



# **COLLECTIVE AGREEMENT**

Between

**GREEN PARTY OF CANADA FUND**

(Hereinafter referred to as the “Employer”)

– and –

**CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES  
UNION LOCAL 131**

(Hereinafter referred to as the “Union”)

**2021 - 2023**

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## **ARTICLE 1 – PURPOSE**

- 1.01 The purpose of this Agreement is to establish and maintain working conditions, hours of work and wages with respect to employees covered by this Agreement and to provide for a prompt and orderly method of settling complaints or grievances which might arise hereunder.

## **ARTICLE 2 – RECOGNITION**

- 2.01 The Green Party of Canada Fund (the “Employer”) is the employer.
- 2.02 The Employer recognizes the Union as the sole and exclusive bargaining agent of all employees save and except the Officers of the Fund, Executive Director, Executive Assistant to Executive Director, National Field Director, Director of Communications, Fundraising Director, Leader’s Chief of Staff, Director of Finance and any equivalent management positions in the City of Ottawa, Ontario.

## **ARTICLE 3 – RELATIONSHIP**

- 3.01 The Fund and the Union each agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives or members because of an employee’s membership or non-membership in the Union or because of their activity or lack of activity in the Union.
- 3.02 Where the singular is used throughout the Article within this Agreement it is agreed that the plural is an acceptable substitute wherever the plural gender is applicable.

## **ARTICLE 4 – MANAGEMENT FUNCTIONS**

- 4.01 The Union recognizes and acknowledges that management and direction of the working forces are fixed exclusively in the Employer and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Employer to:
- (a) maintain order, discipline and efficiency;
  - (b) determine the nature and kind of business conducted by the Fund, the methods and techniques of work, the schedules of work, number of personnel to be employed, to make studies of and to institute changes in jobs and job assignments, the extension, limitation, curtailment or cessation of operations and to determine all other functions and prerogatives heretofore invested in and exercised by the Fund which shall remain solely with the Fund;
  - (c) make and enforce and alter from time to time reasonable rules and regulations to be observed by the employees; and
- 4.02 The Employer agrees to exercise these functions in a manner consistent with the provisions of the Collective Agreement.

## **ARTICLE 5 – NO STRIKE OR LOCKOUT**

5.01 In view of the orderly procedures established by this Agreement and provisions of the Labour Relations Act, 1995, the Union and the Employer agree that there will be no strikes or lockouts during the term of the Agreement.

## **ARTICLE 6 – UNION SECURITY**

- 6.01 (a) The Employer agrees to make regular Union dues deductions from the wages of employees in such amount as may from time to time be certified to the Employer by the Union and provide a check-off list of dues.
- (b) The Employer shall remit the money so deducted in the calendar month following that of deduction, to the Union, by direct deposit to a bank account indicated by the Union or cheque payable to the order of the Union.
- 6.02 In consideration of the deducting and forwarding of Union dues by the Fund, the Union agrees to indemnify and save harmless the Employer against any claims or liabilities arising or resulting from the operation of this Article.
- 6.03 This provision does not limit the Union's right to collect and remit dues pursuant to the Union's constitution.

## **ARTICLE 7 – JOINT COMMITTEES**

### **7.01 Workplace Relations Committee**

A Workplace Relations committee of members of the Employer and the Union shall meet every six (6) months.

The Committee will be defined as follows:

The Committee shall be a permanent Joint Committee of the two (2) parties. The Employer shall have two (2) representatives to serve on this Committee. The Union may also have two (2) members to serve on this Committee. The Union Representative(s) reserves the right to attend these meetings in addition to the attending members.

The committee is responsible for discussing the joint concerns of the Employer and the Union.

### **7.02 Health and Safety Committee (H&S)**

- (a) A Joint Health and Safety Committee shall be established and meet at least every 6 months.
- (b) The H&S Committee shall endeavour to promote a work environment where all employees and volunteers comply with all relevant laws and regulations concerning Occupational Health and Safety, including, in Ontario, the

provisions of the Occupational Health and Safety Act relating to workplace violence and harassment.

- (c) The Union and the Employer recognize the right of Employees to work in an environment free from harassment and agree that such harassment will not be tolerated in the workplace.
- (d) The Employer commits to maintaining an updated Workplace Violence Discrimination and Harassment Policy. The Joint Health and Safety Committee shall be a forum for discussing workplace violence and harassment prevention strategies and workplace improvements.

#### **ARTICLE 8 – NEGOTIATING COMMITTEE**

8.01 The Employer acknowledges the right of the Union to appoint or select a negotiating committee of not more than two (2) employees covered by the Collective Agreement along with Representatives of the Union for the purpose of negotiating a renewal Agreement pursuant to notice given under Article 30, Duration. This will not limit the right to Union Counsel.

#### **ARTICLE 9 – REPRESENTATION**

- 9.01 The Union, in addition to its own representatives, may elect or appoint not more than two (2) stewards from among employees in the bargaining unit who have completed their probationary period, for the purpose of assisting employees in the presentation of grievances in accordance with the provisions of this Agreement.
- 9.02 The Union shall keep the Employer notified in writing of the names of the stewards, Union representatives, and members of the negotiating committee.
- 9.03 It is agreed that stewards shall continue to perform their regular duties and responsibilities for the Fund and shall not leave their regular duties without having first secured permission from their immediate supervisor. Such permission shall not be unreasonably withheld.

#### **ARTICLE 10 – DISCIPLINE**

- 10.01 It is acknowledged that there is a labour relations concept of progressive discipline and the doctrine of the culminating incident which govern many disciplinary responses.
- 10.02 It is further understood that counselling letters which articulate a description of the expectations of the Employer, any improvements required, and a time period in which the improvements must take place, will normally be issued by the employer prior to the commencement of formal disciplinary measures.
- 10.03 The employer agrees that discipline will usually proceed in stages, e.g. verbal warning, written warning, suspension(s), discharge, as appropriate. It is understood, however, that the Employer reserves the right to impose discipline it deems as appropriate in the circumstances.

- 10.04 The employee shall be entitled to have their steward or Union Representative present at any meeting concerning discipline. The Employer shall give a minimum of 24 hours of notice for such a meeting to the Steward, or Union Representative unless in the case of an emergency. If the Employee wishes to have a steward or Union Representative present at a meeting concerning discipline, the interview will not proceed until a Union representative is present.
- 10.05 Where discipline is sent to an absent employee by letter rather than in person, the Union will be provided with a copy of the letter.
- 10.06 The employer shall not suspend or discharge any employee without prior warning unless circumstances (i.e. theft, fraud, gross misconduct), justify immediate discharge.
- 10.07 Save and except for serious misconduct, disciplinary letters and notes shall be expunged from an employee's file after 24 months provided there has been no recurrence of the infractions that led to the original discipline.
- 10.08 Serious misconduct includes but is not limited to a breach of the *Ontario Human Rights Code*.

#### **ARTICLE 11 – PROBATION**

- 11.01 All employees shall be on probation after their date of hire for a period of three months.
- 11.02 On successful completion of the probationary period the employee will be credited with seniority from date of hire. It is understood and agreed that work on any part of a day counts as a day worked for the purposes of this Article.
- 11.03 The Employer may dismiss a probationary employee for any reason, subject to the provisions contained in the *OHRC* and the *ESA*.

#### **ARTICLE 12 – GRIEVANCE AND ARBITRATION PROCEDURE**

- 12.01 Employees are encouraged to address matters of conflict directly and constructively with the persons involved and/or their direct managers whenever possible. When a solution to the conflict cannot be reached informally, the following shall be the procedure for resolving differences between the parties that may arise with respect to the interpretation, application or alleged violation of this Agreement:

Step 1: The steward (or staff representative) and the aggrieved Employee shall within fifteen (15) working days of the alleged violation submit the details of the grievance in writing to the Employer and arrange to meet with the appropriate representative of the Employer in an attempt to resolve the dispute.

Step 2: If the dispute is not resolved within ten (10) working days of the Step 1 meeting, the Union shall request a Step 2 meeting. Within fifteen (15) working days, the Employer will meet with the Union in an effort to resolve

the grievance. Within fifteen (15) working days of the meeting, the Employer will notify the Union of their decision.

Step 3: If the dispute is not resolved at Step 2, the grieving party may refer the grievance to arbitration within twenty (20) working days of receipt of the decision at Step 2. The Arbitrator shall be a person agreed to by the Employer and the Union and failing agreement, appointed by the Minister of Labour for the Province of Ontario. If the Union fails to respond to the Employer within fifteen (15) working days the grievance will be deemed abandoned.

The term "grievance" shall include personal, group or policy grievance. Policy and/or group grievances may be submitted at Step 2 of the Grievance Procedure.

All the time limits under this Article may be extended by mutual agreement, to be confirmed in writing.

Whenever the Employer is to notify the Union of any matter relating to a grievance, it shall be sufficient notice if such notice is provided to the Chief Steward or such designate.

12.02 **Group Grievance:** Where it appears that two (2) or more Employees have the same grievance, the Union may process the grievance as one (1) grievance subject to all applicable provisions under the grievance procedure.

**Policy Grievance:** A policy grievance is defined as one which alleges a misinterpretation or violation of a provision of this Agreement and which, because of the nature or scope of the subject matter, could not otherwise be instituted as a personal or group grievance.

12.03 No matter may be arbitrated that has not been properly processed through the grievance procedure. The decision of the arbitrator shall be final and binding on the parties and the Employees. The arbitrator shall not have the jurisdiction to alter, subtract from, modify, amend, or to substitute any provisions, nor to give any decision inconsistent with the terms and provisions of this Agreement.

## **ARTICLE 13 – SENIORITY**

13.01 Seniority, as referred to in this Agreement, shall mean length of continuous service with the Employer since the last date of hire.

13.02 The Employer shall maintain lists showing the name, number, seniority, department and current classification (i.e. job title) of employees. The seniority lists shall be revised and posted in the first full week of January and July in each year and copies provided to the Local Union President.

13.03 Seniority status shall continue to accumulate during the period of a leave of absence, including leaves of absence for sick leave, long-term disability, parental leave, leave under a WSIB claim, and unpaid leave of absence.

## **ARTICLE 14 – VACANCIES**

- 14.01 Where permanent vacancies in the bargaining unit occur which the Employer decides to fill on a full-time basis, such vacancies will be posted in the office or circulated by email to all employees. The posting shall indicate those qualifications required by the Employer.
- 14.02 Such vacancies shall be posted for a period of three (3) working days and employees bidding on job vacancies must make written application in accordance with the posting no later than the third day of the posting.
- 14.03 Vacancies which will not or are not expected to exceed ninety (90) calendar days and vacancies caused by absence due to illness, accident, leaves of absence (including pregnancy leave) need not be posted unless agreed to by the parties. Such temporary vacancies may be filled at the discretion of the Employer.
- 14.04 The Employer shall consider applicants for whom a successful bid would result in a promotion or transfer (as defined herein) to a higher or equal rate classification. In cases of promotion or transfer, the following factors shall be considered:
- (a) skill, ability, job efficiency, qualifications and experience;
  - (b) seniority with the Employer; and
  - (c) equity, diversity and inclusion.
- 14.05 Where an employee has been selected as a successful applicant under this Section, and it is subsequently determined by the Employer that the employee cannot satisfactorily perform the job or, where the employee wishes to return to their former job, the Employer may attempt during the first thirty (30) days from the date on which the employee was first assigned to the vacancy to return the employee to their former job.
- 14.06 If the vacancy is not filled on the foregoing basis, the Employer may fill the job in question in its discretion.
- 14.07 The Employer may assign an employee to any vacancy on a temporary basis, not to exceed ninety (90) days including the period of time during which the posting has been completed.
- Any employee temporarily assigned to a job classification at a lower rate of pay shall suffer no loss of income or entitlements for the duration of their temporary assignment.
- Any employee temporarily assigned to a job classification at a higher rate of pay for a period of one (1) or more weeks shall be paid in accordance with schedules for the job to which the employee has been temporarily assigned.
- 14.08 The Employer shall not consider any applicant to a posting who has, within the prior three (3) month period successfully bid on a vacancy.



## **ARTICLE 15 – NO CONTRACTING OUT**

15.01 There shall be no contracting out of bargaining unit work except where there is agreement from the Union.

## **ARTICLE 16 – NEW EMPLOYEE ORIENTATION**

16.01 Not later than the completion of twenty (20) working days following the date of hire, the Employer shall provide to the Chief Steward, or their designate, the name and contact information for all new Employees including any new hires on temporary contract. Within forty-five (45) days following the date of hire, the Chief Steward, or their designate shall be provided with one (1) hour during working hours to meet with the new Employee/Employees to provide an overview of the Collective Agreement, etc.

16.02 Immediately upon hiring a new Employee, the Employer shall provide an electronic copy of the Collective Agreement to the Employee as part of their onboarding.

## **ARTICLE 17 – LAYOFF AND RECALL**

17.01 The employer will provide two (2) weeks of notice or pay in lieu of notice of a layoff.

17.02 Employees will be laid off based on those positions which require or can accommodate the reduction in order of seniority, providing those retained are qualified and able to perform the work remaining to be done. Employees will be recalled in reverse order of layoff, subject to operational needs.

17.03 An employee must notify the Employer within three (3) calendar days, exclusive of Saturday, Sunday and holidays, of receipt of notice of recall and report within seven (7) calendar days from receipt of such notice. Notice of recall may be by telephone or email confirmed by registered mail to the employee's last address registered with the Employer. If notice is by registered mail, it shall be deemed to have been received on the second day following registration.

17.04 An employee who waives recall rights or whose recall rights are lost shall receive two (2) weeks' termination pay in addition to their entitlement to notice and severance under the *Employment Standards Act*.

## **ARTICLE 18 – HOURS OF WORK**

18.01 Part-Time, Temporary & Contract Employees

(a) Employees hired on a part-time basis shall receive the rate pro-rated to their hours of work.

(b) Employees hired on a temporary or contract basis shall receive the rate prorated to their hours of work.

18.02 The GPC national office in Ottawa utilizes flexible working hours between the hours of 6 a.m. to 10 p.m., Eastern Time, Monday to Friday. Daily working hours for

employees will be as arranged with their manager. The regular workweek for full-time GPC employees is 37.5 hours (7.5 hours a day), which includes a half-hour paid break. In addition, employees must take a half-hour unpaid break for lunch.

- 18.03 The parties acknowledge that due to the nature of the work of a political party, employees may be required to work outside of these set hours. The Employer will be reasonable in its requests for work outside these hours.
- 18.04 The Employer will make best efforts to schedule staff meetings during the working hours of all permanent employees. Employees required to attend staff meetings outside their regular hours will be paid at their regular hourly rate.
- 18.05 In the case of severe weather or other circumstances that makes travelling to work difficult or unsafe, an Employee may request to work from home at any time. This request shall not be unreasonably withheld.
- 18.06 For any position that regularly requires work outside of set hours, the Employer commits to:
- (a) Acknowledging in the job posting and/or description that the work may require some evening and/or weekend work;
  - (b) Where possible, providing clear and advance notice to the employee when evening and/or weekend may be required; and
  - (c) Consulting with the employee and respecting their needs and wishes as much as possible with respect to hours of work.

## **ARTICLE 19 – OVERTIME**

- 19.01 Hours worked in excess of 42 hours in regular workweek shall be deemed overtime (special overtime provisions for federal elections are set out in Appendix A - Federal Elections).
- 19.02 The Employer agrees to provide as much advance notice of overtime as is reasonably possible but in no case less than 24 hours.
- 19.03 Employees shall be compensated for overtime on the following basis:
- (a) Monday to Sunday - time and one-half (1½)
  - (b) Paid Holiday - double time except during election periods, during which pay would be time and one-half (1½).
- 19.04 At the option of the Employee, the Employee may request time in lieu of overtime pay at the equivalent premium rate set out above. The Employer and Employee shall determine when such time will be taken within ninety (90) days of it being earned, such requests shall not be unreasonably denied.

19.05 Overtime shall be pre-authorized, except in the case of emergencies. In an emergency situation, where pre-authorization is impossible because the Employer cannot be reached, the Employee may work no more than four (4) overtime hours, advise the Employer, and submit a claim form for overtime, which form the Employer shall make available to all Employees, within two (2) weeks of occurrence. There shall be no pyramiding of overtime.

## **ARTICLE 20 – SICK LEAVE**

20.01 Full-time employees will be entitled to twelve (12) paid sick leave days in each calendar year, pro-rated to their start date. If an employee exhausts their sick leave credits, the Employer will, at the request of the Employee, issue a Record of Employment. Sick leave credits cannot be carried forward from year to year and have no cash value. If an employee exceeds their entitled number of sick days within the calendar year, any further sick days will be first deducted from the outstanding balance of vacation days the employee may have. If the employee has used more sick days than earned and has no balance of vacation days, the unearned number of sick days used will be deducted from the employee's subsequent pay. This benefit is inclusive of leave entitlements under the *ESA*.

20.02 Sick leave may be used in the event of an Employee's or an employee's child sickness, accident, medical or dental appointments, and in the event of a serious sickness or accident of a spouse or dependent family member. Medical or dental appointments which require an absence of less than three (3) hours from the workplace shall not be deducted from an Employee's sick leave. In the event of sickness or accident, the Employer may, after the Employee has taken three (3) consecutive days off, require the production of a medical certificate.

## **ARTICLE 21 – LEAVES OF ABSENCE**

21.01 Requests for leaves of absence shall be made to the Employer in writing. Requests for leave of absence shall not be unreasonably denied.

### **21.02 Union Conventions, Conferences and Educational Seminars**

Employees shall be entitled to leave of absence without loss of seniority or benefits if selected to attend Union conventions, conferences, educational seminars or Union office, provided that such leave of absence does not unduly disrupt the Employer's operations and that not more than two (2) employees are absent at any one time without the Employer's consent. Such leaves shall not exceed five (5) days per contract year in total per Employee unless mutually agreed otherwise. The Union shall reimburse the Employer for all wages paid to the Employee during the Employee's leave. Such leave shall not be unreasonably withheld. The Union will reimburse the Employer for the employees' wages for any absences that occur based on the above.

21.03 **Jury and Witness Duty**

Employees called for jury or witness duty shall be granted time off with full pay, with the understanding that all money received for such jury or witness duty will be turned over to the Employer with the exception of reimbursement for expenses. The Employee must provide official documentation of summons or subpoenas.

21.04 **Pregnancy Leave**

Employees shall be entitled to pregnancy leave in accordance with the provisions of the Employment Standards Act;

The Employer shall grant to any permanent Employee eighty percent (80%) of their salary for a maximum two (2) week waiting period for EI pregnancy benefits and the difference between eighty percent (80%) of their salary and their EI pregnancy benefits for the remaining fifteen (15) weeks.

21.05 **Parental Leave**

(a) Employees shall be entitled to parental/adoption leave in accordance with the provisions of the Employment Standards Act for either one of the two options:

- Up to 37 weeks, or 35 if they have taken 17 weeks of pregnancy leave (as per 18.01) for standard leave under EI provisions.
- Up to 63 weeks, or 61 if they have taken the 17 weeks pregnancy leave (as per 18.01) for an extended leave under EI provisions.

(b) The Employer shall grant to any permanent Employee on a parental leave eighty percent (80%) of the Employee's salary for the two (2) week waiting period for EI Parental Leave benefits and the difference between eighty percent (80%) of the Employee's salary and the Employee's EI pregnancy benefits for the remaining thirty-five (35) weeks.

(c) The Employer shall grant to any permanent Employee eighty percent (80%) of the Employee's salary for the two (2) week waiting period for EI Parental Leave benefits and the difference between eighty percent (80%) of the Employee's salary and the Employee's EI pregnancy benefits for the remaining sixty-one (61) weeks.

21.06 If the benefits are increased by the federal or provincial legislation, Employees covered by this agreement shall receive the increased benefits. For example, if EI benefits are extended, for longer than seventeen (17) weeks in the case of pregnancy leave or more than sixty-three (63) or sixty-one (61) weeks, whichever is applicable, in the case of parental leave, Employees shall be entitled to increased supplemental benefits for the duration of the extended period.

21.07 An Employee on pregnancy or paternal leave shall remain entitled to the benefits specified in Article 19 for the full duration of their leave.

#### 21.08 **Bereavement and Illness Leave**

Employees shall be granted reasonable time off with full pay (but in no case less than three (3) days) in the case of bereavement or serious illness of a parent, step-parent, wife, husband, common-law spouse, partner, brother, sister, child, step-child, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, former guardian, ward, fiancé, or any other relative or close friend that has been residing in the same household or for whom an Employee is required to administer bereavement responsibilities. A relative shall include a person related by marriage, adoption or common law. In interpreting this clause, the parties shall recognize and consider the changing nature of families and relationships. Reasonable time shall include travel time and additional responsibilities related to death/serious illness.

#### 21.09 **Special Leave**

Employees shall be granted time off with full pay as follows:

- Marriage or Marriage of Child - Day of Wedding
- Serious Household or Domestic Emergency - Up to three (3) days
- Citizenship Hearing - Up to one (1) day
- Moving Employee's Household - One (1) day

### **ARTICLE 22 – VACATIONS AND HOLIDAYS**

#### 22.01 **Vacations:**

Vacation Entitlement shall be as follows:

All Employees hired after July 1, 2021 shall be entitled to Four (4) weeks of paid Vacation per calendar year.

Employees hired prior to July 1, 2021 and who have already received entitlements of either Five (5) or Six (6) weeks of paid Vacation shall be grandfathered and maintain these Vacation entitlements.

Employees hired prior to July 1, 2021, AND who would otherwise have moved from Four (4) weeks of Vacation entitlement to Five (5) weeks during either 2021 or 2022 shall be entitled to the Five (5) weeks of Vacation. This provision shall be effective on either July 1, 2021 or January 1, 2022 depending on the Employees hire date.

22.02 The Vacation year shall be January 1 to December 31.

22.03 Temporary employees will be paid vacation pay at the rate required by applicable employment standards legislation. Barring exceptional circumstances, approval will not be granted for vacation during a federal general election period. A maximum of five (5) days of unused vacation time may be carried forward to the following calendar year.

- 22.04 In the event that an Employee falls ill while on vacation, the remaining vacation credits shall not be used while the Employee is ill, but rather shall be used after the Employee is no longer ill. Production of a medical certificate shall be necessary in such cases upon the Employer's request, and the appropriate sick leave deduction shall be made.
- 22.05 Vacations shall be taken at a time mutually agreed upon by an Employee and their manager. Such agreement shall not be unreasonably withheld. In the event of a conflict between Employees in the scheduling of vacation, seniority shall be the determining factor. Once agreement has been reached, seniority may not be used to bump a less senior person.
- 22.06 In the first week of January of each year, the Employer shall notify each member of the bargaining unit of the total number of vacation credits they have for the upcoming year.
- 22.07 Vacation time must be used in the calendar year in which it was accrued. An employee may carry forward five (5) days of Vacation time into the following calendar year. The carry-over of time in excess of five (5) days must be approved by written consent of the Employer.
- 22.08 Notwithstanding Article 9.05, upon receipt of a written vacation request, the Employer shall respond to the request within ten (10) working days.

22.09 **Holidays**

Paid Holidays shall be as follows:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Eve Day, Christmas Day, Boxing Day.

If the federal or provincial governments declare any other days to be statutory holidays during the life of this collective agreement, they shall be adopted into Article 9.02.

In addition to the defined statutory holidays, the GPC office is regularly closed between Christmas Day and New Year's Day. Exact timing of these additional days off is at the discretion of the Employer. Any employee who is required to work while the office is closed will be informed of this in writing at least one month in advance and will receive time in lieu for any hours worked during this period.

*The Employer recognizes that an Employee may, for religious reasons, wish to observe religious holidays other than or in addition to those listed above. In such cases, the Employee shall notify the Employer within ten (10) days of the religious holiday. The employer will consider such a request for religious accommodation in accordance with its obligation under the OHRC and shall not unreasonably withhold consent of such a request.*

If such paid holidays fall on a day which is not a regular working day, either the immediately preceding working day or the first working day thereafter shall be considered the holiday.

### **ARTICLE 23 – TRAVEL**

- 23.01 Employees are encouraged to explore online, digital and/or virtual opportunities to participate in work-related activities away from their place of work before requesting approval for work-related travel.
- 23.02 An employee required and approved to travel for work on the direction of the employer shall receive a per diem of \$75.00 for meals.
- 23.03 For all expenses other than food, employees will be required to keep and submit receipts for reimbursement.
- 23.04 Travel arrangements shall be made by the employer, unless the employer permits an employee to make their own travel arrangements. Travel arrangements made by the employer shall be for single occupancy at a hotel that provides suitable accommodation in the opinion of both the employer and the employee. Employees who make their own travel arrangements shall be reimbursed with proof of receipt for approved travel and accommodation.

### **ARTICLE 24 – WELFARE BENEFITS**

- 24.01 The Employer shall provide coverage and pay the full cost of the benefits plans as provided by Canada Life. The Employer is entitled to change the provider or insurer of health benefits during the period of time covered by this collective agreement provided the benefits of such coverage to the employee and dependents are not reduced or removed.
- 24.02 All Employees shall receive coverage. In the event that an Employee has exhausted their sick leave credits and is required to apply for EI Sick Leave benefits, the Employer shall continue to pay its portion of the costs to maintain benefits under this Agreement.

### **ARTICLE 25 – RRSP**

- 25.01 Permanent Employees shall be entitled to a contribution of **5%** of gross salary to a Registered Retirement Savings Plan (RRSP). The employees shall provide the Employer account and deposit information to direct this payment.
- 25.02 The Employer shall determine the exact frequency of RRSP deposits provided they occur at least quarterly per calendar year.

### **ARTICLE 26 – WAGES**

SEE ATTACHED CHART IN APPENDIX B

## **ARTICLE 27 – NO DISCRIMINATION**

27.01 The employer agrees that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, discharge or otherwise by reason of age, class, race, creed, colour, national origin, political or religious affiliation, sex or martial status, sexual orientation, gender expression, gender identity, language, pregnancy, physical appearance, place of residence, membership in a professional association, business or trade association, nor by reason of her membership or activity in the Union, or any other reason protected under the Ontario Human Rights Code

## **ARTICLE 28 – PERSONNEL FILE OF AN EMPLOYEE**

28.01 There shall only be one personnel file for each Employee.

28.02 The personnel file of an Employee shall be confidential and shall be disclosed only to a member of the Employer's management team as described in Article 2 and, when necessary in the course of a grievance process, GPC Fund Directors. In the event of such disclosure to GPC Fund Directors, the Employee must be notified before the disclosure occurs.

28.03 The Employee may request to review their personnel file. Such requests will not be unreasonably denied.

## **ARTICLE 29 – PROFESSIONAL FEES AND LICENCES**

29.01 The Employer shall pay the actual cost of professional and/or licensing fees for an employee who, as a condition of employment, is required to be a member of a professional association or to be licensed.



**ARTICLE 30 – DURATION**

30.01 This Agreement shall come into effect on July 1, 2021 and shall remain in force until August 31, 2023.

30.02 Either party may, not less than thirty (30) days nor more than sixty (60) days before any expiry date hereof, give written notice of a desire to bargain for a revised agreement.

30.03 Negotiations shall be within thirty (30) days following receipt of such notice pursuant to Article 28.02. During the period of such negotiations, this Agreement shall remain in full force and effect as provided for in the Ontario Labour Relations Act.

Dated at Ottawa, Ontario this 13th day of August, 2021

Green Party of Canada Fund

*Dana Moore Taylor*

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Canadian Office & Professional Employees Union, Local 131

*Steve Bunn*

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*W. A. Bunn*

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*Zahra Mitra*

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*J. Kenner*

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*Paul*

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## **APPENDIX A - Casual Employees, Federal Elections, Leadership Elections**

1. It is agreed and understood that work during a Federal Election may be required of all employees and that hours over and beyond their regular workweek may be required. During election periods, all full-time employees will be paid at 1.5 times pay from writ drop until voting day in compensation for all overtime required during this period.
2. These special overtime hours and rate of pay may begin up to three weeks prior to writ-drop for certain employees, upon agreement between the Employer and the Union.
3. It is further understood that even during the busiest periods, breaks are required to maintain productivity and for mental health. The Employer will make every effort to ensure that during election periods, all employees have a minimum of one half-day off each week.
4. Notwithstanding the limitations on temporary contracts set out in 10.11, in advance of a scheduled federal election, temporary employees may be hired for up to 7 months, from 6 months prior to the election date until 1 month after the election date. These longer temporary contracts will be for work specifically related to the election or election-preparedness.
5. In the event of an unscheduled election the employer shall be entitled to hire casual employees whose term of contract will expire no later than one month following the election date.
6. During the course of a Federal or Leadership Election, a permanent employee may be reassigned to another, temporary role for the pre-writ and/or writ period. Employees reassigned in this manner retain the right to return to their previous role at the conclusion of the temporary period.
7. Any employee temporarily assigned to a job classification at a lower rate of pay shall suffer no loss of income or entitlements for the duration of their temporary assignment.
8. Any employee temporarily assigned to a job classification at a higher rate of pay for a period of one (1) or more weeks shall be paid in accordance with schedules for the job to which the employee has been temporarily assigned.
9. The Employer will not use any category of Casual Employees to avoid the creation of permanent positions.

## Wages July 1, 2021 - August 31, 2023

Positions		July 31-Dec 31, 2021	January 1, 2022	January 1, 2023
Fundraising and Development Caller	Hourly Rate	\$20.09	\$20.70	\$21.32
Fundraising Call Centre Rep	Hourly Rate	\$20.09	\$20.70	\$21.32
Vetter and Candidate Admin Support	Hourly Rate	\$20.09	\$20.70	\$21.32
Intern-Fundraising & Communications	Hourly Rate	\$20.09	\$20.70	\$21.32

  

		July 31-Dec 31, 2021, MINIMUM RATE	JANUARY 1, 2022 TO AUGUST 31, 2023, TIME BETWEEN STEPS IS 12 MONTHS			
Level 1			Step 1 - 85%	Step 2 - 90%	Step 3 - 95%	Step 4 - 100%
Receptionist	Annual Rate	\$40,000	\$40,800	\$43,200	\$45,600	\$48,000
Finance Clerk	Annual Rate	\$40,000	\$40,800	\$43,200	\$45,600	\$48,000

  

		July 31-Dec 31, 2021, MINIMUM RATE	JANUARY 1, 2022 TO AUGUST 31, 2023, TIME BETWEEN STEPS IS 12 MONTHS			
Level 2			Step 1 - 85%	Step 2 - 90%	Step 3 - 95%	Step 4 - 100%
Mobilizer	Annual Rate	\$44,100	\$45,900	\$48,600	\$51,300	\$54,000
Comms and Fundraising Coordinator	Annual Rate	\$44,100	\$45,900	\$48,600	\$51,300	\$54,000
Governance and Diversity Coordinator	Annual Rate	\$44,100	\$45,900	\$48,600	\$51,300	\$54,000
Communications Officer (Francophone)	Annual Rate	\$44,100	\$45,900	\$48,600	\$51,300	\$54,000
Stewardship and Development Coordinator	Annual Rate	\$44,100	\$45,900	\$48,600	\$51,300	\$54,000
Outreach Coordinator	Annual Rate	\$44,100	\$45,900	\$48,600	\$51,300	\$54,000

  

		July 31-Dec 31, 2021, MINIMUM RATE	JANUARY 1, 2022 TO AUGUST 31, 2023, TIME BETWEEN STEPS IS 12 MONTHS			
Level 3			Step 1 - 85%	Step 2 - 90%	Step 3 - 95%	Step 4 - 100%
Web Designer	Annual Rate	\$46,750	\$51,000	\$54,000	\$57,000	\$60,000
Mobilizing Operations Manager	Annual Rate	\$46,750	\$51,000	\$54,000	\$57,000	\$60,000
Fundraising Manager	Annual Rate	\$46,750	\$51,000	\$54,000	\$57,000	\$60,000
Communications Manager	Annual Rate	\$46,750	\$51,000	\$54,000	\$57,000	\$60,000
Stewardship and Development Manager	Annual Rate	\$46,750	\$51,000	\$54,000	\$57,000	\$60,000
Executive Assistant to the Leader	Annual Rate	\$46,750	\$51,000	\$54,000	\$57,000	\$60,000
Public Affairs Specialist	Annual Rate	\$46,750	\$51,000	\$54,000	\$57,000	\$60,000

  

		July 31-Dec 31, 2021, MINIMUM RATE	JANUARY 1, 2022 TO AUGUST 31, 2023, TIME BETWEEN STEPS IS 12 MONTHS			
Level 4			Step 1 - 85%	Step 2 - 90%	Step 3 - 95%	Step 4 - 100%
Web and Application Developer	Annual Rate	\$55,250	\$57,800	\$61,200	\$64,600	\$68,000
Data Analyst	Annual Rate	\$55,250	\$57,800	\$61,200	\$64,600	\$68,000
Policy Analyst & Legal	Annual Rate	\$55,250	\$57,800	\$61,200	\$64,600	\$68,000
Software Developer	Annual Rate	\$55,250	\$57,800	\$61,200	\$64,600	\$68,000
Press Secretary	Annual Rate	\$55,250	\$57,800	\$61,200	\$64,600	\$68,000
Governance Services [TBC]	Annual Rate	\$55,250	\$57,800	\$61,200	\$64,600	\$68,000
Strategic Programming [TBC]	Annual Rate	\$55,250	\$57,800	\$61,200	\$64,600	\$68,000

  

		July 31-Dec 31, 2021, MINIMUM RATE	JANUARY 1, 2022 TO AUGUST 31, 2023, TIME BETWEEN STEPS IS 12 MONTHS			
Level 5			Step 1 - 85%	Step 2 - 90%	Step 3 - 95%	Step 4 - 100%
Technical Services Supervisor [TBC]	Annual Rate	\$65,000	\$66,300	\$70,200	\$74,100	\$78,000
Communications Supervisor [TBC]	Annual Rate	\$65,000	\$66,300	\$70,200	\$74,100	\$78,000

\*Note: July 31 - Dec 31, 2021 Minimum Rates establish minimum rates for New Hires during this Interim Period.

\*Note: New Hires After January 1, 2022 will start at Step 1, in the Level in which their position resides. Movement between steps is 12 months.