



USHERS'  
COLLECTIVE AGREEMENT

BETWEEN

HIS MAJESTY THE KING IN RIGHT OF NEWFOUNDLAND  
(represented by the Treasury Board)

AND

THE NEWFOUNDLAND ASSOCIATION OF  
PUBLIC AND PRIVATE EMPLOYEES

SIGNED: November 1, 2022

EXPIRES: August 31, 2026

**THIS AGREEMENT** made this 1<sup>st</sup> day of November, Anno Domini Two Thousand and Twenty-two.

BETWEEN

HIS MAJESTY THE KING IN RIGHT OF NEWFOUNDLAND, represented herein by the Treasury Board;

of the one part;

AND

THE NEWFOUNDLAND AND LABRADOR ASSOCIATION OF PUBLIC AND PRIVATE EMPLOYEES, a body corporate organized and existing under the laws of the Province of Newfoundland and having its Registered Office in the City of St. John's aforesaid (hereinafter called the "Union")

of the other part;

THIS AGREEMENT WITNESSETH that for and in consideration of the promises and covenants, conditions, stipulations, provisos herein contained, the parties hereto agree as follows:

## TABLE OF CONTENTS

<b>Article</b>	<b>Subject</b>	<b>Page</b>
1	Purpose of Agreement .....	1
2	Definitions .....	2
3	Recognition .....	3
4	Management Rights.....	4
5	Employee Rights .....	4
6	Union Security.....	4
7	Checkoff .....	5
8	Grievance Procedure .....	6
9	Arbitration .....	8
10	Hours of Work.....	10
11	Temporary Assignment .....	11
12	Overtime.....	11
13	Time Off for Union Business .....	12
14	Bereavement Leave .....	13
15	Injury on Duty .....	13
16	Maternity Leave/Adoption Leave.....	14
17	Family Violence Leave.....	15
18	Sick Note – Proof of Illness .....	15
19	Special Leave Without Pay .....	15
20	Salaries .....	16
21	Shift Differential.....	16
22	Seniority .....	17
23	Personal Loss.....	18
24	Termination of Employment .....	18
25	Travel on Employer’s Business – Meal Per Diems.....	18
26	Uniforms.....	19
27	Personal Files .....	19
28	Discipline .....	19

<b>Article</b>	<b>Subject</b>	<b>Page</b>
29	Access and Shop Stewards .....	20
30	Strikes and Lockouts .....	20
31	Contracting Out .....	21
32	Political Activity.....	21
33	Labour Management Committee.....	21
34	Safety and Health .....	21
35	Duration.....	22
Schedules		
	Schedule A1 - Salaries .....	24
	Schedule A2 - Percentage in Lieu of Benefits.....	25
Memorandum of Understanding		
	Excerpts from July 25, 1994 Master Agreement.....	26
	Schedule A - Agreements (NAPE & CUPE).....	28
Memoranda of Understanding		
	Access to Parking Lot.....	29
	First Aid and CPR .....	29
	Job Descriptions .....	29
	Voluntary Recognition.....	29
	Public Private Partnership (P3) Job Security .....	30
	Attrition.....	31
	Kilometer Rate Adjustment Formula .....	32
Letters		
	Market Adjustment .....	34
	Provincial Labour Management Committee .....	35
	Other Post-Employment Benefits (“OPEB”) Eligibility .....	36
	Joint Trusteeship for Group Insurance .....	39

Commitment re: OPEBs ..... 40

Recruitment and Retention ..... 41

Remote Work/Telework ..... 42

Statutory Holiday Replacement..... 43

Health Insurance for Temporary Employees ..... 45

Job Evaluation System ..... 46

Public Health Emergency ..... 47

Travel on Employer’s Business – Business Insurance ..... 49

Severance Pay..... 50

**ARTICLE 1**  
**PURPOSE OF AGREEMENT**

- 1.01 The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between the Employer, the employees and the Union and to set forth certain terms and conditions of employment relating to remuneration, hours of work, safety, employee benefits and general working conditions affecting employees covered by this Agreement.
- 1.02 In the event that any future legislation renders null and void any provision of this Agreement, the remaining provisions shall remain in effect during the term of this Agreement.
- 1.03 In the event that there is a conflict between the content of this Agreement and any regulation or policy made by the Employer, this Agreement shall take precedence over the said regulation or policy.
- 1.04 The Employer will give the Union 45 days notice before any amendment, repeal or revision of the *Public Service Collective Bargaining Act*, which would affect the terms and conditions of employment of employees covered by this Agreement, is introduced.
- \*1.05 The Employer agrees that in accordance with the provisions of the *Newfoundland and Labrador Human Rights Act*, there shall be no discrimination with respect to any matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, classification, discharge, assignment of work or otherwise because of race, color, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income, and political opinion or activity in the Union.
- 1.06 (a) The Employer and the Union agree that there will be no discrimination or coercion exercised or practiced by it with respect to any employee by reason of age, colour, sex, sexual orientation, marital status, political or religious affiliation, physical or mental disability, or by reason of their membership in the Union.
- (b) The Employer and the Union recognize the right of all employees in the Public Service to work in an environment free from harassment and shall work together to ensure that harassment is actively discouraged. All reported incidents of harassment shall be thoroughly investigated as quickly and as confidentially as possible. The Employer and the Union agree to take all steps to ensure that the harassment stops and that individuals who engage in such behaviour are appropriately disciplined. The Employer and the Union agree that victims of harassment shall be protected, where possible, from the repercussions which may result from a complaint.

For the purposes of this Article, harassment shall be defined as follows:

Harassment of a sexual nature is unsolicited, one-sided and/or coercive behaviour which is comprised of sexual comments, gestures or physical contact that the individual knows, or ought reasonably to know, to be unwelcome, objectionable or offensive. The behaviour may be on a one time basis or a series of incidents, however minor. Both males and females may be victims.

Harassment of a personal nature is any behaviour that endangers an employee's job, undermines performance, or threatens the economic livelihood of the employee, which is based on race, religion, religious creed, sex, sexual orientation, marital status, physical or mental disability, political opinion, colour, or ethnic, national or social origin or Union status.

- (c) Complaints under this Clause will be dealt with by the Employer, the Union and the employees included with all possible confidentiality.

## **ARTICLE 2** **DEFINITIONS**

\*2.01 For the purpose of this Agreement:

- (a) "bargaining unit" means the bargaining unit recognized in accordance with Article 3.
- (b) "day" means a working day unless otherwise stipulated in the Agreement.
- (c) "employee" or "employees" where used, is a collective term, except as otherwise provided herein, including all persons employed in the categories of employment contained in the bargaining unit.
- (d) "Employer" means His Majesty in Right of the Province of Newfoundland as represented by the Treasury Board.
- (e) "grievance" means a dispute arising out of the interpretation, application, administration, or alleged violation of the terms of this Agreement.
- (f) "lay-off" means a temporary cessation of employment due to lack of work or abolition of a post.
- (g) "leave of absence" means absence from duty with the permission of the permanent head.
- (h) "notice" means notice in writing which is hand delivered or delivered by registered mail

- (i) "permanent head" means the Deputy Minister of Tourism, Culture, Arts and Recreation or any official authorized by them to act on their behalf.
- (j) "probationary employee" means a person who is employed but who has worked less than the prescribed probationary period.
- \*(k) "probationary period" means a period of four (4) months from date of employment, which shall include a minimum of fourteen (14) shifts worked. The Employer may extend the probationary period.
- (l) "service" means any period of employment, excluding overtime, either before or after the date of signing of this Agreement in respect of which an employee is in receipt of salary or wages from the Employer and includes periods of special leave without pay not exceeding twenty (20) working days in the aggregate in any year unless otherwise specified in this Agreement.
- (m) "Union" means the Newfoundland and Labrador Association of Public and Private Employees with headquarters in St. John's, Newfoundland and Labrador.
- (n) "year" means the period extending from the first day of September in one year to the thirty-first day of August in the succeeding year.
- (o) "week" means a period of seven (7) consecutive calendar days beginning at 0001 hours Sunday morning and ending at 2400 hours on the following Saturday night.
- (p) "region" means the actual city/town where an employee is stationed or required to use as their base of operations on a permanent basis. (For example - St. John's is a region; Gander is a region; Stephenville is a region; Corner Brook is a region; Grand Falls/Windsor is a region; Labrador West is a region).

### **ARTICLE 3** **RECOGNITION**

- 3.01 The Employer recognizes the Union as the sole and exclusive bargaining agent for employees of the Department of Tourism, Culture, Arts and Recreation employed as Ushers at the Arts and Culture Centre, St. John's the Arts and Culture Centre, Gander, the Arts and Culture Centre, Stephenville and the Arts and Culture Centre, Corner Brook, the Arts and Culture Centre, Grand Falls-Windsor, and the Arts and Culture Centre, Labrador West.
- 3.02 When new classifications are developed, the following procedures shall apply:
  - (a) The Employer will immediately notify the Union, in writing, as to whether such classifications should be included in or excluded from the bargaining unit and provide reasons for its exclusions.

- (b) The Union, after consultation on the Employer's position, will respond in writing, outlining reasons for its rejection of the exclusions within ten (10) working days of receipt of the above notification.
- (c) Should the parties be unable to agree upon the exclusion of any specific classification, the matter will be immediately referred to the Labour Relations Board for adjudication.

3.03 Management and excluded personnel shall not work on any jobs which are included in the bargaining unit except for the purpose of instructing, experimenting, reviewing an employee's performance, in the case of emergencies, when regular employees are not available, or where the performance of bargaining unit work usually forms part of the duties of a non-bargaining unit position. With regard to the creation of new classifications, the Employer agrees that new classifications which are excluded from the bargaining unit will not include a major component of bargaining unit work.

**ARTICLE 4**  
**MANAGEMENT RIGHTS**

4.01 All functions, rights, powers and authority which are not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Employer.

**ARTICLE 5**  
**EMPLOYEE RIGHTS**

5.01 Notwithstanding anything contained in this Agreement, any employee may present a personal complaint to their permanent head.

**ARTICLE 6**  
**UNION SECURITY**

6.01 All employees who are members of the Union at the time of signing of this Agreement shall remain members during the term of this Agreement, provided they continue to occupy a bargaining unit position.

6.02 All employees hired after the signing of this Agreement, other than contractual employees, shall immediately become and remain members of the Union, provided they continue to occupy a bargaining unit position.

6.03 An employee, upon employment to the public service, shall be provided with information concerning:

- (a) duties and responsibilities;
- (b) starting salary and position title; and
- (c) terms and conditions of employment.

- 6.04 A representative of the Union shall be given an opportunity to interview each new employee within regular working hours without loss of pay for a maximum of thirty (30) minutes during the first month of employment for the purpose of acquainting each new employee with the benefits and responsibilities of Union membership. Where possible, such interviewing will take place on a group basis during the orientation program for new employees. The steward or representative will provide the new employee with a copy of the collective agreement.

**ARTICLE 7**  
**CHECKOFF**

- 7.01 The Employer shall deduct from the wages of all employees within the bargaining unit the amount of the membership dues and forward same bi-weekly to the Union accompanied by a list of employees showing the contribution of each.
- 7.02 The Employer will supply the following information bi-weekly:
- (a) Two (2) copies of alphabetical listing of all employees whose classifications are in the bargaining unit showing:
    - (i) employee's name;
    - (ii) S.I.N.;
    - (iii) subhead number;
    - (iv) salary;
    - (v) status code;
    - (vi) deduction for period; and
    - (vii) year to date total.
  - (b) An "any sort" printout of information contained in (a) upon request to the Department of Finance. All costs associated with such printouts shall be borne by the Union.
  - (c) Listing of additions and deletions for period.
  - (d) Listing of changes made since last period listing.
- 7.03 The Union shall inform the Employer of any change in the membership dues, and such changes shall be implemented within two (2) calendar months of receipt of the notification.
- 7.04 The Employer agrees to record the amount of membership dues paid by an employee to the Union on their T-4 Statement.

**ARTICLE 8**  
**GRIEVANCE PROCEDURE**

8.01 Subject to Clauses 8.03 and 8.07, grievances shall be processed in the following manner:

Step 1

With the exception of dismissal due to unsuitability or incompetence, as assessed by the Employer, of a probationary employee and subject to clauses 8.03 and 8.07, an employee who alleges that they have a grievance, shall first present the matter to the Arts and Culture Centre Manager through the Shop Steward within five (5) days of the occurrence or discovery of the incident giving rise to the grievance and an earnest effort shall be made to settle the grievance at this level.

Step 2

If the employee fails to receive a satisfactory answer to their grievance within five (5) days after the filing of the grievance at Step 1, they may, within a further five (5) days submit their grievance in writing to the permanent head who, for the purpose of investigating the grievance, shall form a committee consisting of four (4) persons, comprising an equal number of Employer and Union representatives. The Union shall appoint its two (2) representatives to the committee. One of the Employer's representatives shall chair the meeting(s). The committee shall be entitled to interview such persons as it deems necessary for the investigation of the grievance and shall give its decision in writing to the grievor within ten (10) days of receipt of the grievance. The committee's report shall consist of the joint decision of the committee where the committee members agree to a solution. If the matter is not mutually resolved by the committee, then the Employer's representative will send their position, along with a brief summary of the committee's deliberations, to the grievor, with a copy being sent to the Union.

8.02 If the grievance is still not satisfactorily settled by the foregoing procedure, or if it is of the type referred to in Clause 8.03, either party to this Agreement may submit the grievance to arbitration in accordance with Article 9.

8.03 In the case of dismissals and suspensions pending dismissal, the grievance may be submitted in the first instance at Step 2 of the Clause 8.01.

8.04 With the exception of Step 1, replies to grievances at all other Steps of the Grievance Procedure will be in writing and dated receipts of grievances will be given.

8.05 A full time representative of the Union may be called in by the employee(s) at any Step of the Grievance Procedure. The grievor may be present during all Steps of the Grievance Procedure.

8.06 (a) The time limits specified in this Article may be extended, in writing, by mutual agreement of the parties.

- (b) An Arbitrator or Arbitration Board may extend the time limits of any step in the grievance procedure, notwithstanding the expiration of such time limits, where the Arbitrator or Arbitration Board is satisfied that there are reasonable grounds for the extension and that the opposite party will not be substantially prejudiced by the extension.
- 8.07 Employees shall have the right to grieve against suspensions and alleged unfair treatment on promotion or transfer and such grievances may be submitted in the first instance at Step 2 of Clause 8.01.
- 8.08 The settlement of a grievance without reference to arbitration shall be applied retroactively to the date of the occurrence of the action or situation which gave rise to the grievance, unless the settlement states otherwise.
- 8.09 (a) Policy Grievance
- Where a dispute arises involving a question of general application or interpretation of the Agreement, the Union may initiate a grievance and the parties may mutually agree to by-pass Steps 1 and 2 of this Article.
- (b) Union May Initiate Grievances
- The Union and its representatives shall have the right to originate a grievance on behalf of an employee, or group of employees and to seek adjustment with the Employer in the manner provided in the Grievance Procedure. Such a grievance shall commence at Step 2.
- (c) Where the Union has a grievance involving a question of general application or interpretation of the Agreement, or where a group of employees has a grievance, the grievance may in the first instance be submitted at Step 2 of Clause 8.01.
- 8.10 An employee who is a member of the grievance committee referred to under Step 2 of Clause 8.01 and/or the grievor, shall not suffer any loss in pay for any time lost in processing complaints or attending grievance meetings. However, such an employee shall not leave their regular duties for the purpose of conducting business on behalf of the Union or to discuss any business in respect of grievances without first obtaining permission from their immediate supervisor when returning to duty.
- 8.11 Technical Objections to Grievances
- No grievance shall be defeated or denied by any technical objection occasioned by a clerical, typographical, or similar technical error, or by inadvertent omission of a step in the grievance procedure.

- 8.12 Where an employee grieves against a suspension which is subsequently changed to dismissal, then any Arbitration Board appointed to deal with the grievance shall have the jurisdiction to deal with the merits of the suspension or dismissal.
- 8.13 For purposes of Article 8 only, a day shall mean a calendar day from Monday to Friday.

**ARTICLE 9**  
**ARBITRATION**

- 9.01 Where a difference arises between the parties to or persons bound by this Agreement or on whose behalf it has been entered into and where that difference arises out of the interpretation, application, administration or alleged violation of this Agreement and including any question as to whether a matter is arbitrable, either of the parties may within fourteen (14) calendar days after exhausting the grievance procedure notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the person appointed to be an arbitrator by the party giving notice.

Grievances that are not referred to arbitration within fourteen (14) calendar days of exhausting the grievance procedure will be considered withdrawn.

- 9.02 The party to whom notice is given under Clause 9.01 shall, within ten (10) calendar days after receipt of such notice, appoint an arbitrator and notify the other party of the name of the arbitrator.
- 9.03 The two (2) arbitrators appointed in accordance with Clauses 9.01 and 9.02 shall, within fourteen (14) calendar days after the appointment of the second of them, appoint a third arbitrator and these three (3) arbitrators shall constitute an arbitration board. The arbitrator appointed under this Clause shall be the Chairperson of the arbitration board.
- 9.04 If,
- (i) the party to whom notice is given under Clause 9.01 fails to appoint an arbitrator within the period specified in Clause 9.02, the Chairman of the Labour Relations Board shall, on the request of either party, appoint an arbitrator on behalf of the party who failed to make the appointment and such arbitrator shall be deemed to be appointed by that party; or
  - (ii) the two (2) arbitrators appointed by the parties under Clauses 9.01 and 9.02 fail to appoint a third arbitrator within the periods specified in Clause 9.03, the Chairman of the Labour Relations Board shall, on the request of either party, appoint a third arbitrator and these three (3) arbitrators shall constitute an arbitration board. The arbitrator appointed under this paragraph (ii) shall be chairman of the arbitration board.

- 9.05 Both parties to a grievance shall be afforded the opportunity of presenting evidence and argument thereon and may employ counsel or any other person for this purpose.
- 9.06 If a party fails to attend or be represented without good cause at an arbitration hearing, the arbitration board may proceed as if the party had been present or represented.
- 9.07 The arbitration board shall render its decision on the grievance within fifteen (15) days of the date on which the board is fully constituted and the decision of the board shall be committed to writing and submitted to the parties concerned within a further ten (10) days.
- 9.08 The decision of the majority of the members of an arbitration board shall be the decision of the board and if there is no majority decision, the decision of the Chairperson shall be the decision of the board. The decision of the arbitration board shall be signed by the member(s) of the Board making the report.
- 9.09 The parties and the employees bound by this Agreement shall comply with these provisions for final settlement of a grievance and they shall comply with the decisions of an arbitration board appointed in accordance with these provisions and do or, as the case may be, abstain from doing anything required by that decision.
- 9.10 Each party required by this Agreement to appoint an arbitrator shall pay the remuneration and expenses of that arbitrator deemed to have been appointed by that party under Clause 9.04 and the parties shall pay equally the remuneration and expenses of the chairperson of the arbitration board.
- 9.11 The time limits set out in this Article may be extended at any time by mutual agreement of both parties to the arbitration.
- 9.12 At any stage of the grievance or arbitration procedure, the parties shall have the assistance of any employee(s) concerned as witnesses and any other witness.
- 9.13 An aggrieved employee who is not on suspension and who has not been dismissed, and is required to appear before an arbitration board shall not suffer any loss in pay while participating in the arbitration proceedings.
- 9.14 An arbitration board may not alter, modify or amend any provisions to this Agreement but shall have the power to dispose of a grievance by any arrangement which it deems just and equitable.
- 9.15 Notwithstanding any other provisions of this Article, the parties may mutually agree to the substitution of a single arbitrator for an arbitration board, in which event, the foregoing provisions of this Article shall apply equally to a single arbitrator when reference is made to an arbitration board.

**ARTICLE 10**  
**HOURS OF WORK**

- 10.01 (i) Scheduling is completed on a regional basis.
- (ii) A Head Usher or Assistant Head Usher as appropriate and required, shall first be assigned to each Shift. Once the Head Usher or Assistant Head Usher has been assigned to each Shift, the process outlined below shall be followed.
- (iii) For Saturday and Sunday Shifts, the Employer will assign each Shift to employees in order of seniority. For all other Shifts, the Employer will distribute the available Shifts within each region among all employees, commencing with the most senior employee and continuing on a rotational basis throughout each schedule.
- (iv) For additional events booked after a schedule has been posted, first opportunity will be given to the senior employees.
- (v) A shift means any period of consecutive working hours as scheduled by the Employer.
- (vi) Notwithstanding the scheduling process for Saturday and Sunday in Article 10.01(iii), this priority scheduling remains subject to Article 12.01.
- 10.02 (a) Each employee shall be entitled to a rest period of fifteen (15) minutes when the shift is less than five hours.
- (b) Each employee who works five (5) hours or more shall be entitled to an unpaid meal break of sixty (60) minutes.
- (c) Employees who work a seven (7) hour shift shall be entitled to a fifteen (15) minute rest period in the first half and in the second half of the working day.
- (d) When employees are working in the a.m. and the p.m., or any split shift, they shall receive one clear hour for a lunch break and if not, they will be paid as follows for the time lost:
- |       |                         |
|-------|-------------------------|
| 15-30 | thirty (30) minutes pay |
| 31-60 | sixty (60) minutes pay  |
- 10.03 Provided sufficient advance notice is given and with the approval of the Permanent Head or their designate, employees may exchange shifts if there is no increase in cost to the Employer.

- 10.04 (a) The working Schedule shall cover a two week period and be posted a minimum of one (1) week in advance of the start date of the Schedule.
- (b) Employees shall be scheduled and paid for a minimum of three (3) hours.
- (c) If the Employer fails to give at least forty-eight (48) hours public notice of a cancellation of a scheduled performance, the employees scheduled to work the cancelled performance will receive three (3) hours pay.

**ARTICLE 11**  
**TEMPORARY ASSIGNMENT**

- 11.01 (a) An employee who is temporarily assigned by the Employer to a position for which a higher rate of pay is applicable will receive the salary rate for the assigned position.
- (b) The Employer shall assign the trained Usher(s) with the most seniority to position(s) of Assistant Head Usher when the Assistant Head Usher is off.
- (c) Subject to acceptance by Assistant Head Usher(s), the Employer shall temporarily assign the Senior Assistant Head Usher to the position of Head Usher and will be compensated for the Head Usher's salary rate when they are required to perform the usual functions of the Head Usher in the region in which they work, such as scheduling.
- (d) At any one time, the Employer shall have trained no fewer than one (1) and no greater than three (3) Ushers to perform the duties of either an Assistant Head Usher or Head Usher. The most senior Ushers who are willing to accept the duties of Assistant Head Usher or Head Usher shall be provided with this training.

**ARTICLE 12**  
**OVERTIME**

- 12.01 All overtime shall be authorized and scheduled by the Permanent Head or their designated representative.
- 12.02 Employees who are required to work in excess of seven (7) hours per day or thirty-five (35) hours per week shall be paid time and one-half (1½) for each hour worked in excess of these figures.
- 12.03 Every effort will be made to pay overtime no later than the second pay period from the pay period when the overtime was worked.

- \*12.04 (a) Employees who are required to work on the following shall receive time and one-half (1 1/2) for all hours worked:
- a) New Year's Day
  - b) St. Patrick's Day
  - c) Good Friday
  - d) St. George's Day
  - e) Commonwealth Day
  - f) Discovery Day
  - g) Memorial Day
  - h) Orangeman's Day
  - i) Labour Day
  - j) Thanksgiving Day
  - k) Armistice Day
  - l) Christmas Day
  - m) Boxing Day
  - n) One (1) additional day in each year that, in the opinion of the permanent head, is recognized to be a civic holiday in the area in which the employee is employed. If no civic holiday is provided, the employee shall be granted an additional day at a time to be determined by the permanent head.
  - o) Should any new statutory holiday be proclaimed by the Provincial authorities, it shall be added to the above list and granted to employees within the scope of this Agreement.

**\*(b) Statutory Holiday Replacement**

An employee may designate replacement statutory holiday(s) per the conditions outlined in Letter of Understanding re. Statutory Holiday Replacement.

**12.05 Overtime Calculation**

Effective January 1, 2017, overtime shall be calculated to the nearest next highest fifteen (15) minute unit.

**ARTICLE 13**  
**TIME OFF FOR UNION BUSINESS**

- 13.01 Upon written request by the Union to the Permanent Head and with the approval in writing of the Permanent Head, leave with pay to a maximum of 24 hours per year for Union business for the entire bargaining unit.
- 13.02 The Employer may grant, on written request, leave of absence without pay for a period of one (1) year, for an employee selected for a full time position with the Union without loss of accrued benefits. The period of leave of absence may be renewed upon request. Employees may not accrue any benefits, other than seniority, during such period of absence.

**ARTICLE 14**  
**BEREAVEMENT LEAVE**

- \*14.01 Subject to Clause 14.02, an employee shall be entitled to bereavement leave with pay as follows:
- \* (a) In the case of the death of an employee's parents, siblings, child(ren), spouse, legal guardian, common-law spouse, children of common-law spouse, grandparents, grandchild, children-in-law, parents-in-law, or near relative living in the same household, three (3) consecutive days; and
  - \* (b) In the case of their siblings-in-law, one (1) day.
- 14.02 If the death of a relative referred to in Clause 14.01(a) occurs outside the Province, the employee may be granted leave with pay not exceeding four (4) consecutive calendar days for the purpose of attending the funeral.
- 14.03 In cases where extraordinary circumstances prevail, the permanent head may, at their discretion, grant special leave for bereavement up to a maximum of two (2) consecutive calendar days in addition to that provided in Clauses 14.01 and 14.02.
- 14.04 For the purpose of this Article, spouse means an employee's husband or wife, including a common-law or same sex partner with whom the employee has lived with for more than one (1) year.

**ARTICLE 15**  
**INJURY ON DUTY**

- 15.01 (a) An employee who is unable to perform their duties because of a personal injury received in the performance of their duties shall report the matter to their supervisor and submit an account of the accident using the prescribed form as soon as possible.
- (b) An employee who is unable to perform their duties because of a personal injury received in the performance of their duties shall be placed on Injury on Duty leave with benefits in accordance with the *Workplace Health, Safety and Compensation Act*.
- 15.02 (a) Subject to 15.02 (b) in the event that the employee dies as a result of an injury received in the performance of their duties, their estate shall receive all death benefits that the employee would have received if they had been covered by the Workplace Health, Safety and Compensation Commission.
- (b) An employee who is approved for full extended earnings loss (EEL) benefits from the Workplace Health, Safety and Compensation Commission after the date of signing of this agreement shall no longer accumulate benefits under this agreement but shall have their position with the employer protected for two (2) calendar years

following the date of such approval, immediately following which their employment shall be terminated, subject to the *Human Rights Act*.

- 15.03 In the event that an employee is placed on leave under the provisions of this Article, they will not accrue seniority during any period when they would normally be laid off.

### **ARTICLE 16**

#### **MATERNITY LEAVE/ADOPTION LEAVE/PARENTAL LEAVE**

- \*16.01 The commencement and termination dates of an employee's unpaid maternity leave shall be a matter of negotiation between the employee and the permanent head. The commencement date shall be determined as soon as possible after the employee is aware of their pregnancy with the employee's request not to be unreasonably denied. An employee is entitled to a maximum of seventy-eight (78) weeks maternity leave under this Clause.
- \*16.02 (a) The permanent head reserves the right to require an employee to commence maternity leave prior to the time specified in Clause 16.01 if the state of their health becomes incompatible with the requirements of their job.
- (b) An employee is entitled to a maximum of seventy-eight (78) weeks leave under this Clause. However, the Employer may grant leave without pay when the employee is unable to return to duty after the expiration of this leave.
- (c) An employee may return to duty after giving their Permanent Head two (2) weeks notice of their intention to do so.
- (d) The employee shall resume their former position and salary upon return from leave, with no loss of accrued benefits.
- \*16.03 (a) Periods of leave up to seventy-eight (78) weeks shall count for seniority purposes, annual leave, sick leave, and step progression. Employees who avail of seventy-eight (78) weeks of unpaid parental leave will be entitled to service for annual leave entitlement, annual leave accrual, sick leave accrual and step progression for a total of seventy-eight (78) weeks. The Employer will also pay 50% of the group insurance premiums for seventy-eight (78) weeks for those employees who opt to remain in the group insurance plan.
- (b) Employees on leave will have the option of continuing to pay their portion of the group insurance plan premiums to a maximum of seventy-eight (78) weeks. Where the employee opts to continue to pay premiums, the Employer will also pay its share of the premiums.
- 16.04 An employee may be awarded sick leave for illness that is a result of or may be associated with pregnancy prior to the scheduled commencement date of maternity leave or birth of the child, whichever occurs first.

- 16.05 While on maternity/adoption/parental leave the employees may request copies of job postings be forwarded to them through their Human Resource Division.

**\*ARTICLE 17**  
**FAMILY VIOLENCE LEAVE**

**\*17.01 Family Violence Leave**

An employee shall be granted leave with pay, not exceeding three (3) days in the aggregate in a calendar year, where the employee or a person to whom the employee is a parent or caregiver has been directly or indirectly subjected to, a victim of, impacted or seriously affected by family violence or witnessed family violence by:

- (i) a person who is or has been a family member;
- (ii) a person who is or has been in an intimate relationship or who is living or has lived with the employee;
- (iii) a person who is the parent of a child with the employee; or
- (iv) a person who is or has been a caregiver to the employee.

**Confidentiality**

All personal information concerning domestic violence will be kept confidential in compliance with relevant Legislation.

An employee who wishes to take a leave of absence under this Clause may be required to provide the employer with reasonable verification of the necessity of the leave.

**\*ARTICLE 18**  
**SICK NOTE – PROOF OF ILLNESS**

- \*18.01 There may be cases where an employee has an ongoing medical condition where they foresee a use of unpaid sick leave. In an effort to minimize the number of medical certificates required, employees with an ongoing medical condition are permitted to submit a medical certificate at the beginning of each calendar year outlining that they have an ongoing medical condition to the Employer. If the Employer is satisfied with the medical certificate, then the employee does not have to provide a medical certificate for each subsequent day of illness for the remainder of the calendar year.

**ARTICLE 19**  
**SPECIAL LEAVE WITHOUT PAY**

- 19.01 With the approval of the permanent head, special leave without pay may be granted in exceptional circumstances to an employee.
- 19.02 Subject to operational requirements and availability of qualified replacement staff, where required, the Employer will agree to make provisions in contracts for one (1) month of unpaid leave while granting service credits for seniority purposes, provided that the

employee would not have been laid off during the period of unpaid leave. The month of unpaid leave does not necessarily have to be taken consecutively, but cannot be taken in increments of less than two (2) days at a time.

- 19.03 Upon written request, a permanent employee who has completed two (2) years of service shall be granted unpaid leave to a maximum of twelve (12) months, subject to the operational requirements of the Employer's operations and the availability of qualified replacement staff. An employee shall be entitled to up to a maximum of twelve (12) months unpaid leave for each two (2) years of service with the understanding that no employee can have more than twelve (12) consecutive months of unpaid leave at any one time. While on such leave employees shall continue to accumulate service, unless they would have been otherwise laid-off, for seniority purposes only. The minimum amount of unpaid leave an employee may have under this Clause is eight (8) weeks. An employee will not be granted extended unpaid leave to take another position with the same Employer whether inside or outside a bargaining unit.
- 19.04 Subject to operational requirements and availability of qualified replacement staff, an employee shall be granted unpaid educational leave of the amount requested not exceeding two (2) years unless mutually agreed between the employee and the Employer. The employee shall not accrue any benefits of the Collective Agreement, except service for seniority.

## **ARTICLE 20** **SALARIES**

- 20.01 The salary scales set out in Schedule A will become effective from the dates prescribed in this Schedule and the salary adjustment formula set forth therein will be applied.
- 20.02 Employees shall be paid every two (2) weeks and the pay cheques will be accompanied by a statement containing the following information:
- (a) gross pay
  - (b) overtime
  - (c) special allowances
  - (d) miscellaneous deductions
  - (e) net pay

## **ARTICLE 21** **SHIFT DIFFERENTIAL**

- 21.01 (a) Hourly Differential

An hourly differential of two dollars and thirty cents (\$2.30) per hour shall be paid for each hour the employee works between the hours of 1600 hours on one (1) day and 0800 hours the following day.

(b) Saturday and Sunday Differential

A Saturday and Sunday differential of two dollars and fifty-five cents (\$2.55) per hour shall be paid for each hour worked by an employee between the hours of 0001 Saturday and 2400 hours Sunday. If an employee qualifies for both differentials under (a) and (b) above, they shall receive both.

(c) If an employee qualifies for both differentials under (a) and (b) above, they shall receive both.

**ARTICLE 22**  
**SENIORITY**

- \*22.01 (a) Seniority is defined as length of service with the Employer and shall include service with the Employer prior to the certification of the Union. Seniority shall be mutually exclusive relative to the separate regions and shall be calculated based on hours of work.
- (b) (i) An employee who requests not to be included on the working schedule for reason of continuing illness for four consecutive weeks, shall earn services for seniority purposes only, for a maximum duration of 12 months of absence. This shall be calculated by averaging the hours worked by the Ushers in their workplace during each affected two (2) week schedule.
- (ii) In order to receive this seniority credit, the employee must submit a medical certificate in support, periodically, as requested by the Employer.
- \*(c) Where two (2) or more employees have the same date of hire, seniority shall be determined by a random draw conducted by the Employer. The employees and their Union representative shall be permitted to be present during such draws.
- 22.02 The following conditions shall result in loss of seniority for an employee:
- (a) they resign or retire and are not re-employed within thirty (30) calendar days;
- (b) they are dismissed and are not reinstated;
- (c) they have been laid off in excess of twenty-four (24) months consecutive months;
- (d) When recalled from layoff, in their classification and fails to report to work, unless sufficient reason is given by the employee.
- 22.03 The Employer shall maintain a seniority list. The list shall be posted by October 1<sup>st</sup> of each year and a copy sent to the Union.
- 22.04 Seniority may be accumulated during periods of paid and unpaid leave, provided the employee would not have been laid off during the period of unpaid leave.

**ARTICLE 23**  
**PERSONAL LOSS**

- 23.01 Subject to Clause 23.02 and 23.03, where an employee in the performance of their duty, suffers any personal loss, and where such loss was not due to the employee's negligence, the Employer may compensate the employee for any loss suffered, subject to a maximum of five hundred dollars (\$500).
- 23.02 All incidents of loss suffered by an employee shall be reported in writing by the employee within two (2) days of the incident to the permanent head or their designated representative.
- 23.03 This provision shall only apply in respect of personal affects which the employee would reasonably have in their possession during the normal performance of their duty.

**ARTICLE 24**  
**TERMINATION OF EMPLOYMENT**

- 24.01 Except in the case of dismissal for just cause, employees shall be given ten (10) calendar days' notice in writing, provided that they are not hired for a specified time period.
- 24.02 Employees shall give ten (10) calendar days written notice of intention to terminate employment.
- 24.03 The period of notice may be reduced or eliminated by mutual consent.

**ARTICLE 25**  
**TRAVEL ON EMPLOYER'S BUSINESS**

- \*25.01 Effective the date of signing, for each day or part thereof, on travel status, the maximum rate allowable for meals, inclusive of taxes and gratuities, shall be as follows:

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Total</b>
<b>NL</b>	\$9.60	\$16.80	\$26.04	\$52.44
<b>Other Provinces</b>	\$12.18	\$19.68	\$28.38	\$60.24
<b>USA (USD\$)</b>	\$12.18	\$19.68	\$28.38	\$60.24
<b>Other</b>	\$13.50	\$21.54	\$31.20	\$66.24

**ARTICLE 26**  
**UNIFORMS**

- \*26.01 The Employer shall provide the following Uniforms free of charge to the employees: 2 pair pants, 2 long sleeve shirts, 2 short sleeve shirts. Items may be replaced at any time if deemed necessary by the Employer upon inspection.
- \*26.02 Employees who are required to wear safety boots (or safety shoes) in accordance with safety regulations will be provided with an allowance of up to two hundred dollars (\$200) for the purpose of purchasing such footwear. This allowance will be paid for each twelve (12) months of service. Seasonal employees shall receive the allowance for each twelve (12) months of service, or every third season, whichever is earlier.

**ARTICLE 27**  
**PERSONAL FILES**

- 27.01 There shall be one official personal file, the location of which shall be designated by the permanent head. An employee shall at any reasonable time, be allowed to inspect their personal file and may be accompanied by a representative of the Union if they so desire.
- 27.02 A copy of any document placed on an employee's official personal file which might at any time be the basis of disciplinary action, shall be supplied concurrently to the employee who shall acknowledge having received such document by signing the file copy.
- 27.03 Any such document shall be removed and disregarded after the expiration of two (2) years from the date it was placed in the employee's file provided there has not been a recurrence of a similar incident during that period. The employee shall be responsible to see that any such document is removed.
- 27.04 When a formal assessment of an employee's performance is made, the employee concerned must be given an opportunity to acknowledge receipt of the assessment form in question. When as a result of this assessment, the performance of an employee is judged to have been unsatisfactory, the employee may present a grievance in accordance with Article 8.

**ARTICLE 28**  
**DISCIPLINE**

- 28.01 Any employee who is suspended or dismissed shall within five (5) days of such suspension or dismissal, be provided with written notification which shall state the reasons for the suspension or dismissal.
- 28.02 All dismissals, suspensions and other disciplinary action, shall be subject to formal grievance as outlined in Article 8, if the employee so desires.

- 28.03 The Employer shall notify an employee in writing of any dissatisfaction concerning their work within five (5) working days of the event of a complaint. This notification shall include particulars of work performance which led to such dissatisfaction. If this procedure is not followed, such expression of dissatisfaction shall not become a part of their record for use against them at any time. This Clause shall apply in respect of any expression of dissatisfaction relating to their work or otherwise which may be detrimental to an employee's advancement or standing with the Employer.
- 28.04 When employees are required to attend a meeting where a disciplinary decision concerning them is to be taken by the Employer, or a representative of the Employer, the employees are entitled to have, at their request, a representative of the Union attend the meeting.
- 28.05 If, upon investigation, the Employer feels that disciplinary action is necessary, such action shall be taken based on the Collective Agreement. In situations where the Employer is unable to investigate the matter to its satisfaction, but feels the employee should be removed from their place of employment, it shall be with pay.

**ARTICLE 29**  
**ACCESS AND SHOP STEWARDS**

- 29.01 The Employer agrees that access to its premises may be allowed to persons permanently employed by the Union for the purpose of interviewing a Union member and such interview shall not interfere with the operations of the Employer.
- 29.02 Permission to hold meetings on the premises of the Employer shall, in each case, be obtained from the permanent head and such meetings shall not interfere with the operations of the Employer.
- 29.03 The Employer agrees to recognize the local President and one additional employee as the Shop Stewards appointed by the Union. The Union shall inform the Employer of the names of all Shop Stewards as soon as possible after their appointment.
- 29.04 The Shop Stewards shall not conduct Union business during working hours except in cases of emergency. Where time off is required by the Shop Steward during working hours, they shall request such time off from their immediate supervisor. Such time off for a Shop Steward shall not be unreasonably withheld.

**ARTICLE 30**  
**STRIKES AND LOCKOUTS**

- 30.01 The Union agrees that during the life of this Agreement, there shall be no strikes, suspensions or slowdown of work, picketing by members of the Union on the premises of the Employer or any other interference with the Employer's business. The Employer agrees that there shall be no lockout during the term of this Agreement.

**ARTICLE 31**  
**CONTRACTING OUT**

- 31.01 The Employer shall continue present practice of providing continued employment for employees who would otherwise become redundant where the work is contracted out and the Employer will endeavour to maintain the existing benefits applicable to such employees.
- 31.02 The Employer will discuss with the Union its intention to create contractual positions of the type covered by the bargaining unit.

**ARTICLE 32**  
**POLITICAL ACTIVITY**

- 32.01 The current political activity policy of Government shall apply to employees of this bargaining unit.

**ARTICLE 33**  
**LABOUR MANAGEMENT COMMITTEE**

- 33.01 The Employer agrees to meet with a Committee from the Ushers three (3) times a year to discuss labour management areas of concern.
- 33.02 Each Committee shall meet within two (2) weeks of a request from either side.
- 33.03 The purpose of the Labour Management Committee shall be to promote effective communication between management and the employees, and to this end, the terms of reference shall include such things as working conditions, local rules and regulations, efficiency and productivity.

**ARTICLE 34**  
**SAFETY AND HEALTH**

- 34.01 The Employer shall continue to make reasonable provisions for the safety and health of its employees during their hours of employment.
- 34.02 Protective devices and other equipment deemed necessary to protect employees properly from injury shall be supplied by the Employer.
- 34.03 It is mutually agreed that the Employer, the Union and employees shall co-operate to the fullest extent possible towards the prevention of accidents, and in reasonable promotion of safety and health.

- 34.04 To remove any uncertainty, it is agreed that Section 49(2) of the *Occupational Health and Safety Act*, 1978 shall apply to this collective agreement.

**ARTICLE 35**  
**DURATION OF AGREEMENT**

\*35.01 Period of Agreement

Except as otherwise provided in specific clauses, this Agreement shall be effective from date of signing and remain in full force and effect until August 31, 2026. Either party to this Agreement may issue notice to the other party of its desire to terminate or amend the agreement not more than seven (7) months and not less than thirty (30) calendar days prior to the date of expiration.

\*35.02 Change in Agreement

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

\*35.03 Notice of Changes

Either party desiring to propose changes to this agreement shall within thirty (30) calendar days following receipt of notice under 35.01, give notice in writing to the other party of the changes proposed. Within thirty (30) calendar days of receipt of such proposed changes by one party, the other party is required to enter into negotiations for a new agreement.

\*35.04 Agreement to Remain in Effect

This Agreement shall remain in full force and effect during negotiations for a revision or renewal of the terms of this Agreement, and until such time as it is replaced by a new or revised Collective Agreement. Notwithstanding the above, the parties shall retain their legal right to lock out or strike in accordance with the *Public Service Collective Bargaining Act*.

- \*35.05 Notwithstanding the no strike and no lockout provisions of the agreement, notice to reopen negotiations may be issued by either party in the event that the Provincial Government passes legislation to amend any provision of the agreement. Failing agreement, the parties may exercise the right to strike or lockout. Negotiations are to be conducted in accordance with the applicable legislation.

**IT WITNESS WHEREOF** the parties hereto have executed this Agreement the day and year first before written.

**SIGNED** on behalf of Treasury Board representing His Majesty the King in Right of Newfoundland by the Honourable Sioban Coady, President of Treasury Board, and the Honourable Steve Crocker Minister of Tourism, Culture, Arts and Recreation in the presence of the witness hereto subscribing:

Elizabeth Lane  
Witness

Sioban Coady

Steve Crocker

Am Cuan  
Witness

[Signature]

**SIGNED** on behalf of the Newfoundland and Labrador Association of Public and Private Employees by its proper officers in the presence of the witness hereto subscribing:

Hail Quinlan  
Witness

Jerry Early

[Signature]

[Signature]

Elaine Price

[Signature]

**\*Schedule A1 – Salaries****Salary Implementation Formula**

Effective September 1, 2022 -	2% + Recognition Bonus
Effective September 1, 2023 -	2%
Effective September 1, 2024 -	2%
Effective September 1, 2025 -	2%

Effective date of signing, each bargaining unit employee will receive a one time recognition bonus payment of \$2,000 pro-rated based on regular full time hours for the hours worked during the previous twelve (12) months.

**Effective September 1, 2022**

Regular Usher	US-02	\$13.27
Assistant Head Usher	US-03	\$18.32
Head Usher	US-04	\$20.03

**Effective September 1, 2023**

Regular Usher	US-02	\$13.54
Assistant Head Usher	US-03	\$18.69
Head Usher	US-04	\$20.43

**Effective September 1, 2024**

Regular Usher	US-02	\$13.81
Assistant Head Usher	US-03	\$19.06
Head Usher	US-04	\$20.84

**Effective September 1, 2025**

Regular Usher	US-02	\$14.09
Assistant Head Usher	US-03	\$19.44
Head Usher	US-04	\$21.26

The Employer recognizes that salaries shall be maintained such that they do not fall below minimum wage.

**SCHEDULES (continued)**

**Schedule A2**  
**Percentage in Lieu of Benefits**

**Effective September 1, 2001**

All employees shall be eligible for 9% of regular salary in lieu of statutory holidays, annual leave, sick leave and family responsibility leave.

**MEMORANDUM OF UNDERSTANDING**

**EXCERPTS FROM JULY 25, 1994 MASTER AGREEMENT**

Items contained in the Master Agreement signed on July 25, 1994 which are relevant to ushers have been reflected in the text of this collective agreement where it is appropriate to do so. Items from the Master Agreement not included in the text of this collective agreement include the following excerpts:

**1. Legislation & Collective Agreements**

Notwithstanding the no strike and no lockout provisions of the agreement, notice to reopen negotiations may be issued by either party in the event that the Provincial Government passes legislation to amend any provision of this agreement. Failing agreement, the parties may exercise the right to strike or lock out. Negotiations are to be conducted in accordance with the applicable legislation.

**6. Travel and Meal Allowances**

Effective date of signing of this Master Agreement, with the provision that should a collective agreement provide for a greater amount for any meal or kilometer the rate shall be maintained.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total</u>
<b>Island</b>	7.30	10.95	18.25	36.50
<b>Canada</b>				43.00
<b>U.S.</b>				43.00 U.S.
<b>Other</b>				48.00

K.M. rate - 31.5 cents

**10. Advance Notice**

The union will be advised of the Government's plans to sell, lease, transfer or otherwise dispose of an operation before proposals for such sale, lease, transfer or disposal are solicited from prospective purchasers.

**11. Criminal or Legal Liability**

Where no language exists in an Agreement the following shall apply:

The Employer shall defend, negotiate or settle civil and/or criminal claims, suits or prosecutions arising out of acts performed by an employee in the course of their duties, provided that the Employer is satisfied that the employee performed duties required by the Employer, and/or the employee acted within the scope of their employment.

**MEMORANDUM OF UNDERSTANDING****EXCERPTS FROM JULY 25, 1994 MASTER AGREEMENT (continued)****13. Portability**

Employees who are accepted for employment with another employer or same Employer covered by the coalition negotiations (see attached) within 120 calendar days of resignation shall retain portability respecting: (120 maximum)

- (1) Accumulated sick leave credits;
- (2) Accumulated annual leave entitlements; and
- (3) Service for Severance Pay.

The recognition of the prior benefits shall not exceed the benefits available with the new employer.

**22. Return to Former Classification**

A permanent employee who changes their classification as a result of layoff shall have the opportunity within one (1) year to return to their former classification in their former Departments should a vacancy occur which the Department intends to fill provided they are qualified and able to perform the duties required for the position.

Where the benefits of the Agreement are better, the benefit shall be maintained.

**27. Occupational Health and Safety Committees**

The mandate of Occupational Health & Safety Committees shall be expanded to include environmental issues.

**28. Pension Credit and Group Insurance**

Pension credit and group insurance coverage to continue on the basis of the pre-injury salary including contract allowance, salary adjustments from step progression or pay increases during the period of temporary absence, subject to payment of appropriate premiums based on the pre-injury salary rate or adjusted rate because of step progression or pay increases, provided this proposal reflects the current practice and does not violate the Workers' Compensation Act.

**SCHEDULE "A"**

**AGREEMENTS (NAPE)**

Air Services  
College of the North Atlantic Faculty  
College of the North Atlantic Support Staff  
General Service  
Group Homes  
Health Professionals  
Hospital Support Staff  
Lab & X-Ray  
Maintenance and Operational Services  
Marine Service Workers  
Newfoundland & Labrador Liquor Corporation  
Workplace Health Safety & Compensation Commission  
Ushers

**AGREEMENTS (CUPE)**

Government House  
Group and Transition Houses  
Hospital Support Staff  
Newfoundland and Labrador Housing Corporation  
Provincial Information and Library Resources Board

## MEMORANDA OF UNDERSTANDING

### **1. Access to Parking Lot**

The Employer agrees to provide free parking to Ushers in the Arts and Culture Centres parking lot during the hours of 8:00 am and 5:00 pm provided they are attending University. Access to the parking facilities is subject to policies of the Employer.

### **2. First Aid and CPR**

Ushers shall be given First Aid and CPR training. This training will be given to employees who do not have the training course at present. In addition, every person will be given the training necessary to renew certification every three (3) years.

### **3. Job Descriptions**

Job descriptions shall be developed by the Employer within 90 (ninety) days following the signing of this Collective Agreement.

### **4. Voluntary Recognition**

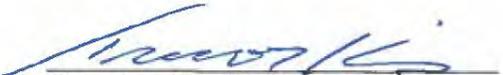
The Employer voluntarily recognizes the Union as the sole and exclusive bargaining agent for employees of the Department of Tourism, Culture and Recreation employed as Ushers, Assistant Head Ushers, and Head Ushers at the Arts and Culture Centres in Grand Falls-Windsor and Labrador West.

**MEMORANDUM OF UNDERSTANDING**

**PUBLIC PRIVATE PARTNERSHIP (P3)**

**JOB SECURITY**

Notwithstanding any Article or provision of the Collective Agreement, and for the duration of this Collective Agreement, where the Government of Newfoundland and Labrador is building a new structure to expand on an existing service, or replacing or expanding an existing structure, through the utilization of the Public Private Partnership (P3) Model, and Newfoundland and Labrador Association of Public and Private Employees (NAPE) is the recognized bargaining agent, the Employer recognizes the Union as the sole and exclusive bargaining agent. Work that is currently performed by bargaining unit members in the existing structure shall also be performed by bargaining unit members in the new structure, with the exception of building infrastructure maintenance.

  
Signed on behalf of Newfoundland and  
Labrador Association of Public and  
Private Employees

  
Signed on behalf of Treasury Board  
Secretariat

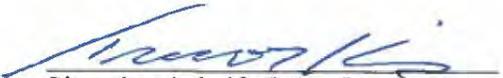
November 1, 2022  
Date

November 1, 2022  
Date

**\*MEMORANDUM OF UNDERSTANDING**

**ATTRITION**

The Employer will, where necessary, and for the duration of this Collective Agreement, utilize a strategy of attrition where positions are vacated. The Union shall be provided the details of any attrition strategy the Employer intends to implement. Where positions are vacated through retirement, resignation, termination for cause or otherwise, and the Employer determines that it will not replace or fill the position(s), these position(s) will be identified to the Union on a quarterly basis.

  
Signed on behalf of Newfoundland and  
Labrador Association of Public and  
Private Employees

  
Signed on behalf of Treasury Board  
Secretariat

November 1, 2022  
Date

November 1, 2022  
Date

**\*MEMORANDUM OF AGREEMENT**

Re: Kilometer Rate Adjustment Formula (NAPE)

**General**

1. The purpose of this Memorandum of Agreement (MOA) is to provide a mechanism for the periodic adjustment of the kilometer rate(s) contained in applicable collective agreements for employees who are either required to provide a vehicle as a condition of employment or who may be authorized to use a personal vehicle on Employer's business.
2. The terms of this MOA shall be applicable to employees who are members of a bargaining unit covered by a collective agreement listed in Schedule 'A'.
3. \*Adjustments shall be calculated by the Treasury Board Secretariat and posted to the Human Resource Policies section of the Government of Newfoundland and Labrador website: <https://www.gov.nl.ca/exec/tbs/working-with-us/policies>. Should there be any dispute as to the calculated rate; the rate established by the Treasury Board Secretariat shall prevail.

**Adjustment Formula**

4. Base Fuel Rate  
The 'base fuel rate' for calculating fuel costs is 79.4¢ per liter.
5. Fuel Price  
'Fuel prices' shall be those set by the Petroleum Pricing Office for the Avalon Region (Zone 1).
6. Base Kilometer Rate  
The 'base kilometer rate(s)' shall be the reimbursement rate(s) contained in an applicable collective agreement.
7. Initial Adjustment – October 1, 2005
  - a) The 'base kilometer rate' shall be adjusted effective October 1, 2005 based on the difference in the 'fuel price' on October 1, 2005 and the 'base fuel rate' multiplied by 1/10.

*(‘fuel price’ on October 1, 2005 – \$0.794) X 0.10 = km rate adjustment*

*[km rate adjustment is added to the ‘base kilometer rate’]*

\*b) Kilometer rates shall be rounded to two decimal places after the dollar (\$0.00).

8. Adjustment Dates (Monthly Adjustments)

Effective July 1, 2022, the kilometer rate shall be adjusted, based on the 'Adjustment Formula', on a monthly basis on the first day of each month.

9. Adjustment Formula

a) The 'base kilometer rate(s)' shall be adjusted (up or down) on each of the 'adjustment dates' based on the difference in the 'fuel price' on the 'adjustment date' and the 'base fuel rate' multiplied by 1/10.

*(**'fuel price' on 'adjustment date' – \$0.794**) X 0.10 = km rate adjustment*

*[km rate adjustment is added to the 'base kilometer rate']*

b) Kilometer rates shall be rounded to two decimal places after the dollar (\$0.00).

10. Reimbursement Rate

Reimbursement shall be at the rate(s) in effect on the date of travel.

**Effective Date**

11. The MOA shall be effective July 1, 2022, and in accordance with Clause # 10, shall only be applicable to travel which occurs from that date forward.

12. This MOA may be terminated upon thirty (30) days' notice from either party.

**LETTERS**

**RE: MARKET ADJUSTMENT**

This will confirm our understanding reached during negotiations whereby if the Employer (Treasury Board Committee of Cabinet) determines that it is unable to recruit/retain employees in specific positions at a particular geographic site, the Employer (Treasury Board Committee of Cabinet) may provide benefits to employees beyond those outlined in the collective agreement.

March 31, 2018

David Healey  
Employee Relations Officer  
NAPE  
P.O Box 8100  
St. John's, NL A1B 3M9

Dear Mr. Healey:

**Re: Provincial Labour Management Committee**

The Employer and the Union will establish a Provincial Labour Management Committee within 6 months of the date of signing of the collective agreement to confer on matters of a provincial nature which are not properly the subject matter of the grievance or negotiations process. The Committee shall consist of two employees of the Bargaining Unit and two representatives of the Employer.

The Committee will meet twice yearly in or about the month of January and the month of September. Meetings may be cancelled or rescheduled if reasonably required by either party. The Committee meetings shall be chaired equally by the Employer and Bargaining Unit. Minutes of these meetings shall be posted at each work location and contain a summary of discussions.

All meetings will be held outside of ongoing performances at no cost to the Employer. Meetings will take place by telephone or other electronic means that may be available.

The Committee does not have the power to bind the Union or Employer to its decisions but can make recommendations on these issues. The Committee shall not supersede the activities of any other committee of the Union or of the Employer.

This Provincial Labour Management Committee is a pilot project which will be evaluated during the next negotiations for the renewal or revision of this Collective Agreement pursuant to Article 34. At that time, either party can terminate the Provincial Labour Management Committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Raelene Lee", is written over a light grey rectangular background.

Raelene Lee  
Chief Negotiator

**Letter of Understanding**  
**Re: Other Post-Employment Benefits (“OPEB”) Eligibility**

The parties hereby confirm and acknowledge:

1. Former employees who are deferred pensioners within the meaning of the *Other Post-Employment Benefits Modification Act*, S.N.L. 2014 c.O-9 (the “Act”) shall, as of the coming into force of the Act, only be entitled to OPEB in accordance with the Act.
2. Current employees as of the date of signing of the collective agreement who retire not later than December 31, 2019, with a minimum of five (5) years’ pensionable service shall qualify for OPEB.
3. Current employees as of the date of signing of the collective agreement who retire after December 31, 2019, shall qualify for OPEB only where such employees are:
  - a. Pension eligible;
  - b. Have a minimum of ten (10) years’ pensionable service; and
  - c. Retire and commence receipt of a pension immediately on ceasing active employment in the public service.
4. Employees who are hired subsequent to the date of signing of the collective agreement (“Newly Hired Employees”), shall qualify for OPEB only where such employees are:
  - a. Pension eligible;
  - b. Have a minimum of fifteen (15) years’ pensionable service; and
  - c. Retire and commence receipt of a pension immediately on ceasing active employment in the public service.
5. Former employees who are rehired following loss of seniority subsequent to the date of signing of the collective agreement shall be considered to be Newly Hired Employees for the purpose of this Letter of Understanding.
6. Notwithstanding clause 5 above:
  - a. Employees with service prior to the date of signing of the collective agreement who are hired subsequent to the date of signing of the collective agreement who retain portability of benefits under the collective agreement; or
  - b. Employees with service prior to the date of signing of the Collective Agreement who are employed outside the bargaining unit in the public service and are re-employed in a NAPE Public Service bargaining unit position subsequent to the date of signing of the Collective Agreement without a break in service in the Public Service shall not be considered to be Newly Hired Employees for the purpose of the this Letter of Understanding.

For the purposes of this clause the definition of public service shall be limited to those employers covered by one the following NAPE collective agreements:

NAPE LX  
 NAPE HP  
 NAPE HS  
 NAPE Group Homes  
 NAPE School Boards  
 NAPE (CNA Faculty)  
 NAPE (CNA Support)  
 NAPE Workplace NL  
 NAPE NLC  
 NAPE MOS  
 NAPE Student Assistants  
 NAPE Air Services  
 NAPE Marine Services  
 NAPE Ushers  
 NAPE General Service

7. Employees who do not meet the criteria noted in clauses 2, 3 or 4 above shall not be entitled to OPEB on ceasing active employment in the public service.
8. Employees who become entitled to OPEB pursuant to clauses 2 or 3 above shall pay 50% of the premiums of the plan and the employer shall pay 50%.
- \*9. Newly Hired Employees who become entitled to OPEB pursuant to clause 4 above shall pay premiums of the plan on the basis of their date of hire as follows:
  - a) employees hired up to March 31, 2020 shall pay 50% of the premiums of the plan and the employer shall pay 50%; and
  - b) employees hired subsequent to March 31, 2020 shall pay 60% of the premiums of the plan and the employer shall pay 40%.
- \*10. Former employees who are rehired subsequent to March 31, 2020 and who become entitled to OPEB pursuant to clause 4 above shall be required to pay premiums in accordance with clause 9b) above.
11. This Letter of Understanding, made pursuant to s.3(2) of the Act, shall prevail where any term herein conflicts with a provision of the collective agreement, one of its Schedules, Letters or Memoranda of Agreement, including, without limitation, any practice, settlement of dispute, agreement or arbitration award arising from events prior to the coming into force of the Act.
12. Nothing in this Letter of Understanding shall have the effect of waiving or negating, in whole or in part, any requirement, procedural or substantive, under a Group Health and Life Insurance program or policy sponsored by the employer, e.g., the filing of continuation or other required forms, provision of proof of insurability, etc....

13. This Letter of Understanding may be executed in any number of counterparts, each of which will be considered an original of same, and which together will constitute one and the same instrument. A facsimile signature or an otherwise electronically reproduced signature of any party shall be deemed to be an original.

April 1, 2020

Mr. Trevor King  
Secretary/Treasurer  
Newfoundland and Labrador Association  
of Public and Private Employees  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**Re: Joint Trusteeship for Group Insurance**

The parties agree to establish a committee to assess the potential viability of establishing a joint trust arrangement for managing group insurance programs.

The committee will be established by December 31, 2020 and will conclude its work by December 31, 2021.

Sincerely,



Lisa Curran  
Chief Negotiator

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Letter of Commitment re: Other Post-Employment Benefits (“OPEB”)**

The parties recognize the mounting liabilities associated with the Other Post-Employment Benefits (OPEBs), and the resulting potential impact to the future sustainability of the Group Insurance Plan. Therefore, NAPE agrees to engage in a joint collaborative process with the Employer and other interested stakeholders to meet within ninety (90) days of the signing of the Collective Agreement to address those challenges with the Employer and find solutions to ensure the long-term sustainability of benefit plan.

Sincerely,



Amy Collins  
Director of Collective Bargaining

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Recruitment and Retention**

The Parties agree to establish a committee, with an equal number of representatives from the Employer and Union, within one hundred and twenty (120) days of signing the agreement in an effort to identify issues with recruitment and retention in all NAPE bargaining units.

Sincerely,



Amy Collins  
Director of Collective Bargaining

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Remote Work/Telework**

The parties recognize the benefits of access to E-Work arrangements for Employees and Employers. The parties also recognize the value in conducting a review of the current policies and practices regarding e-work arrangements within the Government, Agencies, Boards and Commissions and Regional Health Authorities.

Within six (6) months of signing the Collective Agreement, the Employer will complete a review of the current E-work arrangements policy to determine necessary updates. The Employer will consult with the Union regarding the details of the review and provide opportunity for feedback via that consultation. The review will include but not be limited to: eligibility and operational requirements, defined hours of work, work performance requirements and evaluation, remote supervision and employee health and safety, equipment, termination of agreement and any other terms as agreed by the parties.

Current e-work arrangements will remain in place subject to the above referenced review.

Sincerely,



Amy Collins  
Director of Collective Bargaining

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Statutory Holiday Replacement**

Each year, an employee shall be entitled to designate replacement statutory holiday(s) that are days of cultural or religious significance to the employee in place of any or all of the statutory holidays outlined in the collective agreement. The Employer will endeavor to accommodate such requests and such requests shall not be unreasonably denied.

For the purposes of this letter, cultural or religious significance shall be defined as: *A day in which a religious observation is held or a day that celebrates the culture of a particular nation, people, or other social group.*

The Employee shall inform the Employer of their choice(s), in writing, prior to November 15 in the calendar year before the new designations take effect. Such notice shall state clearly which statutory holiday(s) the employee is replacing and which day(s) of cultural or religious significance, including the dates on which they occur, that they are designating in the stead of the replaced statutory holiday(s).

Where the specific date(s) of cultural or religious significance are not yet confirmed on or before November 15<sup>th</sup> in the calendar year before the new designations take effect, the Employee will notify the Employer of the day(s) of significance and will provide date(s) as soon as they become available. The Employer will endeavor to accommodate such requests received after November 15<sup>th</sup> in the calendar year before the new designations take effect, subject to operational requirements and availability of replacement staff. Requests will not be unreasonably be denied.

- (a) The newly designated holiday days will attract all benefits of the collective agreement as if that day were the actual statutory holiday that they are designated to replace.
- (b) The replaced statutory holiday(s) will become a regular day, whether it be a workday or a day of rest, and will not attract any additional benefit previously attributable to it as a statutory holiday: all such benefits will have transferred to the designated replacement day(s).

- (c) Where the Employer does not provide service on a day described under (b) above, and where the employee is scheduled to work on that day of the week, the Employer will make reasonable efforts to provide meaningful work to the employee on that day.

Sincerely,



Amy Collins  
Director of Collective Bargaining

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Health Insurance**

The parties agree to apply the *Memorandum of Understanding - 2004 Health Insurance* for employees to participate in the group insurance program as it relates to “temporary” employees as follows:

- Employees who qualify to enroll in the group insurance program based on hours worked in the previous calendar year and, subsequent to meeting the eligibility criteria, change employment status or move to a position with an authorized period of employment of less than 3 months.
- Employees who gain eligibility in a temporary or temporary call-in position is to retain eligibility regardless of a change in position.

Eligibility for “temporary” employees will remain subject to the annual hours required to maintain their eligibility for future years.

Sincerely,



Amy Collins  
Director of Collective Bargaining

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Job Evaluation System**

The parties shall form a Committee, within one hundred and twenty (120) days of contract signing, of equal representatives of NAPE and Government officials in an effort to explore opportunities to improve upon the JES.

Sincerely,



Amy Collins  
Director of Collective Bargaining

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Public Health Emergency**

The Employer recognizes that public health emergencies may have an impact on overall government operations and service delivery, individual employees, and the residents of Newfoundland and Labrador.

The Employer further recognizes that not all public health emergencies will require the same emergency response requirements and/or public health directives and will require an evaluation of such response based on the nature of the emergency. Notwithstanding the foregoing, general principles will apply to impacted employees in the event of a public health emergency.

1) Self-Isolation

Employees directed by their Employer or Public Health – Department of Health and Community Services to self-isolate, and who are asymptomatic of a public health illness may (where applicable - this may be dependent on vaccination or other considerations deemed appropriate by the Employer) be placed on special leave with pay for the hours in which they are unable to report to work up to a **maximum of seventy-five (75) hours per year**. Employees who work less than full time hours will receive the benefit on a pro-rata basis. Temporary call-in employees who are not prescheduled, will be permitted to take special leave with pay on shifts they would have received in normal circumstances (compared to next junior temporary call-in).

Employees will not be required to provide medical documentation for this period of hours, unless there is sufficient reason on the part of the Employer to request such documentation.

All other absences require employees to utilize their leave entitlements until they return to work.

2) Remote Work

Employees may be required to work remotely where the capability exists and it is operationally feasible. Special leave with pay shall only be utilized in instances where remote work is not an option.

3) Use of Sick Leave

Employees who exhibit symptoms of a public health illness and who cannot work remotely, are required to use their sick leave entitlement until they return to work. Functional Abilities Information related to accommodation requests, extensions, illness unrelated to the current public health emergency, use of long-term sick leave and attendance support planning may still be required.

4) Re-Deployment

The Parties recognize that the Employer may be required to redeploy human resources to ensure adequate and safe staffing levels, and such re-deployment shall be done in consultation with the Union.

The parties further agree to enter into agreements as necessary to address other issues arising from a public health emergency that may not be covered by this letter.

Sincerely,



Amy Collins  
Director of Collective Bargaining

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Travel on Employer's Business – Business Insurance**

Upon submission of a receipt, reimbursement of the difference in cost between personal and business insurance for those employees who are required, as a condition of employment, to have access to an automobile for use on government business.

In the event that there is a discrepancy, the conditions outlined in this letter prevail.

Sincerely,



Amy Collins  
Director of Collective Bargaining

November 1, 2022

Mr. Trevor King  
Secretary/Treasurer  
NAPE  
P.O. Box 8100  
St. John's, NL A1B 3M9

Dear Mr. King:

**\*Re: Severance Pay**

Effective March 31, 2018, there shall be no further accumulation of service for severance pay purposes.

Employees who qualified for and elected to defer the payment of severance pay beyond March 31, 2018 cannot extend beyond the end of the period of employment and the redemption value shall be frozen as of March 31, 2018, for both accumulated service and weekly salary.

Sincerely,



Amy Collins  
Director of Collective Bargaining