

COLLECTIVE AGREEMENT

Between

CANADIAN CENTRE FOR POLICY ALTERNATIVES (CCPA)

and

UNIFOR AND ITS LOCAL 567



This Agreement comes into effect March 1st, 2026 and will remain in force until 12:00 midnight December 31st, 2026.

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COLLECTIVE AGREEMENT

between

Canadian Centre for Policy Alternatives

And

Unifor Local 567

PREAMBLE

Whereas it is the intent and purpose of this Agreement to recognize the community of interest between the Employer and the Union in promoting the utmost cooperation between the Employer and its Employees, consistent with the rights of both parties; and

Whereas it is the further intent of this Agreement to foster a friendly spirit which shall prevail at all times between the Employer and its Employees, and to this end, this Agreement is designed to set out clearly the rates of pay, hours of work and conditions of employment to be observed by the Employer and the Union.

ARTICLE 1- SCOPE

1.1 With the exception of the Executive Director, the Directors of the National, Manitoba and Nova Scotia offices and the Manager of Human Resources, Administration and Governance, all Employees except for Term Employees shall from the first day of employment be members of the Union and receive all the benefits and protections provided under the Collective Agreement. Term Employees shall from the first day of employment be members of the Union and receive the benefits and protections provided under the Collective Agreement, subject to the provisions of Article 9.2.b. The Employer shall require this as a condition of employment.

ARTICLE 2 - BARGAINING AGENT

- 2.1** The Canadian Centre for Policy Alternatives (hereinafter referred to as "the Employer") recognizes Unifor Local 567 (hereinafter referred to as "the Union") as the sole and exclusive bargaining agent for all Employees except the office directors and others expressly excluded from membership in the bargaining unit by prior agreement with the Union.
- 2.2** No Employee shall be required or permitted to make a written or verbal agreement with the Employer or its representative that may conflict with the terms of this Collective Agreement.

ARTICLE 3- MANAGEMENT RIGHTS

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

The Union acknowledges that it is the exclusive function of the Employer to exercise the regular and customary functions of management and to direct the work force, subject to the terms of this Agreement, and without restricting the generality of the foregoing, to:

- (a) Discipline and maintain order and efficiency among its Employees.
- (b) Make, alter and enforce, from time to time, reasonable rules, regulations and policies to be observed by its Employees.
- (c) Hire, direct, promote, retire, evaluate, reclassify, transfer, layoff, suspend, discipline or discharge for just cause any Employee.
- (d) Determine the nature, type and scope of operations and services to be operated, the methodology of extending these services, the kinds and locations of offices, operations, and services to be utilized, the control of such operations and the extension, limitation, curtailment or cessation of the same, and to determine, in the interests of efficient operations, the standard of service for each and to provide the necessary resources to achieve such standards.

The Employer shall exercise its rights in a fair and reasonable manner.

ARTICLE 4 - DUES DEDUCTION

- 4.1** The Employer shall deduct from each Employee's monthly earnings the Union membership dues to be remitted to the Union not later than the 10th day of each month. The Union shall inform the Employer in writing of the Union membership dues to be deducted.
- 4.2** The Employer shall, at the time of issuing T-4 statements of income for income tax purposes, include the amount paid by each member to the Union for the period covered.
- 4.3** Paid education leave: The Employer agrees to pay into a special fund five cents (5¢) per hour per Employee for all compensated hours for the purpose of providing paid education leave. Said paid education leave will be for the purpose of upgrading Employee skills in all aspects of Trade Union functions. Such monies will be paid on a quarterly basis into a trust fund established by the National Union, Unifor, effective from the date of ratification. Payments will be sent by the Employer to the following address:

UNIFOR Paid Education Leave Program
115 Gordon Baker Road
Toronto ON M2H 0A8

The Employer further agrees that members of the bargaining unit, selected by the Union to attend such courses, will be granted a leave of absence without pay for twenty (20) days' class time plus travel time where necessary, said leave of absence to be intermittent over a twelve (12) month period from the first day of leave. Employees on said leave of absence will continue to accrue seniority and benefits during such leave.

- 4.4** The Employer agrees to pay into a special fund one cent (1¢) per Employee per hour worked for the purpose of promoting social and economic justice, nationally and internationally. The Employer agrees to make this contribution no later than August 15 of each year. Such monies are to be paid on an annual basis into a trust fund established by the National Union, UNIFOR, and sent by the Employer to the following address:

UNIFOR Social Justice Fund
115 Gordon Baker Road
Toronto ON M2H 0A8

ARTICLE 5 - NO DISCRIMINATION OR HARASSMENT

- 5.1** The Employer and the Union agree that harassment and/or discrimination in the workplace will not be tolerated. The Employer will take reasonable and practical measures to prevent and protect Employees from any and all acts of harassment and/or discrimination, in accordance with the Workplace Harassment Policy and Program.
- 5.2** The Employer, in consultation with the Union, shall establish an Anti-Harassment and Anti-Discrimination Policy and make it widely and clearly accessible to all Employees. The Policy shall include:
- (a) Definitions of harassment and discrimination, including related concepts such as bullying and sexual harassment.
 - (b) A formal procedure for making a harassment or discrimination complaint against any other person in the organization.
 - (c) Provisions for training or any other education necessary for Employees and Managers to understand the Policy and advance the goal of a respectful workplace free from discrimination and harassment.
- 5.3** The Labour Management Committee will review the Anti-Harassment and Anti-Discrimination Policy at least once per calendar year, and after any critical incident in the workplace.

ARTICLE 6 - HEALTH AND SAFETY

- 6.1** An Employee has the right to a safe and healthy work environment. However, where they have reasonable grounds to believe the work is dangerous to their health or safety, or the health or safety of others, the Employee has the right to refuse to work. The Employee may exercise this right until an Office Director has investigated the complaint and either corrected or resolved the situation or found it to be invalid. In the event that management and the Employees do not agree, the right to refuse shall continue until an officer of the Provincial Department of Labour has investigated.

ARTICLE 7 - LABOUR-MANAGEMENT COMMITTEE

- 7.1** The role of the Labour-Management Committee is to maintain an open dialogue about workplace issues and the Collective Agreement. The Committee shall include two (2) representatives of the Employer and two (2) representatives of the Bargaining Unit. These representatives shall represent and/or be in a position to address issues related to all members of the Bargaining Unit. Management will provide a note-taker who is bound by confidentiality and is excluded from the Bargaining Unit.
- 7.2** The Committee shall meet at least once per month, with July, August and December being optional, in order to:
- (a) Review and discuss any new workplace policies.
 - (b) Review workplace-related issues that affect the organization as a whole.
 - (c) Review job descriptions and discuss appropriate classification for new Employees.
- 7.3** Notwithstanding the right of either party to pursue formal dispute resolution mechanisms, including the grievance procedure in Article 8, the parties agree that, to the extent possible, workplace issues should first be raised in good faith at the Labour-Management Committee to seek a mutually agreeable resolution.

ARTICLE 8 - GRIEVANCE PROCEDURE

- 8.1** It is the desire of both parties to resolve grievances in a manner that is just and equitable.
- 8.2** Should any disagreement arise between the Union or Employee(s) and the Employer as to the interpretation, application, administration or alleged violation of this Agreement, or matters arising from conditions of employment as set forth in this Agreement, the following steps shall be followed:

A. STEP I: CONSULTATIONS

- 8.3 The matter shall first be brought by the Union, on behalf of the Employee(s), to the Labour-Management Committee. The Committee shall make a reasonable effort to arrive at a mutually agreeable resolution. If the dispute is resolved at this stage, the resolution shall be communicated by the Union to the Employee(s).

B. STEP II: FORMAL GRIEVANCE

- 8.4 Failing resolution in Step I, the Union, on behalf of the Employee(s), may file a formal grievance in writing with the Employer within the later of thirty (30) days of becoming aware of the circumstances giving rise to the grievance or ten (10) days following the unsuccessful conclusion of consultations. The written grievance shall state what is alleged to have been violated or improperly applied or which act or omission is in dispute, the relief or remedy sought and the facts relied upon.
- 8.5 A meeting between representatives of the Union and of the Employer shall be called within ten (10) days of the submission of the formal grievance. Representatives of the Employer and the Union shall make a reasonable effort to arrive at a mutually agreeable resolution. If the dispute is resolved at this stage, the resolution shall be put in writing and countersigned by the Employer and the Union.
- 8.6 A claim by the Union that an Employee has been dismissed or suspended from employment without just cause shall bypass Step I and be filed as a formal grievance with the Employer within thirty (30) days of the dismissal or suspension.

C. STEP III: ARBITRATION

- 8.7 Failing resolution in Step II, the Union shall provide written notice to the Employer of the Union's intention to refer the grievance to arbitration. Notice will be provided within ten (10) days of the Employer's response from Step II.
- 8.8 An arbitrator that is mutually agreed upon by the parties will be appointed within thirty (30) days of the submission of written notice. Failing agreement within ten (10) days or such time as mutually agreed by the parties, either party may request that the Ministry of Labour's Arbitration Services make the appointment.

- 8.9** The decision of the arbitrator shall be final and binding on both the Employer and the Union. The arbitrator shall have the authority to modify or amend any penalty issued at Step I or Step II of the grievance procedure.
- 8.10** All the expenses of arbitration, including remuneration of the arbitrator, shall be shared equally by the Union and the Employer.

D. GENERAL MATTERS

- 8.11** Any Employee involved in the grievance/arbitration procedure, whether as grievor, or witness, has the right to be accompanied and represented by a Union representative at any and all stages of the process.
- 8.12** Grievances shall be conducted on a confidential, need-to-know basis to preserve the privacy and the dignity of the Employee(s) grieving as well as of other Employees in the workplace.

ARTICLE 9 - CATEGORIES OF EMPLOYMENT

- 9.1** The Employer and the Union share the goal of providing regular, full-time employment and job security to the greatest extent possible. Notwithstanding the foregoing, the Union recognizes the need for the Employer to hire temporary and/or part-time Employees under certain circumstances. The Employer agrees that such appointments are not substitutes for, or alternatives to, permanent, full-time positions.
- 9.2** For each of the following categories of employment, Employees are covered by the provisions and benefits of this Collective Agreement as specified.
- (a) Probationary Employees
- Employees serving a probationary period shall be eligible for a Health Spending Account in the amount of \$1,000 per benefit year, prorated based on the Employee's start date.

(b) Term Employees

Term employees with a defined end date to their employment, with the exception of the Kate McInturff Fellowship and Progressive Economics Fellowship holders or any other very short-term position, shall be eligible for a Health Spending Account in the amount of \$1,000 per benefit year, prorated based on the Employee's start date and length of contract; prescription drug coverage under the benefits plan to a maximum of \$5,000, with the Employee paying any dispensing fee, and; para medical coverage up to \$500 per category of the benefits plan per calendar year.

(c) Permanent Employees

Upon successful completion of the six (6) month probationary period, permanent employees, whether full time or part time, shall become eligible to participate in the Employer's group benefit plans in accordance with Article [Benefits]. However, part-time employees shall have their sick leave and vacation leave prorated.

ARTICLE 10 - HIRING AND EMPLOYMENT EQUITY

- 10.1** The CCPA aspires to be a leading human rights organization that demands justice for all, both externally and internally, and is committed to promoting anti-racism, anti-oppression and anti-colonialism. The Centre is committed to a workplace that is representative of and enriched by the needs and desires of Canada's many diverse communities.
- 10.2** The role of the Equity Committee is to support efforts to advance diversity, equity and inclusion within the workplace. The Committee shall include at least one (1) representative of the Employer and at least one (1) representative of the Bargaining Unit. The Committee shall meet at least once per calendar year to propose and review workplace anti-racism, anti-oppression and anti-colonialism initiatives. Adoption of such initiatives shall be at the discretion of the Employer.
- 10.3** All Employees and managers shall receive periodic training in workplace justice, equity, diversity and inclusion to ensure the culture of the workplace advances the goals set out in Article 10.1.
- 10.4** The Employer shall be responsible for ensuring that hiring processes reflect a commitment to diversity, equity and inclusion.

- 10.5** When a new position is created or a vacancy arises for a permanent or temporary position of more than six (6) months' duration, the selection of a candidate for this position shall be carried out as follows:
- (a) The Employer shall open the competition to all current Employees for at least ten (10) days.
 - (b) When a vacancy or new position is posted in accordance with this article and there are internal applicants, the qualified internal applicant with the most seniority (as defined in Article 15) will be appointed to fill the vacancy. If the Employer determines that an internal candidate is not qualified to take on the new position, then the Employer will inform the internal candidate of the reasons.
 - (c) If an Employee who was an internal candidate is deemed to be unable to fulfil the requirements of their new position through the Employer's performance review process, then they shall be returned to their former position. If there had been a change to the Employee's compensation as a result of the appointment, then the Employee shall return to their prior compensation. If another Employee had been hired to replace an internal candidate, then the Union shall agree to permit the Employer to lay off that replacement Employee.
- 10.6** When the Employer believes a vacant or new position could be best filled outside of an open competition process (e.g., when the Employer has a specific person in mind for a specific position, due to their expertise or otherwise), the Employer is free to pursue alternate hiring processes, as long as the steps in articles 10.4 and 10.5 were followed.

ARTICLE 11 - LAYOFF AND RECALL

11.1

- a) Subject to Article 15, no Employee under the terms of this Collective Agreement who has five years of seniority shall be subject to layoff. It is understood that Employees engaged to replace permanent Employees who are on disability leave are excluded from this provision.

- b) In the event of a reduction of staff where Employees with less than five years seniority are affected, seniority shall be the primary consideration. The Employees affected shall have the right to displace the most junior Employee subject to the ability of the senior Employee to carry out the normal requirements of the position from which they are displacing a junior Employee.
 - c) Reasonable training shall be provided for the senior Employee for the position of which they are displacing a junior Employee.
 - d) This senior Employee would serve a probationary period of sixty (60) calendar days and would then be confirmed in the position unless the Employer establishes the inability of the Employee to fulfil the normal requirements thereof. The Employee shall receive a salary equal to one-half the difference between the position they left and the maximum for the new position for a period of sixty (60) calendar days. Upon completion of the sixty (60) day period they shall receive the maximum rate of pay for the position they now hold.
- 11.2** Recall shall be according to seniority. A probationary period of sixty (60) calendar days will be granted to the senior Employee. Any disqualified Employee's name will be reinstated at the top of the recall list.
- 11.3** The onus shall rest on the Employee to keep the Employer informed of any change of address.
- 11.4** Employees on layoff will retain their seniority from the time the layoff took place.
- 11.5**
- a) The Employer will maintain the Employee's name on the seniority list for a period of two (2) years unless otherwise notified by the Employee.
 - b) The Employer will not seek to recover the costs of any benefits as per Article 27 which have been paid in advance on behalf of an Employee who has been laid off.
 - c) The Employee will have the option of taking over both the Employer and Employee shares of such benefit payments for a period of two (2) years.
- 11.6** The Employer shall notify the Union and the Employee at least sixty (60) calendar days in advance of an impending layoff.

11.7 In lieu of failing to give notice of a pending layoff to the affected Employee the Employer shall pay to the Employee a sum equal to sixty (60) days at the Employee's current rate of pay, or pay to the Employee at their current rate of pay a sum equal to each day the Employer failed to give notice to a maximum of sixty (60) days as per Article 11.6

11.8 Severance

a) Employees who are involuntarily laid off for an indefinite period and who have at least two years' seniority will receive severance pay at a rate of two (2) weeks of gross salary for each year of employment to a maximum of fifteen (15) years. An employee who accepts recall to work based on seniority following receipt of severance under this article will, on a subsequent occasion of layoff, be eligible for severance based on their seniority after deducting the amount they previously received in severance.

11.9 In the event that the CCPA ceases to exist, or in the event of any full closure, an Employee who has completed two (2) years of service shall receive severance pay equal to four (4) weeks' of the Employee's current rate of pay plus one (1) week's salary for each completed year of service at their current rate of pay.

ARTICLE 12 - DISMISSAL

12.1 No Employee shall be disciplined or dismissed without just cause. Any discipline being issued will be given in the presence of Union representation. The Union may appeal any discipline or dismissal through the regular grievance procedure, including arbitration.

12.2 An Employee will have the protection of due process provided in this Collective Agreement. In all cases of discipline, the burden of proof of just cause shall rest with the Employer.

12.3 The Employer accepts and gives effect to the principle of progressive discipline. The steps of progressive discipline shall be:

- (a) Verbal warning
- (b) Written warning
- (c) Suspension without pay for up to ten (10) work days
- (d) Dismissal

- 12.4** Workplace theft, fraud, criminal conduct, violence, harassment, breach of trust, or misconduct of similarly serious nature in the workplace may, at the discretion of the Employer, result in immediate suspension or dismissal.
- 12.5** The Employer shall notify the Employee in writing, with a copy to the Union, of any disciplinary action pertaining to an Employee's work performance or misconduct, and shall state the reasons for such discipline and the type of disciplinary penalty to be imposed. The Employee shall be accompanied by a union representative when any such notice is delivered to the Employee.
- 12.6** In the event an Employee is found to have been unjustly suspended and/or dismissed, they shall be reinstated in their former position with no loss of seniority, wages or benefits.
- 12.7** Records of written discipline will be expunged from the Employee's personnel records 1.5 years from the date of the event that led to the imposition of such discipline if there has been no subsequent disciplinary action.

ARTICLE 13- JOB SECURITY

- 13.1** This article applies separately to each CCPA office.
- 13.2** Notwithstanding a layoff and recall outlined in Article 11 the Employer makes the commitment that the only legitimate reason for a reduction in the CCPA Operations Budget, which would occasion a layoff, is a funding crisis.
- 13.3** In the event that the CCPA suffers a major shortfall of funding to the extent that cuts in expenditure are requested, the Centre will:
- (a) Consult with the union about options for reducing expenditures and increasing income for the Centre.
- 13.4** In the event that the funding crisis should necessitate a layoff or reduction in working hours, the parties agree to meet at the earliest possible time to negotiate such mitigating measures as may be mutually agreed, including the option of working part-time until funding is restored. If the staff union does not wish to make such alternative suggestions, the Centre may lay off staff or reduce the hours of some or all Employees.
- 13.5** Recall by seniority shall continue for a 24-month period.

- 13.6** No other Employees shall be hired by the Employer while any layoff is in effect. Employees have the right of first recall.
- 13.7** The definition of a layoff shall include reduction in full-time paid hours.

ARTICLE 14 - WORK OF THE BARGAINING UNIT

- 14.1** The Employer shall not contract out any work usually performed by members of the bargaining unit, in such a way that would lead to a reduction of bargaining unit jobs, without the agreement of the Union. Such agreement shall not be unreasonably withheld.
- 14.2** The Employer may contract for specialized services, where these services have not been provided by members of the bargaining unit and/or when no jobs would be deducted from the staff complement, in situations where the creation of a new position would not be appropriate, such as where there is a temporary need for specialized services or skills.
- 14.3** The Union has the right to be informed in writing of the terms and conditions of work projects contracted with an individual on behalf of the CCPA.
- 14.4** When the Employer becomes aware that an Employee will be absent from the office for more than three months--whether on leave, for prolonged illness, or for any other reason--the Employer will meet with the Union to discuss the effects on workload levels, restructuring, or other work-related issues that may arise as a result. The discussions will be focused on reaching a mutually agreeable solution to such concerns, with the understanding that it is a management responsibility to make final decisions on such issues.

ARTICLE 15 - SENIORITY

- 15.1** Seniority shall be accumulated within the CCPA on the basis of length of service and shall be accorded to each Employee effective from their first day of employment.
- 15.2** Seniority within the CCPA shall be the primary factor in matters of layoff, recall, promotion, demotion, transfer and preference for scheduling of vacation.
- 15.3** A seniority list shall be maintained and Employees shall have access to it.

- 15.4** A new Employee shall be considered on probation for six (6) months from hiring but will not be paid less. The probationary period may be extended by up to three (3) additional months with mutual agreement.
- 15.5** During the probationary period, Employees shall be entitled to all rights and privileges detailed under article 9.2 and Appendix B of this Agreement. Notwithstanding the foregoing, the employment of such Employees may be terminated at any time during the probationary period.
- 15.6** Neither temporary nor casual Employees shall accrue seniority for the purpose of bidding on jobs within the bargaining unit. However, if a temporary Employee is appointed to a permanent job without a break in service, the time served in the temporary position shall be counted for the purpose of determining seniority.

ARTICLE 16 - HOURS AND LOCATION OF WORK

- 16.1** For permanent, full-time Employees, a regular work week shall be 35 hours (four or five days per week) between the core collaboration hours of 8 a.m. and 6 p.m. of their local time zone. However, Employees who have commitments such as media interviews or speaking engagements outside of normal working hours may schedule themselves with flexible hours to accommodate that work.
- 16.2** The parties recognize that the job requirements in the field dealt with by this agreement do not lend themselves to standard hours of work. In recognition of this factor, the Employer and Employees, by mutual agreement, shall establish their own flexible time schedules to provide the services necessary.
- 16.3** Employees have a right to disconnect from work-related communications, including email, phone and messaging services, and will not be expected to respond to work-related communications outside their regular hours of work except where the Employer has communicated such an expectation in advance (e.g., to be available for inquiries from journalists on a particular evening or weekend). Where an Employee is required by the Employer to be on call outside of their regular hours of work, the Employee will be compensated in accordance with Article 17. No Employee may be required to be on call during a period of paid leave.
- 16.4** Any Employee may request to work remotely, partially (i.e., “hybrid”) or entirely. Such a request much include:

- (a) Reason(s) for the request to work remotely
- (b) Location of remote work
- (c) Duration of the remote working arrangement
- (d) Resources required to work remotely

16.5 Permitting an Employee to work remotely shall be at the sole discretion of the Employer subject to operational considerations including but not limited to:

- (a) Duties and responsibilities of the Employee's position
- (b) Privacy, confidentiality, security, and safeguarding of organizational assets
- (c) Availability of equipment and technological infrastructure
- (d) Employee performance and seniority
- (e) Training needs
- (f) Hours of work and time zones
- (g) Financial feasibility
- (h) Legislative and regulatory compliance (e.g., health and safety)

16.6 The Employer, having given due consideration to operational requirements and objectives, shall not unreasonably deny requests to work remotely. The Employer will respond to any such request within three (3) weeks.

16.7 Should the Employer deny an Employee's request to work remotely, the Employer will provide its rationale in a timely manner upon a request by the Union.

16.8 Termination of a remote work arrangement shall require at least twelve (12) months of notice and shall be valid only if it does not cause undue hardship in relation to the Employer's operational capacity and/or the Employee's housing and/or transportation circumstances. Before the Employer provides such notice, the Employer will seek to consult with the Employee and Union.

- 16.9** Employees who are currently working remotely, partially or entirely, are exempt from making a request, except if an Employee wishes to modify their current work arrangement, in which case a new request would be required.

ARTICLE 17 - OVERTIME

- 17.1** All hours in excess of the regular work week of 35 hours shall be considered as overtime and shall be paid for to the nearest one-half hour worked at the rate of one and one-half the Employee's regular rate of pay. For part-time employees, hours above their normal work week and below 35 hours will be considered overtime and paid at a rate of one-to-one. All overtime must be pre-authorized by the Employee's supervisor. Overtime will be paid in time in lieu unless otherwise authorized by the Executive Director.
- 17.2** If required to work two (2) or more consecutive hours of overtime continuous with the end of the working day, or three (3) or more consecutive hours on a non-working day, an Employee will be paid the appropriate meal allowance.
- 17.3** All work done on Saturdays, Sundays, or statutory holidays and while on vacation shall be paid for at double the Employee's regular rate of pay, with a guarantee of four (4) hours at the overtime rate plus transportation to and from the place of work, either by taxi or at the rate of 62 cents/km by car. Work done on Saturdays, Sundays or statutory holidays and while on vacation shall be at the option of the Employee.
- 17.4** The Employer reserves the right to stipulate that overtime will be compensated for in time in lieu at the appropriate rate as stipulated in Article 17.1. In the event that the Employer specifies that overtime compensation is to be time in lieu, the Employee shall have an absolute right to refuse such overtime, with no reprisals.
- 17.5** While engaged in the business of the Employer organization (including organizations with whom the Employer has contracted its services), Employees shall be compensated according to Article 25 and can request an advance to cover expenses.

They will observe regular office hours while so engaged and actual travel time to and from the place of business will be paid for at overtime rates, whichever is applicable, when authorized by an Office Director for the national office or the regional director in another CCPA office.

17.6 The Employer recognizes that Employees may occasionally be required to work irregular or unpredictable hours in excess of a full working week as defined in Article 16.1 and that it may not be possible or convenient to receive advanced approval for small amounts of overtime up to one (1) hour per week. In these cases, the Employee must explain why the overtime was required in excess of a full working week. The Employee must request to take time off in lieu of overtime after the fact. The Employer will not unreasonably deny such a request.

ARTICLE 18 - PERFORMANCE REVIEWS

18.1 The Employer and the Union recognize that regular work evaluations create a positive dialogue between an Employee and their Manager. Accordingly, at least once every two (2) years, on or close to the anniversary of the Employee's start date at the CCPA, a formal review shall be undertaken between the Employee and the relevant Management representative. For new Employees, the first review shall take place within six (6) months of the first day of employment. All evaluations shall remain confidential to the Employer and the Employee concerned.

18.2 The evaluations shall be in writing and the Employee shall have the right to include their own comments. A copy of the review shall be made available to the Employee.

18.3 The Staff Evaluation process is for the growth and improvement of all staff and is not a disciplinary tool.

18.4 Employees, through their Union, shall be asked to provide input into any performance review of an Office Director or a manager.

ARTICLE 19 - PAID HOLIDAYS

19.1 The following holidays will be observed:

- (a) New Year's Day
- (b) Family Day
- (c) Good Friday
- (d) Easter Monday
- (e) May day
- (f) Victoria Day
- (g) Canada Day

- (h) National Day for Truth and Reconciliation
- (i) Labour Day
- (j) Thanksgiving Day
- (k) Remembrance Day
- (l) Christmas Day
- (m) Boxing Day
- (n) St-Jean Baptiste or August Civic Holiday
- (o) Complete office shutdown between Christmas Day and New Year's Day.

19.2 Where any of the above holidays fall on a Saturday or a Sunday, the preceding Friday or the following Monday shall be deemed to be a holiday in lieu thereof, the day to be determined mutually between the Union and the Employer.

The CCPA offices will be closed for two weeks at the end of December. Upon approval of their supervisor, Employees may take some of these days off in the New Year (e.g., to align their holidays with the school schedule). These days shall not be banked or paid out for future use.

19.3 Summer weekends

From the Canada Day weekend to the Labour Day weekend, Employees shall be entitled to take one (1) extra paid day off work in conjunction with the weekend (either the Friday or the Monday). Where there is an existing holiday on a Monday, Employees shall be entitled to a four-day weekend in conjunction with the paid holiday. These extra paid days will not be added to extend vacation periods. If an Employee cannot be off work for a day under this article, they shall not be entitled to overtime pay. Instead, they will be entitled to an additional day off work within the next two-week period. There will not be any banking or cashing out of these additional days.

ARTICLE 20 - VACATIONS

20.1 Employees shall be entitled to vacation on the following basis:

- (a) Twenty (20) days of paid vacation in their first year of service.
- (b) Twenty-five (25) days of paid vacation in their fifth year of service.
- (c) Thirty (30) days of paid vacation in their eighth year of service

Note: For greater certainty, a vacation day is equivalent to seven (7) paid hours for a full-time Employee. Vacation days shall accrue on a monthly basis. For greater certainty, new Employees shall be entitled to vacation days upon completion of their third month of service.

20.2 Instead of having to wait for the full completion of the requisite years of service before being entitled to additional vacation, Employees shall have their vacation entitlement increased by one extra day per year of service, with the full extra week becoming effective on completion of the requisite additional years.

20.3 Vacation days may be scheduled on an individual basis or in combinations of days up to and including full vacation entitlement with the agreement of the Employer. Such agreement shall not be unreasonably withheld.

Notwithstanding article 20.1, vacation days may be scheduled and used before they have accrued with the agreement of the Employer and provided the vacation days will be accrued within the calendar year in which they are used. Such agreement shall not be unreasonably withheld.

Should the Employee's employment cease, the Employee shall reimburse the Employer any used but unearned vacation.

20.4 Priority in vacation scheduling shall be determined according to seniority. No Employee will be obliged to schedule vacation at a time that is not agreeable to them.

20.5 An Employee terminating employment at any time prior to using their vacation allotment shall be entitled to a proportionate payment of salary or time in lieu of such vacation, prior to termination.

20.6 Where an Employee qualifies for sick leave or any other approved leave during their vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall be either added to the vacation period or reinstated for use at a later date at the Employee's option.

20.7 When one or more statutory holiday(s) fall within the vacation period(s) of an Employee, one additional working day shall be added to the Employee's vacation entitlement in lieu of each statutory holiday falling within the vacation period(s).

- 20.8** An Employee leaving the service of the Employer after completion of six (6) months service, and who has not received their vacation, shall be entitled to vacation pay on a pro rata basis.
- 20.9** Vacation allotment is designed to be taken in the year it is earned. Beginning January 1, 2028, a maximum of 10 days of unused vacation can be carried over to the New Year. On January 1, 2027, Employees may carry over a maximum of 20 days of unused vacation. Additional unused vacation will be lost.
- 20.10** If an Employee has had vacation approved and management removes that approval due to work requirements any non-recoverable expenses related to that vacation will be reimbursed by the Employer.

ARTICLE 21 - SICK LEAVE

- 21.1** Sick leave means the period of time an Employee is absent from work with full pay by virtue of being sick or disabled, exposed to or being tested for a contagious disease, or under examination or treatment of a physician, chiropractor, or dentist, or because of an accident.
- 21.2** Sick days shall accrue at a rate of 1.5 days per month from the employment start date. Employees in their first year of employment shall be entitled to use the first 6 months of their sick leave from the first day of their employment.
- 21.3** Unused sick leave days shall accrue for the Employee's future benefits.
- 21.4** At the close of each calendar year, the Employer shall inform each Employee in writing of the amount of sick leave accrued to their credit.
- 21.5** The Employer may request a report from a qualified practitioner when it appears that a pattern of consistent absence is developing or if the Employee is absent for a period of more than five days at one time.
- 21.6** Time off granted during working hours for the purpose of doctor's or dentist appointments for an Employee or their dependents shall be limited to 25 hours in any calendar year. An Employee using more than this allowance must make up the extra time taken or such time shall be deducted from their salary.

ARTICLE 22 - SPECIAL AND OTHER LEAVE

22.1 BEREAVEMENT LEAVE

- a) When a member of their family or close friend dies, an Employee will be granted five (5) days' paid leave to attend the funeral. Members of the immediate family are defined as: spouse, including common-law spouse, parent, brother, sister, grandparents, father-in-law, mother-in-law, children or a relative residing in the household of the Employee.
- b) Where an Employee attends a funeral of an immediate relative family or close friend and where distance warrants, an Employee shall be granted an additional two (2) days' leave with pay for travel.
- c) The Employer will give consideration to Employees' requests for bereavement leave under special circumstances.

22.2 LEAVES OF ABSENCE

- a) Employees are entitled to a year's sabbatical leave by working for four years at a rate of 80% of their regular salary and taking the fifth year off, during which they will be compensated from the accumulated savings, which will be set aside for that purpose.
- b) Leave of absence without pay for a specified period of no more than one (1) year shall be granted to Employees requesting this leave to work for the International Union, the Local Union, the Canadian Labour Congress, Federations of Labour upon one (1) month's written notice by the Employee. Upon termination of the specified period, the Employer agrees to reinstate the Employee to their former position. An Employee granted leave of absence without pay will continue to accumulate seniority.
- c) Sick leave and vacation time accumulated prior to a leave of absence shall be retained for the Employee by the Employer.
- d) The Employer agrees to grant in writing leave of absence without pay for a specified period of one (1) year provided an adequate reason can be demonstrated. By mutual agreement, leave may be extended. One (1) month prior to the end of the specified period, the Employee shall notify the

Employer of their intention to return and they shall be reinstated to their former position prior to the leave of absence. An Employee granted leave of absence without pay will continue to retain their seniority for the duration of the leave.

- e) For the purpose of this Article, it is understood that an Employee shall only be permitted to return to work prior to the expiration of the specified period agreed upon if there is an available position for which the Employee is qualified. It is understood that the salary and conditions of that position shall apply until the expiration of the specified period agreed upon.

22.3 SPECIAL LEAVE

An Employee not on leave of absence without pay shall be entitled to special leave with the approval of Management at the Employee's regular rate of pay.

22.4 FAMILY ILLNESS

- a) In the case of illness, medical testing or quarantine of an immediate family member of an Employee and where no one at the Employee's home or the family member's home other than the Employee can provide for the needs of the ill family member the Employee may, after notifying the an Office Director, use up to two (2) days' paid leave at any one time within town and three (3) days' paid leave at any one time when out of town. Members of the immediate family are defined as: spouse, including common-law spouse, parent, brother, sister, grandparents, father-in-law, mother-in-law, children or a relative residing in the household of the Employee.
- b) The maximum length specified for each circumstance shall not be exceeded; however, the leave may be granted more than once for the same circumstance within a calendar year, providing the total family illness leave, plus leave granted under Article 22.1 and 22.3 does not exceed twelve (12) working days per calendar year, unless additional special leave is approved by the Employer.
- c) The Employer may request a report from a qualified medical practitioner when it appears that a pattern of consistent absence is developing.

22.5 COURT APPEARANCE LEAVE

When an Employee is required to appear in a court of law or other legal proceedings, including jury duty, paid leave will be provided by the Employer upon notification by the Employee.

22.6 UNION LEAVE

- a) Members of the bargaining unit shall not suffer any loss of pay or benefits for total time involved in negotiations with the Employer. This total time shall include adequate time for the preparation of bargaining proposals.
- b) Members of the bargaining unit shall not suffer any loss of pay or benefits for the total time involved in fulfilling Union functions in matters of grievances and arbitrations with either their own or other bargaining unit Employers.
- c) Upon request to the Employer, an Employee elected or appointed to represent the Union at conventions or conferences shall be allowed leave of absence with pay and continuation of benefits to fulfil those responsibilities.
- d) Upon request to the Employer, Employees shall be entitled to attend Union education courses and conferences with pay and continuation of benefits.

22.7 LEAVE FOR TAKING COURSES

- a) An Employee requested by the Employer to take any course shall receive full pay and benefits including cost of travel, lodging, meals, tuition and books, unless any or all of these items are covered by tuition fees.
- b) Where the Employer and the Employee agree that an education course, seminar, conference, or training program would be of mutual advantage to the Employee and the Employer, arrangements shall be made for the Employee to attend without loss of pay and with mutually-agreed upon costs reimbursed by the Employer.

22.8 MATERNITY, PARENTAL AND ADOPTION LEAVE

A. MATERNITY LEAVE

- (a) An Employee is entitled to maternity leave of up to 17 weeks without pay.
- (b) The Employee shall notify the Employer in writing of the expected date of the delivery.
- (c) The period of maternity leave may commence up to twelve (12) weeks prior to the expected date of the delivery at the request of the Employee.

B. PARENTAL LEAVE

- (a) Upon written request an Employee shall be entitled to parental leave of up to 61 weeks without pay which must be taken within 78 weeks of birth or placement of the adoptive child. Where both parents are Employees of the Employer, they shall each qualify for up to 61 weeks of parental leave.
- (b) The written request pursuant to (a) above must be made at least four weeks prior to the proposed leave commencement date.
- (c) Leave taken under this clause shall commence:
 - (i) in the case of a mother, immediately following the conclusion of leave taken pursuant to Clause (22.8 A (a)).
 - (ii) in the case of the other parent, immediately following the birth or placement of the adoptive child.
 - (iii) The commencement of the leave taken pursuant to (1) or (2) above may be deferred by mutual agreement, however, the leave must begin within the 61-week period after the date of birth or placement of the adoptive child. Agreement shall not be unreasonably withheld. The leave request must be supported by appropriate documentation.

C. MAXIMUM COMBINED ENTITLEMENT

An Employee's combined entitlement to leave pursuant to 22.8 A. Maternity Leave and 22.8 B. Parental Leave is limited to 61 weeks.

D. BENEFIT AND PENSION COVERAGE

- (a) The Employer will continue to pay on behalf of the Employee all premiums for benefits currently in effect prior to the leave for the duration of the leave.
- (b) The Employer will continue to make the required pension payments to the pension fund if the Employee contributes the Employee's portion.

E. MATERNITY AND PARENTAL LEAVE SUPPLEMENTAL ALLOWANCE

An Employee who qualifies for maternity leave or parental leave pursuant to this Article, shall be paid a supplemental leave allowance equal to the difference between the Employee's current salary and the payment of the employment insurance benefit pursuant to the *Employment Insurance Act* up to a maximum of 24 weeks. An Employee who is ineligible for employment insurance will receive the difference between their salary and what they would receive if they had been eligible for employment insurance payments. The supplemental allowance may be split between two Employees who are parents of the same child, but the total allowance paid shall not exceed 24 weeks. The allowance will be based on the difference between an Employee's current salary and the EI payment based on a 37-week basis.

F. CONTINUED ACCUMULATION OF SENIORITY AND LEAVES

An Employee absent on maternity, paternity or adoption leave shall continue to accumulate seniority, vacation leave and sick leave.

22.9 ELECTION LEAVE

The Employer agrees to grant a leave of absence without pay to an Employee who is a declared candidate in any municipal, provincial or federal election. Such leave of absence shall be for a reasonable period of time prior to the election in order to allow campaigning and for one (1) term of office, if elected. Such person shall retain their seniority.

ARTICLE 23 - DOMESTIC VIOLENCE LEAVE

23.1 The Employer recognizes that Employees may face situations of violence or abuse in their personal or family life that may affect their attendance or performance at work and may require absence from work for a limited period of time. Employees experiencing domestic violence will be able to access up to ten (10) days of paid leave to attend medical appointments, legal proceedings and any other necessary activities. The leave is in addition to existing leave entitlements and may be taken without prior approval. However, notification to the Office Director or designate should be made as soon as possible. Additional leave may be approved in exceptional circumstances.

ARTICLE 24 - PROFESSIONAL DEVELOPMENT

24.1 The Employer recognizes it is of mutual benefit to foster the professional growth and development of its Employees through continuous learning and the provision of staff training and professional development opportunities, including those initiated by Employees.

24.2 Definitions

- (a) Professional development activities include, but are not limited to, seminars, conferences, training programs and academic courses that improve an Employee's understanding of the CCPA's work (both political and administrative), activities that develop knowledge or skills related to an Employee's job description (e.g., economic or statistical analysis, feminist economics, trade law and globalization, fundraising, public policy and administration, etc.), and activities that take Employees in new directions not currently related to their assigned responsibilities but related to the CCPA's work.
- (b) The Employer recognizes it is beneficial for both the organization and its Employees to support official language training. Training in an official language will be considered professional development for the purpose of this policy, except where bilingualism is a job requirement as per the position description. Consideration will be given to other language training as well, in accordance with operational needs.

ARTICLE 25 - WAGES

- 25.1** Wages shall be paid monthly according to the attached Appendix A, adjusted for COLA increases.
- 25.2** Cost of living increase: On the 1st of January of each year, the Employee's salary shall be increased by an amount equal to the increase in the cost of living over the preceding twelve (12) months ("COLA"). COLA shall be as determined by the Consumer Price Index (CPI).
- 25.3** Wages shall be negotiated separately for each CCPA office between that CCPA office and the union.
- 25.4** No agreement negotiated between a CCPA office and the Union under Article 25 may result in an Employee being compensated at a rate less than 80% of the rate an Employee in any other CCPA office is compensated for comparable work.

ARTICLE 26 - ALLOWANCES AND EXPENSES

- 26.1** While engaged in the business of the Employer organization, Employees shall be compensated as follows: accommodation and transportation expenses to and from place of business; a 62 cents per kilometre rate for automobile expenses; and a per diem of up to \$80 for meals to be made up of \$15 for breakfast, \$25 for lunch and \$40 for dinner, excluding alcohol. The Employee may request the per diem paid in advance. No per diem will be paid for meals that are provided by the Employer.

ARTICLE 27 - BENEFITS

- 27.1** The parties agree that the current conditions relating to the Employer health tax, life insurance, long term disability insurance, and health/dental insurance will apply (see appendix B).
- 27.2** Pension Plan

In this article the terms shall the meanings described:

- (a) "Plan" means the Multi-Sector Pension Plan.

- (b) "Applicable Wages" means the basic straight time wages for all hours worked and in addition;
- (i) the straight time component of hours worked on a holiday; and
 - (ii) holiday pay, for the hours not worked; and
 - (iii) Vacation pay; and
 - (iv) sick pay paid directly by the Employer (but not short-term indemnity payments paid by an insurer) which results in the Employee receiving full payment for the hours missed due to illness. Applicable wages include any sick pay which an Employee is permitted to receive in cash despite not having been absent from the workplace; and
- All other payments, premiums, allowance and similar payments excluded.
- (c) "Employee" means all Employees in the bargaining unit who have completed 21 hours per week of employment with the Employer.¹

Commencing August 1, 2015 each Employee shall contribute for each pay period an amount equal to 5.25 % of Applicable Wages to the Plan. The Employer shall contribute on behalf of each Employee for each pay period, an amount equal to 5.25% of Applicable Wages to the Plan.

The Employee and Employer contributions shall be remitted to the Plan by the Employer within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable. The Employer shall remit all contributions in the manner directed by the Administrator of the Plan.

For further specificity, the items required for each Employee by Article 4 of the agreement include:

- (a) **To be Provided at Plan Commencement**
- date of hire;
 - date of birth;
 - Social Insurance Number;
 - date of first contribution;

¹ Not to exceed 500 hours.

- seniority list to include hours from date of hire to Employer's fund entry date (for the purpose of calculating past service credit);
- gender.

(b) **To be Provided with each Remittance**

- name;
- Social Insurance Number;
- monthly remittance;
- pensionable earnings;
- year to date contributions;
- Employer portion of arrears owing due to error, or late enrolment by the Employer.

(c) **To be Provided Initially and as Status Changes**

- full address;
- termination date where applicable (MM/DD/YY)
- marital status, and any change to marital status;
- date of death (if applicable);

(d) **To be Provided Annually but no later than December 31**

- current complete address listing for all Employees;
- period(s) of absence due to illness or disability, including WSIB (while Employee retains seniority);
- period(s) of lay-off, while subject to recall;
- period(s) of absence for pregnancy or parental leave;
- period(s) of strike or lockout;
- other leaves of absence;
- hours worked by Employees covered by the collective agreement who are not yet Employees, in the month and cumulatively since their date of hire.

- (d) The Employer agrees to be bound by the terms of the Agreement and Declaration of Trust establishing the Multi-Sector Pension Plan and the rules and regulations of the Plan adopted by the Trustees of the Plan, both as may be amended from time to time. In addition, the Employer agrees to enter into a Participation Agreement with the Trustees of the Plan in the form attached here to.

27.3 In addition to the Multi-Sectoral Pension Plan, a Registered Retirement Savings Plan (RRSP) shall be established by the Employer for each Employee. To this Employee plan, the Employer and the Employee shall each contribute 0.75% of their current rate of pay on a monthly basis.

In the event that the combined total contributions made during the year should exceed the current maximum allowed, the excess contribution shall be paid to the Employee in the form of a bonus at the end of that current year.

The Employer agrees to provide to the Administrator of the Plan, on a timely basis, all information required pursuant to the Pensions Benefits Act, R.S. O. 1990, Ch. P-8, as amended, and Income Tax Act (Canada), which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits. If maintained by the Employer in electronically readable form, the information shall be provided in such form to the Plan if the Administrator so requests.

ARTICLE 28- BILINGUALISM BONUS

28.1 An Employee will be expected to perform their duties in one official language only.

28.2 If an Employee is required to regularly conduct their work in a second language, including but not limited to official languages and Indigenous languages, a bilingualism bonus of \$1,300.00 per language will apply annually.

28.3 Duties performed in a second language will consist of making a typewritten copy of dictated or written material and/or oral communication of a general nature in that second language.

28.4 No Employee will be expected, at any time, to translate or perform any duties of a technical nature.

28.5 The bilingualism bonus shall be considered as part of the Employee's salary for the purposes of the following:

- (a) Registered Retirement Savings Plan
- (b) Multi-Sectoral Pension Plan
- (c) Canada Pension Plan
- (d) Disability Insurance Plan
- (e) Unemployment Insurance

28.6 The bilingualism bonus will not be considered as part of an Employee's salary entitlements for the following:

- (a) Transfer
- (b) Promotion
- (c) Demotion
- (d) Overtime Calculation
- (e) Severance Pay

28.7 When an Employee is notified by the Employer that they are no longer eligible to receive the bilingualism bonus, the notice of termination to the Employee shall be provided two (2) months prior to its effect.

ARTICLE 29 - PRESENT CONDITIONS

29.1 Any rights and privileges at present enjoyed by the Employees that do not conflict with the terms and principles of this Agreement, or mutually agreed upon hereafter shall remain unchanged during the life of this Agreement.

ARTICLE 30 - MISCELLANEOUS

30.1 Handling of Cash

An Employee handling cash shall not be responsible for shortages, except in the case of criminal negligence.

30.2 Union Logo

The Union logo, whether by stamp, typewriter or computer printer, shall be included on all correspondence, reports, briefs, etc., that are produced in the offices of the Employer by persons working under the conditions of this Collective Agreement.

30.3 Union representation at Member's Council

A shop steward shall be entitled to attend meetings of the Members' Council as a non-voting observer with the right to speak to meeting business with the exception of business conducted in camera or business pertaining to labour relations matters of the workplace including, but not limited to, grievances and collective bargaining.

30.4 Employees shall have the right to refrain from crossing picket lines. To refrain from crossing a picket line shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action.

ARTICLE 31 - TERMINATION

31.1 This agreement shall come into effect on March 1st, 2026 and shall remain in force until 12:00 midnight December 31st, 2026 and shall be automatically renewed from year to year, unless, at least 30 days prior to any expiry date, either party gives notice to the other of a desire to make revision of this agreement.

THIS COLLECTIVE AGREEMENT SIGNED:

This 9th day of the month of April, 2026

Unifor Local 567

**Canadian Centre for Policy
Alternatives**


Stuart Trew (Apr 9, 2026 10:14:33 EDT)


Peggy Nash (Apr 9, 2026 09:43:33 EDT)


Michael (Apr 9, 2026 12:47:31 CDT)


Charlene Frenette (Apr 9, 2026 09:41:29 EDT)


Michael (Apr 9, 2026 12:47:31 CDT)

Charlene Frenette (Apr 9, 2026 09:41:29 EDT)

APPENDIX A – PAY GRIDS

Pay Grids: Unifor 567 Bargaining Unit

Effective January 1, 2025

NATIONAL OFFICE

Class	Step 1	Step 2	Step 3	Step 4	Step 5
A	70,270	72,736	75,202	77,666	80,132
B	80,660	83,126	85,591	88,056	90,520
C	91,941	94,405	96,871	99,337	101,800
D	103,221	105,688	108,152	110,616	113,082
E	111,017	113,484	115,948	118,413	120,877

MANITOBA OFFICE

Class	Step 1	Step 2	Step 3	Step 4	Step 5
A	56,134	57,125	59,938	63,219	65,568
B	66,688	67,968	69,281	70,594	72,064
C	83,620	86,406	90,586	93,375	96,161

APPENDIX B - BENEFITS

Benefits for Employees of the Canadian Centre for Policy Alternatives

The following are the benefits that each Employee of the CCPA shall receive:

- a) All Employees shall be covered by the appropriate provincial health care plan, and the Employer will pay whatever premiums are required by the provincial plan. If premiums are currently payable in a province where CCPA has staff, but are cancelled at some time in the future, the Employer will meet with the union to determine if the money formerly spent on the premiums will be used for alternative health care coverage or folded into salaries.
- b) The CCPA shall pay 100 per cent of the premiums for employee benefits and 100 per cent of claims for Employees for dental and prescription drugs coverage under the GroupHealth Benefit Plan, minus the cost of drug dispensing fees from the pharmacy of their choice. Each Employee will be provided with a brochure detailing the plan.
- c) The Employee may assume the Employer's portion of the costs of the welfare benefits enumerated in this appendix while on leave without pay.
- d) The Employer will continue to pay the cost of welfare premiums on behalf of the Employee while the Employee is on sick leave, long-term disability, maternity, paternity, and adoption leave.
- e) Employer-paid benefit coverage, other than RRSPs, will continue to be provided to Employees with ten or more years of service, after they retire at the normal retirement age, which, for the purposes of this agreement, means that the combination of age and years of service add up to 80. If an Employee retires at a point where the total of age and service is between 75 and 80, Employee can buy the required benefits for the number of years required to reach the 80 threshold.
- f) Future retirees up to the age of 80 years old will now be eligible for a modified benefits plan as detailed below, with claims paid by the Employer.

Other Medical/Dental Benefits and Coverage

Full-time and Part-time permanent employees Health Spending Account (HSA)

A \$1,000 Health Spending Account is available in addition to the GroupHealth Benefit Plan.

(see table below for all current full-time permanent employees).

Health Spending Account (HSA) for Probationary Employees

Probationary employees (first 6 months) will be eligible to the annual \$1,000 Health Spending Account.

Health Spending Account (HSA) for Term Employees

Term employees after six (6) months' probation shall continue to have the HSA of \$1,000 plus dental (excluding orthodontics) and prescription drug coverage to a maximum of \$5,000 minus the drug dispensing fee. Extended benefits to \$500 per year. There shall be no MSPP or Canada Life enrollment for term employees. There shall be no LTD, ASI, Life or dependent life insurance for term employees. Pro-rated based on the Employee's start date and length of contract.

The Health Spending Account ("HSA") can be used to pay for eligible medical and dental expenses that qualify as CRA approved health spending that the Employee would otherwise pay on their own. Expenses are submitted through group health in the normal fashion.

Retiree Benefit Plan

- Current retirees as of March 30, 2026 will be red-circled
- Reduction in Extended Benefits to \$500 per year (for new retirees after March 30, 2026)
- Retirees to pay drug dispensing fee
- Fertility Drugs removed

Planned Enhancements — effective March 30, 2026

Health Spending Account (HSA):

- Up to \$1,000 per Employee per year
- 12% administration fee on claims incurred
- 13% HST
- 2% premium tax

Group Life Insurance:

- One year of salary
- Maximum of \$250,000
- Full-time permanent Employees only (provider requirement)

Accident/Serious illness insurance:

- Basic Amount equal to life insurance
- Critical Disease benefit (up to a max \$50,000)
- Serious Illness benefit (up to a max of \$10,000)

Counselling/therapy: \$1000 per year , plus five hours with Sparrow

Glasses/lenses: \$600 every 24 months

Dental care:

- 100% of coverage provided by employer
- Basic/routine: \$3500 per year (basic every 9 months)
- Major restoration: \$2250 per year - Orthodontic care: \$3500 per lifetime

Prescription Drugs:

-Employees to pay drug dispensing fee.

Extended Health Care:

- Massage Therapist: \$750
- Physiotherapist: \$750
- Chiropractor: \$750
- Other extended health care remains at \$750 (e.g. Acupuncture, Dietician, Homeopath, Naturopath, Osteopath, Podiatrist/Chiropodist, Speech Therapist, etc)
- Removal of \$1,000 per calendar year for MRI at a private clinic

LETTER OF UNDERSTANDING #1 WAGE PARITY (NEW)

A committee with a mandate to develop a process for wage parity will be developed. It will be comprised of two (2) representatives from Unifor and two (2) representatives from the Employer. This committee will meet within six (6) months of ratification and will propose options for solutions to the Labour Management Committee.

The Labour Management Committee will respond to the proposals within one month of receipt.

The committee will agree to a process of implementation.

If there is no mutual agreement the union can file a grievance under the terms of the collective agreement.

Signed this 9th day of April, 2026.

Unifor Local 567

**Canadian Centre for Policy
Alternatives**


Stuart Trew (Apr 9, 2026 10:14:33 EDT)


Peggy Nash (Apr 9, 2026 09:43:33 EDT)


[Redacted] (Apr 9, 2026 12:47:31 CDT)


Charlene Frenette (Apr 9, 2026 09:41:29 EDT)


[Redacted]

[Redacted]

LETTER OF UNDERSTANDING #2 PAYOUT OF SEVERANCE OPTIONS (NEW)

This Letter of Understanding (LOU) is entered into between the Employer and the Union regarding the payout of accumulated severance.

1. Purpose

The purpose of this LOU is to establish agreed-upon options and timelines for the payout of accrued employee severance entitlements. The payout is a bargained outcome aimed at compensating employees for the narrowing of severance entitlements, in past collective agreements, to situations of involuntary layoff only.

2. Payout Schedule

Employees shall receive payment of their accumulated severance in accordance with the following schedule:

1. 40% payable upon ratification of the Collective Agreement (est. April 2026)
2. 25% payable in February 2027
3. 25% payable in January 2028
4. 10% payable in February 2029 or upon retirement,

3. Payout Options

Employees may elect one or a combination of the following payout options, subject to applicable legislation and plan rules:

- Cash payout
- Sabbatical leave (in accordance with applicable policies and subject to operational requirements)
- Deposit to the Canada Life Registered Savings Plan (RSP), with the option to spread such deposits over a period of up to five (5) years to accommodate individual contribution limits

**Employees shall be required to indicate their payout option(s) within a timeframe established by the Employer.

Signed this 9th day of April, 2026.

Unifor Local 567

**Canadian Centre for Policy
Alternatives**


Stuart Trew (Apr 9, 2026 10:14:33 EDT)


Peggy Nash (Apr 9, 2026 09:43:33 EDT)


Nicholas An (Apr 9, 2026 12:47:31 EDT)


Charlene Frenette (Apr 9, 2026 09:41:29 EDT)


Nicholas An

LETTER OF UNDERSTANDING #3 TEMPORARY AGREEMENT TERMS (NEW)

This Letter of Understanding (the “LOU”) is entered into by and between the parties listed above and forms part of the Collective Agreement.

The parties agree to the following terms:

1. Term of Agreement

This LOU shall remain in effect until Dec 31st 2026 from the date of signing, unless otherwise extended by mutual agreement of the parties.

2. Cost of Living Allowance (COLA)

The Cost of Living Allowance (COLA) shall remain frozen for the duration of 2026. The parties have agreed to freeze cola until 2027 bargaining has been concluded.

3. Reopener Clause

In the event that the Employer determines it is necessary to revisit any terms of this LOU during its term, the Employer agrees to notify the Union, and the parties shall meet to discuss the matter in good faith. Any changes shall only be made by mutual agreement.

4. Continuation of Agreement

All other terms and conditions of the Collective Agreement shall remain in full force and effect.

Signed this 9th day of April, 2026.

Unifor Local 567

**Canadian Centre for Policy
Alternatives**


Stuart Trew (Apr 9, 2026 10:14:33 EDT)


Peggy Nash (Apr 9, 2026 09:43:33 EDT)


Michael (Apr 9, 2026 12:47:31 EDT)


Charlene Frenette (Apr 9, 2026 09:41:29 EDT)



LETTER OF UNDERSTANDING #4 HEALTH SPENDING ACCOUNT (NEW)

This Letter of Understanding is made between the parties to confirm the following agreement:


1. The Health Spending Account (HSA) will be reduced from \$1,500.00 to \$1,000.00 for a period of one (1) year.
2. At the conclusion of the one-year period, the Health Spending Account will revert back to \$1,500.00.
3. The parties agree to review this arrangement, including the applicable article, on a yearly basis.


This Letter of Understanding reflects the mutual agreement of the parties and will remain in effect for the duration specified above unless otherwise amended by mutual consent.

Signed this 9th day of April, 2026.

Unifor Local 567

**Canadian Centre for Policy
Alternatives**


Stuart Trew (Apr 9, 2026 10:14:33 EDT)


Peggy Nash (Apr 9, 2026 09:43:33 EDT)


[Redacted] (Apr 9, 2026 12:47:31 CDT)


Charlene Frenette (Apr 9, 2026 09:41:29 EDT)


Michelle Am

LETTER OF UNDERSTANDING #5 ARTICLES 11.8 AND 11.9 SEVERANCE AND ARTICLE 20.9 VACATION ACCRUAL (NEW)

This Letter of Understanding is made between the Employer and the Employees (or their representatives) to clarify the terms regarding existing severance entitlements.

For employees with existing entitlements to severance, for any reason, the Employer agrees to provide compensation equivalent to seventy percent (70%) of the total severance entitlement.

- As of December 31, 2025 severance accrual ceases and shall be paid out at a rate of 70% of the December 31, 2025 amounts.
- Current vacation balances are respected if taken in time during the transition period but would be limited to 10 days payout in cash should someone leave before the end of the transition period. This payout of 10 days is in addition to any unused vacation days prior to leaving the employment of CCPA.

This arrangement is intended to fully satisfy the Employer’s obligations with respect to the portion of severance referenced above, and vacation accrual subject to the terms of the ratified agreement.

Signed this 9th day of April, 2026.

Unifor Local 567

Canadian Centre for Policy Alternatives


Stuart Trew (Apr 9, 2026 10:14:33 EDT)


Peggy Nash (Apr 9, 2026 09:43:33 EDT)


N. M. [unclear] (Apr 9, 2026 12:47:31 CDT)


Charlene Frenette (Apr 9, 2026 09:41:29 EDT)


Michèle Au
