



File: 2122-52.01-3
December 13, 2024

TO: All PSAC Members working at Salvation Army Booth Centre – PSAC Local 73100
RE: Ratification of Tentative Agreement

PSAC and Salvation Army Booth Centre reached a tentative Collective Agreement on December 2, 2024. The parties have agreed to recommend the tentative agreement to their principals for acceptance.

Unless expressly stated otherwise, changes take effect as of the date of ratification of the tentative agreement. Current collective agreement articles or clauses not listed here are renewed without change.

The following summarizes what is in the tentative agreement, and the full text of all signed-off language is included in *Schedule A – Fully Agreed Amendments* in the Memorandum of Settlement.

Duration

- The three-year agreement will expire on March 31, 2027.

Economic Benefits

- Economic increases (fully retroactive):
 - Effective March 31, 2024 – 9%
 - Effective March 31, 2025 – 3.5%
 - Effective March 31, 2026 – 3.5%
- Removal of the “start rate” step (all probationary employees will be immediately moved to the full job rate).
- Shift and weekend premium increase from .75 cents to \$1.00.

Benefits and Leaves

- Increase to \$500.00 for vision care benefit.
- Increases to vacation leave and pay.
- Carry over of 5 days of vacation leave and language ensuring that excess credits are not lost.
- Increases to bereavement leave.
- Inclusion of National Day for Truth and Reconciliation as a day off.

Working Conditions

- Training for new staff and re-familiarization training for current staff.
- Much stronger health & safety language that includes:
 - time coverage to prepare for meetings.

- requirements to conduct violence risk assessments.
- Definition of “workplace violence”.
- Clearer process for investigating harassment complaints.
- Reduction in the amount of time discipline letters is in employee files.

Labour Relations

- Removal of outdated language that prevents union membership recognition for probation employees.
- Letter of Understanding for discussions about health care benefits.
- Letter of Understanding for discussions about laundry (for clothes that gets soiled in the line of duty).

Other

- Practice of using degendered language in the agreement.

The bargaining team, comprised of:

Laadi Atio

Shari Garbutt

Jaison Sullivan

Mundadi Diabe, PSAC Regional Representative

Peter Burjorjee, PSAC Research Officer

Rachel Besharah, PSAC Negotiator

unanimously recommend this tentative agreement.

Members wishing to vote on the tentative agreement must attend one of the scheduled ratification information meetings and hear a mandatory brief presentation:

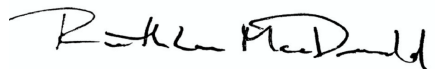
Date: December 20, 2024

Time: Session 1 at 11:00 a.m.
Session 2 at 12:30 p.m.
Session 3 at 2:00 p.m.

Location: Courtyard By Marriott, in the Chestnut room, at the at 350 Dalhousie Street, Ottawa, ON K1N 7E9

The bargaining team encourages all members to review the attached Memorandum of Settlement including *Schedule A*, before the ratification meeting, where they will be available to answer all questions.

In solidarity,

A handwritten signature in black ink, appearing to read "Ruth Lau MacDonald". The signature is written in a cursive, flowing style.

Ruth Lau MacDonald
Regional Executive Vice-President, National Capital Region

- cc. Jade Conrad, Regional Political Action and Communication Officer, NCR
Negotiations Section
- Dan Fisher, Director, Representation and Legal Services Branch
- Matthew Ashworth, NCR Regional Coordinator
- Katherine Kellner, Regional Representative
- Carole Garneau, Regional Representative
- Reine Zamat, Manager, Membership Administration
- Sophy Gagne, Administrative Assistant, Membership Administration
- ROB National Mobilization
- Mark Populus, Manager, Member Information
- Louise Casselman, Social Justice Fund Officer
- Laura Avalos, Social Justice Fund Advisor

MEMORANDUM OF SETTLEMENT

In the matter of negotiations for the renewal of a Collective Agreement:

BETWEEN:

THE PUBLIC SERVICE ALLIANCE OF CANADA

(“Union”)

- and -

THE SALVATION ARMY OTTAWA BOOTH CENTRE

(“Employer”)

The parties agree that the stated term of this Collective Agreement shall be from April 1, 2024, to March 31, 2027. Any errors or omissions negotiated between the parties not reflected in this memorandum shall be honoured.

1. The Employer and the Union agree that the terms of this Memorandum and each of the fully agreed amendments attached as Schedule “A” to this Memorandum (the “Fully Agreed Amendments”) constitute a full and final settlement of all issues with respect to the renewal of the Collective Agreement between the parties.
2. The undersigned and all members of the Employer’s and the Union’s respective negotiating committees will recommend complete acceptance of all the terms of this Memorandum and each of the Fully Agreed Amendments to their respective principals.
3. The Union will seek ratification of the terms of this Memorandum and the Fully Agreed Amendments and will report back to the Employer the results of the ratification vote in writing.
4. The agreed-upon wage adjustments shall be applied retroactively to April 1, 2024, and the Employer agrees to issue all retroactive pay increases no later than ninety (90) days following ratification by the parties. This retroactive pay shall include all employees, both current and former, who were employed during the retroactive period. The employer is responsible for notifying former employees of their entitlement and providing a reasonable process for claims.
5. In the matter of parking for Salvation Army Booth Centre employees, the Employer agrees that during the planning of the new site it will explore the feasibility of providing parking spots for employees. The Employer will report and discuss with the Union through the Labour Management Consultation Committee.

6. The parties will prepare a Collective Agreement incorporating each of the Fully Agreed Amendments within a reasonable period of time following the date of ratification. Each party will have a reasonable opportunity to review the Collective Agreement and to advise the other party of any errors or omissions that require correction. Subject to any changes required to correct such errors or omissions, the parties will sign the new Collective Agreement within a reasonable period of time but no later than ninety (90) days after ratification of the tentative agreement.

7. The effective date of all provisions and terms of this Memorandum and the Fully Agreed Amendments will be the date of ratification unless otherwise stated in this Memorandum or in the Fully Agreed Amendments. All provisions of the collective agreement expiring March 31, 2024, that have not been amended or deleted during these negotiations will remain in effect as of and following the date of ratification of the new collective agreement in accordance with and subject to the current language of all such provisions.

ALL OF WHICH IS AGREED TO THIS 2nd DAY OF DECEMBER 2024

For the Union:

For the Employer:

SCHEDULE 'A'
FULLY AGREED AMENDMENTS

Housekeeping - Adopt a practice of using non-gendered language throughout the collective agreement.

The parties agree to utilize non-gendered language throughout this Agreement. Any expressions referring to an employee or the masculine or feminine gender are meant for all employees, regardless of all genders.

ARTICLE 2 - INTERPRETATIONS AND DEFINITIONS

- (D) "Union" means the Public Service Alliance of Canada – **replace all references PSAC/Alliance**
- (X) "Local" means **PSAC Local 73100.**

ARTICLE 10 - UNION MEMBERSHIP

~~Subject to Section 51(2) of the Ontario Labour Relations Act, the parties agree as follows:~~

~~10.01 It shall be a condition of employment that all employees who are members of the Union as of the date of signing of this Agreement shall remain members of the Union in good standing and shall, within thirty (30) days of the signing of this Agreement, sign and deliver to the Employer an irrevocable authorization of deductions approved by the Union.~~

~~10.02 Employees who are not members of the Union as of the date of signing this Agreement shall not be required to become members of the Union, but if, at a later date, they become members of the Union they shall, as a condition of employment, remain members in good standing.~~

~~10.03 It shall be a condition that all new employees shall become members in good standing of the Union within thirty (30) days of hiring and shall, within the same time period, sign and deliver to the Employer an irrevocable authorization of deductions approved by the Union.~~

10.041 Within fifteen (15) days of hiring a new employee and subject to operational requirements and upon receipt of reasonable advance notice, the Employer shall provide a representative of the Local fifteen (15) minutes with no loss of regular pay or benefits to acquaint the new member with the benefits and responsibilities of Union membership and of signing dues deduction authorization cards, etc.

~~10.052~~ The Employer and the Union agree there shall be no discrimination, interference, restriction, coercion exercised or practiced, etc., with respect to any employee(s) by reason of membership or activity in the Union.

ARTICLE 5 – RECOGNITION

- 5.01 All employees of The Salvation Army Ottawa Booth Centre employed at the Booth Centre Men's Hostel and ~~Youth Shelter~~ at 171 George Street and Anchorage Men's Addiction and Rehabilitation Centre at 175 George Street in the City of Ottawa, save and except supervisors, persons above the rank of supervisor, employees of The Salvation Army Thrift Store, Clergy, Residential Program Clients working for *ad hoc* shifts/special programs, workers doing court ordered work and recipients of SSEP employment grants.

Clarity Note: For the purposes of clarity, the parties agree the ~~Assistant~~ Supervisor Food Services/Cook, is a supervisor for the purposes of the Act.

ARTICLE 13 – USE OF THE EMPLOYER'S FACILITIES

- 13.03 With the prior approval of the ~~HR Director~~ **Executive Director** or designate the Employer authorizes employees to use an available meeting room on the employer's premises for the purpose of conducting Union business. Wherever possible the Union shall give one (1) day's notice of the need to meet.

ARTICLE 17 – DISCHARGE, SUSPENSION AND DISCIPLINE

~~17.03 The record of any verbal or written reprimand/warning or suspension shall not be referred to or used against an employee provided that the employee has been discipline free for eighteen (18) months for full-time employees and twenty four (24) months part-time employees of service since the issuance of the last discipline.~~

- 17.03 **Verbal/Written discipline letters will remain on file for twelve (12) months if there is no further disciplinary action occurring from the date of the incidents or letters.**

Suspensions discipline letters will remain on file for eighteen (18) months if there is no further disciplinary action occurring from the date of the incident or the letters.

In certain circumstances, the Company may request an extension to complete the investigation and the Union will not unreasonably deny such a request.

If the Company becomes aware of circumstances that will result in a disciplinary response while an employee is absent from work, then the timelines outlined in article 17.02 will commence on the first day the employee is actively at work.

ARTICLE 23 – HOURS OF WORK

23.13 An employee who is unable to report to work as scheduled shall make every reasonable effort to notify his/her immediate Supervisor at least ~~one (1)~~ **two (2)** full hours prior to the commencement of the shift. If the employee is unable to speak directly to the Supervisor on the initial call, he/she is to report the absence by contacting the supervisor later in the shift, provided that the supervisor is at work on the shift in question.

*****NEW ARTICLES**

TRAINING NEW STAFF

XX.01 The Employer shall provide all new employees, a training program. The training program shall consist of an administrative and a practical component.

XX.02 Prior to being required to work independently in the workplace, employees shall receive training on the policies and procedures of the workplace, on the technology and software used in the workplace and on how to conduct building rounds.

XX.03 Unless otherwise stated, the Employer shall provide the employees with the opportunity to attend the following training:

(a) Training on Managing Aggressive Behaviour

(b) ASIST - Applied Suicide Intervention Skills Training – subject to course availability

Attendance at the training sessions shall be mandatory for employees with less than one year of experience in the field.

The Employer will endeavour to provide this training within one (1) year of the employee commencing their employment with the Employer.

XX.04 The Employer shall provide First Aid and Mental Health First Aid training to employees when the training is required by their position and/or the Occupational Health and Safety Regulations. Employees who are not required to be trained in First Aid or Mental Health First Aid may request to attend training courses subject to Article 20.

XX.05 Articles X.01 and X.03 shall not prevent the Employer from arranging for other additional training modules for all employees.

XX.06 Any re-familiarization or upgrading of any training shall be offered to the employee, as determined by the Employer or upon the expiration of any expired training certificate or designation. The employee shall also have the ability to approach the Employer about re-familiarization or upgrading of any training.

XX.07 All in-house training, facilitated by Employer personnel, shall be applied in a consistent manner, as practically possible.

XX.08 All employee compensation under this Article shall be in accordance with Article 20.

ARTICLE 14 - NO DISCRIMINATION/HARASSMENT/VIOLENCE

14.01 The Salvation Army Ottawa Booth Centre is committed to providing a work environment that is free from harassment, **violence** and discrimination and where the dignity and self-esteem of every individual are respected. The Employer considers harassment to be serious misconduct that will not be tolerated. All employees have the right to freedom from harassment in the workplace on the prohibited grounds as stated in the Ontario Human Rights Code. Harassment of a client, colleague, supervisor or subordinate constitutes a serious infraction and will be subject to disciplinary measures up to and including termination of employment, as appropriate.

The Union also recognizes the right of employees to work in an environment free from harassment, **violence** and discrimination and agrees to foster and promote such an environment.

14.02 ~~Definitions of Harassment and Sexual Harassment~~

(a) Harassment means “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome”. The Employer, persons acting for the Employer, and co-workers are **also** prohibited from harassing an employee on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, marital status, family status, sex, sexual orientation, gender identity, gender expression, disability, record of offences or membership or activity in the Union.

(b) **Workplace violence means**

- (i) **the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,**
- ii) **an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,**
- (iii) **a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.**

~~(b) (c) Definition of Sexual Harassment~~

Sexual Harassment, as defined by the Ontario Human Rights Code, constitutes sexual discrimination. The Code prohibits three (3) types of sexual harassment. The first type is “a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.” Examples of this type of behaviour are unwelcome sexual remarks or physical contact.

The second type of behaviour is a sexual advance or solicitation made by a person who is in a position to grant or deny a benefit to another. An example is unwelcome advances from a supervisor to an employee.

The third type of behaviour occurs when a person who is in a position to grant or deny a benefit threatens or institutes a reprisal against the person who rejects his/her sexual advance. An example is the firing or demotion of an employee because the employee has refused a proposition. Both males and females can be victims of sexual harassment.

Sexual harassment may include, but is not limited to:

- verbal abuse/threats
- unwelcome jokes, remarks, innuendo
- display of pornographic material
- unwelcome invitations
- leering or other sexually suggestive gestures
- inappropriate or unwanted physical contact such as touching, pinching and/or patting
- physical assault

14.03 Responsibilities

(a) The Employee's Responsibilities

The employee who feels he/she is subject to harassment is encouraged to make the harasser aware that this behaviour is unwelcome and that he/she expects it to cease. In the event that the employee does not feel comfortable approaching the alleged harasser, they can seek the assistance of one of the trained harassment investigators or the Director of Human Resources. He/she should also:

- (i) Keep a written record of all incidents, dates, times, the nature of the behaviour and witnesses, if any.
- (ii) Document the conversation (date and time) and the reaction of the harasser.
- (iii) Speak to the Coordinator and then confirm the complaint in writing if the matter cannot be resolved informally. If the Coordinator is the harasser, speak directly to the Director and confirm the complaint in writing if the matter cannot be resolved informally.

(b) The Director's Responsibilities

Management has the responsibility to ensure that the acts of all employees are not discriminatory. Management also has a continuing responsibility to **prevent or stop** any harassment that occurs in the workplace whether there has been a complaint or not. To this end, management will respond in a timely manner.

14.04 Informal Resolution Process

- (a) The Coordinator, Director or Executive Director may discuss the allegations with the Complainant, the alleged offender and the Union Steward with a view to reaching a solution. This process provides the parties with an opportunity to resolve relatively straightforward complaints in an expeditious manner. If a resolution acceptable to both the Complainant and the Respondent is agreed upon, the issue will proceed no further. The Employer's report of the resolution, signed by both parties, will be kept in a confidential envelope in the alleged offender's personnel file with a copy to each party.
- (b) During the informal resolution, either party may be accompanied by a Union Steward.
- (c) If no resolution is achieved, the Complainant or the Union may ask that the matter be formally investigated.
- (d) Where the parties mutually agree, the assistance of a mediator may be utilized during the informal resolution process. The Employer shall pay the expenses of the mediator retained by the Employer to assist the parties. Mediators are not compellable witnesses in any subsequent proceedings and may not be involved in any formal investigation of the same complaint.

14.05 Formal Investigation Process

~~Only complaints where it is alleged that there has been harassment on a prohibited ground of discrimination as defined in Article 14.02(a) will be formally investigated.~~ **Where allegations of harassment and/or discrimination have not been resolved through the Informal Resolution Process, the Employer has a duty to investigate circumstances where it has reasonable grounds to believe that harassment and/or discrimination may have occurred.**

The investigators shall:

- (a) Interview the Complainant and the alleged harasser as soon as possible.
- (b) Interview any witnesses and review the pertinent documentation.
- (c) Document the findings of the investigation.

~~All formal investigations shall include two (2) investigators, one (1) chosen by the Employer and the other by the Union (normally a member of the bargaining unit, who has completed the requisite harassment investigation training). In the event that a trained member of the bargaining unit is not available, or where the investigation involves a member of the executive of the Union Local, the Union may appoint an individual who has formal harassment training, instead of a member of the bargaining unit.~~

Complaints of harassment must be filed no later than twelve (12) months following the incident(s) giving rise to the complaints. All parties involved in a complaint, including any witnesses, must maintain strict confidentiality throughout the process.

14.06 Remedial Action

If it is determined that harassment has occurred, disciplinary measures, as appropriate, will be taken. Such disciplinary measures may include, but are not limited to:

- (a) counselling (sensitivity training)
- (b) oral reprimand
- (c) written reprimand
- (d) transfer - permanent or temporary
- (e) suspension without pay for a period of time
- (f) demotion
- (g) apology
- (h) termination
- (i) education/training

14.07 No Reprisals/Protection from Retaliation

No employee shall suffer any reprisals for having filed a complaint in good faith or for having co-operated in a harassment investigation. Coordinators and Directors are responsible for ensuring that employees are protected from retaliation for having filed a complaint or co-operated in an investigation.

14.08 Grievances

Grievances relating to this Article 14, shall be restricted to any remedial action provided by the Employer or allegation that the process set out herein has not been followed, in which case, such grievance shall be filed at Step 3 of the grievance procedure.

14.09 The parties agree that the provisions of the Ontario Human Rights Code shall form part of this Collective Agreement.

ARTICLE 29 - HEALTH AND SAFETY

29.01 The Employer agrees to make reasonable provisions for the maintenance of proper standards of health and safety in the workplace. The Employer shall comply with applicable Provincial Health and Safety Legislation and Regulations.

29.02 Health and Safety Committee

The Employer and the Union shall establish and maintain a Health and Safety Committee and the Employer recognizes the right of the Union to participate in the formation and operation of this Committee. The Committee shall be made up on a minimum of two (2) members from management and a minimum of two (2) members from the Union. The parties shall have equal representation on the Committee. Meetings shall be held at least once every three (3) months but may be called at any time by either party, as required.

29.03 All time spent by employee representatives on the Joint Health and Safety Committee **to prepare for meetings (including research and surveying other staff)**, attend meetings and to carry out the functions of the Committee, shall be deemed to be time at work and shall be remunerated by the Employer at the employee's applicable rate of pay.

29.04 **Standing items will be jointly addressed at every Health and Safety Committee meeting relating to:**

a) Insect and vermin infestations – procedures and training

b) Hazardous chemicals, including consumer products with WHMIS exclusions – procedures and training

29.05 **Violence risk assessment**

The employer shall conduct a violence risk assessment annually to determine if there is a risk of violence in the workplace and prepare a written report concerning the violence risk assessment detailing the extent and nature of any risk identified by the assessment.

In conducting a violence risk assessment, the employer must take all of the following into consideration:

(a) violence, including near misses, that has occurred in the workplace in the past;

(b) violence that is known to occur in similar workplaces;

(c) the circumstances in which work takes place;

(d) the interactions that occur in the course of performing work;

(e) any existing procedures and their effectiveness; and

(f) the physical location and layout of the workplace.

The employer must consult with the health and safety committee when conducting a violence risk assessment, ensure the participation of the workplace committee throughout the assessment and must provide the committee with a copy of the written report of the assessment.

An employer must consult with any union representative selected at the workplace when conducting a violence risk assessment and must provide the representative with a copy of the written report of the assessment.

(re-number the article accordingly)

29.04 **Right of Refusal**

Other than where the perceived danger is inherent in the nature of the services provided by the Employer, no employee shall be disciplined, discharged or suffer loss of pay for refusal to work on a job, or in any place or to operate any equipment where it would be reasonable to believe that it would endanger the health and safety of the employee, a co-worker or client.

- 29.05 The Employer agrees to provide, at no expense to the employee, appropriate transportation to the nearest physician or hospital and, from there, to his/her home or place of work depending upon the decision of the attending physician, when such services are immediately required for an employee as a result of an injury or serious illness which occurs while at work.
- 29.06 Risk and Threat Assessment
- a) The Employer acknowledges the risk of workplace violence inherent in the shelter system that may arise from the nature of the workplace, type of work or conditions of work.
 - b) Through the mechanism of the Joint Health and Safety Committee, the Employer commits to conduct a Risk and Threat Assessment for the workplace in consultation with the Union. The Joint Health and Safety Committee shall repeat the assessment as often as necessary to ensure the workplace violence policy and related program continue to protect workers as much as possible from workplace violence. The assessment must be conducted at least once annually, and the results must be made accessible to employees in writing upon request.
 - c) The Risk and Threat Assessment must:
 - (i) Take into account the circumstances of the workplace and circumstances common to similar workplaces, as well as any other elements prescribed in regulation; and,
 - (ii) Develop measures and procedures to minimize identified risks that are likely to expose a worker to physical injury. These measures and procedures must be part of the policy of the Ottawa Booth Centre.

ARTICLE 33 – UNIFORMS

- 33.01 The Employer shall provide a uniform, at no cost ~~to the employee,~~ to each employee who is required to wear a uniform. Full-time Front Line Service Worker employees will receive two (2) long sleeve shirts and/or two (2) short sleeve shirts, based on seasonal requirement at the time of issue.
- Part-time and On-call Front Line Service Worker employees will receive one (1) long sleeve shirt and/or one (1) short sleeve shirt, based on seasonal requirement at the time of issue.
- 33.02 The Employer shall provide the kitchen staff with two (2) aprons, two (2) hats and two (2) sets of whites. It shall be the responsibility of the Employer to launder all clothing issued to the kitchen staff.
- 33.03 Employees who are ~~requires~~ **required** by the employer to wear specialty footwear while at work (e.g. steel toed shoes, non-slip soles etc) shall receive an allowance ~~if of~~ **of** \$120.00 per year **upon presentation of receipt** for the purchase of said footwear.

ARTICLE 25 - PAID HOLIDAYS

25.01 Regular Full-time employees shall be entitled to the following public and paid holidays:

- a) New Year's Day
- b) Family Day
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) Canada Day
- g) Civic Holiday
- h) Labour Day
- i) National Day for Truth and Reconciliation**
- j) Thanksgiving Day
- k) Christmas Day
- l) Boxing Day

The National Day of Truth and Reconciliation shall be recognized as a paid holiday. Employees will receive the day off with regular pay. If an employee is required to work on this day, they shall be granted an alternate day off with pay in lieu.

ARTICLE 26 – VACATION

26.01 (a) All regular full time and regular part time employees with less than one (1) year of active service since date of last hire, shall receive vacation credits **equivalent to three (3) weeks at six percent (6%)** of wages earned in the previous twelve (12) month period.

(b) Regular full-time employees who have completed **seven (7)** but less than fourteen (14) years of active service, shall accumulate vacation credits at the rate of 1.67 days per month worked, to a maximum of twenty (20) days paid vacation per year at eight percent (8%) of wages earned in the previous twelve (12) month period.

(c) Regular full-time employees who have completed **fourteen (14)** years, but less than **twenty (20)** years of active service shall accumulate vacation credits at the rate of 2.08 days per month worked, to a maximum of twenty-five (25) days paid vacation per year at ten percent (10%) wages earned in the previous twelve (12) month period.

(d) Regular full-time employees who have completed **twenty (20)** years of active service shall accumulate vacation credits at the rate of two and one half days (2.5) days per month worked, to a maximum of thirty (30) days paid vacation per year at twelve percent (12%) wages earned in the previous twelve (12) month period.

(f) Casual/On Call employees are entitled to Vacation Pay as per the Employment Standards Act. This percentage will be applied to each pay cheque.

26.12 Any employee whose employment terminates for any reason, and who has taken more vacation leave than earned, shall have the amount of the overpayment deducted from their final pay, with any excess overpayment being an obligation of the employee to the Employer. Any earned and unused vacation will be paid out to the employee whose employment terminates for any reason.

26.13 Carryover / Payout

- (i) Vacation leave credits of five (5) days may be carried over from one year to the next.**
- (ii) Any unused vacation credits exceeding the allowable carry-over credits specified in clause 26.13(i) shall be scheduled by the employer in consultation with the employee.**

ARTICLE 31 - LEAVES OF ABSENCE

31.01 Bereavement Leave

- i. An employee shall receive a leave of absence of up to five (5) days from work without loss of regular pay in the event of the death of a member of the immediate family. Immediate family shall be defined as the employee's spouse, (including common law spouse and same sex partner), child, step-child, parent, **step-parent**, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law and son-in-law.**
- ii. An employee shall receive a leave of absence for up to **two (2)** days without loss of pay in the event of the death of a step grandparent, step-grandchild **of the employee or the employee's spouse, brother-in-law, sister-in-law** and a relative of the employee who is dependent on the employee for care or assistance.**
- iii. An employee shall receive a leave of absence of up to **two (2)** unpaid days from work in the event of the death of an employee's foster child and foster parent.**
- iv. Bereavement leave can be taken at the time of the family member's death, or sometime later to attend a funeral or memorial service. It could also be taken to attend to estate matters.**

31.03 Personal and Family Leave

- ~~**(iii) An employee shall make every possible effort to arrange personal medical and dental appointments during off duty hours. If an employee is unable to arrange such an appointment during off duty hours, they may make arrangements with their immediate Supervisor, to cover this time with Personal Leave as noted below.**~~

(iv) Employees who have passed probation, and who are scheduled to work sixteen (16) hours per week on a regular basis or more, shall be entitled to up to two (2) **three (3)** days leave of absence per calendar year without loss of pay for personal reasons. Such reasons may include personal medical and dental appointments as noted above, unanticipated child care arrangements or household emergencies. Where possible, employees shall apply for this as far in advance as practical.

ARTICLE 37 - INSURED BENEFITS AND R.R.S.P.

- **Vision Care \$500/24 months inclusive of eye exam for all employees**

Health Care Benefits Letter of Understanding

The parties share a common goal of reduced costs for Health Care premiums, while at the same time ensuring that the benefits contained in the current plan are reflective of employee's needs. The parties recognize that further work is required to secure and consider additional premium quotes for plans from a number of possible benefits providers.

To support the work involved in this goal, the parties agree to have a standing item on the labour management committee agenda to discuss benefits.

WAGES

1. General Economic Increase:

- 9% in 2024
- 3.5% in 2025
- 3.5% in 2026

2. Shift Premium Increase: From \$0.75 to \$1.00

Full retro for wage increases for all employees that were employed at the expiry of the collective agreement.

**Ottawa Booth Centre
Wage Grid**

Proposed by the employer

	31-Mar-24	1-Apr-24	1-Apr-25	1-Apr-26
	Current	9%	3.50%	3.50%
Front Line Worker	\$20.14	\$21.95	\$22.72	\$23.52
Housekeeper	\$17.39	\$18.96	\$19.62	\$20.31
Kitchen Assistant	\$17.39	\$18.96	\$19.62	\$20.31
Maintenance Worker	\$17.80	\$19.40	\$20.08	\$20.78
Cook	\$19.41	\$21.16	\$21.90	\$22.66
Residential Case Worker	\$21.50	\$23.44	\$24.26	\$25.10
Special Care Worker	\$21.50	\$23.44	\$24.26	\$25.10
Addictions Counsellor (uncertified)	\$24.52	\$26.73	\$27.66	\$28.63
Addictions Counsellor (certified)	\$26.88	\$29.30	\$30.32	\$31.39

Signed December 2, 2024

FOR THE EMPLOYER

FOR THE UNION

LETTER OF UNDERSTANDING

BETWEEN

**THE SALVATION ARMY OTTAWA BOOTH CENTRE
(Hereinafter referred to as “the Employer”)**

And

**PUBLIC SERVICE ALLIANCE OF CANADA
ITS LOCAL 73100
(Hereinafter referred to as “the Union”)**

ARTICLE 33 – UNIFORMS

Within sixty (60) days of ratification the Employer and the Union will meet to discuss the Laundering of employees clothing and to set out the guidelines.

Signed _____, _____, 2024

FOR THE UNION

FOR THE EMPLOYER

