travel Guidelines - The travel and driving guidelines contained in the staff manual shall be used as the basis, along with consultation with the Executive Director, for determining safe travel.

**ARTICLE 23 TECHNOLOGICAL CHANGE**

23.1

**Introduction of Technological Change**

If a technological change is introduced which effects the terms, conditions or tenure of employment of any employee, the Employer shall give notice of the technological change to the Union at least ninety (90) days prior to the date on which the technological change is to be effective. The Employer and Union agree to engage in a full and reasonable discussion of the proposed changes.

23.2

The notice shall be in writing and shall state:

- a) The nature of the technological change.
- b) The date upon which the Employer intends to effect the technological change.
- c) The number and type of employees likely to be effected by the technological change.
- d) The effect that the technological change is likely to have on the terms and conditions of employment of the employees affected.

23.3 **Training**

In the event of technological change, the Employer may request an employee to upgrade or improve skills as required by the technological change at the Employer's expense. No permanent employee shall be denied a period of time considered reasonable to acquire skills necessitated by a new method of operation as a result of a technological change.

**ARTICLE 24 EMPLOYEE BENEFITS**

24.1 **Workers' Compensation Pay Supplement**

An employee prevented from performing their regular work with the Employer on account of an occupational accident that is recognized by the Workers' Compensation Board as compensable within the meaning of The Workers' Compensation Act, shall receive, from the Employer, the difference between the amount payable by the Workers' Compensation Board and their regular net salary, for a minimum of twelve (12) months.

An employee who has a claim approved by the Workers' Compensation Board, due to a work related accident, shall continue to be paid by the Employer at the rate of the compensation payment and the Employer shall receive reimbursement from the Workers' Compensation Board.

24.2 **Personal Property Loss**

Employees' personal property loss or damage during work shall be replaced or repaired at the expense of the Employer, providing the employee has not been negligent and the Executive Director has approved the use of the employees' property for ECIP purposes. This does not apply to employees' personal clothing or accessories. If insurance covers the loss or damage, the Employer will cover the deductible.

24.3 **Salary Continuance Insurance**

All employees must participate in the Short Term Disability and Long Term Disability Insurance program of the Early Childhood Intervention Program Regina Region Inc. after completing three (3)

months continuous employment. Premiums are 100% employee paid.

24.4 **Group Life Insurance Plan**

All employees are required to participate in the Group Life Insurance Plan of the Early Childhood Intervention Program Regina Region Inc. after completing three (3) months continuous service.

The premium is paid in full by the Early Childhood Intervention Program Regina Region Inc.

24.5 **Extended Health Care**

Extended Health Care Insurance Plan provides for expenses not covered by Provincial Government Hospital and Medical Plans and is compulsory for all employees. Upon application, an employee's coverage begins automatically on the eligibility date, provided the employee is at work on that date, otherwise it shall commence on the date the employee returns to active employment. Premiums are paid 100% by the Early Childhood Intervention Program Regina Region Inc.

24.6 **Prorata Clause**

All benefits of this Agreement shall, unless otherwise specified, accrue on a prorata basis to all employees.

Except in the case of prolonged leave of absence under Article 14.3, temporary employees hired to back-fill a position due to a leave of absence, shall not be entitled to benefits under Articles 24.3, 24.4 and 24.5 until after one year of employment. The incumbent, on leave of absence, shall be entitled to benefit coverage for the first year only of the leave.

Employees not entitled to benefit coverage under this Article may contribute benefit premiums on their own behalf.

24.7 **Benefits Package**

Participating employees will be provided with a brochure detailing the coverage in the Benefits Package. The Employer will not reduce or withdraw their contributions toward the employees' Benefits Package without prior negotiation with the Union.

24.8 **Pension Plan**

The Employer shall contribute to the employee's pension plan 4% of base salary, matched by the employee.

## ARTICLE 25 TRAVEL AND ALLOWANCES

### 25.1 Use of Employee Vehicle

The Employer agrees to pay the mileage rate, as adjusted from time to time in effect between the Public Service Commission and the Saskatchewan Government and General Employees' Union for use of employee vehicle on program business.

It is also recognized that **holding** a valid Saskatchewan Driver's License is a condition of employment.

**The employer will reimburse the employee upon submission of a receipt, the following expenses for their vehicle used on program business:**

- a) **The difference between the cost of business and personal license plate coverage; and**
- b) **The additional premium required to increase liability coverage to the amount of \$2,000,000.00.**

### 25.2 Towing

The Employer shall pay towing expenses from the point of vehicle breakdown, **when the employee is on program business**, to the nearest town that has a qualified mechanic that can do the repairs.

### 25.3 Meal Rates

The meal rate, as adjusted from time to time, in effect between the Public Service Commission and the Saskatchewan Government and General Employees' Union will apply for required program business.

### 25.4 Parking

The Employer agrees to provide parking for all employees for reserved and unreserved parking. Job share employees will share a single parking spot.

### 25.5 Taxis/Rental Cars

- a) The Employer will pay cost of taxis or rental cars when required while employees are on program business, subject to the prior approval of the Executive Director.
- b) **If the employees vehicle breaks down while out of town on program business, and is towed as per 25.2 the Employer will pay the cost of taxi or rental car to their residence.**

### 25.6 Accommodation

The accommodation rates shall be actual and reasonable charges supported by a receipt.

**When employees are required to share accommodations while on program business, rooms shall be shared by no more than two (2) employees.**

25.7 Employees who arrange accommodation in a private home while out of town on program business will receive the rate in effect between the Public Service Commission and the SGEU.

## **ARTICLE 26 TERMS OF AGREEMENT**

### **26.1 Duration**

This Agreement shall be binding and remain in effect from **April 1, 2008 to March 31, 2012** and shall continue from year to year thereafter unless either party gives to the other party notice in writing that it desires amendment.

### **26.2 Notices of Changes**

Either party desiring to propose changes to this Agreement shall, between the period of thirty (30) and sixty (60) days prior to the termination date, give notice in writing to the other party of the changes proposed.

### **26.3 Changes in Agreement**

Any changes deemed necessary in this Agreement may be made by mutual agreement at anytime during the existence of this Agreement.

### **26.4 Retroactivity**

Salary provisions under Schedule A shall be effective **October 1, 2008 and April 1, 2009 as noted in Appendix "A"**. All other changes shall become effective as of the date of the signing of the collective agreement.

### **26.5 Grandmothering**

Overtime balances existing at signing will be Grandmothered to be paid out or taken as time in lieu at straight time at the discretion of the Employer.

**APPENDIX A  
RATES OF PAY**

Schedule A shall be amended as follows:

**Effective October 1, 2008:**

**Seven percent (7%)**

|                          |         |
|--------------------------|---------|
| Interventionist          | \$18.78 |
| Administrative Assistant | \$17.42 |

**Effective April 1, 2009:**

**Two and one half percent (2.5%)**

|                          |         |
|--------------------------|---------|
| Interventionist          | \$19.25 |
| Administrative Assistant | \$17.86 |

**The parties agree to a wage and benefit re-opener during the life of the agreement, subject to any changes from the government relating to wages or employee benefits.**

Signed on behalf of the  
Early Childhood Intervention Program,  
Regina Region, Inc.

Signed on behalf of the  
Saskatchewan Government and  
General Employees' Union

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Dated \_\_\_\_\_

## **APPENDIX B**

### **JOB DESCRIPTIONS**

**TITLE:**        **Administrative Associate**

**DATE:**        **April 1, 1996**

#### **GENERAL DESCRIPTION:**

Under the direction of the Executive Director, the Administrative Associate is responsible for maintaining the operation of the Regina office including general accounting, payroll, supervision of clerical staff and volunteers and maintenance of the toy lending library.

#### **RESPONSIBILITY AND AUTHORITY**

1.                **Accounting and Bookkeeping (est. 35%)**

- Maintain general bookkeeping operations
- Calculate and issue payroll
- Maintain computerized accounting system
- Prepare and forward monthly financial to the board of directors and quarterly to the Department of Social Services
- Assist the Executive Director in the development of proposed budgetary adjustments and annual budgets
- Complete and return pertinent financial reports
- Monitor all other accounting functions for the program
- Report financial matters to the Board of Directors at their regular meetings.

2.                **Office Operations (est. 12%)**

- General office administration
- Internal and external office communication
- Type and file general correspondence for the program including minutes of meetings

3.                **Admissions and Review Committee (est. 20%)**

- Compile, duplicate and distribute material for Admissions and Review Committee meetings
- Update client and mailing lists in the data base
- Complete correspondence generated by the Admissions and Review Committee in a timely manner.

4. **Board of Directors (est. 12%)**

- Compile, duplicate and distribute materials for Board of Directors meetings
- Perform any duties generated from committee meetings
- Compile and duplicate materials for Annual General Meeting
- Maintain updated Board of Directors Manual
- Maintain material pertinent to the operation of the program in a confidential manner
- Attend meetings of the Board of Directors to take minutes

5. **Toy and Resource Library (est. 15%)**

- Contact, train and direct volunteers for the library
- Maintain the toy library

6. **Supervision (est. 3%)**

- Supervise and delegate duties to clerical staff and volunteers

7. **Other (est. 3%)**

- Any other duties as assigned by the Executive Director

**MINIMUM QUALIFICATIONS REQUIRED**

1. Grade XII or equivalent
2. Successful completion of a bookkeeping and accounting course or an equivalent combination of training and experience
3. Experience in doing computerized payroll
4. Four years of office experience
5. Considerable knowledge of the procedures in keeping accounting records and a working knowledge of the principles of accounting
6. A working knowledge of computer programs in word processing, accounting and data bases
7. Keyboarding skills

**TITLE: Early Interventionist**

**BASIC OBJECTIVE:**

The Early Childhood Intervention Program, a Community Based Organization, assists the families of infants and preschoolers, with developmental delays or who are at risk for delay, to enhance the child's development and to strengthen the families ability to care for their child and themselves.

**KEY RESPONSIBILITIES:**

The Early Interventionist shall be responsible to the Executive Director for:

1. Providing programming to children and families
2. Dialogue with other involved agencies when developing a personal program plan for a client
3. Effective written and verbal communication with staff, family and other involved agencies
4. Maintain cultural sensitivity and awareness
5. Enhancing effective team building with the ECIP organization.

**KNOWLEDGE AND QUALIFICATIONS REQUIRED:**

The Early Interventionist shall have the following qualifications:

A recognized professional degree or diploma related to the field of early childhood development. The degree or diploma may be in early childhood development, education, nursing, social work, psychology, speech and language pathology, physiotherapy or occupational therapy.

Desirable qualities for the Early Interventionist shall include, but not be limited to:

1. Demonstrated ability to work with a community board and committees
2. Demonstrated self-motivation, organizational skills, flexibility, innovation, problem solving skills, and conflict resolutions skills
3. Experience with early childhood programs
4. Demonstrated ability to work with and relate to young children who are developmentally delayed and their families
5. Experience with, or an awareness of, a variety of community services
6. Demonstrated ability to work within a transdisciplinary team model with other professionals and agencies
7. A working knowledge of computers
8. Participated in workshops, course certification in the field of Early Childhood Development i.e. Hannan Language Development or DISC.

## **POSITION RESPONSIBILITIES:**

Provide direct services to specific families and children by:

1. Providing the family with a home visit every two weeks for at least one hour unless, other arrangements have been made with the family and the Executive Director.
2. Developing an individual program and service plan, with the family, for the child which shall include:
  - a) establishing realistic short and long-term developmental goals,
  - b) planning and implementing functional learning activities for the child,
  - c) ongoing monitoring and evaluation of the child's developmental program,
  - d) the formal review of the child's developmental program plan, initially after first 6 visits and yearly thereafter, with a two-page summary for Admissions and Review every 6 months.
3. Using a family centered model that may include:
  - a) accompanying the parents and child to assessments and therapy provided by such professionals and agencies,
  - b) putting them in touch with families in similar situations,
  - c) providing information on educational opportunities to further their understanding and knowledge of child development.
4. Assisting the family in the utilization of appropriate resources in the community.
5. Lending appropriate toys, books, and resources to the family in accordance with the Toy Library procedures.
6. Communicating regularly with the Executive Director (client reviews), at a mutually designated time, to discuss progress of each child, difficulties, questions, etc. which may arise in each case.
7. On a mutually agreed date the Early Interventionist will submit a Professional Development Plan annually to the Executive Director to identify training needs, i.e. coaching for success.

**OTHER DUTIES:**

1. Facilitating practicum students.
2. Participating in public education services to various organizations within the community.
3. Completing assignments, special projects, etc., as designated by the Executive Director.

**TITLE: Autism Early Interventionist**

**BASIC OBJECTIVE:**

The Early Childhood Intervention Program, a Community Based Organization, assists the families of infants and preschoolers, with developmental delays or who are at risk for delay, to enhance the child's development and to strengthen the families ability to care for their child and themselves.

**KEY RESPONSIBILITIES:**

The Autism Early Interventionist shall be responsible to the Executive Director/Team for:

1. Providing Autism programming to children and families
2. Dialogue with other involved agencies when developing a personal program plan for a client
3. Effective written and verbal communication with staff, family and other involved agencies
4. Maintain cultural sensitivity and awareness
5. Enhancing effective team building with the ECIP organization

**KNOWLEDGE AND QUALIFICATIONS REQUIRED:**

The Autism Early Interventionist shall have the following qualifications:  
A recognized professional degree or two year diploma related to early childhood education. Such education may have been obtained in early childhood development, education, nursing, social work, psychology or other related programs.

Desirable qualities for the Autism Early Interventionist shall include, but not be limited to:

1. Experience with early childhood programs dealing with Autism
2. Demonstrated ability to work with a community board and committees
3. Demonstrated self-motivation, organizational skills, flexibility, innovation, problem solving skills, and conflict resolution skills
4. Demonstrated ability to work with and relate to young children who have a diagnosis of Autism or fall into the Autism Spectrum and their families
5. Experience with, or an awareness of, a variety of community services
6. Demonstrated ability to work within a transdisciplinary team model with other professionals and agencies
7. A working knowledge of computers

8. Participate in workshops course certification in the field of Early Childhood Development i.e. Hannan Language Development or DISC. Attend learning modules on autism and other seminars as requested, and in partnership with families, implement strategies determined to meet the needs of the individual child.

**POSITION RESPONSIBILITIES:**

- Provide direct services to specific families and children by: Work with a caseload 4-8 children with autism spectrum disorder as outlined in contract.
- Plan for each child in conjunction with the child's family and involved professionals and agencies, and in alignment with the plan set out by the TEAM.

TEAM: can include, but not limited to:

- ❖ Executive Director
  - ❖ Autism Interventionist
  - ❖ Early Childhood Psychologist
  - ❖ Speech Pathologist
  - ❖ Occupational/Physiotherapist
  - ❖ School personnel (centre-based staff)
- 
- Visit each family twice a week which could include centre and home based visits (total of 5 hours each week).
  - Support and consult with center based program as determined in collaboration with the TEAM.
  - Facilitate the development and regular review of a Family and Resource Program Plan.
  - This will involve developing an individual program and service plan, with the family, for the child which shall include:
    - ❖ establishing realistic short and long-term developmental goals,
    - ❖ planning and implementing functional learning activities for the child
    - ❖ ongoing monitoring and evaluation of the child's developmental program,
  - The formal review of the child's developmental program plan, initially after first 6 visits and yearly thereafter, with a two-page client's summary for Admissions and Review every 6 months.
  - Preparation of various reports regarding the program.
  - Coordinate with the Team the admission and discharge of individual children on and off caseload.

- Assist the families in locating and utilizing medical developmental and therapeutic services for the child, and counseling services for the family when necessary.
- Assist families in the provision of a stimulating learning environment for their child and in their understanding of child development.
- Assist the family in planning learning activities in the home which will encourage the growth and development of the child.
- Inform the families of methods/agencies to obtain the best possible medical and developmental assessments for the child; encourage parents to utilize these services, and assist parents to obtain these services when necessary.
- Encourage families to take part in any decision-making processes regarding the child's education, health and social services.
- Loan appropriate books and information to families which may assist them in understanding more about autism spectrum disorder and child development, the lending of appropriate toys, books, and resources to the family in done in accordance with the Toy Library procedures.
- Organize and schedule families according to specifics outlined in contract.
- Ensure positive public relations with associated and interested groups and agencies by assisting the family in the utilization of appropriate resources in the community.
- Introduce the family to other parents for support and information if desired.
- Using a family centered model that may include:
  - ❖ accompanying the parents and child to assessments and therapy provided by such professionals and agencies,
  - ❖ putting them in touch with families in similar situations,
  - ❖ providing information on educational opportunities to further their understanding and knowledge of child development.
- Provide professional learning opportunities to interested groups and agencies both within and beyond the ELCC sector.
- Organize and facilitate center-based therapy as determined with the clinical psychologist/TEAM.
- Work with the TEAM to facilitate center-based therapy.
- Communicating regularly with the Executive Director/TEAM (client reviews), at a mutually designated time, to discuss progress of each child, difficulties, questions, etc. which may arise in each case.
- Continue his/her own professional development in addition to modules of learning provided by Health and the clinical psychologist assigned to the Autism Interventionist as a mentor.

- On a mutually agreed date the Autism Early Interventionist will submit a Professional Development Plan annually to the Executive Director to identify training needs, i.e. Performance Evaluation.

**OTHER DUTIES:**

1. Facilitating practicum students.
2. Completing assignments, special projects, etc. as designated by the Executive Director.

**LETTER OF UNDERSTANDING #1**

1. Overtime accumulated at time and a half – should be for benefit of ECIP or its clients.

The parties agree that overtime for all staff should be accumulated at 1½ time for all hours in excess of the basic work week.

Notwithstanding the basic work week, the parties agree that overtime will be balanced at the end of each calendar month at which time it will be calculated at 1½ time. It is agreed that the following shall be accumulated at straight time:

- working through breaks (except when required for demands of client services)
- when special arrangements have been made with the Executive Director to accumulate time off for personal benefits or reasons.

2. Flex time arrangements – Historically in effect for the Administrative Associate shall continue in recognition of their necessary duties outside of normal schedule.

Signed on behalf of the  
Early Childhood Intervention Program,  
Regina Region, Inc.

Signed on behalf of the  
Saskatchewan Government and  
General Employees' Union

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Dated \_\_\_\_\_

**LETTER OF UNDERSTANDING #2**

Vacation Accumulation on Maternity Parental and Adoption Leave

1. The parties agree that all employees employed by the Employer on or before the date of the signing of this letter will continue the current practice regarding Vacation accumulation while on Maternity, Parental and Adoption (MPA) Leave

The current practice is: An employee must use all outstanding vacation prior to commencing a MPA leave. Such employees will continue to earn vacation during their first year of MPA leave. Employees will be credited with vacation that was earned in their first year of leave upon return to work and completion of three consecutive months of employment.

2. Employee's hired after the date of the signing of this letter, will not accrue vacation credits during a MPA leave. They will not be required to use all or any of their vacation prior to the commencement of their MPA leave. This vacation will be carried over for the employees use at the conclusion of their leave.

Signed on behalf of the  
Early Childhood Intervention Program,  
Regina Region, Inc.

Signed on behalf of the  
Saskatchewan Government and  
General Employees' Union

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Dated \_\_\_\_\_

**SIGNING PAGE**

THE EARLY CHILDHOOD INTERVENTION PROGRAM, REGINA REGION INC., and the SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION hereby agree, that the attached document shall form the Collective Agreement between the parties.

Signed on behalf of the  
Early Childhood Intervention Program,  
Regina Region Inc.

Signed on behalf of the  
Saskatchewan Government and  
General Employees' Union

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Dated \_\_\_\_\_