

MEMORANDUM OF AGREEMENT #1
RE: LOCAL ISSUES ADDENDUM

Between

CUPE Local 1936-08 (the "Union")

And

Sources Community Resources Society (the "Employer")

The parties agree to the following provisions in accordance with the Local Issues appended to the Memorandum of Agreement.

1. Article 14.2 (a) Hours of Work

The normal hours of work for full time employees will be thirty-five (35) to forty (40) hours per week, exclusive of meal periods. Regular employees who work less than forty (40) hours per week may work additional hours to a maximum of forty (40) hours per week.

The employer will make every effort to keep full time schedules as close as possible to 40 hours per week.

2. Client Vacations and Out-Town Assignments

Staff who voluntarily accompany clients on extended trips will be compensated as follows: The Employer shall pay a per diem wage rate based on sixteen (16) hours per day at regular rate for each twenty-four (24) hour period employees are involved in recreational or medical trips with people supported by the Employer and away from their homes. In special situations and by mutual agreement, an employee may waive the above conditions. In such cases the employee is deemed to be compensated by the actual benefit of the activity. Such activities shall not be at the expense of paid shifts on the part of other employees.

The employee will also receive eight (8) hours lieu time for each day that falls on a regularly scheduled day off during the participation in the off-sire activity.

The Employer shall provide all accommodations for such a period of activity and the employee shall be reimbursed for all mileage/ vehicle costs or legitimate out of pocket expenses incurred or associated with such activity.

Employees shall be granted a per diem meal rate as outlined in Article 26.10 "Meal Allowance".

3. Program/ Worksite

“Program” means all of Sources Community Resources unionized worksites.

“Worksite” is the House or Building location used as the base of operations for employees and clients they support.

The application of Program or Worksite for these Articles identified below shall be as follows:

Article 13.3:	Worksite
Article 14.2(e)(2):	Worksite
Article 14.4:	Worksite
Article 16.4:	Worksite
Article 18.2:	Worksite
Article 24.1:	Worksite

4. Article 26.2- Paydays

- a) Employees shall be paid bi-weekly on every second Friday. A one (1) week holdback will apply to all employees.
- b) When the payday falls on a paid holiday, payday shall be on the last workday preceding the paid holiday.

5. Article 30.3- Casual Call in Procedure

- (a) Preference for Extended Leave (more than 5 days): To limit disruption, when filling shifts due to a leave request of more than 5 days requested by permanent staff, preference is given to casual staff based on seniority who can accept two or more shifts.

6. Article 30.11: Casual Availability

Minimum Availability:

Casual workers are required to be available for at least one shift per week and to complete a minimum of two worked shifts per month. Training shifts four (4) hours or more are not included in this requirement. If the program/programs are unable to provide the required two shifts per month, this will be documented in the worker's file, and no penalties will apply.

Leave Request:

If a casual employee's availability changes and they are unable to meet the 2 worked shifts minimum, they may submit a written leave request to the Program Manager for

consideration. Leave requests exceeding one month must be authorized by the Executive Director and the CEO. Requests will not be unreasonably denied.

Failure to Meet Minimum Availability:

If a casual worker fails to meet the minimum requirement of two shifts per month without an authorized leave, a meeting will be scheduled to discuss the reasons for the shortfall. This meeting will provide an opportunity to address any issues and clarify expectations for future performance.

Availability Submission:

Availability must be submitted by 9:00 AM on the 1st of the month preceding the month for which availability is requested. Availability will be submitted via email to the managers of each location where the employee wishes to work. Changes to availability after submission will not be unreasonably denied. Minimum availability above shall continue to apply.


Holiday and Weekend Availability for Residential Programs: Casual workers are expected to have availability for:

- a minimum of 6 (six) out of 13 (thirteen) statutory holidays.
- for 1 (one) shift (am, afternoon, night) on each 2 (two) out of 5 (five) of the following days: Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day.
- a minimum of 1 (one) shift (am, afternoon, night) on 4 (four) weekend days (Sat-Sun) per month.

Signed on behalf of the Union:


Local Bargaining Committee Representative

Signed on behalf of the Employer:


Employer Representative


Local Bargaining Committee Representative


CSSEA Representative

Local Bargaining Committee Representative

Date: January 21st, 2025

