

COLLECTIVE AGREEMENT

between

Board of Directors,

City Homemakers Service Society
(Hereinafter referred to as the "Employer")

and

Nova Scotia Government and General Employees Union
(Hereinafter referred to as the "Union")

Expiry Date: March 31, 2026

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PREAMBLE

Both parties to this Agreement recognize that:

- (a) The common object of City Homemakers Service Society and its employees is the rendering of the highest standard of home care services possible to clients within the bounds of the resources available;
- (b) A relationship of goodwill, respect, dignity and confidentiality is essential between the Employer and the employees and the clients;
- (c) The purpose of this Agreement is to set out the terms and conditions of employment including the hours of work, rates of pay and an amicable method of settling differences regarding the same which may from time to time arise, negotiated by the Employer and the Union for the employees in the bargaining unit.

ARTICLE 1 - INTERPRETATIONS AND DEFINITIONS*

1.01 Definitions*

"Agreement" - the Collective Agreement between City Homemakers Service Society and the Nova Scotia Government and General Employees Union.

"Bargaining unit" - is the unit for collective bargaining covering all full-time and regular part-time employees of City Homemakers Service Society except for the Executive Director, RN, LPN, Supervisors, Bookkeeper/Payroll Administrator and any other persons excluded by paragraphs (a) and (b) of subsection 2 of Section 2 of the *Trade Union Act*.

"Casual" – is a person hired on a day-to-day basis or as relief for an employee in the bargaining unit. A Casual is not a member of the bargaining unit and is not covered by the terms of this Agreement, except that a Casual shall receive the casual wages as set out in Appendix "A". A Casual shall receive four per cent (4%) of **their** wages as vacation pay and shall be eligible for paid holidays as per the *Nova Scotia Labour Standards Act*.

"Employee" means a person employed by the Employer in the bargaining unit.

"Employer" - City Homemakers Service Society.

"Holiday" - means the 24-hour period commencing at 12:01 a.m. on the day designated as the holiday as per Article 14.

"Probationary Period" – a period not to exceed **one thousand (1000)** hours worked after date of hire within the bargaining unit, unless a longer period is mutually agreed on between the Employer and the Union. During the Probationary Period an employee shall receive the probationary wages as set out in Appendix "A".

"Service" - means the total number of regular hours paid to an employee from the most recent date of hire and will include all regular hours worked, designated paid holidays, paid vacation, paid sick leave and paid leaves of absence.

"Spouse" shall include common-law partners and same sex partners.

"Union" - Nova Scotia Government and General Employees Union (NSGEU).

"Union representative" - any person designated by the Union.

"Year of service" – for a Home Support Worker means one thousand eight hundred and twenty (1,820) hours paid prior to April 11, 2002 and two thousand and eighty (2,080) hours paid following April 11, 2002.

"Year of service" for an Office Employee means one thousand eight hundred and twenty (1,820) hours paid prior to January 25, 2006 and one thousand nine hundred and fifty (1,950) hours paid following January 25, 2006.

1.02 Gender

Unless any provision of this Agreement specifies otherwise, words importing the feminine gender shall include males and vice versa.

1.03 Pro-rating of Benefits

The benefits provided under this agreement apply to employees who work the normal hours of work. Except where a benefit is specifically based on hours worked, such as vacation and sick leave, benefits shall be pro-rated where employees work less than full-time hours.

ARTICLE 2 - RECOGNITION

2.01 Bargaining Agent Recognition

The Employer recognizes that the Nova Scotia Government and General Employees Union is the sole representative to bargain with the Employer for all employees in the bargaining unit.

2.02 Mutual Agreements

No employee shall be required or permitted to make any written or oral agreement with the Employer, its representatives or the employee's immediate management supervisor, which is contrary to the terms of this Agreement.

ARTICLE 3 - UNION DUES – CHECKOFF

3.01 Deduction of Union Dues

The Employer will, as a condition of employment, deduct an amount equal to membership dues from the bi-weekly pay of all employees in the bargaining unit.

3.02 Notification of Deduction

The Union will inform the Employer of the deduction to be made under Article 3.01.

3.03 Remittance of Union Dues

The Employer shall send the amounts deducted under Article 3.01 to the Secretary-Treasurer of the Union by one monthly cheque within a reasonable time after deductions are made. The cheque shall be accompanied by particulars identifying each employee and the deductions made on the employee's behalf. At this time, the Employer shall also advise the Union in writing of all appointments, leaves of absence greater than two (2) weeks, and terminations that occurred in the previous month.

3.04 Revenue Canada Tax Form

For each employee, the Employer shall indicate on the Revenue Canada Taxation Form (T4) the amount of contributions under this Article.

3.05 Liability

The Union shall indemnify the Employer and hold it harmless against any and all claims, demands and liabilities in respect to any action taken by it for the purpose of complying with the provisions of this Article.

ARTICLE 4 - NO DISCRIMINATION

4.01 No Discrimination and Personal Harassment

The Union and the Employees support a workplace free of discrimination. Neither the Employer, nor any person acting on behalf of the Employer, shall discriminate against any Employee, because of the grounds defined in the *Human Rights Act* nor by reason of membership or activity in the Union. The Employer shall provide and the Union and Employees shall support a workplace free from personal or sexual harassment and any other harassment based on the protected characteristics set out in the above paragraph.

ARTICLE 5 - MANAGEMENT RIGHTS

5.01 Management Rights

The Union recognizes and agrees that all the rights, powers and authority both to operate and manage the City Homemakers Service Society under its control and to direct the workforce is vested exclusively with the Employer except as specifically abridged or modified by the express provisions of this Agreement.

Should a question arise as to the exercise of management's rights in conflict with the specific provisions of this Agreement, failing agreement by the parties, the matter shall be determined by the Grievance and Arbitration Procedure.

ARTICLE 6 - UNION BUSINESS*

6.01 Leave Without Pay*

Where operational requirements permit, and on reasonable notice, special leave without pay shall be granted to employees for Union business:

- (a) as members of the Board of Directors of the Union for the attendance at Board meetings;
- (b) as delegates to attend conventions of the Union's affiliated bodies including, National Union of Public and General Employees, Canadian Labour Congress, Nova Scotia Federation of Labour;
- (c) as members of standing Committees of the Union for the attendance at meetings of standing Committees;
- (d) as members of the Executive to attend Executive Meetings of the Nova Scotia Federation of Labour;

- (e) as a full-time **Elected Union Executive position**;
- (f) as registered delegates to attend the Annual Meeting of the Union, including traveling time for such portion of the working day prior to and following the meeting as may be required and with notice by the Union to the Employer at least three (3) weeks in advance of the meeting;
- (g) for such other Union business as may be authorized by the Union.

Such permission will not be unreasonably withheld. If requested in writing by the Union, the Employer shall continue to pay the gross salary of any employee who is granted leave under Article 6.01 and shall bill the Union, and the Union shall pay an amount equal to the employee's gross salary and the Employer's costs of benefits for the period of such leave within a reasonable period of time.

6.02 Notification to Employer

The Union shall notify the Employer of the names, including the department wherein the employee is employed, of the members of the Board of Directors and Bargaining Unit Negotiating Council and any other committee members, i.e. stewards, Occupational Health and Safety, Labour-Management in writing.

6.03 Contract Negotiations

Where operational requirements permit, and on reasonable notice, the Executive Director shall grant special leave without loss of pay or benefits for three (3) representatives of the bargaining unit for the purpose of attending contract negotiation meetings with the Employer on behalf of the Union. Such permission shall not be unreasonably withheld. The Union will reimburse the Employer for one (1) of the Union representatives, as designated by the Union, in accordance with Article 6.01.

6.04 Recognition, Rights and Duties of Stewards

An employee may have the assistance of a Union representative in all matters relating to labour relations between the Union and the Employer.

The Employer recognizes the Union's right to select a maximum of one (1) steward and one (1) alternate for each of the geographic areas of Sydney, Dominion and Louisbourg to represent employees. Only one steward at a time will deal with a specific issue arising out of the duties of a steward. The Union agrees to provide the Employer with a list of employees designated as stewards. A steward, or **their** alternate, shall obtain the permission of **their** immediate supervisor or designate before leaving **their** work to perform **their** duties as a steward.

Leave for this purpose shall be with pay and shall not be unreasonably withheld. On resuming **their** normal duties, the steward shall notify **their** supervisor.

6.05 No Loss of Service, Seniority or Benefits

While on leave for Union business pursuant to Article 6, an employee shall continue to accrue and accumulate service and seniority credits for the duration of the leave, and the employee's service and seniority shall be deemed to be continuous. There shall be no loss of benefits while on Union business pursuant to Article 6.

6.06 Employer and Union Shall Acquaint New Employees

- (a) The Employer agrees to acquaint new Employees with the fact that a Union agreement is in effect, and with the conditions of employment set out in the Article dealing with Union dues.
- (b) The Employer shall provide the new Employee with a copy of the collective agreement.
- (c) Subject to operational requirements, during the orientation of new employees, the Employer will allow up to twenty (20) minutes time for a representative of the Local to speak with new employees about union membership. The Employer will schedule the local representative to attend the meeting without loss of pay.

ARTICLE 7 - GRIEVANCE AND ARBITRATION*

7.01 Grievance Procedure*

Should a dispute arise between the Employer and an employee covered by this Agreement regarding the interpretation, application, operation, or alleged violation of this Agreement, or the dismissal, discipline or suspension of an employee covered by this Agreement, the dispute will be resolved in the following manner:

- (a) **Step 1** - The dispute shall be discussed between the employee and the Executive Director or their designate within fifteen (15) working days after the date on which the grievor first became aware of any action or any lack of action by the Employer or other circumstances giving rise to the grievance. The aggrieved employee shall have the right to have **their** steward present at such a discussion.
- (b) **Step 2** - If the dispute is not resolved orally at Step 1, the employee or the Union on their behalf shall submit a written grievance to the Executive Director or their designate, within ten (10) days of the Step 1 meeting. The

grievance will state the Article or Articles alleged to have been violated, the circumstances surrounding the alleged violation(s) and the remedy sought. The Executive Director, or designate, shall arrange a meeting with the employee and the Union representative(s) named in the grievance at the earliest mutually agreeable time. If an Employee Relations Officer of the union plans to attend such a meeting, ten (10) days notice shall be provided to the Executive Director, who shall, have the option of having a management advisor of **their** choice also attend the meeting, which shall not be held until such attendance is arranged. The Executive Director shall respond in writing within ten (10) days of the Step 2 meeting. Such meeting may be waived by mutual agreement.

- (c) **Step 3** - If the grievance remains unresolved at Step 2, the matter may be submitted to Arbitration within **fifteen (15)** days of the receipt of the response at Step 2.
- (d) Time limits in this grievance procedure are mandatory, unless modified by written mutual consent of the parties.
- (e) In determining the time in which any step under the foregoing proceedings is to be taken, Saturdays, Sundays and recognized holidays shall be excluded.

7.02 Policy Grievance

Where a dispute involving a question of general application or interpretation occurs, Step 1 may be bypassed.

7.03 Referral to Arbitration

In the event that a grievance is submitted to arbitration, it shall be heard by a single arbitrator agreed to by the parties. If the Employer and the Union fail to agree upon the appointment of the arbitrator within ten (10) working days of notice of arbitration in accordance with Article 7.01 (d), the appointment shall be made by the Minister of Labour and Advanced Education.

7.04 Arbitration Procedure

The single arbitrator shall render a decision in as short a time as possible.

7.05 Arbitration Award

Arbitration awards shall be final and binding as provided by Section 42 of the *Trade Union Act*, R.S. 1994, c.475. An arbitrator shall not alter, modify or amend any part of this Agreement, nor make a decision inconsistent with the provisions of this Agreement. As provided by Section 43 (1) (d) of the *Trade Union Act*, the arbitrator

or arbitration board in matters of discharge or discipline may substitute for the discharge or discipline any other penalty **they** deem just and reasonable.

7.06 Arbitration Expenses

The fees and expenses of the arbitrator shall be shared equally paid by each of the Employer and the Union.

ARTICLE 8 - DISCIPLINE AND DISCHARGE*

8.01 Entries to Files

Any formal entry to an employee's personnel file that is of a disciplinary nature shall not be placed on the employee's personnel file before the Employer provides a copy to the employee and the Union representative.

8.02 Just Cause

No employee who has completed **their** probationary period shall be disciplined, suspended without pay or discharged except for just and sufficient cause. Employees who have not completed their probationary period may be terminated at any time during the probationary period without the Employer having to establish just cause.

8.03 Notification of Dismissal and Suspension Without Pay*

When an employee is dismissed or suspended without pay, the Employer shall within twenty-four (24) hours notify the employee in writing by registered mail or by personal service, and shall notify the Union by email, stating the reason for the dismissal or the suspension without pay. Dismissal and suspension shall be dealt with at Step 2 of the grievance procedure.

8.04 Right to Grieve Other Disciplinary Action

Disciplinary action grievable by an employee shall include suspensions, letters of reprimand, or verbal warnings. Any such document, other than formal employee appraisals, shall be removed from the employee's file after the expiration of two (2) years from the date it was issued (excluding unpaid leaves of absence and injury on duty time to a maximum of six (6) months), provided there have not been any further infractions of the same nature.

8.05 Right to Have Steward Present

- (a) An employee shall have the right to have **their** steward or Union representative present at any disciplinary meeting if the employee suspects

it will be disciplinary. Where a supervisor intends to interview an employee for disciplinary purposes, the supervisor shall notify the employee in advance, in order that the employee may contact **their** steward or Union representative, provided this does not result in undue delay of the appropriate action being taken.

- (b) A steward shall have the right to consult with a Union Representative and to have a local Union Representative present at any disciplinary meeting, provided that this does not result in an undue delay of the appropriate action being taken.

8.06 Drug or Alcohol Dependency

Before disciplinary action is taken against an employee for poor work performance related to the employee's drug or alcohol dependency, the Employer shall encourage the employee to obtain a program directed to the objective of their rehabilitation. If the problem persists, it shall result in the employee's dismissal.

ARTICLE 9 – INFORMATION*

9.01 Copies of Agreement

The Employer agrees to supply copies of the Agreement to:

- (a) each member of the bargaining unit;
- (b) new employees that may join the bargaining unit during the term of the collective agreement.

The Employer and the Union shall share equally the cost of printing such copies of the Agreement.

9.02 Letter of Appointment

- (a) Upon hiring or change of status, the Employer shall provide the employee, with a copy to the Union and the Local President, a letter of appointment indicating the employee's classification, pay rate, employment status and contact information.
- (b) The Employer will provide the Union and the Local President with the name, address, phone number and date of hire of each person hired as a casual as defined in this Agreement, in the month following the hiring or any changes to this information

9.03 Seniority List*

An updated seniority list shall be posted in the workplace on April 15 each year. The Employer shall send a copy of this list to the Union.

9.04 Personnel Files

In the presence of an authorized representative of the Employer, the President of the Union, or **their** designate, shall, upon the written authority of an employee and with appropriate notice, be entitled to review an employee's personnel file in the office in which it is normally kept, in order to facilitate the investigation of a grievance.

Upon written request, an employee may have an appointment to view **their** file in the presence of the Executive Director or **their** designate.

9.05 Evaluation Reports

Where a formal appraisal of an employee's performance is carried out, the employee shall be given sufficient opportunity to review the appraisal. An employee shall receive a signed copy to indicate that its contents have been read.

9.06 Union Communications

The Employer agrees to provide a bulletin board for the posting of Union notices and information. The Union will provide copies of such information and notices to the Executive Director or **their** delegate prior to posting. Posting of the notices and information and their removal is the responsibility of the Union.

9.07 Information to Union*

The Employer shall provide a complete list of bargaining unit members, including names, addresses and phone numbers **it has on file**, to the Local President upon request, but not more than quarterly.

ARTICLE 10 - HOURS OF WORK*

The Employer operates a seven-days-per-week, twenty-four-hours-per-day operation, and, subject to other provisions herein, employees will be scheduled to meet the requirements of this operation.

10.01 Normal Hours of Work*

Full-time and Part-time Home Support Workers (HSWs) shall be assigned an availability block in which their designated guaranteed hours of work

will be scheduled. The availability block for HSWs shall include two (2) hours more per day than the number of the HSW's guaranteed hours.

Such hours of work are inclusive of client time, break time, travel time between clients, and time spent in meetings as called by the Employer scheduled in accordance with their level of guarantee.

HSWs will be scheduled subject to reasonable consideration of the geographic proximity of the assignment, reasonable consideration of client continuity and client preferences, and provided that the HSW is available and possesses the required skills, abilities, and qualifications to meet the needs of the client(s).

The designated time frame may be adjusted by the Employer based on operational requirements. It is the intention of the parties that designated time frames will not be adjusted on a daily or weekly basis.

HSWs will be paid based on their biweekly guaranteed hours.

Full Time Home Support Workers:

Full Time HSWs will be guaranteed eighty (80) hours per bi-weekly pay period.

Full Time HSWs shall be guaranteed eight (8) hours per day within an established ten (10) hour period per day of availability "availability block". Or any other number of hours per day as may be agreed between the Employer and the Union.

The availability block for such HSWs shall include two (2) hours more per day than the number of the HSW's guaranteed hours.

Part Time Home Support Workers:

Part Time HSWs will be regularly scheduled hours in accordance with their letter of designation over the bi-weekly pay period and shall be less than the standard hours of work of a Full-time Employee as set out in Article 10.01.

The availability block for part-time HSWs shall include two (2) hours more per day than the number of the HSW's guaranteed hours.

10.02 Breaks*

An employee who works three (3) hours or more—but fewer than six and one – half (6.5) hours – on a day shall receive in addition to the hours

worked one (1) fifteen (15)- minute paid break. An employee who works six and one half (6.5) or more hours on a day shall receive in addition to the hours worked two fifteen (15)- minute paid breaks. An employee who works nine and one half (9.5) or more hours on a day shall receive in addition to the hours worked three (3) fifteen (15) minute paid breaks. In no event shall the number of paid breaks exceed three (3) in a day.

10.03 Meal Break*

An employee who works eight (8) hours or more on a day shall receive a paid meal break of thirty (30) minutes in addition to the paid breaks identified in Article 10.02.

10.04 Weekends*

HSWs will be scheduled a minimum of every second weekend off, except where there is mutual agreement between the Employer and an HSW to work more weekends. If there is an operational ability to offer more weekends off, it will be done by seniority

10.05 Schedule of Work Assignments for Home Support Workers*

- (a) Employees will be assigned work subject to reasonable consideration of the geographic proximity of the assignment, reasonable consideration of client continuity and client preferences, and provided that the employee is available and possesses the required skills, abilities and qualifications to meet the needs of the client(s).
- (b) Where the employee's daily assignments are less than the hours of work in their level of guarantee, the employee shall, at the earliest opportunity:
 - (i) indicate their availability to scheduling, and;
 - (ii) accept alternate assignments;
 - (iii) If no alternate assignments are available and with the Employer's approval, take the time not worked off without pay, or;
 - (iv) with the Employer's approval, use available Vacation or Holiday banks.
- (c) Where the employee is not otherwise assigned sufficient hours of work required to meet their guarantee the employee will check their mobile device, or utilize any other method as determined by the Employer for communicating directly for assignments at the start of their shift, at the end of each assignment as well as every fifteen (15)

minutes during each period of down time (excluding break) for possible assignment of replacement visits.

- (d) Employees will check their mobile device and daily assignment prior to the ending of their shift.
- (e) No Employee may turn back or refuse a work assignment that would put them less than 15 minutes beyond their designated guaranteed hours of work.

10.06 Client Cancellations – Downtime*

Where there is a client cancellation the HSW shall, at the earliest opportunity, indicate their availability to schedulers and accept alternate assignments, office work or with the Employer's approval, take the time not worked off without pay or use vacation or holiday time for the time not worked. Where the HSW is not otherwise scheduled for their full guaranteed hours the HSW is expected to check their device for assignments throughout their designated availability timeframe.

10.07 Extra or Additional Work*

Part time HSWs shall indicate to the Employer, in the manner determined by the Employer, their willingness to be assigned to additional or extra work beyond their guaranteed hours and/or their availability block no less than seven (7) days in advance of the schedule being posted. HSWs shall be classified as "available" or "not available" and changes to an HSW's availability shall be made to the Employer in writing. Subject to operational requirements such a request shall not be unreasonably denied. Where an employee is unwilling and/or unavailable for offers of extra work, such events will be tracked by the Employer and may as a result alter or remove the employee from their indicated availability. Extra availability may be reinstated upon the Employer being satisfied that the employee will be available.

Extra hours shall be scheduled to part time employees on the basis of seniority where the part timer has worked less than eighty (80) hours in the bi-weekly period.

The Employer shall then offer any additional extra hours to Casual Employees if there are no part time employees available.

Relief shifts are deficiencies that occur after the schedule is posted. The Employer shall first offer relief shifts to part time employees who are not scheduled for eighty (80) hours in bi-weekly pay period. If there are no part time employees willing to work the relief shift shall be offered to casual employees.

10.08 Minimum rest period*

- (a) The Employer shall not require an employee to work more than six (6) consecutive days of work. A normal day off shall be a twenty-four (24) hour period commencing at 12:00 a.m. and ending the next 12:00 a.m.**
- (b) The Employer will make every reasonable effort to provide an employee with a minimum of ten (10) hours off between the end of their last client visit of the day and leaving home for their first client visit on a subsequent day, unless mutually agreed otherwise by the Employer and the employee.**

10.09 Call Back Compensation*

An Employee who is required by the Employer to be called back to work shall be compensated for a minimum of three (3) hours at the straight time rate or the applicable overtime rate for the period worked, whichever is greater. A call back occurs if an employee returns to work as a result of a request from the employer after the employee has returned home from their last scheduled client visit of the day.

A callback does not occur where the client assignment is continuous with the employee's regularly scheduled client assignments for the day or where the client assignment falls within approved extra availability for Part Time employees, or where the client assignment is accepted by the employee during their regularly scheduled day even where the client assignment is not continuous with the employee's regularly scheduled client assignments for the day.

10.10 Changes in Number Needed for Particular Time Frame*

Where operational requirements dictate a change in the number of employees required for a particular time frame, preference will be given to the most senior employees interested in the new time frame. If there is not sufficient interest in the new time frames, the position(s) will be assigned to the most junior employee. The Employer will provide at least 21 days' notice to any employee being assigned into a new time frame.

10.11 Exchange of Shifts*

Provided advance notice is given, which notice in the opinion of the Employer is deemed sufficient, and with the approval of the Employer, Employees may exchange shifts, where operational requirements permit, and there is no increase in cost to the Employer.

10.12 Maximum Hours*

No employee shall be regularly scheduled to work more than twelve (12) hours per day, or for more than fifty (50) hours per week.

10.13 Normal Hours of work for Office Employees*

The normal hours of work for Office Employees shall include work in the office, paid breaks, Employer-authorized tasks and staff meetings and meetings with individual employees, travel time for Employer-authorized tasks, staff meetings and meetings with individual employees outside regular working hours, and any Employer-authorized training or assignments.

The normal hours of work for Office Employees shall consist of five (5) days per week, seven and one-half (7 1/2) hours per day inclusive of thirty (30) minutes of paid breaks and exclusive of a one (1)-hour unpaid lunch break, in a continuous block of time starting no earlier than 7:00 a.m. and ending no later than 5:00 p.m.

10.14 On-call Duty for Office Employees*

- (a) An Office Employee may be required to take a mobile device to do on-call duty after normal hours of work for no more than seven (7) consecutive days at a time. No employee shall be asked to do such on-call duty more than once every five (5) weeks, unless mutually agreed otherwise by the employee and the Employer, or unless the rotation has to be changed due to staff reduction. The Employer shall not require an Office Employee to do such on-call duty at the office, nor shall the Employer assign other than on-call tasks to be carried out during such duty.**
- (b) Office Employees shall be scheduled for on-call duty as equitably as possible. Such Employees may switch on-call duty assignments provided that adequate notice is provided, and the change is acceptable to the Employer.**
- (c) No Office Employee on vacation, sick leave or on time off in lieu of overtime payment shall be required to do on-call duty, unless otherwise agreed by the Employer and the Office Employee.**
- (d) An Office Employee required by the Employer to do on-call duty shall receive on-call duty pay of three hundred dollars (\$300) per seven (7) days of such on-call duty and, if a paid holiday occurs during the**

period of on-call, an alternative day off at a later date mutually convenient to the employee and the Employer.

10.15 Definition Hours Worked Office Employees*

- (a) For the purposes of this Article, hours worked for Office Employees means work in the office, paid breaks, Employer-authorized tasks and staff meetings and meetings with individual employees, travel time for Employer-authorized tasks, staff meetings and meetings with individual employees outside regular working hours, and any Employer-authorized training or assignments. For the sake of clarity, the following are included as hours worked: designated paid holidays, paid vacation, paid sick leave and paid leaves of absence.

ARTICLE 11 – OVERTIME*

11.01 Definitions

- (a) "Overtime" for Home Support Workers means authorized work in excess of forty (40) hours worked per week or ten (10) hours per day.
- (b) "Overtime" for Office Employees means authorized work in excess of thirty-seven and one-half ($37 \frac{1}{2}$) hours worked per week or seven and one-half ($7 \frac{1}{2}$) hours per day.
- (c) Overtime shall be paid at one and one-half ($1 \frac{1}{2}$) times the straight time hourly rate for the employee as per Appendix "A".

11.02 Overtime Authorization

The employee must notify and obtain authorization from the Employer before working any overtime to be eligible for time and one-half compensation.

11.03 Overtime Allocation

Subject to operational requirements, the Employer shall make every reasonable effort to allocate overtime work on a fair and equitable basis among readily available and qualified employees.

11.04 Hours Worked

- (a) For the purposes of this Article, hours worked for Home Support Workers means direct hours of client care, paid breaks as per Article 10.01 (f), staff meetings and meetings with individual employees called by the Employer, travel time between clients; travel time for staff meetings and meetings with

individual employees called by the Employer and one (1) hour per week for administrative tasks. For the sake of clarity, the following are included as hours worked: designated paid holidays, paid vacation, paid sick leave and paid leaves of absence.

- (b) For the purposes of this Article, hours worked for Office Employees means work in the office, paid breaks, Employer-authorized tasks and staff meetings and meetings with individual employees, travel time for Employer-authorized tasks, staff meetings and meetings with individual employees outside regular working hours, and any Employer-authorized training or assignments. For the sake of clarity, the following are included as hours worked: designated paid holidays, paid vacation, paid sick leave and paid leaves of absence.

11.05 Overtime Bank*

Overtime pay shall be paid out in the bi-weekly pay period in which it is earned.

However, employees may choose to receive paid time off in lieu for overtime worked. Such time off shall occur at a time mutually agreed by the employee and the Employer. Employees may only accumulate banked overtime to a maximum of 24 hours in the bank.

ARTICLE 12 – TRAVEL*

12.01 Travel Compensation*

Home Support Workers shall be paid for travel with their personal vehicles in providing client services on a per diem basis.

The per diem compensation rate shall be adjusted on an annual basis equal to the percentage set by the Provincial Civil Service Agreement.

An Office Employee who agrees to use a privately-owned vehicle for work-related travel authorized by the Employer shall be reimbursed at the Provincial Civil Service rate as may be established from time to time. Travel between home and place of work shall not be compensated.

12.02 Travel Outside County of Cape Breton

For travel on behalf of the Employer for training or for a conference or meeting outside the County of Cape Breton, all employees shall be paid either the daily travel allowance stipulated in Article 12.01 or at the Nova Scotia Civil Service travel rate in effect at the time of the travel.

12.03 Meals

Employees attending employer-authorized training, meetings, or conferences shall be provided with meals at regular mealtimes or with a meal allowance of eight dollars (\$8.00) for breakfast, ten dollars (\$10.00) for lunch, and fifteen dollars (\$15.00) for supper.

12.04 Payment of Compensation

Travel compensation shall be paid bi-weekly.

ARTICLE 13 - LABOUR/MANAGEMENT CONSULTATION COMMITTEE

13.01 Labour Management Consultation Committee

The Employer and the Union agree to maintain a Labour/Management Consultation Committee with no more than three (3) members from each of the Employer and the Union. This committee shall be comprised of the Executive Director and/or designates and the Local Union President and other members of the Bargaining Unit as elected or appointed by the Local. The President of the Local and the Executive Director shall alternate as Chairperson. Each party shall notify the other in writing of the names of their respective Committee members.

The Committee shall determine a schedule of meetings setting out a meeting once every four (4) months or more or less frequently if mutually agreed.

An agenda shall be developed and circulated by the Chairperson of the upcoming meeting prior to each meeting. Matters of discussion shall include concerns about staffing, geographic districts or regions, orientation, issues re: workload, scheduling, transfers, reassignments, and challenges created by short term or long term absences.

The Committee shall be responsible for:

- (a) defining problems;
- (b) developing viable solutions to such problems, and;
- (c) recommending the proposed solutions to the appropriate authorities.

The Committee shall be advisory in nature and shall not substitute for staff meetings or normal lines of communication within the City Homemakers Service Society.

It is agreed that meetings will be scheduled in such a way as to give due consideration to the normal operations of the City Homemakers Service Society and the convenience of the parties. However, where meetings are scheduled during working hours, members shall suffer no loss of pay in attending the meeting.

ARTICLE 14 - PAID HOLIDAYS*

14.01 Paid Holidays*

The paid holidays designated for employees shall be:

- (a) New Year's Day
- (b) Heritage Day
- (c) Good Friday
- (d) Easter Monday
- (e) Victoria Day
- (f) Canada Day
- (g) Civic Holiday (First Monday in August)
- (h) Labour Day
- (i) **Truth and Reconciliation Day**
- (j) Thanksgiving Day
- (k) Remembrance Day
- (l) Christmas Day
- (m) Boxing Day
- (n) any other day or part of a day declared by the Federal, or Provincial government to be a holiday.

Full-time and part-time employees shall receive holiday pay to a maximum of eight (8) hours pay for each of the holidays defined in Article 14.01 pro-rated according to their guaranteed hours.

Holidays to be worked will be determined by the Employee's rotation subject to Article 10.

14.02 Holiday Coinciding with a Day of Vacation

Where an employee is on vacation leave, and a paid holiday falls within that period, the paid holiday shall not count as a day of vacation.

14.03 Holiday Falling on a Saturday or Sunday

If any of the above holidays fall on a Saturday or Sunday, the Home Support Workers listed in Appendix "B" and Office Employees shall be granted the same day off as is observed by the Provincial Government employees.

14.04 Exception

This article does not apply to an employee who is absent without pay on both the working day immediately preceding and the working day following the designated holiday. Time off without pay for Union business is excluded from this clause.

14.05 Compensation for Time Worked on a Holiday*

Full-time and part-time employees who are required to work on the actual date of any of the recognized holidays listed in Article 14.01 shall be paid at the rate of time and one-half (1.5x).

14.06 Christmas Day or New Year's Day*

Subject to operational requirements, the Employer will provide each employee with either Christmas Day or New Year's Day off. Preference for which day will be done by seniority provided request is made not later than March 15th.

14.07 Holiday Pay Bank*

- (a) Earned holiday credits (stated in hours) shall be banked for Full-time and Part-time employees and be scheduled off at a time mutually agreed between the Employee and Employer.**
- (b) A Full-time or Part-time Employee whose regularly scheduled day of work falls on a holiday, may request to take the holiday off. The Employee will put such requests in writing to the Employer by March 15th of each year. Requests received by March 15th will be granted in order of seniority. The Employer will respond in writing by March 31st. Requests received after March 15th for Employees who are scheduled to work on a holiday will be granted based on a first come first serve basis.**
- (c) Requests for vacations will be given priority to requests for Holidays.**
- (d) If fewer employees are required to work on a Holiday than were scheduled, then such additional Holidays will be offered off in order of seniority.**
- (e) The holiday time bank shall not exceed a total of forty (40) hours. Any time in excess of forty (40) hours will be paid out.**

14.08 Religious Day in Lieu*

An Employee who is entitled to time off with pay in lieu of Good Friday, Easter Monday, Christmas and/or Boxing Day may take such time with pay in lieu at a time that permits them to observe a holy day of their own faith. The Employee shall advise their immediate management supervisor in writing of their desire to take such day(s) off in lieu as soon as possible but before February 15th in each year and the immediate management supervisor will endeavor to grant the request where operations requirements permit.

ARTICLE 15 – VACATIONS*

15.01 Annual Vacation Entitlement

- (a) Home Support Workers shall accumulate vacation leave with pay credits as follows:
 - (i) during the first seven (7) years of service -- at the rate of one (1) hour for each seventeen and three-tenths (17.3) hours paid to a maximum accumulation of one hundred and twenty (120) hours;
 - (ii) each year after seven (7) years of service but less than fifteen (15) years of service at the rate of one (1) hour for each thirteen (13.0) hours paid to a maximum accumulation of one hundred and sixty (160) hours;
 - (iii) each year after fifteen (15) years of service but less than twenty-five (25) years of service at the rate of one hour for every ten and four-tenths (10.4) hours paid to a maximum accumulation of two hundred (200) hours, and
 - (iv) each year after twenty-five (25) years of service at the rate of one hour for every eight and two-thirds (8.667) hours paid to a maximum accumulation of two hundred and forty (240) hours.
- (b) Office Employees shall accumulate vacation leave with pay credits as follows:
 - (i) during the first seven (7) years of service -- at the rate of one (1) hour for each seventeen and three tenths (17.3) hours paid to a maximum accumulation of one hundred twelve and one-half (112.5) hours;
 - (ii) each year after seven (7) years of service but less than fifteen (15) years of service at the rate of one (1) hour for each thirteen (13.0) hours paid to a maximum accumulation of one hundred fifty (150) hours;
 - (iii) each year after fifteen (15) of service but less than twenty-five (25) years of service at the rate of one hour for every ten and four-tenths (10.4) hours paid to a maximum accumulation of one hundred eighty-seven and one-half (187.5) hours; and
 - (iv) each year after twenty-five (25) years of service at the rate of one (1) hour for every eight and two-thirds (8.667) hours paid to a maximum accumulation of two hundred and twenty-five (225) hours.

15.02 Vacation Year

All vacation leave with pay credits accumulated to March 31 inclusive must be taken during the following vacation year (April 1 to March 31, inclusive) except as provided in Article 15.03.

15.03 Vacation Carryover

Upon prior approval by the Executive Director or **their** designate, an employee may carry over up to five (5) days' vacation leave with pay credits due to special circumstances. Vacation credits not used or carried over by the end of the vacation year shall be paid out to the employee.

15.04 Employee Compensation Upon Separation

An employee, upon **their** separation from the Employer, shall be compensated for vacation leave with pay to which **they** are entitled.

15.05 Vacation Scheduling*

- (a) The employee shall advise the Employer in writing of their vacation preference for the following vacation year (April 1st to March 31st) not later than February 15th in each year.
- (b) Where operational requirements necessitate a decision by the Employer to place a restriction on the number of employees on vacation leave at any one time, preference shall be given to employees with greatest seniority.
- (c) Subject to the operational requirements of the service, the Employer will make a reasonable effort to ensure that vacation requests made not later than February 15th are approved, in order of seniority, by March 15, with preference given to employees who request vacation leave in an unbroken period. An employee will have access to the approved vacation schedules by appointment.
- (d) If a vacation preference is not approved, the employee may ask that the preference be wait listed in case of future change(s) or cancellation(s), which would enable the Employer to grant the preference.
- (e) The Employer shall grant requests for vacation leave made after February 15th subject to operational requirements and previously approved vacations, which shall not be changed without the consent of the affected employees. The Employer will respond in writing to such vacation requests as soon as possible and within fourteen (14) calendar days of receipt of the request but not before March 15th.

- (f) Where operational requirements permit, the Employer shall make every reasonable effort to grant an employee's request for vacation in a single unbroken period of leave, except that an employee shall not be granted in excess of two (2) weeks during the months of June, July, August and September. Notwithstanding the foregoing, requests for vacation in excess of two (2) weeks in June, July, August and September may be granted if all other employees have had their vacation requests for July and August approved. Preference for requests for such additional leave shall be given to employees with greatest length of seniority and the Employer shall make every reasonable effort to ensure that such request is approved.

15.06 Illness During Vacation

If an employee becomes ill for three (3) days or more consecutive days during a period of vacation and such illness is supported to the Employer's satisfaction by a medical certificate from a legally qualified medical practitioner and the employee notifies the Employer at the time of the illness, the employee will be granted sick leave and **their** vacation credit shall be restored to the extent of the sick leave.

ARTICLE 16 - SICK LEAVE*

16.01 Sick Leave Defined

Sick leave is an indemnity benefit and not an acquired right. An employee who is absent from a scheduled shift on approved sick leave, shall be granted sick leave pay when unable to perform the duties of **their** position because of illness or injury, provided that the employee is not otherwise receiving pay for that day, provided that the employee satisfies the Employer of **their** condition, and provided that the employee has sufficient sick leave credits.

16.02 Amount of Sick Leave

Each employee shall accrue paid sick leave credits at the rate of one (1) hour per fourteen and four tenths (14 4/10) hours paid to a maximum accumulation of nine hundred and sixty (960) hours. Sick days shall not be advanced, they shall only be granted as accumulated.

16.03 Sick Leave Records

A record of all unused sick leave will be kept by the Employer. An employee is to be advised of the amount of sick leave accrued to **their** credit once per calendar year.

16.04 Employee to Inform Employer

The employee shall inform the Employer as soon as possible of **their** inability to report to work because of illness or injury. The employee shall inform the Employer in advance of the date of **their** return to work.

16.05 Medical Certificate*

- (a) **Subject to the provisions of the Medical Certificates Absences Act of Nova Scotia**, An employee may be required to provide a medical certificate to support a claim for sick leave for absences of three (3) or more consecutive days or, with prior notice, absences of any length as they relate to the employee's ability to provide regular and reasonable attendance at work.
- (b) **Pursuant to Section 5 (1) of the Medical Certificates for Employee Absence Act of Nova Scotia**, the Employer may not require a medication certificate with respect to an employee's absence from work due to the employee's sickness or injury unless:
 - (i) **the absence continues for more than five consecutive working days; or**
 - (ii) **the employee has had at least two non-consecutive absences of five or fewer working days due to sickness or injury in the preceding twelve months.**
- (c) The Employer shall reimburse the employee for the direct cost of any such certificate in excess of costs covered by an insurance plan of the employee.

ARTICLE 17 - INJURY ON DUTY

17.01 Reporting of Injuries

An employee who is injured on duty shall immediately report any injury sustained in the performance of **their** duties to **their** immediate supervisor or "on-call" in such a manner or on such form as the Employer may from time to time prescribe.

ARTICLE 18 - WORKERS' COMPENSATION

18.01 Workers' Compensation

Employees injured during working hours are covered by Workers' Compensation.

18.02 Workers' Compensation Supplement and Benefits

- (a) When an employee is being compensated under the *Workers' Compensation Act*, the Employer shall pay a supplement to the employee equal to the difference between the earnings replacement benefits received from Workers' Compensation and the employee's net pre accident earnings. This supplement shall also apply to the first two days of an injury or accident for which an employee receives Workers' Compensation benefits. It is the intent of the parties that under no circumstances shall an employee receive an increase in **their** income while in receipt of Workers' Compensation benefits. When the supplement is being paid, the Employer shall deduct from the employee's accumulated sick leave credits an equivalent number of sick leave hours as were paid in the supplement. When an employee's accumulated sick leave credits are exhausted, the supplement shall cease and the employee shall be paid only the Workers' Compensation benefits.
- (b) The Employer shall continue to cost share the premiums of the group health benefit plan and group life insurance for a maximum of twelve (12) months while an employee is in receipt of Workers' Compensation benefits, provided that the employee makes acceptable arrangements with the Employer for payment of **their** share of the benefit premiums.
- (c) An employee shall continue to accrue seniority while in receipt of Workers' Compensation benefits.
- (d) An employee shall continue to accrue vacation leave credits while in receipt of Workers' Compensation benefits until such credits, including credits existing at the time of the injury, reaches the yearly maximum permitted by the employee's service.

ARTICLE 19 - ALCOHOL AND DRUG DEPENDENCY

19.01 Support for Rehabilitation

Without detracting from the existing rights and obligations of the parties and other provisions of this Agreement, the Employer and the Union agree to cooperate in encouraging employees afflicted with alcohol or drug dependency to obtain a program directed to the objective of their rehabilitation.

ARTICLE 20 - LEAVE OF ABSENCE*

20.01 Pregnancy Leave

- (a) A pregnant employee is entitled to an unpaid leave of absence of up to seventeen (17) weeks upon giving the Employer notice as per Article 20.01 (d). The Employer may, prior to approving such leave, request a certificate from a legally qualified medical practitioner stating that the employee is pregnant and specifying the expected date of delivery.
- (b) Pregnancy leave shall begin on such date as the employee determines, but not sooner than sixteen (16) weeks preceding the expected date of delivery nor later than the date of delivery.
- (c) Pregnancy leave shall end on such date as the employee determines, but not later than 17 weeks following the date of delivery, nor sooner than one (1) week after the date of delivery.
- (d) A pregnant employee shall provide the Employer with at least four (4) weeks notice of the date **they** will begin **their** pregnancy leave. Such notice may be amended at any time by the employee:
 - (i) by changing any date in the notice to an earlier date if the notice is amended at least two (2) weeks before that earlier date;
 - (ii) by changing any date in the notice to a later date if the notice is amended at least two (2) weeks before the original date;
- (e) Where notice as required under Article 20.01 (d) is not possible due to circumstances beyond the control of the employee, the employee will provide the Employer as much notice as reasonably practicable of the commencement of **their** leave or **their** return to work.

20.02 Pregnancy/Birth Allowance

- (a) An Employee entitled to pregnancy leave under the provisions of this Agreement, who provides the Employer with proof that **they have** applied for, and is eligible to receive employment insurance (E.I.) benefits pursuant to Section 22, *Employment Insurance Act*, S.C. 1996, c.23, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.).
- (b) In respect to the period of pregnancy leave, payments made according to the S.E.B. Plan will consist of the following:
 - (i) Where the Employee is subject to a waiting period of two (2) weeks before receiving E. I. benefits, payments equivalent to seventy-five

per cent (75%) of **their** weekly rate of pay for each week of the two (2) week waiting period, less any other earnings received by the Employee during the benefit period;

- (ii) Up to a maximum of five (5) additional weeks, payments equivalent to the difference between the weekly E. I. benefits the Employee is eligible to receive and ninety-three per cent (93%) of **their** weekly rate of pay, less any other earnings received by the Employee during the benefit period which may result in a decrease in the E. I. benefits to which the Employee would have been eligible if no other earnings had been received during the period.
- (c) For the purpose of this allowance, an Employee's weekly rate of pay will be one-half (1/2) the bi-weekly rate of pay to which the Employee is entitled for **their** classification on the date immediately preceding the commencement of **their** pregnancy leave. In the case of a part-time employee, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Employee's time worked (as defined for the purpose of accumulating service) averaged over the preceding twenty-six (26) weeks by the regularly scheduled Full-Time hours of work for the Employee's classification.
- (d) Where an Employee becomes eligible for a salary increment or pay increase during the benefit period, benefits under the S.E.B. plan will be adjusted accordingly.
- (e) The Employer will not reimburse the Employee for any amount **they** are required to remit to Human Resources Development Canada, where **their** annual income exceeds one and one-half (1 1/2) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

20.03 Parental and Adoption Leave

Parental and Adoption Leave shall refer to the following leaves which include female biological parents, male biological parents, male adoptive parents and female adoptive parents.

- (a) The parental leave of an Employee who has taken pregnancy/birth leave and whose newborn child or children arrive in the Employee's home during pregnancy/birth leave;
 - (i) shall begin immediately upon completion of the pregnancy/birth leave, without the Employee's returning to work; and
 - (ii) shall end not later than seventy-eight (78) weeks after the parental leave began as determined by the Employee, subject to the

Employee's giving four (4) weeks' notice of the date upon which the leave will end. In no case shall the combined pregnancy/birth and parental/adoption leaves to which the Employee is entitled exceed seventy-eight (78) weeks.

- (b) The parental leave for a Employee who becomes a parent of one or more children through the birth of the child or children, other than a parent for whom provision is made in 20.01 (a),
 - (i) shall begin on such date coinciding with or after the birth of the child as the Employee determines; and
 - (ii) shall end not later than seventy-eight (78) weeks after the parental leave began and in any case, no later than seventy-eight (78) weeks after the child or children first arrive in the Employee's home.
- (c) An Employee who becomes a parent of one or more children through the placement of the child or children in the care of the Employee for the purpose of adoption of the child or children is entitled to a leave of absence of up to seventy-eight (78) weeks. This leave:
 - (i) shall begin on a date coinciding with the arrival of the child or children in the Employee's home; and
 - (ii) shall end not later than fifty-two (52) seventy-eight (78) weeks after the leave began.

20.04 Parental and Adoption Leave Allowance

- (a) An Employee entitled to parental or adoption leave under the provisions of this Agreement, who provides the Employer with proof that **they have** applied for and is eligible to receive employment insurance (E. I.) benefits pursuant to the *Employment Insurance Act*, 1996, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.) Plan.
- (b) In respect to the period of parental or adoption leave, payments made according to the S.E.B. Plan will consist of the following:
 - (i) Where the Employee is subject to a waiting period of two (2) weeks before receiving E. I. benefits, payments equivalent to seventy-five percent (75%) of **their** weekly rate of pay for each week of the two (2) week waiting period, less any other earnings received by the Employee during the benefit period;

- (ii) Up to a maximum of ten (10) additional weeks, payments equivalent to the difference between the weekly E. I. benefits the Employee is eligible to receive and ninety-three per cent (93%) of **their** weekly rate of pay, less any other earnings received by the Employee during the benefit period which may result in a decrease in the E. I. benefits to which the Employee would have been eligible if no other earnings had been received during the period.
- (c) For the purposes of this allowance, an Employee's weekly rate of pay will be one-half the bi-weekly rate of pay to which the Employee is entitled for **their** classification on the day immediately preceding the commencement of the adoption leave. In the case of a part-time employee, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Employee's time worked (as defined for the purpose of accumulating service) averaged over the preceding twenty-six (26) weeks by the regularly scheduled Full-Time hours of work for the Employee's classification.
- (d) Where an Employee becomes eligible for a salary increment or pay increase during the benefit period, payments under the S.E.B. Plan will be adjusted accordingly.
- (e) The Employer will not reimburse the Employee for any amount **they** have required to remit to Human Resources Development Canada where **their** annual income exceeds one and one-half (1 ½) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

20.05 Pregnant Employee Rights

- (a) The Employer shall not terminate the employment of an employee because of **their** pregnancy.
- (b) The Employer may require an employee to commence a leave of absence without pay where the employee's position cannot be reasonably **performed**, or the performance of the employee's work is materially affected by the pregnancy. Such action shall not be taken until the employee has been advised of the Employer's concerns and provided the opportunity to provide medical evidence establishing **their** ability to work.
- (c) Should an employee become ill arising out of **their** pregnancy prior to the commencement of **their** pregnancy leave or during **their** pregnancy leave, **they** shall be granted sick leave pay in accordance with the provisions of Article 16.

20.06 Rights of Employees on Pregnancy or Parental Leave

- (a) If an Employee is entitled to parental or pregnancy leave and the child to whom the leave relates is hospitalized for a period exceeding or likely to exceed one week, the Employee is entitled to return to and resume work and defer the unused portion of leave until the child is discharged from the hospital, upon giving the Employer reasonable notice.
- (b) When an Employee reports for work upon the expiration of the period referred to in Articles 20.01 or 20.03 **they** shall resume work in the same position **they** held prior to the commencement of the leave, with no loss of benefits accrued to the commencement of the leave. During the period of leave, the Employer will pay the agreed portion of the benefit plans if the employee chooses to pay **their** share of the agreed portion of the deductions.
- (c) While on pregnancy or parental leave, an employee shall continue to accrue seniority credits for the duration of the leave and **their** seniority shall be deemed to be continuous.

20.07 Leave for Birth of Child

On the occasion of the birth of a child, an employee shall be granted special leave with pay up to a maximum of one (1) day during the confinement of the mother. This leave may be divided into two (2) periods and granted on separate days.

20.08 Bereavement Leave*

In the event of a death in the immediate family, employees shall be

- (a) entitled to leave without loss of pay or benefits for up to five (5) consecutive calendar days commencing midnight following the death. **If a death occurs in the immediate family of an employee when the employee is at work, then the employee shall be granted bereavement leave with pay for the remainder of the employee's scheduled shift for that day.** Immediate family is defined as father, mother, step-parent, **(step)** brother, **(step)** sister, spouse, child of the employee, father-in-law, mother-in-law, step child or ward of the employee, grandparent, great grandparent or grandchild of the employee, and a relative permanently residing in the employee's household or with whom the employee permanently resides. In the event that funeral or committal of a family member does not take place within the period of bereavement leave provided but occurs at a later date, the employee may defer the final day of their bereavement without loss or gain of regular pay until the day of the funeral or committal provided the employee gives

written notice to the Employer within the period of bereavement leave provided.

- (b) Employees shall be entitled to leave without loss of pay or benefits for up to three (3) consecutive calendar days in the event of death of the employee's niece or nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law. In the event that funeral or committal of a family member does not take place within the period of bereavement leave provided but occurs at a later date, the employee may defer the final day of their bereavement without loss or gain of regular pay until the day of the funeral or committal provided the employee gives written notice to the Employer within the period of bereavement leave provided.
- (c) **Employees shall be entitled to up to a maximum of two (2) day leave without loss of pay or benefits for the purpose of attending the funeral of an aunt or uncle of the employee**
- (d) **The in-law and step relationships referred to in Article 20.08(a) and (b) will only be considered for bereavement leave where it is a current relationship at the time the benefit is claimed.**
- (e) **In Article 20.08 (a), (b), and (c), “brother-in-law or sister-in-law” means the spouse of the employee’s sibling; “niece” or “nephew” means the child of an employee’s sibling and “aunt” or “uncle” means the sibling of an employee’s father or mother.**
- (f) Employees shall be entitled to up to a maximum of one (1) day leave without loss of pay or benefits for the purpose of attending the funeral of a grandparent or great grandparent of the spouse of the employee.
- (g) In the event of an out-of-province bereavement attended by the employee, a one-day extension of the applicable bereavement leave shall be granted.
- (h) The foregoing entitlement is subject to the proviso that proper notification is made by the employee to the Executive Director or delegated official.
- (i) If an employee is on vacation, sick leave, or other paid leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to **their** vacation, sick leave, or other leave credits.

20.09 Court Leave*

- (a) Leave of absence with pay shall be given to every employee other than an employee on leave of absence without pay or under suspension, who is required:
 - (i) to serve on a jury; or
 - (ii) by subpoena or summons to attend as a witness in any proceeding **for an employment related matter pertaining to the employer, City Homemakers Service Society, held:**
 - (1) in or under the authority of a court; or
 - (2) before an adjudicator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it; or
 - (3) before a legislative council, legislative assembly or any committee thereof that is authorized by law to compel the attendance of witnesses before it.
- (b) Where an employee notifies the Employer in advance, where possible, that **they are** required to serve in court as a result of the functions the employee fulfills on behalf of the Employer on a day other than a regularly scheduled work day, the Employer will consider an employee's request to cover the time lost on a day of rest or vacation day for that period of time required by the Court for the purpose of giving evidence pursuant to this Article. The lost time shall be reimbursed to the employee.

20.10 Leave for Family Illness

Employees shall be allowed leave of absence to a total of forty (40) hours per annum for family illness, which shall be debited from available sick leave credits, as follows:

- (a) where an illness of a family member of an employee requires the presence and/or support of the employee, or
- (b) where preventative medical or dental care for an employee's spouse, child, or parent, whether or not living with the employee, or other family member of the employee who permanently resides with the employee, requires the presence and/or support of the employee.

In this article family member means spouse, son, daughter, parent, brother, sister, aunt or uncle of the employee, whether or not living with the employee, or any

other relative of the employee who, while not listed herein, permanently resides with the employee.

The Employer may require proof of need for such leave as **they** consider necessary. Such leave shall not be unreasonably withheld.

20.11 Leave for Medical & Dental Appointments

Employees shall be allowed paid leave of absence up to twenty-four (24) hours per annum, in order to engage in personal preventive medical and dental care. Such leave will be debited against sick leave credits.

20.12 Leave for Storm or Hazardous Conditions*

Time lost by an employee as a result of absence or lateness due to storm conditions or because of the conditions of public highways or because an employee finds it necessary to seek permission to leave prior to the end of their regular shift may be:

- (a) **made up by the employee at a time agreed upon between the employee and the Employer; or**
- (b) **on request by the employee, paid from the employee's holiday, overtime, vacation or,**
- (c) **deemed to be leave without pay.**

20.13 Compassionate Care Leave

- (a) An employee who has been employed by an employer for a period of at least three (3) months is entitled to a leave of absence of up to eight (8) weeks to provide care or support to
 - the spouse of the employee,
 - a child of the employee or a child of the employee's spouse,
 - a parent of the employee,
 - the spouse of a parent of the employee, or
 - any other person defined as a "family member" by Regulations made pursuant to the *Labour Standards Code*,

where a legally qualified medical practitioner issues a certificate stating that the above-noted recipient of the care or support family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks from the day the certificate was issued or, in the case where the leave was begun before the certificate was issued, the day the leave was begun. Where requested in writing by the Employer, the employee must provide the Employer with a copy of the certificate.

- (b) The employee may take a maximum of eight (8) weeks of leave, in periods of not less than one week's duration, during the maximum twenty-six (26) week period.
- (c) The period of leave shall end on the earlier of the death of the recipient of the care, or the expiry of the twenty-six week period.
- (d) An employee who intends to take this leave shall advise an Employer as soon as possible.
- (e) The Employer shall, subject to the eligibility requirements of the plan, grant to the employee the option of maintaining a benefit plan in which the employee participated before beginning a compassionate care leave. The Employer shall notify the employee in writing of the option to maintain a benefit plan and the date beyond which the option may no longer be exercised.
- (f) Where the employee opts, in writing, to maintain a benefit plan, the employee shall enter into an agreement to pay the cost required to maintain the plan, including the Employer's share thereof, and the Employer shall process the documentation and payments as arranged.

20.14 Leave for Emergency

Employees shall be granted leave of absence with pay up to two (2) days for a critical condition, which requires **their** personal attention resulting from an emergency (flood, fire, vehicle breakdown, etc.) which cannot be served by others or attended to by the employee at a time when **they have** normally off duty. Such leave will be debited against sick leave credits.

Employees shall provide receipts to validate any claim due to vehicle breakdown on request of the Employer.

20.15 Special Leave

The Employer, in any one year, may grant to an employee special leave without pay or benefits, for such a period as the Employer deems circumstances warrant.

20.16 Education Leave

Subject to operational requirements, leave of absence with pay shall be granted to allow an employee to write examinations for courses approved by the Employer prior thereto.

Leaves of absence for education purposes shall not be unreasonably denied.

20.17 Family Violence leave

An employee is entitled to a leave of absence if the employee or child of employee (under the age of 18 years) experiences domestic violence. The terms of leave shall be in accordance with the provisions of the *Labour Standards Code*.

ARTICLE 21 - BENEFIT PLANS

21.01 Group Plan

- (a) The Employer will continue to participate with employees who meet the eligibility criteria in the provision of group life insurance, basic medical, prescription drug, and dental coverage for employees.
- (b) The premiums for the group life insurance coverage shall be cost-shared 50% by the Employer and 50% by the employee.
- (c) The premiums for the basic medical, prescription drug, and dental plans shall be cost-shared 65% by the Employer and 35% by the employee.
- (d) Except as otherwise provided, when an employee is on an approved leave and continues to pay **their** share of the premium cost, the Employer shall continue the benefit and pay the Employer's share of the life insurance and/or health insurance plans for a maximum of fourteen (14) weeks. After this time, the benefit cost must be fully paid by the employee. The employee must make arrangements suitable to the Employer for payment of **their** share of the premium cost at the time the leave is approved.
- (e) The life and health insurance plans in effect may be amended by mutual consent of the parties to this agreement.

21.02 Pension Plan

The Employer will continue to participate with employees in the NSHEPP pension plan as exists at the coming into force of this Agreement. No changes shall be made to this Plan without the consent of both parties.

ARTICLE 22 - HEALTH AND SAFETY

22.01 Occupational Health and Safety Act

The Employer, Union and Employees agree to be bound by the provisions of the *Occupational Health and Safety Act*, S.N.S. 1996, c7 (the Act). Any breach of the Employer's obligations under the Act may be grieved pursuant to the Grievance and Arbitration procedure.

22.02 Joint Occupational Health and Safety Committee

- (a) The Employer agrees to the establishment of a single Joint Health and Safety Committee comprised of equal representation of the Union and the Employer in accordance with the Act.
- (b) The Joint Committee will meet and establish its own rules of procedure in accordance with the Act.
- (c) The Joint Committee's responsibilities will include performing any duties required by the *Occupational Health and Safety Act*, or as the Union and Employer may mutually agree from time to time to assign to the committee.
- (d) An employee who is a member of the committee is entitled to time off from work with pay, as is necessary to attend meetings of the Committee, to take any training prescribed by the *Occupational Health and Safety Act* and regulations, and to carry out the employee's functions as a member of the Committee. Time so spent shall be considered to be time worked.

22.03 First-Aid Kits

The Employer shall provide a first aid kit to be carried by employees in their vehicle.

22.04 Right to Refuse Work and Consequences of Refusal

In accordance with the provisions of Sections 43 and 44 of the Act, any employee may refuse to do any act at the employee's place of employment where the employee has reasonable grounds for believing that the act is likely to endanger the employee's health or safety or the health or safety of any other person, subject to the qualifications, limitations and procedures defined in Section 43 of the Act.

22.05 No Discrimination

Pursuant to Section 45 of the Act, neither the Union nor the Employer shall take, or threaten to take, discriminatory or other action against an employee because of that employee's assertion of **their** rights pursuant to this article or pursuant to the Act, or because of compliance with the Act or an order or direction made thereunder.

22.06 First-Aid and CPR Training

In the interests of the occupational safety and health of employees, the Employer will undertake an in-service program of first-aid training and Cardio-Pulmonary Resuscitation (CPR) training.

ARTICLE 23 - UNIFORMS AND PROTECTIVE CLOTHING

23.01 Provision of Protective Clothing

The Employer will provide personal care gloves and protective aprons or other materials required to carry out job tasks.

ARTICLE 24 JOB POSTING

24.01 Job Posting

When a new position or vacancy is created within the bargaining unit, the Employer shall post a notice of such new position or vacancy on all bulletin boards.

24.02 Filling Vacancies

Where it is determined by the Employer that:

- (a) two or more bargaining unit applicants for a position in the bargaining unit are qualified; and
- (b) those applicants are of equal merit;

preference in filling that vacancy shall be given to the applicant with the greatest seniority.

24.03 Time Limits for Filling Vacancies

Vacancies in permanent positions shall be filled within one (1) month of the posting of the permanent position.

24.04 Non-bargaining-unit vacancy or new position

When a new position or vacancy is created outside the bargaining unit, the Employer shall post a notice of such new position or vacancy on all bulletin boards.

ARTICLE 25 – EDUCATION

25.01 Education and Training

The Employer and the Union recognize that continuing education in occupationally-related training is of benefit to the Employer, employees and clients. Employees are encouraged to make their education needs known to the

Executive Director so that these needs can be addressed through continuous professional development. The Employer will not unreasonably deny requests for leaves of employment to pursue education.

25.02 Required Training and Education

Where employees are required to complete courses, write examinations or attend training as a condition of employment, the employee will be paid for hours spent in such training at their regular rate of pay. Such time shall be considered as regular hours worked. Employees will be reimbursed for required course materials, associated fees and reasonable travel and accommodation expenses. If training is on a scheduled day off, the employee will get another day off without pay to replace the day of training.

25.03 Discretionary Training

Where an employee identifies workshops, training or education offered in the community which are not a condition of employment, upon approval of the Executive Director, the employee may be sponsored by the Employer through tuition or time off with pay. The employee will be notified in advance of the amount and type of sponsorship.

25.04 Changes in Job Requirements

If the Employer identifies additional training or education which it requires employees to complete as a condition of employment to upgrade their qualifications, the employees will be reimbursed by the Employer for related course expenses, travel and accommodation costs, and will be provided leave of absence with no loss of regular pay for the time required to complete the training and education. Such time shall be considered as regular hours worked.

25.05 Orientation

New employees will be given an orientation to the Agency and its policies and procedures.

ARTICLE 26 - LAYOFF

26.01 Exceptions

Throughout this Article, the use of the word "layoff" does not refer to periodic reductions in scheduled hours of work due to temporary or intermittent shortages of work.

26.02 Layoff

An employee may be laid off because of technological change, shortage of work or funds or because of the discontinuance of a function or the reorganization of a function.

26.03 Union Consultation

Where employees are to be laid off, the Employer will advise the Union as soon as reasonably possible.

26.04 Layoff Procedure

Employees shall be laid off in reverse order of seniority, provided that the employees who remain have the necessary skills, ability and qualifications to perform the available work.

26.05 Notice of Layoff

- (a) The layoff notices shall include the effective date of layoff and the reasons therefore.
- (b) One (1) week's notice in writing of layoff shall be sent by the Employer to the employee (s) who is/are to be laid off, except where a greater period of notice is required by current legislation.
- (c) Where the Employer lays off ten (10) or more persons within any period of four (4) weeks or less, eight (8) weeks' notice of layoff shall be sent by the Employer to the Union and employees who are to be laid off.

26.06 Recall

Employees shall be recalled in reverse order of layoff, except where the laid-off employee does not have the necessary skills, ability or qualifications for the classification to be filled by the recall.

26.07 No New Employees

No person outside the bargaining unit shall be employed until all employees on the recall list who are able to perform the work required have been given an opportunity for re-employment.

26.08 Loss of Seniority

An employee shall lose seniority in the event that:

- (a) the employee is discharged for just cause and not reinstated;
- (b) the employee resigns;
- (c) the employee is laid off for more than twelve (12) months without recall.
- (d) the laid-off employee refuses an offer of recall.

26.09 No Contracting Out

No member of the bargaining unit shall be laid off or suffer any loss of hours as a result of the Employer contracting out work normally performed by members of the bargaining unit. This does not apply in emergency situations.

ARTICLE 27 - RE-OPENER

27.01 Change in Agreement

Any change deemed necessary in this Agreement may be made by mutual agreement in writing at any time during the life of this Agreement.

ARTICLE 28 - WAGES AND CLASSIFICATIONS*

28.01 Rates of Pay

The Employer shall pay wages as set out in Appendix "A" attached hereto and forming part of this Agreement.

The wages shall be increased as follows:

Wages (Economic Adjustments)

- i. Increase of 3% on April 1, 2023;
- ii. Increase of 0.5% on March 31, 2024;
- iii. Increase of 3% on April 1, 2024;
- iv. Increase of 2% on April 1, 2025;

Step Adjustments

Effective March 31, 2025, an additional step will be added to the top of scale of the pay grade of CCA/HSW and Uncertified CCAs, the step will be 2.5% and will be available to Employees after 5 years of service with the Employer in the classification.

Effective March 31, 2026, an additional step will be added to the top of scale of the pay grade of CCA/HSW and Uncertified CCAs, the step will be 2.5% and will be available to Employees after 6 years of service with the Employer in the classification.

28.02 Bi-weekly Payment of Wages

Wages shall be paid bi-weekly by direct deposit unless agreed otherwise by the Employer and the Union.

28.03 Acting Pay

Where an employee is designated to perform for a temporary period the principal duties of a higher-paying position, **they** shall receive the wages of the higher-paying position during that temporary period.

28.04 Evening Premiums*

All employees shall receive an evening premium **of \$2.35 per hour in addition to the regular rate** for all hours worked between 1800 hours and 0600 hours effective as follows:

Increased to four dollars (\$4.00) effective the date of ratification.

28.05 Weekend Premiums*

All employees shall receive a weekend premium **of \$2.35 per hour in addition to the regular rate** for all hours worked between midnight Friday and midnight Sunday, effective as follows:

Increased to four dollars (\$4.00) effective the date of ratification.

ARTICLE 29 - TERM OF AGREEMENT*

29.01 Duration, Renewal and Effective Date of Agreement*

- (a) The term of this Agreement shall be from April 1, 2023 to March 31, 2026 and thereafter from year to year unless or until either party gives notice in writing to bargain during the three (3) month period preceding the date of its termination.
- (b) Unless otherwise provided, the terms of this Agreement shall become effective from the beginning of the first full pay period following the date of ratification by the Union. Wages shall become effective as set out in Appendix "A". Employees who have left the Employer since April 1, 2023 shall be entitled to retroactive pay if they apply in writing for such retroactivity within thirty (30) days of the date of signing of this agreement.
- (c) All retroactive payments will be paid to employees within forty-five (45) days after Employer receiving funding.

29.02 Future Legislation

- (a) If any Article in this Agreement or part thereof is altered or rendered invalid by the operation of existing or future legislation, the remainder of this Agreement shall remain in full force and effect for the remainder of the term.
- (b) Any part of this Agreement that is so altered or invalidated as per Article 29.02(a) shall, on the request of the other party, be renegotiated by the Employer and the Union and shall be replaced or altered as may be then mutually agreed between the parties.

ARTICLE 30 - SUCCESSOR RIGHTS*

30.01 Successor Rights

Where the Employer sells or transfers its business within the meaning of Section 31 of the Trade Union Act, the successor employer shall be bound by all terms of the Collective Agreement including the following:

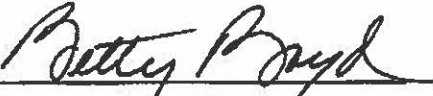
- (a) The successor employer shall be bound by all accrued rights or other rights of employees arising under the Collective Agreement prior to the sale or transfer; and
- (b) The successor employer shall ensure that the employment of all employees in the bargaining unit shall continue without break or interruption; and

- (c) The successor employer shall ensure that all periods of employment recognized as service with the Employer shall be deemed service with the successor employer for all purposes and the successor employer shall ensure that all seniority rights of employees shall be preserved and shall continue unaffected by the transfer or sale; and
- (d) In the event that the transfer of business results in the intermingling of the employees covered by this agreement with other employees of the successor employer, the successor employer shall insure that the employees covered by this agreement are treated fairly and equitably in any staffing issues arising from the intermingling; and
- (e) No employee shall suffer a loss of employment as a result of a merger; and
- (f) A sale or transfer of business under Article 30.01 includes any merger, takeover, or loss of service contract or any other transfer of service to an employer other than City Homemakers Service Society.

City Homemakers Service Society shall not be held liable or responsible for any breach of this collective agreement or any other conduct by a successor employer, and furthermore shall not be subject to any civil or other litigation undertaken by any employee, their legal representative or the bargaining agent resulting from real or perceived loss of benefit as a result of a sale or transfer of business under Article 30.01.

IN WITNESS WHEREOF the parties have executed this Agreement the 23 day of
September, 2026.


**The Board of City Homemakers
Service Society**

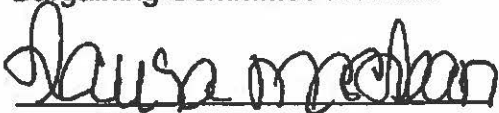

Betty Boyd, Vice Chair, Board of Directors
City Homemakers


Kyla Bourgeois, Executive Director
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**Nova Scotia Government and General
Employees Union**


Corry Mac Kinnon
Lead Negotiator


Freda Hearn
Bargaining Committee Member


Laura MacLean
Bargaining Committee Member


Tiffanie Parsons
Bargaining Committee Member

APPENDIX "A" - WAGES AND CLASSIFICATIONS HOME SUPPORT WORKER

		% Increase: 3.00%		% Increase: 0.50%		% Increase: 3.00%		New Year 5 % Increase: 2.50%	% Increase: 2.00%		New Year 6 % Increase: 2.50%
Classification	Expired Hourly Rate	Apr.01-23 Hourly Rate	Mar.31-24 Hourly Rate	Apr.01-24 Hourly Rate	Mar.31-25 Hourly Rate	Apr.01-25 Hourly Rate	Mar.31-26 Hourly Rate	Apr.01-26 Hourly Rate	Mar.31-27 Hourly Rate	Apr.01-27 Hourly Rate	Mar.31-28 Hourly Rate
Home Support Worker Certified CCA (meets criteria)	Probationary Rate	\$21.7932	\$22.4470	\$22.5592	\$23.2360	\$23.2360	\$23.7007	\$23.7007	\$24.1654	\$24.1654	\$24.6301
	Regular Rate	\$23.6275	\$24.3363	\$24.4580	\$25.1917	\$25.1917	\$25.6955	\$25.6955	\$26.1993	\$26.1993	\$26.7031
	After 5 Years*					\$25.8215	\$26.3379	\$26.3379	\$26.8543	\$26.8543	\$27.3707
	After 6 Years**								\$26.9963	\$26.9963	\$27.5127
	Availability Rate (in addition to above)	\$ 0.5506	\$0.5671	\$0.5700	\$0.5871	\$0.5871	\$0.5988	\$0.5988	\$0.6105	\$0.6105	\$0.6222

* Effective March 31, 2025 additional step will be added for employees after 5 years of service with the Employer in the classification.

** Effective March 31, 2026 additional step will be added for employees after 6 years of service with the Employer in the classification.

		% Increase: 3.00%		% Increase: 0.50%		% Increase: 3.00%		% Increase: 2.00%	
Classification	Expired Hourly Rate including availability Rate 0.05506	Apr.01-23 Hourly Rate	Mar.31-24 Hourly Rate	Apr.01-24 Hourly Rate	Mar.31-25 Hourly Rate	Apr.01-25 Hourly Rate	Mar.31-26 Hourly Rate	Apr.01-26 Hourly Rate	Mar.31-27 Hourly Rate
Uncertified CCA (Does not meet criteria)*	Probationary Rate	\$20.4161	\$21.0286	\$21.1337	\$21.7677	\$21.7677	\$22.2031	\$22.2031	\$22.6385
	Regular Rate	\$21.1034	\$21.7365	\$21.8452	\$22.5006	\$22.5006	\$22.9506	\$22.9506	\$23.4006

*Please note the rates for uncertified CCA's have an availability pay embedded with in the rates above

**APPENDIX "A" - WAGES AND CLASSIFICATIONS
OFFICE EMPLOYEE - SCHEDULER**

Date	Expired Rate Mar. 31 2023	+\$0.80/hr April 01 2023	3% Increase April 01 2023	.5% Increase March 31 2024	3% Increase April 01 2024	2% Increase April 01 2025
Office Employee/Scheduler- Probationary	\$21.3381	\$22.1381	\$22.8022	\$22.9163	\$23.6037	\$24.0758
Office Employee/Scheduler- Regular	\$21.9899	\$22.7899	\$23.4736	\$23.5910	\$24.2987	\$24.7847
Scheduler Team Lead	\$25.4800	\$26.2800	\$27.0684	\$27.2037	\$28.0199	\$28.5803

Probationary Employees who commenced their probationary period prior to the signing date will remain at their current rate or the probationary rate as above – whichever is higher – until completion of their probationary period, at which time they will move to the regular rate.

The Employer retains the discretion to recognize relevant experience and pay the Regular Rate to new employees notwithstanding that they are still within their probationary period.

Wages (Economic Adjustments) – Office Staff

- i. Effective April 1st, 2023, prior to the 3% general economic increase on April 1st, 2023, an \$0.80 hourly rate adjustment shall be applied.
- ii. Increase of 3% on April 1, 2023;
- iii. Increase of 0.5% on March 31, 2024;
- iv. Increase of 3% on April 1, 2024;
- v. Increase of 2% on April 1, 2025;

APPENDIX "B" – LISTED EMPLOYEES

Clarence Brown

Articles 10.01 (c), 10.02 and 10.07 shall not apply to Clarence Brown. The hours of work for such employees shall consist of five (5) days, Monday to Friday inclusive, eight (8) hours per day including two (2) fifteen-minute paid breaks from eight-thirty a.m. (8:30 a.m.) to five p.m. (5:00 p.m.) exclusive of one (1) hour lunch break between the hours of eleven-thirty a.m. (11:30 a.m.) and two-thirty p.m. (2:30 p.m.). When Clarence has ceased his employment, this paragraph shall be deleted from the agreement.

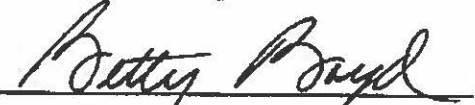
MEMORANDUM OF AGREEMENT # 1
Vacation Committee


Whereas the Employer and the Union have agreed to explore the ability of having language surrounding using vacation entitlement in the year it is earned;

- (a) The Union and Employer will meet within six months of the signing of this Agreement to discuss Vacation Entitlement
- (b) The parties will have meaningful discussion in hopes of applying Vacation entitlement in the year it is earned, and a transition plan for previously accrued banks, at a further time.
- (c) The Employer will approve leave without pay (Article 6.01) for members of the Local to attend meetings with the employer for the purpose of this MOA.

IN WITNESS WHEREOF the parties have executed this Agreement the 23 day of September, 2025.

**The Board of City Homemakers
Service Society**

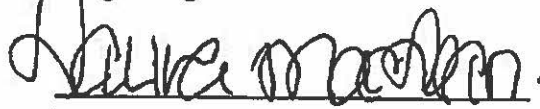

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Lead Negotiator


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Tiffanie Parsons
Bargaining Committee Member

MEMORANDUM OF AGREEMENT # 2
Transition to Guaranteed Hours

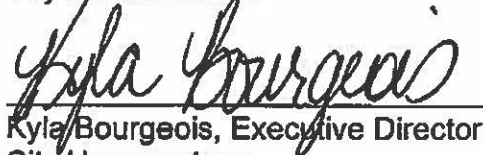
The Union and Employer are committed to provide more regular work schedules for employees, in an effort to improve work life balance, by adopting a guaranteed hours arrangement for Home Support Employees. The parties recognize that implementing guaranteed hours in accordance with Article 10 will require significant work force planning and may result in operational strain and increased costs for the Employer. The parties are committed agreeing to a transition plan that will maintain the operational viability of the Employer. It is understood that the employer's agreement to the Article 10 (Guaranteed Hours) is contingent on a transition plan being agreed upon by the parties.

IN WITNESS WHEREOF the parties have executed this Agreement the 23 day of September, 2025.

**The Board of City Homemakers
Service Society**



Betty Boyd, Vice Chair, Board of Directors
City Homemakers



Kyla Bourgeois, Executive Director
City Homemakers

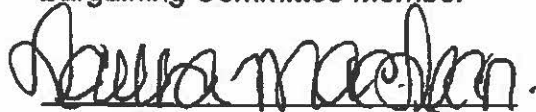
**Nova Scotia Government and General
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