

LETTER OF AGREEMENT

BETWEEN: Greenpeace Canada
(hereinafter referred to as the “Employer”)

Party of the First

Part;

AND: MoveUP
(Canadian Office and Professional Employees Union, Local 378)

AND

Canadian Office and Professional Employees Union, Local 343

AND

Syndicat des employées et employés professionnels-les et de bureau, section locale 574 (SEPB) CTC-FTQ

(hereinafter referred to as the “Union”)

Party of the Second Part;

1. IMPLEMENTATION OF A 4 DAY WORK WEEK

- 1.1 The parties agree to implement 4 day work week, beginning March 1st, 2021;
- 1.2 The weekly day off is scheduled to be Friday;
- 1.3 Employees can choose, in agreement with their manager, to schedule their day off on another day of the week. If they do so, said day off will be treated as a scheduled day off for the employee.
- 1.4 Employees can choose, in agreement with their manager, to schedule a different day of the week as the day off for a particular week, if said employee makes the request two weeks before the week with the different day off.
- 1.5 The work week is reduced to 28 hours per week for full time employees;
- 1.6 Salaries will not be affected negatively by the reduced work week for any staff.

E&OE
Signed off this _____ day of _____ 20_____

For the Union

For the Employer

2. EFFECT ON SICK DAYS, VACATION DAYS AND STATUTORY HOLIDAYS

Sick days

2.1 Sick days computation remains unchanged;

Vacation days

2.2 Vacation days will be prorated to match the reduced work week;

2.2.1 For greater clarity, an employee who has a right to 20 vacation days and therefore, would have had four weeks of paid vacation under the current collective agreement, will still have four weeks of paid vacation under this letter of agreement, but will not carry over the extra fifth day of each of the four weeks to prolong the vacation beyond four weeks.

2.2.2 The proration under this agreement will be as follows:

2.2.2.1 The employees who are entitled to 20 days of vacation per year will see this number reduced to 16.

2.2.2.2 The employees who are entitled to 25 days of vacation per year will see this number reduced to 20.

2.2.3 Vacation proration will not apply to GPI or global staff who continue to work 5 days per week.

2.2.4 Contract staff, either part-time or full-time will receive a 6% per year vacation accumulation, as they do currently while still benefiting from the reduced work week.

2.2.5 GPC's existing Vacation carry-over policy will continue to apply

Statutory holidays

2.3 Statutory holidays are maintained.

2.3.1 When a statutory holiday occurs on a Friday or on another scheduled day off as agreed between the employees and their manager, the employees

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will accumulate said holiday as a lieu day to be taken at any time agreed by a staff person and their manager.

- 2.3.2 When a statutory holiday occurs on a Monday, the employees will have the option to work a 4 day week by either working the stat holiday or working the Friday of that week. In doing so, the accumulated day would also be accumulated as a lieu day to be taken at any time agreed by a staff person and their manager.
- 2.3.3 The mechanism at 2.3.2 works in the same way if an employee has their day off on another scheduled day as agreed between the employees and their manager
- 2.3.4 Regular holiday days can, as always, be taken at any time agreed by a staff person and their manager.

3. EFFECT ON PART-TIME STAFF

- 3.1 The 4 day work week applies to all GPC staff, full-time or part-time;
 - 3.1.1 Staff who were working 4 days a week prior to the pilot will be considered full-time employees, and all benefits will be adjusted accordingly.

4. OVERTIME

- 4.1 If an employee has to work on a scheduled day off and has agreed on doing so with their manager, said scheduled day off will be treated as working on a scheduled day of rest and be considered as overtime;
- 4.2 Said overtime will be compensated in the same manner prescribed by article 13 of the Collective bargain agreement, provided that it starts to be treated as such after 28 hours of work per week.

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5. GREENPEACE INTERNATIONAL (GPI) AND GLOBAL STAFF, INCLUDING SECONDMENTS

- 5.1 Every reasonable effort will be made to implement a reduced work week for global and GPI staff.
- 5.2 GPC staff will still be eligible to participate in secondments, and can agree to a 5 day work week with their relevant manager at GPI or the relevant global NRO, if necessary.
- 5.3 When global staff work 5 day weeks in agreement with their managers outside of GPC, they will be considered not part of the 4 day work week. Their salaries and benefits will remain the same as they would have been without the 4 day week.

The 4 day work week will start on March 1st, 2021.

Either party may request to discuss improvements to the reduced work week at any point during the term of the collective agreement, but may only make adjustments by mutual agreement by the parties.

The following agreement is valid pending ratification by each unit's respective general assembly. If it is rejected in a vote by one or more unit's general assembly, it is deemed never to have existed for said unit.

E&OE
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For the Union

For the Employer
