

Proposals for a Collective Agreement

Between

National Capital Commission (NCC)

and

the

Public Service Alliance of Canada (PSAC)

The Public Service Alliance of Canada submits these proposals without prejudice and reserves the right to add, delete, or otherwise amend its proposals at any time.

~~Strikethroughs~~ denote deletions. *Italics* denote additions to language. Underlined text denotes editorial changes. **RESERVE** means that the Union reserves the right to make proposals at a later date. Errors and omissions are excepted.

If neither party has a proposal on a specific clause or article, that clause or article shall be renewed.

The Union requests that the Employer disclose any plans for changes at the workplace level that may affect this round of negotiations, and reserves the right to make additional proposals after receiving this information.

The Union will not engage in concessionary bargaining.

ARTICLE 3

INTERPRETATION AND DEFINITIONS

(w) *“family” (famille) except where otherwise specified in this Agreement, means father, mother (or alternatively stepfather, stepmother, or foster parent), brother, sister, spouse (including common-law partner spouse resident with the employee), child (including child of common-law partner), stepchild or ward of the employee, grandchild, father-in-law, mother-in-law, the employee’s grandparents and ~~relative permanently residing in the employee’s household or with whom the employee permanently resides.~~ any person for whom the employee has formally declared responsibility for assistance and/or support.*

« famille » (family) se définit comme le père, la mère (ou encore le père par remariage, la mère par remariage ou un parent nourricier), le frère, la sœur, l’époux (y compris le conjoint de fait qui demeure avec l’employé-e), l’enfant propre de l’employé-e (y compris l’enfant du conjoint de fait), l’enfant d’un autre lit ou l’enfant en tutelle de l’employé-e, le petit-fils ou la petite-fille, le beau-père, la belle-mère, les grands-parents de l’employé-e et ~~un parent demeurant en permanence dans le ménage de l’employé-e ou avec qui l’employé-e demeure en permanence~~ toute personne pour laquelle l’employé-e a officiellement assumé la responsabilité de l’aider ou de la soutenir.

RESERVE on other items in Article 3.

ARTICLE 6

MANAGERIAL RIGHTS

- 6.01 Except to the extent provided herein, this collective agreement in no way restricts the authority of those charged with managerial responsibilities in the National Capital Commission.
- 6.02 All the functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this collective agreement are recognized by the Alliance as being retained by the Employer. The Employer agrees to exercise its rights in a fair, ***equitable and transparent*** manner.

ARTICLE 9

HOURS OF WORK

9.01 General

- (a) The week shall consist of seven (7) consecutive days beginning at 00:00 hour Monday morning and ending at 24:00 hours Sunday.
- (b) The day is a twenty-four (24) hour period commencing at 00:00 hour.
- (c) The Employer will provide **one (1)** ~~two (2)~~ rest periods of fifteen (15) minutes **for each block of three (3) consecutive hours of work** ~~per full working day except on occasions when operational requirements do not permit.~~

9.04 The Employer will endeavour:

- (a) not to schedule the commencement of a shift within eight (8) hours of the completion of the employee's previous shift,

and
- (b) to avoid excessive fluctuation in hours of work.

9.05 Where an employee's schedule does not commence and end on the same day, such shift shall be considered for all purposes to have been entirely worked:

- (a) on the day it commenced, where **the rate of pay paid to employee is greater** ~~half or more of the hours worked fall on that day,~~

or
- (b) on the day it terminates, where **the rate of pay paid to the employee is greater** ~~more than half of the hours worked fall on that day.~~

Accordingly, the first day of rest will be considered to start immediately after midnight of the calendar day on which the employee worked or is considered to have worked his or her last scheduled shift; and the second day of rest will start immediately after midnight of the employee's first day of rest, or immediately after midnight of an intervening designated paid holiday if days of rest are separated thereby.

9.06 Employees shall be notified of shift work schedules two (2) weeks in advance.

An employee who is required to change his or her scheduled shift without receiving at least seven (7) days' notice in advance of the starting time of such change in his or her scheduled shift, shall be paid for the first shift worked on the revised schedule at **two times the prevailing** rate of time ~~and one-half~~. Subsequent shifts worked on the revised schedule shall be paid for at straight time, subject to the Overtime Article.

ARTICLE 10

OVERTIME

10.01 General

- (a) Subject to the operational requirements, the Employer shall make every reasonable effort to avoid excessive overtime and to offer overtime work on an equitable basis among readily available qualified employees.
- (b) Except in cases of emergency ~~or, call-back or mutual agreement with the employee,~~ the Employer shall, ~~wherever possible,~~ give at least **twenty** four (24) hours' notice of any requirement for overtime work.
- (c) For the purpose of avoiding the pyramiding of overtime, there shall be no duplication of overtime payments for the same hours worked.
- (d) Payments provided under the Overtime, Designated Paid Holidays, Call-Back and Standby provisions of this Agreement shall not be pyramided, that is an employee shall not receive more than one compensation for the same service.
- (e) An employee may refuse to perform any overtime that has not been scheduled as per 10.01 (b). In such cases, the employer would then offer the overtime to another available qualified employee who may, at his/her sole discretion, refuse to perform the overtime.**

Overtime Compensation

- 10.02 An employee is entitled to overtime compensation for each completed **sixty** ~~fifteen (15)~~ (60) minute period or any fraction thereof, of overtime worked by the employee, ~~when the overtime work is authorized in advance by the Employer.~~
- 10.03 Subject to clause 10.02 when an employee is required by the Employer to work overtime he or she shall be compensated at the following rates:
- (a) time and one-half (1 1/2) except as provided for in clause 10.03 (b);

- (b) double time for each hour of overtime worked after fifteen (15) hours' work in any twenty-four (24) hour period or after seven and one half (7 1/2) hours' work on the employee's first day of rest, and for all hours worked on the second or subsequent day of rest. Second or subsequent day of rest means the second or subsequent day in an unbroken series of consecutive and contiguous calendar days of rest, which may, however, be separated by a designated paid holiday.
- (c) ***double the applicable rate for each hour of unscheduled overtime worked.***

- 10.04
- (a) Overtime shall be compensated in cash except where, upon request of an employee and with the approval of the Employer, overtime may be compensated in equivalent leave with pay.
 - (b) Upon application by the employee and ***with the approval*** ~~at the discretion~~ of the Employer, compensation earned under this Article may be taken in the form of compensatory leave, which will be calculated at the applicable premium rate. Any compensatory leave earned but outstanding at the end of the previous fiscal year shall be paid on September 30th at the employee's rate of pay as calculated from the classification prescribed in his or her instrument of appointment of his or her substantive position on March 31st, of the previous fiscal year.
 - (c) At the request of the employee and with the approval of the Employer, accumulated compensatory leave may be paid out, in whole or in part, once per fiscal year. Compensatory leave earned but unused for the previous fiscal year shall be paid at the employee's hourly rate of pay as calculated from the classification prescribed in the instrument of appointment of his or her substantive position on March 31st of the previous fiscal year. Compensatory leave earned but unused for the current fiscal year shall be paid at the employee's hourly rate of pay as calculated from the classification prescribed in the instrument of appointment of his or her substantive position at the time of the request.
 - (d) The Employer reserves the right to direct an employee to take accumulated compensatory leave but in so doing shall endeavour to grant such leave at such times as the employee may request.

10.05 When a payment is being made as a result of the application of this Article, the Employer will endeavour to make such payment within six (6) weeks.

10.06 Overtime Meal Allowance

- (a) An employee who works three (3) or more hours of overtime immediately before or immediately following his or her regularly scheduled hours of work, and has not been notified of the requirement prior to the end of the employee's last regularly scheduled work period shall be reimbursed for one meal in the amount of ~~seventeen ten~~ **seventeen** dollars and ~~twenty-five cents~~ **(\$17.2500)**, except where free meals are provided. Reasonable time with pay, ~~to be determined by the Employer,~~ shall be allowed the employee in order to take a meal either at or adjacent to his or her place of work.
- (b) When an employee works overtime continuously extending four (4) hours or more beyond the period provided in (a) above, and has not been notified of the requirement prior to the end of the employee's last regularly scheduled work period, he or she shall be reimbursed for one additional meal in the amount of ~~seventeen ten~~ **seventeen** dollars and ~~twenty-five cents~~ **(\$17.2500)** for each four (4) hour period of overtime worked thereafter, except where free meals are provided. Reasonable time with pay, ~~to be determined by the Employer,~~ shall be allowed the employee in order that he or she may take a meal break either at or adjacent to his or her place of work.
- (c) Subclauses 10.06 (a) and (b) shall not apply to an employee who is on travel status which entitles the employee to claim expenses for lodging and/or meals.

ARTICLE 11

SHIFT PREMIUMS

11.01 This article does not apply to employees on day work covered by clause 9.02.

11.02 Shift Premium

An employee working on shifts will receive a shift premium of ~~two~~ **six** dollars (\$~~6~~**2**.00) per hour for all hours worked, including overtime hours, between 4:00 p.m. and 8:00 a.m. The shift premium will not be paid for hours worked between 8:00 a.m. and 4:00 p.m. The shift premium shall not be paid in respect to the call-back provisions (Article 12) of this agreement.

11.03 Weekend Premium

- (a) Employees shall receive an additional premium of two dollars (\$2.00) per hour for work on a Saturday and/or Sunday for hours worked as stipulated in (b) below;
- (b) weekend premium shall be payable in respect of all regularly scheduled hours ~~at straight-time rates~~ worked on Saturday and/or Sunday.

ARTICLE 12

CALL-BACK PAY

- 12.01 If an employee is called back to work:
- (a) on the employee's day of rest, or on a designated paid holiday which is not the employee's scheduled day of work, or
 - (b) after the employee has completed his or her work for the day and has left his or her place of work, or
 - (c) **from stand-by duty**, and returns to work, the employee shall be paid the greater of:
 - (i) a minimum of four (4) hours' pay at the **applicable straight-time overtime** rate of pay for each call-back to a maximum of eight (8) hours' pay in an eight (8)-hour period,
 - or
 - (ii) compensation at the applicable **overtime** rate of ~~overtime compensation for time worked,~~
- ~~provided that the period worked by the employee is not contiguous to the employee's normal hours of work.~~
- ~~(c) the minimum payment referred to in 12.01(b)(i) above does not apply to part-time employees. Part-time employees will receive a minimum payment in accordance with Article 46 (Part-time Employees).~~
- 12.02 When an employee is called back to work under the conditions described in clause 12.01 and is required to use transportation services other than normal public transportation services, he or she shall be reimbursed for ~~reasonable~~ expenses incurred as follows:
- (a) a mileage allowance at the rate normally paid by the Employer where the employee travels by means of his or her own automobile,
 - or
 - (b) out-of-pocket expenses for other means of commercial transportation.
- 12.03 Other than when required by the Employer to use a vehicle of the Employer for transportation to a work location other than the employee's normal place of work, time spent by the employee reporting to work or returning to his or

her residence shall not constitute time worked, ***unless called back to work by Employer.***

- 12.04 Where an employee completes a call-back requirement without a physical displacement ~~back to the workplace~~, the minimum of four (4) hours' pay provided in sub-clause 12.01 (b) (i) shall be replaced by a minimum of one (1) hour's pay at the ***applicable*** ~~straight-time~~ rate, which shall apply only once in respect to each one (1) hour period. The one (1) hour period shall commence at the onset of the first call and terminate sixty (60) minutes later. Subsequent periods will be similarly defined.

ARTICLE 13

STANDBY PAY

- 13.01 Where the Employer requires an employee to be available on standby during off-duty hours, ~~an~~ **such** employee shall be entitled to a standby payment **of one-half (1/2) hour** ~~of eleven dollars (\$11.00)~~ for each four (4) ~~consecutive~~ hours **period** or part ~~portion~~ thereof for which the employee has been designated as being on ~~that he or she is on~~ standby **duty**.
- 13.02 An employee designated by letter or by list for standby duty shall be available during his or her period of standby at a known telephone number and be available to return for duty as quickly as possible if called.
- 13.03 In designating employees for standby, the Employer will endeavour to provide for the equitable distribution of standby duties.
- 13.04 No standby payment shall be granted if an employee is unable to report for duty when required.
- 13.05 An employee on standby who is required to work shall be compensated in accordance with Article 12 (Call-Back).

ARTICLE 16

DESIGNATED PAID HOLIDAYS

16.01 Subject to clause 16.02, the following days shall be designated paid holidays for employees at the National Capital Commission:

- (a) New Year's Day,
- (b) Good Friday,
- (c) Easter Monday,
- (d) the day fixed by proclamation of the Governor-in-Council for celebration of the Sovereign's birthday,
- (e) Canada Day,
- (f) Labour Day,
- (g) the day fixed by proclamation of the Governor in Council as a general day of Thanksgiving,
- (h) Remembrance Day,
- (i) Christmas Day,
- (j) Boxing Day,
- (k) Family Day (3rd Monday of February) if employee's official place of residence is in Ontario, and Fête de la Saint-Jean-Baptiste /La fête nationale (June 24) if employee's official place of residence is in Quebec.**
- (l) one additional day in each year that, in the opinion of the Employer, is recognized to be a provincial or civic holiday in the area in which the employee is employed or, in any area where, in the opinion of the Employer, no such additional day is recognized as a provincial or civic holiday, the first Monday in August.
- (m) one additional day when proclaimed by an Act of Parliament as a national holiday.

ARTICLE 18

VACATION LEAVE WITH PAY

18.01 The vacation year shall be from April 1st to March 31st, inclusive.

18.02 Accumulation of Vacation Leave Credits

An employee shall earn vacation leave credits at the following rate for each calendar month during which he or she receives pay for at least seventy-five (75) hours:

- (a) nine decimal three seven five (9.375) hours until the month in which the anniversary of the employee's **fifth (5th)** ~~eight (8th)~~ year of service occurs;
- (b) twelve decimal five (12.5) hours commencing with the month in which the employee's **fifth (5th)** ~~eight (8th)~~ anniversary of service occurs;
- (c) thirteen decimal one two five (13.125) hours commencing with the month in which the employee's **thirteenth (13th)** ~~fifteenth (15th)~~ anniversary of service occurs;
- (d) thirteen decimal seven five (13.75) hours commencing with the month in which the employee's sixteenth (16th) anniversary of service occurs;
- (e) fourteen decimal three seven five (14.375) hours commencing with the month in which the employee's seventeenth (17th) anniversary of service occurs;
- (f) fifteen decimal six two five (15.625) hours commencing with the month in which the employee's eighteenth (18th) anniversary of service occurs;
- (g) sixteen decimal eight seven five (16.875) hours commencing with the month in which the employee's **twentieth (20th)** ~~twenty-seventh (27th)~~ anniversary of service occurs;
- (h) eighteen decimal seven five (18.75) hours commencing with the month in which the employee's **twenty-fifth (25th)** ~~twenty-eighth (28th)~~ anniversary of service occurs.

18.08 Recall From Vacation Leave

Where, during any period of vacation leave, an employee is recalled to duty, he or she shall be reimbursed for ~~reasonable~~ **all** expenses **associated with the recall**, ~~as normally defined by the Employer,~~

(a) in proceeding to his or her place of duty,

and

(b) in returning to the place from which he or she was recalled if he or she immediately resumes vacation upon completing the assignment for which he or she was recalled,

after submitting such accounts as are normally required by the Employer.

18.10 Cancellation of Vacation Leave

When the Employer cancels or alters a period of vacation leave which it has previously approved in writing, the Employer shall reimburse the employee for the non-returnable portion of vacation contracts and reservations made by the employee in respect of that period, subject to the presentation of such documentation as the Employer may require. ~~The employee must make every reasonable attempt to mitigate any losses incurred and will provide proof of such action, when available, to the Employer.~~

ARTICLE 19

SICK LEAVE WITH PAY

Granting of Sick Leave

19.02 An employee shall be granted sick leave with pay when he or she is unable to perform his or her duties because of illness or injury provided that:

(a) he or she satisfies the Employer of this condition in such manner and at such time as may be determined by the Employer,

and

(b) he or she has the necessary sick leave credits.

Add new language:

(c) a medical certificate shall only be requested by the Employer when the Employee has been off on paid sick leave for 5 consecutive days;

(d) the cost of medical certificates requested by the Employer shall be paid for by the Employer.

ARTICLE 20

OTHER LEAVE WITH OR WITHOUT PAY

20.18 Leave Without Pay for Personal Needs

Leave without pay may be granted for personal needs in the following manner:

- (a) subject to operational requirements, leave without pay for a period of up to three (3) months may be granted to an employee for personal needs;
- (b) subject to operational requirements, leave without pay for more than three (3) months but not exceeding one (1) year may be granted to an employee for personal needs;
- (c) an employee is entitled to leave without pay for personal needs only once under each of (a) and (b) of this clause during the employee's total period of employment with the National Capital Commission. Leave without pay granted under this clause may not be used in combination with maternity or parental leave without the consent of the Employer;
- (d) leave without pay granted under (a) of this clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes;
- (e) leave without pay granted under (b) of this clause shall be deducted from the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave for the employee involved. Time spent on such leave shall not be counted for pay increment purposes;
- ~~(f) For purposes of (a) and (b) of this clause personal needs shall not include working for another employer on an indeterminate basis except for instances of volunteer work.~~

20.24 Personal Leave

Subject to operational requirements as determined by the Employer and with an advance notice of at least one (1) working day, the employee shall be granted, in each fiscal year, ~~fifteen seven decimal five (7.5)~~ **(15)** hours' of leave with pay for reasons of a personal nature.

The leave will be scheduled at times convenient to both the employee and the Employer. Nevertheless, the Employer shall make every reasonable effort to grant the leave at such time as the employee may request.

20.25

Volunteer Leave

Subject to operational requirements as determined by the Employer and with an advance notice of at least one (1) working day, the employee shall be granted, in each fiscal year, **fifteen** ~~seven decimal five (7.5)~~ **(15)** hours' of leave with pay to work as a volunteer for a charitable or community organization or activity, other than for activities related to the Government of Canada Workplace Charitable Campaign.

The leave will be scheduled at times convenient both to the employee and the Employer. Nevertheless, the Employer shall make every reasonable effort to grant the leave at such times as the employee may request.

ARTICLE 22
RECOGNITION

Move to front of the CA and renumber.

- 22.01 The Employer recognizes the Alliance as the exclusive bargaining agent for all employees of the Employer described in the certificate issued by the Public Service Staff Relations Board on January 26, 1995. (Board's Reference No. 142-29-312).

ARTICLE 24

USE OF EMPLOYER FACILITIES

NEW XX *In order to facilitate the administration of the Collective Agreement, the Employer shall make available to the Union, without charge, office space that is accessible and also conducive to the safe storage of confidential materials.*

ARTICLE 30

LEAVE WITH OR WITHOUT PAY FOR ALLIANCE BUSINESS

Complaints made to the Public Service Labour Relations **and Employment** Board (PSLREB) pursuant to Section 190(1) of the Public Service Labour Relations Act.

30.01 When operational requirements permit, the Employer will grant leave with pay:

(a) to an employee who makes a complaint on his or her own behalf, before the Public Service Labour Relations **and Employment** Board,

and

(b) to an employee who acts on behalf of an employee making a complaint, or who acts on behalf of the Alliance making a complaint.

Applications for Certification, Representations and Interventions with respect to Applications for Certification

30.02 When operational requirements permit, the Employer will grant leave without pay:

(a) to an employee who represents the Alliance in an application for certification or in an intervention,

and

(b) to an employee who makes personal representations with respect to a certification.

30.03 The Employer will grant leave with pay:

(a) to an employee called as a witness by the Public Service Labour Relations **and Employment** Board,

and

(b) when operational requirements permit, to an employee called as a witness by an employee or the Alliance.

Arbitration Board and Public Interest Commission Hearings, and Alternative Dispute Resolution Processes

- 30.04 When operational requirements permit, the Employer will grant leave with pay to a reasonable number of employees representing the Alliance before an Arbitration Board, a Public Interest Commission or an Alternative Dispute Resolution Process.
- 30.05 The Employer will grant leave with pay to an employee called as witness by an Arbitration Board, a Public Interest Commission or an Alternative Dispute Resolution Process and, when operational requirements permit, leave with pay to an employee called as a witness by the Alliance.

Election to Union Office

- *30.15 (a) ~~At its discretion,~~ the Employer may grant leave without pay to an employee who is elected as a full-time official of the PSAC within 4 weeks after notice is given to the Employer of such election. The granting of such leave shall be subject to the provisions of the Commission's *Leave With or Without Pay Policy*.
- * (b) The total leave granted under this clause shall not exceed six (6) years during an employee's total period of employment in the Commission.
- (c) Leave without pay granted under this clause shall be deducted from the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave for the employee involved. Time spent on such leave shall not be counted for pay increment purposes.

ARTICLE 33

STATEMENT OF DUTIES

- 33.01 ***The Employer shall not make changes to an employee's statement of duties and responsibilities without notifying the employee of such changes in writing.*** Upon written request, an employee shall be provided with a complete and current statement of the duties and responsibilities of his or her position, including the classification level and, where applicable, the point rating allotted by factor to his or her position, and an organization chart depicting the position's place in the organization.

ARTICLE 34

DISCIPLINE

- 34.01 When an employee is suspended from duty, demoted, or terminated in accordance with paragraph 12(2)(c) of the Financial Administration Act, the Employer shall notify the employee in writing of the reason for such suspension, demotion or termination. The Employer shall endeavour to give such notification at the time of suspension, demotion or termination.
- 34.02 The Employer shall notify the local representative of the Alliance that such suspension, demotion or termination has occurred.
- 34.03 When an employee is required to attend a meeting, the purpose of which is to render a disciplinary decision concerning him or her, the employee is entitled to have, at his or her request, a representative of the Alliance attend the meeting. ~~Where practicable,~~ the employee shall receive a minimum of one day's notice of such a meeting.
- 34.04 The Employer agrees not to introduce as evidence in a hearing relating to disciplinary action any document or written statement from the file of an employee the content of which the employee was not aware of at the time of filing or within a reasonable period thereafter.
- 34.05 Any document or written statement related to disciplinary action, which may have been placed on the personnel file of an employee shall be destroyed after two (2) years have elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period.
- 34.06 Should written standards of discipline be developed, the Employer agrees to make those standards of discipline, and any amendments, available to employees.

ARTICLE 40

HEALTH & SAFETY

- 40.01 The parties recognize that health and safety provisions, procedures and techniques are to be made in conformity with or subjected to the principles established by the Canada Labour Code, Part II and its regulations.
- 40.02 The Employer shall make **all** reasonable provisions for the occupational safety and health of employees. The Employer will welcome suggestions on the subject from the Alliance, and the parties undertake to consult with a view to adopting and expeditiously carrying out reasonable procedures and techniques designed or intended to prevent or reduce the risk of employment injury.

ARTICLE 41
JOINT CONSULTATION

RESERVE

ARTICLE 43
CONTRACTING OUT

RESERVE

ARTICLE 44

PAY ADMINISTRATION

44.06 Acting Pay

- (a) When an employee is required by the Employer to substantially perform the duties of a higher classification level on an acting basis for the number of consecutive working days set forth in subclause 44.06(c), he or she shall be paid acting pay calculated from the date on which he or she commenced to act as if he or she had been appointed to that higher classification level for the period during which he or she acts.
- (b) When, a day designated as a paid holiday occurs during the qualifying period, the holiday shall be considered as a day worked for the purpose of the qualifying period.
- * (c) The required number of days is **one three (13)** for all levels.

ARTICLE 46
PART-TIME EMPLOYEES

RESERVE

**ARTICLE 48
DURATION**

RESERVE

***APPENDIX A
ANNUAL RATES OF PAY**

RESERVE

***Letter of Interest Intent
Deemed to be Part of the Collective Agreement**

RESERVE

August 17, 2012

RE: Negotiations between the Public Service Alliance of Canada and the National Capital Commission – Employee Transition Policy

The amendments contained therein shall become effective upon the date of signing of the collective agreement. The National Capital Commission commits to enter the following, or similar wording with same intent, within a six (6) month period from the date of signing of the new collective agreement, in a proposed updated Employee Transition Policy:

Policy Statements

Reductions will be carried out via attrition whenever reasonably possible.

Where necessary reductions cannot be dealt with through attrition, the NCC will make every reasonable effort to reassign affected employees to vacant positions within the organization for which they fully meet the requirements of the position.

An indeterminate employee who is laid-off shall have the right to be recalled for a period of one (1) year from the date of lay-off. The NCC shall notify, by registered mail, such individuals at their last known address that they have fourteen (14) calendar days to accept the offer of employment. After which time any obligation upon the NCC to offer a position ceases.

Responsibilities

Vice-President, Human Resources

- PROVIDE the local president of the bargaining agent the names of the members that are affected by the employee transition, in confidence, prior to notification of the affected employees.

NEW ARTICLES:

NEW XX *Social Justice Fund*

The Employer shall contribute one cent (1¢) per hour worked to the PSAC Social Justice Fund and such contribution will be made for all hours worked by each employee in the bargaining unit. Contributions to the Fund will be made quarterly, in the middle of the month immediately following completion of each fiscal quarter year, and such contributions remitted to the PSAC National Office. Contributions to the Fund are to be utilized strictly for the purposes specified in the Letters Patent of the PSAC Social Justice Fund.

NEW XX Health and Fitness Allowance

The parties agree that employee participation in recreation and / or health and fitness programs is needed for the wellbeing of a healthy workplace. To this end, the Employer agrees to reimburse all employees the registration fees is such programs to a maximum of \$300.00 per year, upon the production of a receipt.

NEW XX Health and Safety (mental health) - RESERVE

NEW XX Child Care - RESERVE

Items / issues for Discussions:

1. Telework policy
2. GPS
3. New office space (2.0)
4. Future Mandate of NCC
5. Meals in Uniform
6. Cell/Smart phone usage
7. Facilities (kitchenettes / shower and locker room / bike stands, etc...)
8. Standards of discipline (are there any?)
9. Grievance levels (Article 36.08)
10. Term positions
11. Exit interviews
12. Job postings
13. Workload