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AGREEMENT made this 13th day of October, 1976,

BETWEEN:

THE ONTARIO COUNCIL OF REGENTS FOR COLLEGES OF APPLIED ARTS AND TECHNOLOGY acting through its Staff Affairs Committee with respect to and on behalf of Colleges of Applied Arts and Technology.

(hereinafter referred to as the "College" or "Colleges")

-and -

THE ONTARIO PUBLIC SERVICE
EMPLOYEES UNION

(hereinafter referred to as the "Union")

RECOGNITION

1.01 The Union is recognized as the exclusive bargaining agent for all Support Staff employees of the Colleges, save and except foremen and supervisors, persons above the rank of foreman or supervisor, employees performing duties that require the use of confidential information relating to employee relations and the formulation of the College budget or the Campus budget, as the case may be, persons regularly employed for not more than twenty-four (24) hours per week and persons employed temporarily during the College vacation periods, students employed on a co-operative educational training programme with a school, college or university, graduates of the College employed for up to twelve (12) months following completion of their courses and associated with certification, registration or other licencing requirement, persons hired for a special project of a non-recurring kind and persons employed on a casual or temporary basis unless so employed continually for a period of six (6) months or more. College personnel excluded from the application of this Agreement include those in positions set out in Appendix 1 hereto.

1.02 This Agreement is binding on the parties hereto and the employees as defined in Section 1.01

RELATIONSHIP

2.01 The Colleges and the Union agree that there will be no more intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives or members because of employee's membership or non-membership in the Union or because of his activity or lack of activity in the Union.

2.02 The Union agrees that there will be no Union activities on the premises of the Colleges, except as specifically referred to in this Agreement or approved in writing by the College.

MANAGEMENT FUNCTIONS

3.01 The Union acknowledges that it is the exclusive function of the Colleges to:

(a) maintain order, discipline and efficiency;

(b) hire, discharge, transfer, classify, assign, appoint, promote, demote, layoff, recall and suspend or otherwise discipline employees subject to the right to lodge a grievance as provided for in this Agreement;

(c) generally to manage the College and, without restricting the generality of the foregoing, the right to plan, direct and control operations, facilities, programmes, courses, systems and procedures, direct its personnel, determine complement, organization, methods and the number, location and classification of personnel required from time to time, the number and location of campuses and facilities, services to be performed, the scheduling of assignments and work, the extension, limitation, curtailment or cessation of operations and all other rights and responsibilities not specifically modified elsewhere in this Agreement.

WAGES

4.01 The wage ranges of rates shall be as set out in Appendix II hereto on the effective dates as therein provided.

4.02 Classifications shall be as listed in Appendix II to this Agreement and the various grades or levels within a family of jobs (for example, Clerk 1 to 4, General) shall each be a separate classification.

4.03 Subject to satisfactory performance of duties, an employee shall progress in accordance with the increments set out in Appendix II, Hourly Wage Rates. Where the increment is to be withheld, the employee shall be notified in writing prior to the effective date of such increment.

4.04 (a) On promotion to a classification in a higher wage range or by reason of reclassification to a classification in a higher wage range, an employee shall be paid the next highest rate in the classification to which he is assigned, which provides an increase of not less than the next incremental amount available to the employee in the classification immediately prior to the promotion, or reclassification, providing the resultant rate does not exceed the maximum rate of the new classification, except that where such employee was receiving the maximum rate, the increase shall be not less than the incremental differential between the maximum rate and the preceding rate in that classification.

4.04 (b) (1) When the College temporarily assigns an employee to the duties and responsibilities of a position in a classification with a higher rate range or maximum salary for a period in excess of fifteen (15) consecutive working days, such employees shall be paid the next higher rate in that classification which provides an increase of not less than the incremental amount available to the employee in the classification immediately prior to the assignment providing the resultant rate does not exceed the maximum rate of the new classification, except that where such employee was receiving the maximum rate, the increase shall be not less than the incremental differential between the maximum rate and the preceding rate in that classification from the expiration of fifteen (15) consecutive working days including payment for the prior fifteen (15) days providing such new rate does not exceed the maximum rate for the classification to which he is temporarily assigned.

(2) (i) When the College temporarily assigns an employee to the duties and responsibilities of a position in a classification with a lower rate range or maximum salary where there is no work reasonably available for him in the position from which he was assigned he shall be paid the lower applicable classification rate to which he was assigned after the expiration of fifteen (15) consecutive working days in such lower classification

(2) (ii) When the College temporarily assigns an employee to the duties and responsibilities of a position in a classification with a lower rate range or maximum salary where there is work reasonably available for him in the position from which he was

assigned he shall continue to be paid at the rate applicable to the classification from which he was assigned.

4.05 The Colleges shall pay employees every two (2) weeks. The College shall endeavour to include payment for overtime worked in the pay in the first pay period following the pay period in which the overtime was worked.

4.06 The Colleges agree to pay a shift premium of 18¢ per hour for all hours worked between 5 p.m. and 6:00 a.m. Where more than fifty (50) percent of the hours worked on any regular shift fall within this period the premium shall be paid for all hours worked.

HOURS OF WORK

5.01 (a) The normal work week for office and administrative employees such as:

Library Technician
Clerk General
Operator Telephone Switchboard
Typist Stenographer
Secretary
Operator Key Punch
Operator Off-set Equipment
Technician
Technologist
Computer Operator
Nurse Assistant and Nurse
Nursery School Assistant
Nursery School Leader

will be thirty-five (35), thirty-six and one-quarter (36-1/4) or thirty-seven and one-half (37-1/2) hours per week and seven (7), seven and one-quarter (7-1/4) or seven and one-half (7-1/2) hours per day respectively, as designated by the College, for the employees concerned and scheduled on five (5) consecutive days except with respect to employees engaged in continuous operations or on special shifts.

(b) The normal work week for maintenance and building employees such as:

Stationary Engineer
Caretaker
Food Service Attendant

Kitchen Helper
Cook
Assistant Cook
Clerk Supply
Maintenance Handyman
Journeyman Tradesman
Bus Driver
Driver
Security Guard

will be forty (40) hours per week and eight (8) hours per day for the employees concerned as scheduled by the College on five (5) consecutive days, except with respect to employees engaged in continuous operations or on special shifts.

(c) It is understood that the provisions of this section are intended only to provide a basis for calculating time worked and shall not constitute a guarantee of hours of work per day, or days of work per week or for any period whatsoever. It is understood and agreed that where the normal weekly or daily hours as referred to in (a) and (b) above are to be changed, such changes shall be the subject of discussion with the Union College Committee prior to implementation.

(d) There shall be no split shifts during the term of this Agreement.

5.02 (a) An employee in a classification referred to in paragraph (a) of Section 5.01 shall be paid at the overtime rate of time and one-half the employee's hourly rate for authorized work performed:

(i) consisting of a work period of at least one-quarter hour in a day over the normal daily hours designated by the College of seven (7), seven and one-quarter (7-1/4) or seven and one-half (7-1/2) for the employees concerned; or

(ii) consisting of a cumulative work period of at least one-half hour over the normal work week of thirty-five (35), thirty-six and one-quarter (36-1/4) or thirty-seven and one-half (37-1/2) hours per week as may be designated by the College for the employees concerned; or

(iii) on an employee's sixth day of work in the week concerned.

(b) An employee in a classification referred to in paragraph (b) of Section 5.01 and scheduled on a normal work week of forty (40) hours per week shall be paid at the overtime rate of time and one-half the employee's hourly rate for authorized work performed:

(i) in excess of eight (8) hours per day; or

(ii) in excess of forty (40) hours in the week; or

(iii) on an employee's sixth day of work in the week concerned.

(c) (i) Employees referred to in Section 5.01 (a) and (b) shall be entitled to payment at the overtime rate of double the employee's hourly rate for all authorized work performed on the employee's seventh day of work in the week concerned.

(ii) Employees engaged in continuous operations or on special shifts excluded from Section 5.01 (a) and (b) shall nevertheless, be entitled to payment at the overtime rate of double the employee's hourly rate for all authorized work performed on what amounts to any second day of rest in their schedule provided they have completed their regularly scheduled days of work and performed work on what amounts to any first day of rest in their schedule. Employees who have completed their regularly scheduled days of work but have not performed work on what amounts to any first day of rest in their schedule shall receive time and one-half their hourly rate for authorized work performed on what amounts to any second day of rest in their schedule.

(d) There shall be no duplication of pyramiding of overtime payment nor shall the same hours worked be counted as part of the normal work week and also as hours for which an overtime premium is payable.

5.03 Authorized work performed on a holiday defined in Section 6.01 (or on the day designated as such under Section 6.03 (a) shall be paid at time and one-half for all hours worked. In addition, the employee shall be entitled to holiday pay in accordance with Section 6.01 and subject to Section 6.02.

5.04 Where an employee has left the College on the completion of his regular scheduled hours of work after which he is called back before the commencement of his next regular scheduled hours of work, he shall receive payment for all hours worked at the applicable overtime rate with a minimum guarantee of four (4) hours overtime at time and one-half his regular rate of pay except to the extent that such period of four (4) hours overlaps or extends into his regular hours of work.

5.05 The parties to this Agreement recognize that College operations may require the performance of overtime work and that employees will co-operate in the performance of such work. The Colleges will attempt to advise employees of required overtime as far in advance as practicable and, in any event, will give notice of scheduled overtime required prior to the conclusion of the preceding work day except in circumstances beyond its reasonable control. The Colleges agree to attempt to distribute available overtime work as equitably as

practicable amongst qualified employees in the work groups in which overtime work is required. Where advance notice of required overtime has not been given, the Colleges shall take into consideration legitimate requests of employees to be excused where the performance of overtime by such employees would cause undue hardship or serious inconvenience. Employees who have been excused on this basis shall be deemed to have worked such overtime for the purposes of considering equitable distribution. Where an employee claims improper distribution of overtime under these provisions and such claim is either agreed to or determined to be valid, the College's obligation shall be limited to offering such employee the next opportunity to perform scheduled overtime work in his work group that he is qualified and willing to perform.

5.06 The College will give as much advance notice as is practical with respect to changes in scheduled shifts except in circumstances beyond its control. The College further agrees that where major changes in shift schedules (including new shift schedules) are to be implemented, it will first discuss such changes with the Union College Committee.

5.07 Where an employee is required to work more than three (3) continuous hours on completion of his regular shift and has not been given notice of such overtime on the prior day or before he shall be entitled to a meal voucher not to exceed \$2.00 or, where cafeteria facilities are not available, a meal allowance of up to \$2.50 on provision by the employee of a meal receipt.

HOLIDAYS

6.01 An employee who has completed thirty (30) calendar days of continuous service will receive his regular rate of pay for his normal scheduled hours (up to a maximum of eight (8) for the holidays set out following). It is understood, however, that employees who, as of the date of the observance of any of the holidays have not yet completed thirty (30) calendar days of continuous service but subsequently successfully complete (30) calendar days of continuous service shall nevertheless be entitled to holiday pay in accordance with the provisions herein.

New Year's Day
Good Friday
Victoria Day
Dominion Day

Civic Holiday
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day

Two (2) additional holidays shall be designated by the College (on at least thirty (30) days prior notice of the date of observance) following discussion with the Union College Committee.

6.02 In order to qualify for payment of the holiday concerned, the employee must work the full scheduled hours of work on the work day immediately before the holiday and the full scheduled hours of work on the work day immediately following the holiday unless absent for all or part of such days for reasons satisfactory to the College.

6.03 (a) When a holiday or holidays as defined in 6.01 falls on a Saturday or Sunday the College shall designate the preceding Friday and/or Monday following as a substitute day off with pay except with respect to employees on other than a regular Monday to Friday schedule.

(b) An employee whose regular schedule is other than Monday to Friday shall be entitled to a lieu day off where a holiday as defined in Section 6.01 falls on his regular day off. Where such holiday falls on a regularly scheduled working day and the employee is required to work he shall be paid in accordance with Section 5.03 or, if he so elects, he shall receive time and one-half for all hours worked and in addition a lieu day off with pay. Where the employee is entitled to a lieu day or elects for a lieu day such day shall be designated by the College at a time satisfactory to the employee and acceptable to the College.

6.04 When a holiday falls within an employee's vacation period his vacation shall be extended by one day either at the beginning or end of this vacation unless the employee requests a lieu day off which is on a date satisfactory to the College.

VACATION

7.01 (a) An employee on the active payroll of the College who has completed one (1) years continuous service on June 30th, shall be granted three (3) weeks vacation with pay.

(b) Effective for the vacation year 1977 and thereafter, an employee on the active payroll of the College who has completed 12 years continuous service on June 30 shall be granted four (4) weeks vacation with pay

(c) An employee on the active payroll of the College who has completed twenty-five (25) years continuous service on June 30th shall be granted five (5) weeks vacation with pay.

7.02 Vacation pay shall be computed on the basis of the employee's regular wages based on his normal hours of work. The pay which an employee would normally receive during his vacation period shall be paid prior to such vacation providing the employee makes a written request to the Personnel Office (or such other office as may be designated by the College concerned) at least thirty (30) days prior to the commencement of such vacation.

7.03 (a) In determining the period of continuous service of employees on the active payroll for the purpose of vacation entitlement:

(i) an employee's previous uninterrupted service with the College immediately prior to and consecutive with its establishment as a College of Applied Arts & Technology shall be included;

(ii) An employee who, for any reason, has less than twelve (12) full months of active employment during the one year period immediately prior to June 30th in any year, shall receive a lesser vacation with pay on a pro rata basis under the schedule of vacations set out in this Article, subject to any accumulation of service under Section 10.06.

(b) An employee whose employment is terminated subsequent to June 30th in any year shall receive a lesser vacation pay pro rated in accordance with the schedule of vacations set out in this Article

7.04 Vacations shall be as scheduled by the College and normally taken during the period June to August. The College may, however, schedule vacations at any time and will consider requests by employees for vacations at other than the normally scheduled periods consistent with College staffing requirements. Where, in scheduling vacations in accordance with the foregoing, conflicts arise amongst employees as to their choice of vacation times consideration shall be given to the respective service of such employees, their vacation preferences in prior years and staffing requirements in the final determination of the vacation schedule.

BEREAVEMENT LEAVE

8.01 On the death of an employee's parent, spouse, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild or guardian, an employee shall be granted a leave of absence of one (1) or more days without loss of pay in order to attend at or make arrangements for the funeral, the duration of the leave to be at the discretion of the College.

JURY DUTY AND WITNESS DUTY

9.01 An employee who is called for jury duty or who is subpoenaed as a Crown witness or witness in another proceeding which requires his attendance as a matter of civic or public duty will receive for each day of absence from work therefor, the difference between pay lost (computed at the employee's hourly rate for the number of normal hours the employee would otherwise have worked exclusive of overtime and other forms of premium pay) and the amount of jury fee or witness fee received, provided the employee furnishes the College with a certificate of service signed by the Clerk of the Court, showing the amount of fee received.

LEAVE OF ABSENCE

10.01 Leave of absence without pay may be granted by the College for legitimate personal reasons.

10.02 Leave of absence because of pregnancy shall be granted in accordance with the Employment Standards Act (Ontario).

10.03 Leave of absence with pay may be granted to employees to attend conventions, schools and seminars conducted by the Union. In addition, leave of absence with pay may be granted to employee representatives to attend meetings with College representatives and necessary related time off for the purposes of negotiating the renewal of this Agreement. Such leaves of absence shall not be unreasonably withheld recognizing the need of efficiency of operations of the College. The College will be reimbursed by the Union for such leaves of absence with pay so granted.

10.04 On request, in writing, leave of absence without pay may be granted to an employee at the time of the employee's legal adoption of a child. Such leave of absence shall not exceed six (6) weeks unless extended in writing by the College.

10.05 An employee shall be granted leave of absence without loss of regular earnings for any necessary time spent during regular working hours for the purpose of attendances to acquire his Canadian Citizenship papers. Such leave(s) of absence shall not, in total, exceed the equivalent of one shift and the College may require evidence of any necessary attendances during the regular working hours.

10.06 Seniority and service shall accumulate for all purposes under the Collective agreement for a period of up to but not exceeding four (4) calendar months during the term of this Agreement during any leave(s) of absence with or without pay granted pursuant to the provisions of this Agreement. This provision shall not apply in the case of probationary employees who shall be required to complete six (6) months of active employment to attain seniority unless waived by the College.

SENIORITY

11.01 An employee will be on probation until he has completed six (6) months of employment with the College in any twelve (12) month period. On successful completion of the probationary period he shall then be credited with six (6) months seniority and seniority thus acquired shall be exercisable in the manner set out in this Article.

11.02 When a College decides that circumstances require a reduction of personnel in any position within a classification as defined herein, the following provisions shall apply:

(A) probationary employees, if any, performing the work in question shall be first laid off;

(B) where the qualifications of employees who have completed their probationary period and who are in the affected position are relatively equal, their layoff shall be on the basis of seniority. Where in accordance with the foregoing, an employee would otherwise be laid off the following provisions shall apply in sequence:

(i) where there is a vacant position, as defined herein, within a classification of equal maximum rate, the employee shall be assigned to such vacancy providing he is fully qualified to perform the work in

question without training. An employee who elects layoff in lieu of such assignment must do so, in writing, within seventy-two (72) hours of receipt of notice of such assignment and shall be laid off. An employee assigned to a vacancy herein shall maintain his rate and, for the purposes of further progression, if any, within the rate range, shall be deemed to have service within such position equivalent to his service in the position from which he was assigned;

(ii) (a) where there is no vacant position, or where the employee is not qualified, under (i) above, the employee shall displace the *junior employee* in the *position* that he *last held* in the College, if any, providing he is fully qualified to perform the work in question without training and further providing he has greater seniority unless the employee elects layoff, in writing, within seventy-two (72) hours of receipt of notice of displacement rights;

(b) an employee displaced under (ii)(a) above shall, providing he is fully qualified to perform the work in question without training and has greater seniority, displace the junior employee in the position that he last held in the College, if any, and failing displacement, shall be laid off;

(c) an employee, displaced under (ii)(b) above shall then be laid off;

(iii) where the employee has no displacement rights under (ii)(a) above, he shall be assigned to any vacant position (as defined herein) within a classification of lower maximum rate which he is fully qualified to perform without training. An employee who elects layoff in lieu of such assignment must do so, in writing, within seventy-two (72) hours of receipt of notice of such assignment and shall be laid off;

(iv) (a) where there is no vacant position, or where the employee is not qualified, under (iii) above, the employee may displace the junior employee in any classification of equal or lower maximum rate in the College providing he is fully qualified to perform the work in question without training and providing he has greater seniority unless the employee elects layoff, in writing, within seventy-two (72) hours of receipt of notice of displacement rights. Where the employee does not displace herein, he shall be laid off;

(b) an employee displaced under (iv)(a) above shall, providing he is fully qualified to perform the work in question without training and has greater seniority, displace the junior employee in the position that he last held in the College, if any, and failing displacement, shall be laid off;

(c) an employee, displaced under (iv)(b) above shall then be laid off.

(C) an employee exercising displacement rights or assigned to vacancy under subsection (ii)(a), (b), (iii) and (iv)(a), (b) above shall

receive the rate within the rate range for the position closest to but not exceeding his then current rate and for the purposes of further progression, if any, within the rate range, shall be defined to have service within such position equivalent to his service in his prior position;

(D) for the purposes of this Article, a vacancy is any position within a classification in which the College requires staffing and includes vacancies posted under Section 18.03 (a) in which a final selection has not been made by the College;

(E) when recalling employees and where the qualifications of those employees on layoff are relatively equal with respect to the work in question seniority shall apply.

11.03 Seniority shall be lost and employment deemed to be terminated if the employee:

(a) voluntarily quits;

(b) is discharged for cause, unless such discharge is reversed through the grievance procedure;

(c) is laid off for a period in excess of six (6) months if the employee has less than twelve (12) months continuous employment at the time of layoff or is laid off for a period in excess of twelve (12) months if the employee has twelve (12) months or more continuous employment at the time of layoff or is laid off for a period in excess of eighteen (18) months if the employee has two (2) years or more continuous employment at the time of layoff;

(d) overstays a leave of absence unless reason satisfactory to the College is given;

(e) utilizes a leave of absence for other than the reason for which such leave of absence was granted; or

(f) being laid off fails to notify the College of his intention to return to work within seven (7) days following mailing of a registered letter to his last recorded address with the College; or, having provided such notification, if the employee fails to return to work within ten (10) days from the date of mailing of such registered letter.

11.04 A person employed by the college who is transferred into the bargaining unit will be accorded full seniority based on length of service. It is understood, however, that for the purposes of the application of Section 11.02 supervisory personnel transferred into the bargaining unit shall be entitled to exercise only that portion of their seniority, if any, accumulated as an employee in the bargaining unit or what formerly was the bargaining unit.

11.05 The College shall prepare and send a copy of a seniority list showing the employee's seniority, classification and home campus every January and July to the Union Head Office and to the Local President of the College. An additional copy of such seniority list shall be made available for inspection by an employee on request. In addition to the foregoing, the College shall prepare every January and July a separate list in alphabetical order showing probationary employees covered by this Agreement and their date of hire. Copies of such additional list shall be available to the Union on request.

NO STRIKES AND NO LOCKOUTS

12.01 The Union agrees there shall be no strike and the Council of Regents agrees there shall be no lockout, "Strike" and "Lockout" being defined in the Colleges Collective Bargaining Act, 1975.

COLLEGE MEETINGS

13.01 The Union may appoint a Committee at each College composed of up to three (3) members from among employees who have completed the probationary period. At least two (2) of the members of the Committee shall be appointed on a regular basis. The third member may be appointed on an *ad hoc* basis where his knowledge or experience is relevant to discussions at meetings under this Article. Where a College has another Campus more than twenty miles away from the College's main establishment, with at least twenty (20) employees covered by this Agreement employed thereat, the Union may appoint a Campus Committee of up to two (2) members from employees on that Campus who have completed the probationary period. The President of the Local Branch of the Union shall automatically head the College or Campus Committee where he is located and he shall designate the employee to head the Committee at any other Campus locations referred to above. It shall be the responsibility of the Union to supply the College with the names of the members (and head of the College and/or Campus Committee(s)).

13.02 An equal number of college or campus officials will meet with the Union, College or Campus Committee at a mutually agreed time and place provided that either party requests a meeting; such a meeting shall be held within seven (7) days of receipt of a request unless otherwise agreed upon. Notice of a request for a meeting shall be accompanied by an agenda of matters proposed to be discussed. It is agreed that matters subject to local discussion include:

- (1) the local application of the Agreement;
- (2) clarification of procedures or conditions causing misunderstanding or grievances;
- (3) other matters which are mutually agreed upon.

It being understood that the College will continue to make reasonable provision for the safety, health and the environmental conditions of air, light, space and temperature of employees' work areas in the College, a complaint of an employee concerning safety, health and the environmental conditions mentioned above shall be discussed at a meeting under this Section and not under the provisions of the Grievance Procedure.

It is agreed that meetings under this Section shall not concern or entertain matters that are properly the subject to meetings as provided in Section 21.01.

GRIEVANCE PROCEDURE

14.01 Definitions

- (a) "Committee Secretary" means the Secretary to the Staff Affairs Committee of the Council of Regents;
- (b) "day" means a calendar day;
- (c) "Union" means the Ontario Public Service Employees Union;
- (d) "grievance" means a complaint in writing arising from the interpretation, application, administration or alleged contravention of this Agreement.

14.02 Dismissal and Suspension

Sections 14.03 and 14.04 apply to an employee covered by this Agreement who has completed his probationary period, it being understood that the dismissal or suspension of an employee during the probationary period shall not be the subject of a grievance.

14.03 An employee who claims he has been dismissed or suspended without just cause shall, within fifteen (15) days of the date he is advised in writing of his dismissal or suspension present his grievance in writing to the President commencing at Step No. 3 and the President, or his designee, shall convene a meeting and give the grievor and the Union steward his decision in accordance with the provisions of Step No. 3 of Section 14.05. A Union Staff representative may be present at such meeting at the request of either the College or the Union.

14.04 If the grievor is not satisfied with the decision of the President, the grievor shall, within ten days (10) of receipt of the President's decision by notice in writing to the Director of Personnel or as designated by the College, refer the matter to arbitration, as provided in this Agreement.

14.05 *Working Conditions and Terms of Employment*

It is the mutual desire of the parties hereto that complaints of employees be adjusted as quickly as possible and it is understood that if an employee has a complaint he shall discuss it with his immediate supervisor within fifteen (15) days of the occurrence or origination of the circumstances giving rise to the complaint in order to give his immediate Supervisor an opportunity of adjusting his complaint. The discussion shall be between the employee and his immediate Supervisor unless mutually agreed to have other persons in attendance. The immediate Supervisor's response to the complaint shall be given within five (5) days after the discussion with the employee. Failing settlement of a complaint, it shall be taken up as a grievance in the following manner and sequence provided it is presented within five (5) days of the immediate supervisor's reply to the complaint:

Step No. 1: An employee shall present a signed grievance in writing to his immediate supervisor stating the nature of the grievance, the remedy sought and shall be sufficiently specific to identify the alleged violation(s) of the Collective Agreement. The immediate supervisor shall give the grievor his decision in writing within five (5) days following receipt of the grievance;

Step No. 2: If the grievor is not satisfied with the decision of his immediate supervisor, he shall present his grievance in writing within seven (7) days of the day he received the decision to the Department Head of the Department in which he is employed. The Department Head shall give his decision in writing to the grievor within seven (7) days of the presentation. It is agreed, however, that where an employee's immediate supervisor and his Department Head are one and the same person, this step shall be by-passed.

Step No. 3: (a) Where the grievor is not satisfied with the decision of the Department Head, he shall present his grievance in writing within seven (7) days of the date he received the decision to the President of the College concerned.

(b) The President or his designee shall convene a meeting concerning the grievance at which the grievor shall have an opportunity to be present, within fourteen (14) days of the presentation, and shall give the grievor his decision in writing within seven (7) days following the meeting.

14.06 In the event any difference arising from the interpretation, application, administration or alleged contravention of this Agreement has not been satisfactorily settled under the foregoing Grievance Procedure, the matter shall then, by notice in writing given to the other party within ten days (10) of the date of receipt by the grievor of the decision of the College Official at Step No. 3, be referred to arbitration as hereinafter provided.

14.07 (a) Any matter so referred to arbitration, including any question as to whether a matter is arbitrable, shall be heard by a Board of three (3) arbitrators composed of an arbitrator appointed by each of the College and the Union and a third arbitrator who shall be Chairman. The Chairman shall be selected from the following panel:

Professor G. J. Brandt
H. D. Brown, Esq.
Donald O'Shea, Esq.
Professor E. E. Palmer
Professor W. B. Rayner
J. F. W. Weatherill, Esq.

The Chairman shall be assigned either by agreement or, failing agreement, by lot. The parties may from time to time by mutual agreement add further names to such panel. Following selection of a Chairman, the College and the Union shall each appoint its arbitrator within ten (10) days thereafter and forthwith notify the other party and the Chairman. However, if the College and Union mutually agree prior to selection of a Chairman to arbitration by a sole arbitrator, he shall be selected from the panel as in the case of a Chairman and the other provisions referring to an arbitration board shall appropriately apply.

(b) No person shall be appointed as an arbitrator or member or chairman who is or was within six (6) months prior to his appointment an employee or is or has within six months prior to his appointment, acted as solicitor, Counsel, advisor, agent or representative of either of the parties or the College concerned. Any Chairman who declines to act on five (5) consecutive occasions shall be removed from the panel and a replacement selected by mutual agreement of the parties.

(c) The finding of the majority of the arbitrators as to the facts and as to the interpretation, application, administration or alleged contravention of the provisions of this Agreement shall be final and binding upon all parties concerned, including the employee(s) and the College.

(d) The arbitration board shall not be authorized to alter, modify or amend any part of the terms of this Agreement nor to make any decision inconsistent therewith nor to deal with any matter that is not a proper matter for grievance under this Agreement.

(e) The College and the Union shall each pay one-half the remuneration and expenses of the Chairman of the Arbitration Board and shall each pay the remuneration and expenses of the person it appoints as arbitrator.

(f) The arbitration board shall have those powers set out in the Colleges Collective Bargaining Act, 1975.

14.08 The Union shall have the right to file a grievance based on a difference arising directly out of the Agreement concerning the interpretation, application, administration or alleged contravention of this Agreement. However, such grievance shall not include any matter upon which an employee is personally entitled to grieve and the regular grievance procedure for a grievance peculiar to an individual employee shall not be by-passed. A Union grievance shall be presented in writing, signed by the Union President or his designee to the Director of Personnel or as designated by the College concerned within fourteen (14) days following the occurrence or origination of the circumstances giving rise to the grievance. The grievance shall then be processed in accordance with Step No. 3 of the grievance procedure.

14.09 The College shall have the right to file a grievance based on a difference arising directly out of the Agreement concerning the interpretation, application, administration or alleged contravention of this Agreement. Such grievance shall be presented in writing, signed by the President or his designee to the Union President with a copy to the Local President of the College concerned within fourteen (14) days following the occurrence or origination of the circumstances giving rise to the grievance. The grievance shall then be processed in accordance with Step No. 3 of the grievance procedure with the appropriate changes. Failing settlement following Step No. 3 meeting, such grievance may be referred to arbitration providing such referral is within fourteen (14) days of the receipt of the Step No. 3 reply.

14.10 Where the grievance pertains to a number of Colleges, separate grievances shall be sent to the Directors of Personnel or designated persons of each College affected with copies to the Secretary of the Staff Affairs Committee. Failing settlement following the Step No. 3 meeting, such grievance may be referred to arbitration providing such referral is within fourteen (14) days of the receipt of the Step No. 3 reply.

14.11 Where a number of employees in any College have identical grievances and each employee would be entitled to grieve separately, they shall present a group grievance in writing signed by each employee to the Director of Personnel, or as designated by the College, within fifteen (15) days following the occurrence or origination of the common circumstances giving rise to the grievance commencing at Step No. 2 of the grievance procedure. The grievance shall then be treated throughout the balance of the grievance procedure as a single grievance.

14.12 *General*

(a) If the grievor fails to act within the time limits set out at any Step, the grievance will be considered abandoned;

(b) If an official fails to reply to a grievance within the time limits set out at any Step, the grievor may submit his grievance to the next Step of the grievance procedure;

(c) at any Step of the grievance procedure, the time limits imposed upon either party may be extended by mutual agreement;

(d) at a meeting at any Step of the grievance procedure, the employee may be represented by a Union steward if the employee desires such assistance; at Step No. 3 a Union Staff representative may be present at the request of either the College or the Union;

(e) the Arbitration Board may dispose of a grievance without further notice to any person who is notified of the Hearing and fails to appear;

(f) It is recognized that at some Colleges and/or Campuses there may be occasions when no stewards have been elected or selected. In such a case, the Colleges are prepared to recognize the attendance of a local Union Officer in place of the steward at meetings referred to in this Agreement. The Union agrees to notify each College of the stewards appointed or selected by it and the current local Union Officers;

(g) it is understood and agreed that the grievor and his steward or local Union Officer (as the case may be) where his presence is requested by the grievor, shall not suffer any loss of pay during regular working hours when required to leave their duties temporarily for the purpose of attendance at meetings under this Section. The Union acknowledges, however, that employees have their regular duties to perform and will not absent themselves without first obtaining permission from their immediate supervisor and reporting to their immediate supervisor upon return to their regular duties. In keeping with this understanding, permission to attend such meetings shall not be unreasonably withheld consistent with College operating requirements.

(h) an employee shall not be required to appear before a committee, board, or other investigating body to answer concerning his conduct or performance without first being given reasonable opportunity to be accompanied by an employee representative if, as a result of his appearance, he may be subject to some written reprimand, assessment or penalty. However, this provision shall not be applicable when an employee is required to appear before his immediate supervisor (or in his absence the person acting in his stead) and/or Personnel Officer of the College to answer concerning his conduct or performance.

CLASSIFICATION COMPLAINTS

15.01 An employee who claims he has been improperly classified based on the duties and responsibilities to which he has been assigned and that he be properly classified to another classification within Appendix II may present a complaint in writing to his immediate supervisor. The supervisor shall give the employee his decision in writing within seven (7) days following receipt of the written complaint. It is understood that there shall be no retroactive payment prior to the date of presentation of a written complaint hereunder.

15.02 If the employee is not satisfied with the decision of his supervisor, he shall present his complaint in writing within seven (7) days of the date he received the decision to the College official designated responsible for classification complaints. Such College official shall arrange a meeting within two (2) weeks thereafter to permit the employee and a Union representative the opportunity of presenting representations in support of the complaint. A representative of the Staff Affairs Committee of the Council of Regents may be present at such a meeting upon the request of the College concerned. Within seven (7) days following such meeting, the College official shall give his decision in writing.

15.03 If the matter is not resolved under Section 15.02 above, the matter may be referred to arbitration, in accordance with the provisions of Article 14, by notice in writing given to the College within ten (10) days of the date of receipt by the grievor of the decision of the College official under Section 15.02.

15.04 Where the College determines, during the term of this Agreement, that a new classification not covered in Appendix II is required,

the College will advise the Union of such new classification, the duties and responsibilities therein and the classification rate before implementing the same. If requested, the College further agrees to arrange a meeting prior to the implementation of the new classification so as to permit the Union the opportunity of making representations with respect to such classification providing any such meeting shall not delay the implementation of the new classification for a period in excess of one month beyond initial advice of the proposed classification.

UNION DEDUCTIONS

16.01 (a) Where an employee is a member of the Union and, pursuant to a written authorization by the employee, the membership dues are being deducted from his regular pay on December 1st, 1970, there shall continue to be deducted from the regular pay of the employee an amount equal to the regular monthly dues as authorized under the by-laws of the Union.

(b) Where an employee who was not a member of the Union before December 1st, 1970, signs a written authorization for the deduction from his regular pay of membership dues on behalf of the Union, there shall be deducted from the regular pay of the employee an amount per month as specified in Section 15.01 (a) above.

(c) There shall be deducted from the regular pay of every employee hired after December 1st, 1970, an amount per month as specified in Section 16.01 (a).

16.02 Section 16.01 shall have no application to an employee who is successful in satisfying the requirements of Section 54(2) of the Colleges Collective Bargaining Act 1975 as to his religious convictions or belief.

16.03 Any amounts so deducted shall, subject to Section 16.02, be remitted to the Union Head Office. The cheque shall be accompanied by a list of the employees from whom the deductions have been made (a copy of which shall be sent to the Local President) and forwarded not later than the 15th day of the month following the month in which such deductions have been made. The list of employees referred to herein shall be in alphabetical order by surname and shall include the employee's social insurance number.

NOTICES

17.01 Union notices that receive the prior approval of the College may be posted on notice boards designated by the College in appropriate locations and accessible to employees.

17.02 The Union will not distribute, post, cause or permit to be distributed or posted on the College's property, for or on its behalf, any pamphlets, advertising or political matter, cards, notices or other kinds of written material except with the prior permission of the College.

INSURANCE

18.01 (i) *Life Insurance*

The Colleges agree, during the term of this Agreement, to pay 100% of the monthly premiums of the current basic life insurance plan to be amended September 1st, 1974, to provide for term insurance coverage of \$5,000, on the life of the employee and including a rider providing for the same coverage for accidental death or dismemberment.

(ii) *Ontario Health Insurance Plan*

The Colleges agree, during the term of this Agreement, to pay 90% of the monthly premiums of the Ontario Health Insurance Plan in effect on the date of execution hereof subject to the payment of the balance of the monthly premium by employees through payroll deduction and subject to the eligibility requirements provided under such Plan.

(iii) *Short Term Disability Income Plan*

The Colleges agree, during the term of this Agreement, to continue the Short Term Disability Income Plan presently in effect, the details of which are published in the revised Group Benefit Program booklet.

The total cost of the Short Term Disability Income Plan will be paid in full by the Colleges. The Colleges will also establish the normal provisions and limitations as to benefit eligibility and coverage.

(iv) *Long Term Disability Income Plan*

The Long Term Disability Income Plan shall provide benefits of 66-2/3% of regular earnings. Details of the Plan are published in the revised Group Benefit Program booklet.

The Colleges shall pay 66-2/3% of the present premiums towards coverage of eligible employees under the amended Long Term Disability Income Plan subject to the payment of the balance of premiums by the employees through payroll deduction and subject to the eligibility

requirements provided under such Plan. It is understood and agreed that employees eligible for and receiving disability payments under the Plan up to September 1st, 1974, shall continue to receive benefits under the original Plan providing for benefits of 60% of regular earnings so long as such disability continues and subject to the provisions of the original Plan.

(v) *Extended Health Benefits*

The Colleges agree during the term of this Agreement, to contribute 75% of the present premiums towards the current Extended Health Benefit Plan subject to the payment of the balance of the premium by employees through payroll deduction and subject to the eligibility requirements provided under such Plan.

(vi) Effective during the term of the agreement, each College shall provide for liability coverage of employee's liability while performing duties or tasks required and authorized by the College or customarily performed as part of the employee's duties.

GENERAL

19.01 Rest periods and any refreshment facilities required shall be as established from time to time by the College following discussion with the Union College Committee.

19.02 A copy of this Agreement shall be provided to each new employee following his date of hire. At the same time, the employee shall be advised as to the name of his steward or local Union Officer as the case may be.

19.03 (a) Notice will be posted of a vacancy in a classification covered by the Agreement for a period of at least three (3) days (and in the case of College Campuses away from the main campus, five (5) days) and no employee shall be hired from outside the College until a position has been posted for the said three (3) or five (5) days. Such notice shall contain the classification, hourly rate range, current Campus location, current hours of work and an outline of the basic qualifications. Such notice shall be posted in appropriate locations accessible to employees.

(b) When a vacancy in the bargaining unit occurs and an employee within the bargaining unit has made application for the vacant position, the College will give proper consideration to the qualifications and experience of such applicant in relation to the requirements of the vacant position. All applications will be acknowledged and applicants who are interviewed will be notified if unsuccessful. No person outside the bargaining unit shall be hired until consideration has been given in accordance with the foregoing.

19.04 Performance appraisals, which are to be filed on the employee's record, shall be shown to the employee in advance. The employee may add his views to such appraisal before it is filed. Each employee shall receive a copy of any formal disciplinary notice to be placed in his personnel file.

19.05 (a) If the College decides to contract out work or services which are being performed by employees at the commencement date of this Agreement which will cause the layoff of employees covered by this Agreement, the College will notify the Union of the decision to contract out six (6) weeks prior to contracting out the work or services concerned.

(b) If requested by the Union within seven (7) days of the date of such notification, the College will give the Union an opportunity of a meeting with the College to discuss minimizing dislocation of employees caused by the contracting out. If such a meeting is requested by the Union, it shall be held within seven (7) days after the request.

(c) Employees being laid off because of the contracting out of work or services being performed at the commencement date of this Agreement shall be notified in writing at least six (6) weeks in advance of the date of the layoff.

(d) Prior to a non-probationary employee being laid off, such employee shall have the right to exercise his College seniority under Section 11 of the Agreement to replace an employee in the unit for any related occupation for which he is qualified.

(e) An employee who has been laid off because of contracting out shall have the option of waiving the recall procedure provided he advises the employer in writing that he intends to exercise his option to waive the Recall Procedure at least two (2) weeks prior to the actual layoff, otherwise the Recall Procedure remains in effect. In the event that an employee laid off exercises his option to waive the Recall Procedure, as herein set out, he shall be entitled to severance pay based on one (1) weeks pay at his current salary for each year of service. In deciding the amount of severance pay required to be paid by the College, any pay in lieu of notice required to be paid under The Employment Standards Act or any gratuity payments paid on termination of employment based on unused attendance credits (sick leave credits), shall be deemed to be a credit toward the severance pay entitlement under this paragraph (e). The intention of this provision is to avoid pyramiding of pay in lieu of notice under The Employment

Standards Act, unused attendance credits (sick leave credits), and the severance pay requirements hereunder.

19.06 The current practices relating to the supply and maintenance of clothing or uniforms for employees shall continue during the term of this Agreement subject to any changes which shall be the subject of prior discussion between the College and the Union College Committee.

MILEAGE ALLOWANCE

20.01 An employee authorized to use his car on approved College business including travelling to assigned duties away from his accustomed work location, shall be paid mileage allowance in accordance with the following:

(a) for the first five thousand miles driven at the rate of 20c per mile for the part thereof in Northern Ontario and 19c per mile for the part in Southern Ontario;

(b) for mileage driven over five thousand miles and up to fifteen thousand miles –at the rate of 15c per mile for the part thereof in Northern Ontario and 14c per mile for the part thereof in Southern Ontario;

(c) for mileage driven over fifteen thousand miles –at the rate of 13c per mile for the part thereof in Northern Ontario and at the rate of 12c per mile for the part thereof in Southern Ontario;

(d) the boundary between Northern and Southern Ontario shall be: Healy Lake (Municipal) Road from Healy Lake easterly to its junction with Highway 612, to Highway 103; Highway 103 easterly to its junction with Highway 69; Highway 69 easterly to its junction with Highway 118; Highway 118 through Bracebridge to its junction with Highway 11; Highway 11 northerly to its junction with Highway 60 at Huntsville; Highway 60 easterly to its junction with Highway 62 at Killaloe Station; Highway 62 to Pembroke; the above-named highways to be included in Southern Ontario;

(e) for the purpose of this section all mileage outside of Ontario will be at the rates for Southern Ontario.

DURATION

21.01 This Agreement shall continue in full force and effect until the 31st day of August, 1977 and shall continue automatically thereafter for annual periods of one year each, unless either party notifies the other in writing that it desires to amend this Agreement. Such notice shall be in accordance with the Colleges Collective Bargaining Act and be accompanied by a statement of proposed amendments.

The parties shall meet within thirty (30) days of the giving of such notice.

EXECUTED at TORONTO, Ontario, this 20th day of December, 1976.

For the Ontario Council of Regents for Colleges of Applied Arts and Technology with respect to and on behalf of Colleges of Applied Arts and Technology.

Norman A. Sisco
J. D. MacFarlane

For the Ontario Public Service Employees' Union

Fred L. Taylor
Douglas F. Simmons
Oliva A. Rivard
Sylvia Bagly
Ken Davis
Dave Brown
Joyce St. John

APPENDIX I

Persons excluded from the support staff bargaining unit represented by the Union described in the paragraph entitled "Recognition" include:

- President
- Vice-President
- Business Administrator, Comptroller and/or Bursar
- Registrar and/or Director of Admissions
- Director of Student Affairs
- Superintendent of Plant and Property
- Executive Secretary to the Board of Governors
- Treasurer
- Assistant to the President
- Assistant Registrar) but not Assistant to
- Assistant Bursar) Registrar and Assistant to Bursar
- Purchasing Officer/Agent
- Manager, Computer Centre
- Office Manager
- Bookstore Manager
- Cafeteria Supervisor
- Personnel Officer
- Accountant
- Budget Analyst
- Head Bookkeeper (supervisory Position)
- Payroll and Personnel Clerk
- Assistant Superintendent of Plant and Property
- Building (Maintenance) Supervisor/Foreman
- Supervisor/Foreman, Caretaking/Janitorial Services
- Chief Engineer
- Educational Resources Supervisor
- (Audio-Visual Supervisor)
- Confidential Secretary to:
 - President
 - Vice-President
 - Assistant to President
 - Executive Secretary to the Board of Governors
 - Business Administrator, Comptroller, Bursar
 - and/or Treasurer
 - Dean and/or Principal
 - Director of Extension and/or Manpower Training
 - Superintendent of Plant and Property
 - Personnel Officer

APPENDIX II (a)
Effective April 1, 1976

Classification	Start	6 mos.	1 yr.	2 yrs.	3 yrs.
Clerk 1, General	3.24	3.35	3.46	3.60	3.71
Clerk 2, General	3.99	4.14	4.27	4.42	4.58
Clerk 3, General	4.58	4.75	4.91	5.06	5.28
Clerk 4, General	5.13	5.33	5.50	5.69	5.91
Typist-Stenographer 1	3.38	3.48	3.61	3.73	3.87
Typist-Stenographer 2	3.87	4.00	4.15	4.28	4.43
Typist-Stenographer 3	4.15	4.28	4.43	4.60	4.77
Secretary 1	4.43	4.60	4.77	4.95	5.13
Secretary 2	4.77	4.95	5.13	5.33	5.50
Operator 1, Key Punch	3.24	3.35	3.46	3.60	3.71
Operator 2, Key Punch	3.99	4.14	4.27	4.42	4.58
Operator 3, Key Punch	4.15	4.28	4.43	4.60	4.77
Operator 1, Switchboard	3.87	4.00	4.15	4.28	4.43
Operator 2, Switchboard	4.21	4.36	4.52	4.69	4.85
Operator 1, Offset	3.73	3.87	4.00	4.15	4.30
Operator 2, Offset	4.60	4.77	4.95	5.13	5.31
Operator 3, Offset	5.23	5.42	5.63	5.84	6.06
Computer Operator 1	4.58	4.74	4.91	5.08	5.28
Computer Operator 2	6.13	6.35	6.59	6.84	7.09

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APPENDIX II (a) (Continued)
Effective April 1, 1976

Classification	Start	6 mos.	1 yr.	2 yrs.	3 yrs.
Technician 1	3.90	4.05	4.19	4.32	4.48
Technician 2	5.04	5.23	5.42	5.63	5.84
Technician 3	6.24	6.48	6.72	6.97	7.22
Technologist 1	5.61	5.82	6.02	6.24	6.48
Technologist 2	7.09	7.37	7.64	7.95	8.23
Technologist 3	7.73	8.01	8.30	8.62	8.94
Library Technician 1	3.84	3.98	4.11	4.26	4.41
Library Technician 2	4.53	4.70	4.86	5.04	5.23
Library Technician 3	5.61	5.82	6.02	6.24	6.48
Nursing Assistant	4.86	5.04	5.23	—	—
Nurse, Health Centre	5.82	6.02	6.24	6.48	—
Senior Nurse, Health Centre	6.59	6.84	7.09	7.36	—
Driver	4.60	4.77	—	—	—
Bus Driver	4.91	5.08	5.28	—	—
Security Guard 1	4.60	4.77	—	—	—
Security Guard	4.81	4.99	—	—	—
Stationary Engineer 4th Class	5.36	5.56	—	—	—
Stationary Engineer 3rd Class	5.94	6.15	—	—	—
Stationary Engineer 2nd Class	6.59	6.84	—	—	—
Caretaker 1	3.61	3.73	—	—	—
Caretaker 2	4.33	4.48	—	—	—
Caretaker 3	4.60	4.77	—	—	—
Caretaker 4	4.81	4.99	—	—	—

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APPENDIX II (a) (Continued)
Effective April 1, 1976

Classification	Start	6 mos.	1 yr.	2 yrs.	3 yrs.
Assistant Cook	3.94	4.08	4.21	—	—
Cook	4.53	4.69	4.85	—	—
Food Service Attendant	3.67	3.79	—	—	—
Kitchen Helper	3.67	3.79	—	—	—
Clerk 1, Supply	3.46	3.60	3.71	3.84	3.98
Clerk 2, Supply	3.94	4.08	4.21	4.36	4.52
Clerk 3, Supply	4.33	4.49	4.65	4.82	5.01
Maintenance Handyman	4.91	5.08	5.28	—	—
Tradesman Journeyman	6.16	6.39	—	—	—
Nursery School Assistant	4.53	4.70	4.86	5.04	5.23
Nursery School Leader	5.13	5.30	5.50	5.69	5.90

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APPENDIX II (b) (Continued)
Effective April 1, 1977 until August 31, 1977

Classification	Start	6 mos.	1 yr.	2 yrs.	3 yrs.
Clerk 1, General	3.45	3.56	3.67	3.81	3.92
Clerk 2, General	4.20	4.35	4.48	4.63	4.79
Clerk 3, General	4.79	4.96	5.12	5.29	5.49
Clerk 4, General	5.34	5.54	5.71	5.90	6.12
Typist-Stenographer 1	3.59	3.69	3.82	3.94	4.08
Typist-Stenographer 2	4.08	4.21	4.36	4.49	4.64
Typist-Stenographer 3	4.36	4.49	4.64	4.81	4.98
Secretary 1	4.64	4.81	4.98	5.16	5.34
Secretary 2	4.98	5.16	5.34	5.54	5.71
Operator 1, Key Punch	3.45	3.56	3.67	3.81	3.92
Operator 2, Key Punch	4.20	4.35	4.48	4.63	4.79
Operator 3, Key Punch	4.36	4.49	4.64	4.81	4.98
Operator 1, Switchboard	4.08	4.21	4.36	4.49	4.64
Operator 2, Switchboard	4.42	4.57	4.73	4.90	5.06
Operator 1, Offset	3.94	4.08	4.21	4.36	4.51
Operator 2, Offset	4.81	4.98	5.16	5.34	5.52
Operator 3, Offset	5.44	5.63	5.84	6.05	6.27
Computer Operator 1	4.79	4.95	5.12	5.29	5.49
Computer Operator 2	6.34	6.56	6.80	7.05	7.30

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APPENDIX II (b) (Continued)
 Effective April 1, 1977 until August 31, 1977

Classification	Start	6 mos.	1 yr.	2 yrs.	3 yrs.
Technician 1	4.11	4.26	4.40	4.53	4.69
Technician 2	5.25	5.44	5.63	5.84	6.05
Technician 3	6.45	6.69	6.93	7.18	7.43
Technologist 1	5.82	6.03	6.23	6.45	6.69
Technologist 2	7.30	7.58	7.85	8.16	8.44
Technologist 3	7.94	8.22	8.51	8.83	9.15
Library Technician 1	4.05	4.19	4.32	4.47	4.63
Library Technician 2	4.74	4.91	5.07	5.25	5.44
Library Technician 3	5.82	6.03	6.23	6.45	6.69
Nursing Assistant	5.07	5.25	5.44	—	—
Nurse, Health Centre	6.03	6.23	6.45	6.69	—
Senior Nurse, Health Centre	6.80	7.05	7.30	7.57	—
Driver	4.81	4.98	—	—	—
Bus Driver	5.12	5.29	5.49	—	—
Security Guard 1	4.81	4.98	—	—	—
Security Guard 2	5.02	5.20	—	—	—
Stationary Engineer 4th Class	5.57	5.77	—	—	—
Stationary Engineer 3rd Class	6.15	6.36	—	—	—
Stationary Engineer 2nd Class	6.80	7.05	—	—	—

APPENDIX II (b)
 Effective April 1, 1976

Classification	Start	6 mos.	1 yr.	2 yrs.	3 yrs.
Caretaker 1	3.82	3.94	—	—	—
Caretaker 2	4.54	4.69	—	—	—
Caretaker 3	4.81	4.98	—	—	—
Caretaker 4	5.02	5.20	—	—	—
Assistant Cook	4.15	4.29	4.42	—	—
Cook	4.74	4.90	5.06	—	—
Food Service Attendant	3.88	4.00	—	—	—
Kitchen Helper	3.88	4.00	—	—	—
Clerk 1, Supply	3.67	3.81	3.92	4.05	4.19
Clerk 2, Supply	4.15	4.29	4.42	4.57	4.73
Clerk 3, Supply	4.54	4.70	4.86	5.03	5.22
Maintenance Handyman	5.12	5.29	5.49	—	—
Tradesman Journeyman	6.37	6.60	—	—	—
Nursery School Assistant	4.74	4.91	5.07	5.25	5.44
Nursery School Leader	5.34	5.51	5.71	5.90	6.11