



**OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA**

*The Trusted Leader in Policing
Le chef de file de confiance dans la police*



**Professional
Police**



**Protecting
People**

January 1, 2025 to December 31, 2029

Collective Agreement

between

Ottawa Police Service Board

and the

Ottawa Police Association

Civilian Personnel

Date of expiry:
December 31, 2029
(and thereafter until
replaced by a new Agreement)

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ARTICLE 1 - CIVILIAN PERSONNEL

That this Agreement shall apply only to the CIVILIAN PERSONNEL of the Ottawa Police Service as hereinafter defined.

ARTICLE 2 - GLOSSARY OF TERMS

That in this Agreement, except where a contrary intention appears:

ASSOCIATION	Means the Ottawa Police Association
BOARD	Means the Ottawa Police Service Board
CHIEF	Means the Chief of Police of the Ottawa Police Service or their designee.
“CIVILIAN EMPLOYEE” OR “EMPLOYEE”	Means any person who may be employed from time to time by the Ottawa Police Service and who may occupy any of the positions set forth in Appendix “A” annexed hereto and forming part of this Agreement
EMPLOYER	Means the Ottawa Police Service Board
POLICE SERVICE	Means the Ottawa Police Service
“SENIORITY”, “SERVICE”, OR “LENGTH OF SERVICE”	Means the length of continuous service with the employer and including prior service recognized with the Gloucester, Nepean, Ottawa or amalgamated Ontario Provincial Police Services.

The Board and Association agree that whenever applicable in this Agreement the singular number shall include the plural and the masculine gender shall include the feminine

ARTICLE 3 - MANAGEMENT RIGHTS

- (a) The Association recognizes that, subject to the provisions of the *Community Safety and Policing Act, 2019* and the Regulations made thereunder by the Lieutenant Governor in Council, it is the exclusive function of the Board to:
- i. hire;
 - ii. maintain order, discipline and efficiency; and,

- iii. discharge, direct, classify, transfer, promote, demote or suspend, or otherwise discipline any employee.
- (b) The Board agrees that employees will be dealt with fairly and equitably and in a manner consistent with the provisions of this Agreement, the *Community Safety and Policing Act, 2019* and any Regulations made thereunder by the Lieutenant Governor in Council.
- (c) If an employee claims that the Board has exercised any of the functions outlined in paragraph (a) in violation of the provisions of this Agreement, the employee is entitled to exercise their rights commensurate with the provisions of the Grievance Procedures as outlined in this Agreement.

ARTICLE 4 - ASSOCIATION MEMBERSHIP

That it shall be a condition of continuous employment with the Ottawa Police Service:

- (a) That all present regular employees who come within this Agreement and who are members of the Association shall remain employees in good standing;
- (b) With the exception of students employed by the Ottawa Police Service, all future regular employees who come within this Agreement shall become members of the Association from the respective dates of commencement of their employment with the Ottawa Police Service and thereafter shall remain as such employees in good standing.

ARTICLE 5 - ASSOCIATION FEES AND DUES

That the Board concurs in the existing arrangement whereby the employer shall effect deductions from the regular salary of members of the Association with respect to their Association fees and dues when the employer has been authorized in writing to do so.

- (a) The employer shall deduct from each bi-weekly pay such sum as the Association may levy from time to time upon each employee.
- (b) The employer shall continue to make such deductions until this Agreement is terminated.
- (c) Within one week's time after the end of the month pay date of the preceding month, the sum so deducted shall be paid to the Association, e.g., deductions made for the month of January will be paid to the Association by the seventh of February.
- (d) Check-Off Cards
That the Chief of Police or the designate shall give a check-off authorization card to each new employee at the commencement of employment which shall be

delivered within ten working days to the Administrative Officer of the Association.

- (e) Notwithstanding that a member, while still an employee of the Police Service, is expelled by the Association, in accordance with the provisions of its Bylaws, the employer shall continue to deduct and remit to the Association that portion of the member's salary as is to be paid to the Association as dues.

ARTICLE 6 - WAGES AND SALARIES

- (a) The wages to be paid to each employee coming within this Agreement shall be in accordance with the rate of pay for each position as set forth in Appendix "A" annexed hereto and forming part of this Agreement provided, however, that the annual rate shown is for the purpose of establishing the scale and that the actual amount received in any year will be based on the sum of bi-weekly pays made in that year based on the annual salary rate.
- (b) That the Board may set rates of pay for any new or change in classifications.
- (c) Civilian Service Pay

Effective January 1, 2022, civilian members shall receive, in appreciation of long service, the following service pay annually:

- After 5 - \$250
- After 10 - \$400
- After 15 - \$650
- After 20 - \$900
- After 25 - \$1,200
- After 30 - \$1,300
- After 35 - \$1,500

Members will receive service pay on the first pay in December of each year on a pro rata basis, calculated from the date of eligibility. In the event that a member leaves the service prior to the normal payment of service pay, he/she will receive the payment on their final pay as employees of the Service. In the event of a member's death, the Board agrees to pay to the estate of the deceased an amount equal to the service pay entitlement for that year.

The foregoing is deleted effective December 31, 2028 and it is replaced with:

Effective January 1st, 2029, civilian members shall receive, in appreciation of long service, the following service pay premium, payable as part of the regular pay schedule:

- i. 10 years or more of completed service, 3% of a civilian Group 7 Level 5 salary;
- ii. 20 years or more of completed service, 6% of a civilian Group 7 Level 5 salary;
- iii. 28 years or more of completed service, 9% of a civilian Group 7 Level 5 salary.

Amounts paid will be added to the members' base salary and will form part of the civilian member's regular annual salary for the purpose of determining the annual rate. Only effective January 1, 2029 will this adjusted rate be used to determine all entitlements under the collective agreement that are presently calculated on the basis of a member's hourly or regular annual salary such as overtime, statutory holiday pay, vacation pay, court time etc. Adjustments to be reflected in calculation of OMERS

Provision applies only to members of the civilian bargaining unit as at January 1, 2029 . Length of service shall be understood to mean the length of time a civilian member spent with this employer as a civilian member or as a uniformed member (who has converted to civilian status). Years of service will also include any time spent with any of the predecessor employers as a police cadet. No direct entry time applicable.

- (d) Any civilian member transferring into the sworn bargaining unit will follow the longer periods (currently 15 months) for the Fourth, Third and Second Class Constable wage rate. Any other civilian member transferring into the sworn bargaining unit will remain on a 12 month period for the Fourth, Third and Second Class Constable wage rate.

ARTICLE 7 - SHIFT PREMIUMS

- 7:01 A tour of duty differential shall be paid for regularly scheduled (i.e. not overtime, callback, standby, shift extensions) hours actually worked between 1900 and 0700, irrespective of what name the shift is given.

The tour of duty differential will be paid as the following:

Effective January 1st, 2024

6% of the hourly wage rate of a Police Communicator (top step) per hour.

Effective January 1st, 2026, a tour of duty differential shall be paid for regularly scheduled (i.e. not overtime, callback, standby, shift extensions) hours actually worked between 2100 and 0600, irrespective of what name the shift is given.

The tour of duty differential will be paid as the following:

Effective January 1st, 2026

6% of the hourly wage rate of a Police Communicator (top step) per hour.

This does not apply to superior grandfathered entitlements

7:02 "Grandfathered" provision as per arbitration award of May 19, 1997:

As at the date of signing of this Agreement, all full time permanent employees who were covered by the former Ottawa Civilian Agreement, and all temporary employees who were hired prior to January 1, 1995 and covered by the former Ottawa Civilian Agreement will remain eligible for the former Ottawa shift premium provisions while required to work shifts. Those provisions are as follows:

(a) 12:00 midnight Sunday to 11:50 p.m. Friday

Shift - 8:00 a.m. to 4:00 p.m. - 0%

Shift - 4:00 p.m. to midnight - 5%

Shift - midnight to 8:00 a.m. - 10%

(b) 12:00 midnight Friday to 11:50 p.m. Sunday

Shift - 8:00 a.m. to 4:00 p.m. - 5%

Shift - 4:00 p.m. to midnight - 10%

Shift - midnight to 8:00 a.m. - 15%

(c) In order to meet the demands for service, shifts may be varied and the premium provided in paragraph (a) above for each shift will be paid when 50% more of the hours of an individual shift falls within the hours indicated above.

ARTICLE 8 - HOURS OF WORK

8.01 For the purpose of this Agreement, an employee's normal tour of duty shall be defined as the hours of duty assigned to employees of the Service by the regular posting of assignments as determined by the Chief of Police who shall inform the Association membership concerned.

8.02 (a) All civilian personnel falling within this Agreement shall work a thirty-five (35) hour week, from September to May, inclusive, with a fifteen minute break before the lunch period and a fifteen-minute break after the lunch period.

(b) From June 1 to Friday next before Labour Day employees shall work a six-and-a-half-hour (6½) day with only one fifteen (15) minute break per day, excluding those employees employed by the Fleet, Call Centre Agents, Switchboard Operators, Communication Centre Clerks, CPIC Operators, Criminal Intelligence Analysts (OPSOC Analysts only) and Special Constables who shall continue to work the weekly hours outlined in paragraph (a) hereof.

(c) Employees requiring time off shall make application, and the Chief of Police or the designee shall have the final authority in granting the time off required.

(d) Defined Shift Schedules and arrangements:

Communication Clerks, CPIC Operators and Report Analyst Shift Arrangements

The shift schedules and arrangements for CPIC Operators and Communication Clerks are as contained in the Letter of Understanding dated June 12, 2001 appended to the Collective Agreement (page 52).

The shift schedules and arrangements for Report Analysts are as contained in the Letter of Understanding dated May 2, 2002 appended to the Collective Agreement (page 58).

Further sections operating under the above terms may be introduced by the Chief at his discretion.

Special Constables Working in Central Cell Block

See Letter of Understanding on page 61 to establish a joint committee to review the existing shift schedule for Special Constables working in Central Cell Block.

8.03 Court Shift Adjustment

Members who are in receipt of a work-related subpoena and/or court notification or who are otherwise required to attend court, and who are regularly scheduled to attend work on either late-afternoons or night shifts will be subject to court-shift adjustments pursuant to Appendix C of this Collective Agreement.

While the court-shift schedule is designed on the basis of the shift rotation for patrol division, it is understood that other sections of the OPS that work a three (3) shift rotation will make their best efforts to modify their shifts in keeping with the following language.

The parties are in agreement that the following court-shift rules will be in place for a trial period to last not less than thirty-six (36) months unless otherwise agreed to by the parties. The commencement date of the trial period will be 90 days after ratification.

8.04 Job Share

- (a) The purpose of job sharing is to provide full time employees, with special needs, the opportunity to enjoy a flexible work schedule that will meet those needs. Job sharing allows for two (2) qualified full time employees to share one full-time job which they are each qualified to perform without reducing the efficiency or productivity of the position. Job sharing will not be considered for the purpose of obtaining secondary employment.
- (b) Applicants must be employed in the same position/classification, having at least three (3) years of seniority with the Service. Job share partners must share the regular hours associated with the position being shared, and must work an average of thirty-five (35) hours bi-weekly over the duration of the shift rotation. Requests for other arrangements may be considered and approval shall be subject to operational feasibility.
- (c) Job sharing arrangements will be available for a limited number of positions, not to exceed 1% of the total number of full time equivalencies. Job sharing arrangements will be for an initial one (1) year period and may be renewed by mutual agreement, in writing, between the job sharers, subject to the Chief's approval or that of the Chief's designate.
- (d) Requests to job share will be submitted to the applicants' immediate supervisor and forwarded through the Chain of Command to the Chief or the Chief's designate for final approval. Approved job shares will be subject to the terms of this Article. Where in conflict, the terms of this Article will supersede the relevant articles in the Collective Agreement. In all other cases the participant is fully covered under the terms and conditions of the Collective Agreement.
- (e) Each participant in a job share will receive gross bi-weekly salary based on actual hours worked or, in the case of a shift worker, the average bi-weekly hours worked over the shift rotation. The reconciliation of actual versus required hours worked will be conducted by the Service for all job share participants. Any required adjustment of hours will be made from or to the employee's vacation, overtime, court time, statutory or bank time, on a straight time basis. If there are insufficient hours in these banks, any

overpayment will be recovered by deduction from the employee's bi-weekly salary, which deductions the job share partner hereby authorizes as a condition of participating in job share.

- (f) Job share partners shall provide notification in advance of the start of the scheduled shift of any changes to their schedule to their immediate supervisor.
- (g) Job share participants working beyond their full tour of duty will be entitled to overtime as per the Collective Agreement.
- (h) If a call back situation arises, all job share participants are eligible for such call backs in a fair and equitable rotational system.
- (i) Court time shall be addressed in accordance with the collective agreement.
- (j) Annual leave, sick leave, special leave and statutory holidays credits will be prorated based on the percentage of time worked.
- (k) Pension contributions and credits will be adjusted in accordance with OMERS regulations.
- (l) Eligibility for Long Term Disability benefits will be determined in accordance with the rules and regulations applicable to the LTD benefit plan.
- (m) Eligibility and entitlement for health and welfare benefits are subject to the rules and regulations of the benefit plan negotiated by the Association and the Board.
- (n) A minimum of thirty (30) days written notification is required prior to any adjustment to the job share arrangement. Either party may terminate this agreement with at least thirty (30) days written notification. The arrangement is null and void unless the remaining partner is able to find a replacement.
- (o) In the event one job share partner does not wish to renew the job share arrangement, such partner will provide no less than ninety (90) days written notice prior to the end of the one (1) year term to the job share partner. The shared position will revert to full-time status, to be retained by the substantive holder. The job share partner shall be assigned to a vacant position, for which they are qualified and based on operational needs, at their pay grade level.
- (p) Job sharing arrangements are subject to adjustment or termination as the requirements of the Service may dictate. Management will provide ninety (90) days written notification of such adjustment or termination to each job share participant. Members may not participate in the job share program for more than five (5) years throughout their career with OPS.

- (g) Any job sharing position shall form part of a signed agreement.

ARTICLE 9 - DESIGNATED HOLIDAYS

- (a) That the following days be designated as statutory and declared holidays:
- | | |
|---|----------------------|
| New Year's Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| Civic Holiday (August) | One (1) Floating Day |
| Family Day | |
| National Day for Truth and Reconciliation | |
- (b) In addition to those set out in the following paragraph, any day proclaimed by the Governor General in Council or the Lieutenant Governor in Council for the Province of Ontario, or the City of Ottawa shall be a statutory holiday:
- (c) That employees required to work on a statutory holiday in addition to regular salary, shall be credited with one-half hour at straight time rate for each hour so worked, for which an employee can elect to receive either pay or time off in lieu
- (d) Where an employee was unable to utilize any portion of the statutory holiday credits as specified herein, the employee will be paid by March 1 of each calendar year, any unused credits at the rate of pay the credits were earned.
- (e) Any employee who is required to work a shift rotation, which entails working all three shifts covered by a twenty-four (24) hour period, shall be allowed to choose a cash-in-lieu of statutory holidays for any portion of the annual allotment of statutory holidays. The employee must make their intentions known in writing prior to the annual leave draw. The employee will be paid by March 1 in the year in which they are earned.

ARTICLE 10 - OVERTIME

- (a) Overtime shall be deemed to be any time spent in the service of the employer in excess of an employee's normal tour of duty, at the rate of one and a half (1½) times the hourly rate excepting such time as is hereinafter defined as court time.
- (b) When an employee is required to be on duty for any period in excess of one-half (½) hour after a normal tour of duty, such time shall accumulate, including the first half hour and be credited to the employee as overtime.

- (c) Any employee required to work in excess of the hours on a daily or weekly basis, shall be compensated for at the rate of time and one-half, with the employee having the option of taking pay or time off in lieu.
- (d) For the purpose of this Agreement, a normal tour of duty shall be defined as the hours of duty assigned to an employee by the regular posting of assignments as determined by the Chief of Police.

The administration may change the tour of duty of an employee from that posted on the following basis:

- (i) If notification of the change is given twenty-four (24) hours or more in advance of the starting time of the employee's posted tour of duty, there shall be no premium.
 - (ii) Otherwise, where an employee's normal tour of duty is changed, in addition to the normal pay or overtime accruing to the employee, the employee shall be entitled to a premium of three-quarter (3/4) of an hour's pay at straight time rate for each hour that the starting time of the employee's normal tour of duty has been changed to a maximum of four and one-half (4½) hours.
- (e) It is recognized that there may be circumstances when an employee would be placed on call by the Chief, or person designated by the Chief, for a defined period of time during their off-duty hours. During the entire period the employee is designated to be on call, they must be available for work, immediately reachable by phone for discussion and, if required, must immediately return to work.

An employee placed on call by the Chief/designate will receive one quarter (1/4) of an hour's pay for each hour on call and, if required by the employer to return to work, would be subject to the provisions of article 10(d) while at work, not the one quarter (1/4) of an hour's pay. However, it is understood that the 4.5 hour guarantee provided in 10(d) would only be applicable once during any 24 hour period of on-call and would not apply if the employee is required to return to work more than once during the 24 hours period.

The above provisions in no way alter the fact that employees not placed on call are also required to return to work when called, subject to the applicable overtime and/or call-back provisions of the Collective Agreement, not these on-call provisions.

- (f) For the purpose of this Agreement, a call back shall be defined as the requiring of employees to be available for duty or the recall of employees to duty after the normal tour of duty and before the employees' next tour of duty other than under the

conditions set forth in paragraph 10(a) above. Any recall to duty between midnight and 6:00 a.m. other than recall to a full tour of duty shall be treated as a call back and remunerated as set forth in the next paragraph.

In the case where employees are called back other than immediately prior to the start of the regular tour of duty, the employees shall be paid at the rate of one and one-half (1½) times at the employees' regular rate for each hour of duty with a minimum guarantee of three (3) hours of duty for the call back. (i.e. a guarantee of 3 hours at 1½ X for the call-back).

- (g) Employees who elect to receive payment in lieu of overtime shall receive same within sixty (60) days of such application on the form supplied to the Chief of Police or the designee. Employees who elect to accumulate overtime credit and in compensation thereof request time off shall on application to the Chief of Police or the designee receive such time within thirty (30) days of such application.
- (h) For the purposes of lieu time, as specified in section 10(c), a bank may be established by individual employees for the purpose of time off in lieu to a maximum of one hundred and twenty (120) straight time hours. One hundred and twenty (120) straight time hours for the time off in lieu purposes incorporates Article 11, Court Time, and all references to time off as a result of attending court. Any "payment" to be received under court time will be paid in accordance with the provisions of Article 10(c), Overtime, with the exception of Section 11(e) which remains status quo.
- (i) In the event an employee utilizes the hours accrued, the employee may then replenish the hours to one hundred and twenty hours (120) maximum in the future, based on their overtime.
- (j) The regular rate of pay shall be calculated as follows:

$$\frac{\text{Bi-weekly salary}}{\text{Bi-weekly hours of work}} = \text{hourly rate}$$

ARTICLE 11 - COURT TIME

- (a) Court time shall be deemed to be time spent by employees in off-duty hours in attendance at any court, civil trial, inquest, inquiry or departmental trial or hearing (excluding such time required to spend on such tribunal for personal reasons) or any time spent as a result of service to the Ottawa Police in litigation of any description.
- (b) When employees are required to attend court during normal tour of duty and are

prevented from going off duty at the normal time, time in excess of the normal tour of duty shall be credited at time and one-half to employees' accumulated court time.

- (c) When an employee is required to attend court up to four hours immediately before or after their regular tour of duty, the employee shall be paid from the time required to report to court until the commencement of the employee's regular shift, or from the completion of the regular shift to the completion of the court appearance at time and one-half.

- (d) When an employee is required to attend court in off-duty hours, other than under the provisions of Article 11(c), the employee shall receive in compensation thereof time and one-half for each hour required in court with a minimum payment of four hours at time and one half.
- (e)
 - (i) Exclusive of 11(e)(ii) and unless otherwise provided in this Agreement, when employees are required to attend court on any occasion during annual vacation they shall be granted three (3) extra days leave in compensation thereof for each day or portion thereof for which they may elect to take pay or time off.
 - (ii) Where an employee has received notification prior to the vacation leave draw that they will be required for court as a future date and elects to draw vacation during the period that they are scheduled for the court appearance(s), then the provisions of Article 11(d) would apply for such court appearance(s), not 11(e)(i).
- (f) Any fee received by the employees shall be turned over to the employer in lieu of Court time as herein defined.
- (g) When an employee is required to attend an inquest and when the inquest continues past 12:30 a.m. they shall be entitled to an additional four (4) hours pay at time and one-half and above the entitlement under paragraph (d) above.
- (h) All employees shall be reimbursed for any parking expense incurred while attending court, providing they submit proof satisfactory to the employer and in accordance with established procedure.
- (i) Notification of cancellation shall be a minimum of 24 hours prior to the commencement of regular scheduled days off.

For employees on extra days off (i.e. statutory holidays, overtime, compassionate leave, special leave, court time leave) who are scheduled to appear in court on those days and for employees returning from regular days off to work an afternoon or night shift who have a morning court appearance on that day, where the employee was not previously advised of the cancellation, the employer will leave a message on voice mail by 6 p.m. the night before the scheduled court appearance advising of the cancellation. The employee must check after 6 p.m. to see if there has been a cancellation. If the employee was not previously advised of the cancellation and the cancellation is not recorded on the voice mail and the employee is advised of the cancellation by phone in the morning of the court appearance, the employee will be entitled to two (2) hours pay at straight time. If the employee is not notified of the cancellation and attends court, the provisions of 11(d) would apply.

- (j) Where an employee has scheduled their annual vacation, the employee must receive notification of appearance or cancellation a minimum of fourteen (14) days prior to the commencement of their annual vacation. Any expenses (including any non-refundable expenses) incurred by the employee as a result of having to attend court during their vacation period will be reimbursed by the Board upon application by the employee.

Where the administration fails to provide proper notification as described herein,

the employee will be entitled to the provisions of 11(e)(i).

- (k) When a retired employee is required to attend court, as defined in 11(a), the retired employee shall be compensated pursuant to 11(d) and in accordance with the employee's rate of pay at retirement.

ARTICLE 12 - ANNUAL VACATION

- (a) Other than the employees specified in subparagraph (b) all other employees coming within this Agreement shall be entitled to vacation with full pay on the following basis:

- (i) On completion of one (1) year of service and in each subsequent year, the employee shall be granted fifteen (15) working days.

Each employee who has not completed one (1) year of service shall be entitled to one and one quarter (1¼) of a day for each completed month of service.

- (ii) In the year employees complete ten (10) years of service and in each subsequent year, they be granted twenty (20) working days.

- (iii) In the year employees complete fifteen (15) years of service and in each subsequent year, they be granted twenty-five (25) working days.

- (iv) In the year employees complete twenty (20) years of service and in each subsequent year, they be granted twenty-six (26) working days.

- (v) In the year employees complete twenty-one (21) years of service and in each subsequent year, they be granted twenty-seven (27) working days.

- (vi) In the year employees complete twenty-two (22) years of service and in each subsequent year, they be granted twenty-eight (28) working days.

- (vii) In the year employees complete twenty-three (23) years of service and in each subsequent year, they be granted thirty (30) working days.

- (viii) In the year employees complete twenty-seven (27) years of service and in each subsequent year, they be granted thirty-five (35) working days.

Employees shall be entitled to take annual vacation in one or more holiday draws. The employee shall make the first draw in the usual manner (in order of seniority) and the subsequent draw (in order of seniority) after the first draw has been completed.

The annual vacation draw shall commence no earlier than the 1st day of May and shall be completed no later than the 30th day of June in each year.

- (b) Each employee who has not completed one (1) year of service shall be entitled to five-sixth (5/6) of a day for each completed month of service.

- (c) Where, in any year, employees leave the Ottawa Police Service prior to receiving annual vacation in that year, the employees shall be given the proportionate amount of vacation earned for that year before the employees' name is removed from the pay sheet or before the resignation becomes effective.
- (d) Where in any year, employees die prior to receiving annual vacation in that year, there shall be paid to the estate an amount equal to the salary that would have been paid on the proportionate amount of vacation earned for that year.
- (e) Annual vacations shall be taken by employees in each section in order of seniority based on the total length of service with the employer.
- (f) Where an employee's scheduled vacation is interrupted for a period of five days or more due to illness or injury, the period of such illness/injury shall be considered sick leave. The portion of the employee's vacation that is deemed to be sick leave under the above provisions will not be counted against the employee's vacation credits.
- (g) When employees are required to return to duty for any reason other than court while on annual vacation the employees shall be granted three extra days' pay for each day or portion thereof. This return to duty would only be on the orders of the Chief of Police
- (h) In a year an employee leaves on retirement as specified under this Agreement, the employee shall be entitled to full vacation entitlement of that year

Applicable only to employees hired after January 1, 2020:

In the year an employee leaves on retirement with a pension from OMERS or COSF, the employee shall only be entitled to the proportionate amount of vacation leave for that year.

- (i) An employee will not accumulate vacation leave for any period of time off:
 - (i) on Workplace Safety and Insurance Board (WSIB) benefits in excess of six (6) consecutive months;
 - (ii) as otherwise provided in this Agreement.

ARTICLE 13 - LEAVE WITH PAY

13:01 COMPASSIONATE LEAVE

- (a) Compassionate leave shall be granted to employees in the amount of four (4) working days. The four working days will be taken immediately following the death of a relative, except in exceptional circumstances. In the event of an exceptional circumstance, requests shall not be unreasonably denied. For the purpose of this section, a relative means wife, husband, common-law spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, grandchild or a person standing

in loco-parentis.

Compassionate leave shall be granted to an employee in the amount of one (1) working day immediately following the death of a grandparent of the employee's spouse.

Common-law spouse is defined as two individuals who cohabitate for a minimum of one year.

Grandparents are defined as the grandmother or grandfather of the employee or the parent of a person standing in loco-parentis to the employee.

13:02 SPECIAL LEAVE

- (a) On January 1st in each year, members shall be provided up to two (2) days with pay (non-cumulative) to be used by a member for attending medical appointments, or to care for, the member or the member's spouse, parents or children. The two (2) days may be used in increments of a half of a full shift for purposes of care or appointments.
- (b) Special leave of four (4) working days shall be granted to employees for the purpose of getting married
- (c) The representative(s) of the Civilian personnel group shall be allowed a reasonable amount of leave of absence with pay per year to attend Police Association of Ontario meetings. The Association shall notify the Chief of Police, in writing, at least thirty (30) days prior to date of absence, time permitting.
- (d) A leave of absence shall be granted for up to two (2) full-time designated Executive Officers for the Association and the Association shall reimburse the employer for the costs (including salaries, at the rate designated by the Association, and benefits).

An employee will not be subject to discipline by the employer, under this Agreement, for activities related to their duties on behalf of the Association during the period of such leave.

- (e) When a Director of the Ottawa Police Association is attending to Association responsibilities in the City of Ottawa as a result of a Special Investigations Unit call-out, the Director will be deemed to be on duty for the purpose of WSIB.

13.03 RESERVIST LEAVE

Upon approval of the Chief or designate, employees who are active members of the Canadian Forces Reserves shall qualify for Reservist leave. Employees on reservist leave will not accrue sick leave, annual leave or statutory leave. Service shall continue to accrue. Request for such a leave shall be made in writing to the Chief of Police with as much notice as reasonable and practicable. The request, where possible, shall include the start and end dates for the leave. A member who wishes to amend the termination date of the leave of absence shall notify the Chief of Police with two (2) weeks written notice

13:04 DISCRETIONARY LEAVE

Effective January 1, 2025, for all forms of leave as set out in this collective agreement, a member can book discretionary leave not more than (120) one-hundred-twenty days prior to the date(s) requested. Discretionary leave shall not be cancelled with less than fourteen (14) days' notice.

ARTICLE 14 - LEAVE WITHOUT PAY

For the period during which employees have been granted leave of absence without pay in excess of twenty (20) continuous working days within the calendar year, benefits including annual leave, sick leave, leave for statutory holidays, compassionate leave, seniority and all other benefits shall be suspended or adjusted on the basis of the period of total absence within the year. When the employees return to full-time employment with pay they shall be entitled to resume benefits at the level at which they were at, at the time when they absented themselves on leave without pay.

14:01 Maternity, Parental and Adoption Leave Language

This Article, in four parts, sets out the leave provided for each of maternity, parental and adoption leave as well as the administrative steps for accessing and returning from any of these leaves. This section will also provide details on the Supplemental Employment Leave Benefit top up. It is understood that throughout this article, reference to Chief of Police may include a designate for this purpose.

Maternity, Parental and Adoption Leave shall be granted in accordance with the Employment Standards Act, 2000 and the All Families are Equal Act, each as amended from time to time.

This Article comes into effect as of January 1, 2025. Prior to the date of ratification, Article 14 of the 2020-2024 Police Personnel Collective Agreement applies.

14:02 General Administration

- (a) Every employee who has worked continuously for the Employer for at least thirteen (13) weeks will be entitled to leave under this section, subject to the provisions of the Article.
- (b) Employees are required to advise the Chief of Police of their selection of either the Standard Parental Leave or the Extended Parental Leave no less than twelve weeks prior to the expected start date of their leave.
- (c) If, for any reason, an employee accesses maternity leave earlier than expected, she will advise the Chief of Police of her selection of Standard or Extended Parental Leave intentions as soon as practicable, following the commencement of her maternity leave.

14:03 Maternity Leave

- (a) Maternity leave is available to a biological mother, including a surrogate mother, who is pregnant or has recently given birth and lasts for a period of fifteen (15) weeks.
- (b) A female employee who becomes pregnant shall notify the Chief of Police, in writing, of her pregnancy, no less than five (5) months prior to the expected day of the conclusion of her pregnancy, which day shall be verified by a qualified medical practitioner.
- (c) The employee will be granted leave without pay upon request, subject to the pay provisions set out in this section.

- (d) A female employee may commence maternity leave twelve (12) weeks immediately preceding the expected date of delivery and can end as late as 17 weeks after the actual date of birth.
- (e) The employer shall not require the female employee to resume her duties for a period of twelve (12) months after the actual day of the conclusion of her pregnancy as confirmed by a statement of a duly qualified medical practitioner.
- (f) The periods mentioned in 14:03 (a) and 14:03 (e) shall be shortened or lengthened if requested by the female employee upon presentation of a statement of a duly qualified medical practitioner in support of such a request or by mutual agreement between the Chief of Police and the female employee for other reasons.
- (g) It is agreed that the employee can apply sick leave benefits for salary continuation during the one week bridging period before the commencement of EI and top-up entitlements.
- (h) The employee on maternity leave will provide the Chief of Police notice, in writing, no less than four weeks prior to the conclusion of her maternity leave whether the employee is returning to active duty or will bridge onto parental leave.
- (i) For an employee returning to duty following the conclusion of her maternity leave, it is understood that the Employer will reassign her to the same position held at the commencement of the maternity leave. If the employee was on modified duties prior to the commencement of the maternity leave, the employee will be returned to the position held prior to modified duties.
- (j) Employees who are in receipt of Employment Insurance ("EI") benefits during maternity leave are entitled to a top-up of ninety three percent (93%) of regular weekly earnings in the period preceding commencement of the leave, for the fifteen (15) week duration of the maternity leave. Employees must prove that they have applied for and are in receipt of EI benefits in order to receive payment under this plan.
- (k) For the purpose of the maternity leave top-ups, regular weekly earnings shall be based on the member's permanent rank or position. If the member has been in an acting position for a continuous period of six (6) months or more in the six (6) months preceding the start of the maternity leave, the regular weekly earnings will include those related to the acting position. For clarity, if a member, as a result of pregnancy, is accommodated in a position that is not at the same acting rank held for a part of a six month period, then it is assumed that the member's acting position would have satisfied this six month threshold.
- (l) Pregnancy related accommodations will be provided in accordance with the Equitable Work Environment Policy and the Ontario Human Rights Code

14:04 Parental Leave

- (a) Every employee who is a resident of Ontario and who is eligible for parental leave under this section has two options:
 - a. Standard Parental Leave - 35-week duration with Employment Insurance benefits paid at 55% of insurable benefits (subject to Employer top up as set out in this section)

b. Extended Parental Leave - 61-week duration with Employment Insurance benefits paid at 33% of insurable benefits (subject to Employer top up as set out in this section).

- (b) Every employee who is a resident of Quebec and who is eligible for parental leave has options in accordance with the Quebec Parental Insurance Plan.
- (c) An employee on maternity leave who intends to take parental leave contiguous to her maternity leave, will provide notice, in writing, to the Chief of Police not less than four weeks prior to the commencement of the Parental Leave. At that time the employee will make clear to the Chief of Police her selection of either Standard Parental Leave or Extended Parental Leave.
- (d) An employee who is a parent of the child, but who is not the parent on maternity leave, can access all or part of the Parental Leave entitlement and will advise the Chief of Police no less than four weeks prior to the commencement of the Parental Leave, including the employee's selection of either Standard or Extended Parental Leave.
- (e) It is understood that the Parental Leave period, whether Standard or Extended, may be divided between parents, so long as those selecting the Standard Leave option, combined do not exceed thirty-five (35) weeks or those selecting the Extended Leave option, combined, do not exceed sixty-one (61) weeks.
- (f) If both parents are employees of the Ottawa Police Service, each will make clear to the Chief of Police, no less than four weeks prior to the commencement of the Parental Leave, the division of leave between both employees, including the anticipated start and completion dates of the leave accessed.
- (g) For any employee on Parental Leave, it is understood that the employee will provide the Chief of Police no less than four weeks written notice of their intention to return to active duty.
- (h) It is understood that the Employer will place the returning employee in the position they held at the time of the commencement of the parental leave.
- (i) Members who are in receipt of EI benefits during such parental leave are entitled to benefits provided under this plan on the following basis:

Members must declare the length of leave they have chosen at the time they notify the Chief of Police of their intention to take such leave.

- i.* Standard Benefits option (at the 55% EI benefit rate): The benefit level paid under this plan is set at ninety-three percent (93%) of the employees' regular weekly earnings for the amount of weeks that the employee is approved for from EI (or applicable provincial insurance plan) up to a maximum of 35 weeks;
- ii.* Extended Benefits options (at the 33% EI benefit rate): Total value of the benefits under this option does not exceed the total value of the full thirty five (35) week period of the Standard Benefits option.
- (j) Should an employee fail to return to work following a maternity or parental leave for the

duration of which the employee received top-up payments from the employer during the leave, for reasons other than death, lay-off, or disability, the employee shall be indebted to the Employer for the sum of the top-up payments made during the maternity or parental leave, less applicable statutory deductions.

- (k) For the purposes of the parental leave top-ups, regular weekly earnings shall be based on the member's permanent rank or position. If the member has been in an acting position for a continuous period of six (6) months or more in the six (6) months preceding the start of the parental leave, the regular weekly earnings will include those related to the acting position.
- (l) If parental leave is being divided between two parents, both of whom are employees in the sworn and/or civilian bargaining units, each employee is entitled to a thirty five (35) week top-up period.

14:05 Adoption Leave

- (a) Where a child or children has been placed with an employee, for the purpose of adoption, the provisions set out in the parental leave section will apply.
- (b) Employees must prove that they have applied for and are in receipt of EI benefits in order to receive payment under this plan.

14:06 Continuity of Benefits and Accrual of Seniority

- (a) The Board shall continue to pay the premiums normally payable by the Board to maintain those fringe benefits to which the employee is entitled for the period of leave taken under these sections.
- (b) An employee on maternity or parental leave shall not lose seniority accrual and standing during such leave of absence.
- (c) An employee shall not receive sick leave, IPP or compassionate leave pay in accordance with the collective agreement during the period of leave benefits under these sections.
- (d) An employee shall receive their entire annual leave allotment in accordance with the collective agreement during the period of leave under these sections.
- (e) An employee shall receive their statutory holiday allotment on a pro-rated basis adjusted on the basis of the period of total absence within the year in accordance with the collective agreement during the period of leave under these sections
- (f) For clarity, an employee on leave under this section, such leave shall be included for the purpose of calculating any and all entitlements based on years of service. For example, time spent on leaves under these sections shall be counted for the purpose of progression through pay increments below first class/ top of band and will be counted for the purpose of determining seniority, service pay or vacation entitlement (no break of seniority accrual for determining any entitlement).

14:07 Return to Work

In the event that the employee fails to return to work on the date prescribed for the return, and unless there is some adjustment to the duration of a leave of absence, or some requirement for sick leave as supported by a medical certificate, the absent employee will be contacted by the employer to explain their extended absence. Abilities Management to confirm the arrangements for their return to work.

ARTICLE 15 - ACCIDENT AND SICKNESS LEAVE AND BENEFITS

15:01 (a) INCOME PROTECTION PLAN / SICK LEAVE

As per the arbitration award of May 19, 1997:

Each employee shall be eligible to receive Income Protection benefits in accordance with the following:

- (i) The Income Protection Plan provides for the continuance of salary in whole and/or in part, for a period up to seventeen weeks (595 hours) if an employee is absent due to non-occupational illness or accident. The Income Protection benefits provided will be based on the individual's length of service, and in accordance with the following schedule:

<u>Length of Service</u>	<u>100% Salary</u> (hours)	<u>75% Salary</u> (hours)
Less than 3 months	0	0
3 months but less than 1 year	0	595
1 year but less than 2 years	35	560
2 years but less than 3 years	70	525
3 years but less than 4 years	105	490
4 years but less than 5 years	140	455
5 years but less than 6 years	210	385
6 years but less than 7 years	245	350
7 years but less than 8 years	315	280
8 years but less than 9 years	385	210
9 years but less than 10 years	455	140

10 years but less than 15 years	525	70
15 years and over	595	0

- (ii) The Income Protection benefits will be limited in any calendar year to the number of hours specified above and the coverage at 100% or 75% salary shall be based on the anniversary date of the employee.

Employees off on Income Protection benefits who have utilized all of the 595 hours will only be eligible for an additional 595 hours coverage in the same or subsequent year after the employee has returned to active employment for at least 20 working days. It is understood that these additional hours in the same year will be at 75% of salary.

The elimination period for long-term disability will be 595 hours in accordance with the LTDI Policy with the carrier company.

- (iii) The Employer may require the employee to produce a medical certificate after any four individual absences or any one absence or series of absences totaling more than four days in a year.

Prior to December 13, 2021, for extended absences, the employee will be required to produce a medical certificate upon return to the workplace; however such medical certificate must be dated within the first ten (10) days of any absence. It will be necessary to renew such certificate every twenty (20) days thereafter, unless the Chief is satisfied with the initial certificate indicating the total period of absence and probable date of return to work.

Effective December 13, 2021, for extended absences the employee will be required to produce a medical certificate within the first five (5) days of any absence. It will be necessary to renew such certificate every twenty (20) days thereafter, unless the Chief or his designate is satisfied with the initial certificate indicating the total period of absence and probable date of return to work.

- (iv) Should an employee be absent on sick leave in excess of 595 hours the employee shall not accumulate further leave of any kind until they return to full duty.
- (v) If an employee is off on Income Protection, returns to work and has a reoccurrence of the same illness/injury within thirty (30) working days, for purposes eligibility for long-term disability the date of the initial claim will be the effective date for the waiting period to commence.

- (vi) An employee on Income Protection in receipt of 75% salary may utilize any accumulated leave credits (vacation, overtime, court time, statutory holiday) to top up to 100% salary.
- (vii) In extenuating circumstances, special consideration may be given by the Chief for long service employees who have historically demonstrated good attendance but who have utilized all of the Income Protection available in a year, have no other accumulated credits available, and who would be without pay while waiting the eligibility period for long term disability.
- (viii) Should the employer require a certificate or report from a qualified medical practitioner the Board shall reimburse members for costs incurred to provide such medical certificates or reports.

As per the arbitration award of May 19, 1997:

Applicable to employees who had accumulated sick leave credits under their former respective Collective Agreements:

Employees who had accumulated sick leave credits under the Collective Agreements with the former Gloucester, Nepean or Ottawa Police Services will no longer accumulate sick credits but will be covered by the Income Protection Plan as described above.

At termination of employment, employees who had accumulated sick leave credits under their former Agreements would remain eligible for the payout or utilization of such credits, where applicable, in accordance with the applicable provisions in the former Gloucester, Nepean or Ottawa Civilian Collective Agreements.

Refer to Letter of Understanding dated May 8, 2002 on page 65 regarding Sick Leave/IPP.

b) Applicable to those employees hired after October 15, 1995, effective January 1, 2026

- a) This article replaces article 15.01 (a) in its entirety.
- b) Each member shall receive a sick leave credit of seven (7) hours for each unbroken month of service with the Service, such credit to be cumulative to the maximum described herein. The annual credit of 84 hours shall be provided in accordance with c) below.
- c) The annual credit of 84 hours will be deposited in each member's sick leave bank on the first day of January each year. If a member resigns or is terminated part way through a calendar year, a prorated amount equal to seven (7) hours per month remaining in the year will be recovered from the accumulated sick leave time bank or any other time banks. Likewise, a member being appointed during the calendar year will receive a pro rata sick leave bank entitlement.

- d) For the purpose of this Article, service shall not be broken by a member's absence from duty caused by illness, except as provided herein or by injury or accident occurring while on duty or by holidays, vacations or scheduled days off. There shall not be any other accumulation of sick leave credits for any periods of leave of absence or inactive service (including any WSIB or LTD absence), either paid or unpaid. Members who are absent from duty due to disciplinary suspension will not have access to their sick leave credits while suspended. Members shall continue to accumulate sick leave credits while on maternity and parental leave.
- e) Every member shall be eligible to receive sick pay, at full salary (including 3/6/9 and all other forms of specialty pay) for any time lost by reason of illness or injury to the full extent of sick pay credits available to them at the time of each absence, except where an award is made under the WSIB.
- f) Where a member applies for WSIB, they shall continue to be coded as WSIB pending while their claim is adjudicated. If a member applies for WSIB and is approved for loss of earnings benefits, there is no deduction from their sick leave bank
- g) If a member applies for WSIB and is denied loss of earnings benefits, they shall use their sick leave bank to repay the employer for the days coded as WSIB pending. In the event that the member does not have enough hours to cover the WSIB adjudication period, the member shall be permitted to run a deficit sick bank and the funds shall be recovered at a rate of no less than forty two (42) hours per year automatically deducted from their annual allotment of 84 hours until paid off.
- h) In order to receive sick pay, the member must be absent from work because the member is unable to perform their duties due to injury or illness. The parties agree that a member claiming sick pay is attesting that they are unable to perform their duties due to injury or illness and are therefore entitled to sick pay.
- i) The number of hours for which a member receives sick pay shall be deducted from their cumulative sick pay credit, but no deduction shall be made on account of any day on which a member would normally be entitled to be off work. Absence on account of illness for less than a full tour of duty shall be deducted to the nearest quarter (1/4) day basis.
- j) To a maximum of five hundred and ninety five (595) hours per member over the course of their employment (including any breaks in service), the employer will provide loaned sick leave credits in certain circumstances and only up to the point of LTD eligibility. Loaned sick leave credits provide 100% of full pay. Loaned sick leave credits are provided where the member would otherwise qualify for sick leave and the member satisfies the following requirements:
 - a. The member has exhausted all of their existing sick leave credits;

- b. The member will be applying for long term disability benefits or the member requires short term disability income protection for an absence that will not exceed the LTD elimination period (85 days);
 - c. Upon receipt of loaned sick leave credits for short term disability income protection, and upon the member's return to work from the absence, the member shall repay their loaned sick leave credits, at a rate of no less than forty two (42) hours per year automatically deducted from their annual allotment of 84 hours until paid off.
 - d. Upon receipt of loaned sick leave credits for service of the elimination period for LTD, if approved for LTD, the loaned sick leave credits shall be forgiven by the employer upon approval of the LTD application. For clarity, if approved for LTD, any loaned sick leave credits shall be forgiven and repayment will not be required.
 - e. Where a member is not approved for LTD, the member shall repay their loaned sick leave credits, at a rate of no less than forty two (42) hours per year automatically deducted from their annual allotment of 84 hours until paid off.
 - f. The loaned sick leave credits create a deficit in the member's sick leave credit bank at the rate of 100% of the loaned sick leave credits.
 - g. The member agrees in writing, that if the member leaves employment for reasons other than retirement, then the member will reimburse the employer, or allow the employer to set off against any wages or other sources of funds owed to the member, for any deficit of sick leave credits then outstanding.
- k) Not more than fifty six (56) hours of accumulated but unused sick leave credits may be carried forward from the year in which the credits were earned. Any carried forward sick leave credits will be accumulated in the member's sick leave credit bank.
 - l) The maximum number of hours which a member can accumulate in their sick leave credit bank is 1365 hours.
 - m) Should an employee be absent on sick leave in excess of 595 hours, the employee shall not accumulate further leave of any kind until they return to full duty.
 - n) If any member resigns from the Service or is discharged for cause and later returns to the Service, they shall be considered a new member for the purposes of the cumulative sick pay credit plan.
 - o) Medical notes or other additional evidence of entitlement to sick leave are not normally required. However, where there are reasonable grounds to do so, the employer can require an employee to substantiate their entitlement to sick leave credits, through the

provision of a sick note, the completion of a functional abilities form, and/or a medical questionnaire.

- p) Provided that a member retires from the Service, is immediately in receipt of an unreduced OMERS pension and the member has accumulated at least twenty (20) years of continuous service as a member of the Ottawa Police Service, then the member shall be paid for the number of hours in their accumulated sick leave credit bank, to a maximum of 1365 hours. The rate of pay shall be their rank plus 3/6/9, but no other specialty pay shall apply to this cash pay-out.
- q) Any member who has a negative balance of sick leave on retirement will have their deficit set-off against their other time banks and cash payouts. Should a deficit remain after set-off and adjustment against other time banks and cash payouts, a member will not be subject to salary set-off.

Transitional Provisions

- r) These provisions only apply to members hired after October 15, 1995 and before January 1, 2026 (the "Transitional Members").
- s) Effective January 1, 2026, each Transitional Member shall be credited with 84 hours of sick leave credits in their sick leave banks. In addition, Transitional Members will accumulate sick leave credits starting January 1, 2026 in the normal course.
- t) Where a Transitional Member otherwise qualifies for the payment of their accumulated sick leave credit bank, the following process will be followed in order to determine how many sick leave credits are in the member's bank:
 - a. For the period from January 1, 2026 to the date of the Transitional Members retirement, the balance in the bank will be paid out in accordance with the provisions above. This period referred to as the "A" period;
 - b. For the period starting when a member commenced employment and ending December 31, 2025, an accumulation will be calculated. This is the "B" period and potentially the "C" period. The maximum "B" period is twenty (20) years. For each Transitional Member, the B period begins when the member commenced employment or January 1, 2006, whichever is later.
 - c. For the B Period, each years' entitlement is calculated based on the available sick leave usage for that year. A maximum of fifty-six (56) hours can be accumulated for each year. The actual accumulation for each year shall be calculated by deducting the number of hours of the member's actual IPP usage from 84 hours, subject to a maximum potential accumulation of 56 hours per year. For a year where the member used 84 or more IPP hours, no hours will be accumulated for that year.

- d. For periods where there is no sick leave data available (prior to January 1, 2006) the member's average sick leave usage in the B period will be applied to the years in question using the above calculations. For the applicable members, this will be the "C" period.
- e. The maximum combined A period, B period, and C period is thirty (30) years. Any excess years are deducted from the B period, starting from the commencement of the member's employment. The A period can exceed the thirty (30) year limit.
- f. For example, a Transitional Member commenced employment January 1, 2000 and retires December 31, 2030. At the point of retirement the member had an accumulated sick leave credit balance of 320 hours. The A period is from January 1, 2026 to December 31, 2030 and 320 hours are available to be paid out.
- g. The B period for this member runs from January 1, 2006 to December 31, 2025. The B period is therefore 20 years and the initial amount is 1120 hours. From the 1120 hours all IPP hours used by the member in the period from January 1, 2006 to December 31, 2025 is deducted (444 hours in this example). As a result, 676 hours are available to be paid out, in addition to the A period amount.
- h. The C period for this member runs from January 1, 2000 to December 31, 2005. The C period is therefore 676 hours divided by 20 years, multiplied by 6 years, providing for 202.8 hours available to be paid out.

15:02 (b) ACCIDENTS UNDER WORKPLACE SAFETY & INSURANCE ACT

- (i) All employees shall be covered by the Workplace Safety and Insurance Board.
- (ii) Prior to January 1, 2022, where employees are absent from duty as a result of personal illness or injury arising out of and in the course of duties within the meaning of the Workplace Safety and Insurance Board, the employees shall be provided with free hospitalization and medical care. The Board agrees that the employee will continue to receive full salary for the period of temporary disablement as determined by the Workplace Safety and Insurance Board.

Effective January 1, 2022, for new and already approved claims, where an employee is absent from duty as a result of personal illness or injury arising out of and in the course of their duties within the meaning of the Workplace Safety and Insurance Board, the employee shall be provided with free hospitalization and medical care for any treatment relative to the compensable injury/illness. The Board will make up the difference

between W.S.I.B. Compensation and the regular net pay for the duration of such accident or illness.

- (iii) Effective January 1, 2026, any member that is eligible to receive an unreduced OMERS pension will no longer receive any top up from the Ottawa Police Service Board.
- (iv) Effective January 1, 2026, any member who has received a top up for a total of 72 months per claim will no longer receive any top up from the Ottawa Police Service Board. Any member who stops receiving WSIB top up who resigns from the Ottawa Police Service will be provided active member health and dental benefits until 65. For certainty, this only applies to members who resign, and not members who retire.

ARTICLE 16 - ANNUAL MEDICAL EXAMINATION

All employees shall, if required, have a medical examination by the qualified medical practitioner of their choice, and all employees who attend for an examination shall obtain a copy of the medical report and a copy shall be sent to the Board.

If the Board is not satisfied, the Board, at its own expense, may have the employee attend for an examination before a qualified medical practitioner of the Board's choice. However, if the employee objects to the medical practitioner selected by the Board, they shall have the option of naming three (3) medical practitioners, one whom shall be selected by the Board.

ARTICLE 17 - MEDICAL PLAN

- (a) The Board agrees to pay one hundred percent (100%) of the cost required to fund single or family OHIP, whichever is required, to all employees.
- (b) The Board agrees to contribute towards the premium costs of the present semi-private hospital and extended medical program for employees on the following basis.

	Medical
Employer	96.44%
Employee	3.56%

Further, that the monetary contributions be changed commensurate with the finalization of negotiations by the Ottawa Police Services Board with the Association with respect to the Police Personnel Collective Agreement

ARTICLE 18 - LIFE INSURANCE, LONG-TERM DISABILITY, AND DENTAL

(a) LIFE INSURANCE

The Board agrees to pay the following towards the purchase of group life insurance for each employee:

All Employees	\$34.65 per month
AD & D	\$ 6.00 per month

(b) LONG-TERM DISABILITY

The Board agrees to adjust an employee's salary equal to one hundred percent (100%) of the cost of the premium for the long-term disability insurance. The cost of this insurance is fully paid by the employees.

Effective January 1, 2025, for any new claims, the long-term disability insurance provides a benefit equal to sixty percent (60%) of an employee's monthly salary, to a maximum benefit of 109% of the prevailing annual salary of a Staff Sergeant.

Effective January 1, 2025, for any new claims, the long-term disability insurance benefit will be adjusted for a cost-of-living increase annually on the first day of January to the lesser of 3% or the previous year annual average Consumer Price Index (CPI) as reported by Statistics Canada. The adjustment will be made no later than 90 days after the release of annual CPI statistics by Statistics Canada.

An employee absent from duty on long-term disability insurance shall not accumulate annual leave or sick leave credits until they return to active duty

See Letter of Understanding dated May 8, 2002 on page 73 regarding Long-Term Disability.

(c) DENTAL

The Board agrees to contribute towards the premium cost of the present dental plan on the following basis:

	Dental
Employer	90.25%

Employee 9.75%

Further, that the monetary contributions be changed commensurate with the finalization of negotiations by the Ottawa Police Services Board with the Association with respect to the Police Personnel Collective Agreement.

ARTICLE 19 - SPECIAL PAY ALLOWANCE

19:01 MEAL AND ACCOMMODATION ALLOWANCE

- (a) When an employee is required to carry out an assignment outside the City of Ottawa, off-duty time spent in travel will be reimbursed at the normal overtime rate to be taken in pay or time off.
- (b) Exclusive of trips to Aylmer, Ontario, when an employee is required by the employer to take a course outside the City of Ottawa, off-duty time spent in travel will be reimbursed at the normal overtime rate but can only be taken on a time off in lieu basis.
- (c) When an employee is required to carry out an assignment outside a one-hundred (100) kilometre radius of the 474 Elgin Street Police Station, such employee shall be reimbursed for meals during this time away (breakfast, lunch, dinner) which are not otherwise provided, pursuant to the Treasury Board of Canada rates effective January 1 of the calendar year in which the travel occurred.

Where an employee is attending a course or program, the employee may be required to submit the course brochure or agenda in order to substantiate the need for such meal allowance.

- i. Accommodations; the actual amount paid supported by a receipt.
- ii. Other expenses directly related to the out of town assignment and supported by receipts.
- iii. Employees required to use their own vehicle to travel outside the City of Ottawa shall be reimbursed at the rate of \$0.42 per kilometre.

19:02 DRY CLEANING ALLOWANCE / UNIFORM REQUIREMENTS

Each employee working within the following sections: Fleet Services, Evidence Control, Cellblock, and Temporary Custody, Court Security, Summons Servers, Technical Services, Front Desk Services and Identification shall be supplied with a uniform and shall be allowed the sum of three hundred fifty dollars (\$350) per annum payable on the first pay of December each year to compensate for dry cleaning of uniforms. The dry cleaning allowance will be pro-rated after four (4) continuous months of absence or if the member is not in an eligible position for any reason.

Further, the monetary contributions be changed commensurate with the finalization of negotiations

by the Ottawa Police Service Board with the Association with respect to the Police Personnel Collective Agreement.

ARTICLE 20 - ANNUAL INCREMENT

The normal effective date for the implementation of an employee's salary increment within a pay range shall be the first day of the bi-weekly pay period following the appropriate salary increment date, as per pay schedule in Appendix "A".

ARTICLE 21 - THE COMPETITION PROCESS

All vacancies for positions within the bargaining unit shall be posted for a period of ten (10) business days so that employees may make application.

Members shall be selected for position on the basis of their skill, ability, experience and qualifications. Where these factors are relatively equal amongst the individuals being considered, seniority shall govern, providing the successful candidate, if any, is qualified to perform the available work within a reasonable familiarization period.

Vacancies which are not expected to exceed six (6) months do not require posting and may be filled at the discretion of the Service. Where extenuating circumstances dictate, an extension beyond six (6) months shall be by mutual agreement of the parties.

ARTICLE 22 - ACTING PAY

Acting rank pay shall be paid from the first full assigned shift in the acting assignment onward. For the first four (4) continuous months of an acting assignment, members may cash out any time banks or other entitlements at their permanent or substantive rank rate of pay. After four (4) continuous months of an acting assignment, members may cash out any time banks or other entitlements at the acting rank rate of pay. Members promoted to a higher rank will cash out any time banks or other entitlements at the rate of pay for their rank when the payment is made. The foregoing also applies to the payout of time banks at the end of each calendar year.

If an employee has been acting in a position and is subsequently confirmed in that position, the time the employee was acting in that position will be considered when determining the appropriate placement in the pay grade for the position.

ARTICLE 23 - EMPLOYEES KILLED ON DUTY

To provide that the widow/widower or dependent of an employee who is killed in the course of duty would be eligible for the following considerations:

- (a) The maintenance of the salary of the employee's position to the widow/widower or dependent child (as defined by the Workplace Safety Insurance Board) including regular adjustments as negotiated on an annual basis.
- (b) In considering the total income for the purpose of this Article, the amount would be reduced by the amount of any pension from the Workplace Safety Insurance Board, from COSF, from OMERS or from any other source to which the Employer had contributed in whole or in part.
- (c) For the widow/widower, the arrangement would continue as long as there was a dependent child, as defined by the Workplace Safety Insurance Board, or for five (5) years, whichever is longer. In any event, the arrangement would cease at the time when the deceased employee would have attained retirement age.

For the dependent child, the arrangement would continue as long as the child remained a dependent child, as defined by the Workplace Safety Insurance Board. In any event, the arrangement would cease at the time when the deceased employee would have attained normal retirement age.

ARTICLE 24 - PENSIONS

- (a) The Board and the Association mutually agree that employees or the dependents shall be entitled on the employees' retirement or death, resignation or dismissal, to the benefits as set forth in the Corporation of the City of Ottawa Superannuation By-law number 7200 as amended from time to time, or in the case of employees employed after July 1, 1965 by the Ontario Municipal Employees Retirement System (OMERS) and Supplementary Agreement with the Ontario Municipal Employees Retirement System which may be applicable

Retiree benefits for eligible employees - see Letter of Understanding dated May 21, 2002 on page 70.

ARTICLE 25 - GRIEVANCE PROCEDURE

It is the mutual desire of the parties hereto that grievances and complaints relative to this Agreement or working conditions generally shall be addressed as quickly as possible.

The Grievance and Complaint Procedure shall be in accordance with Part XII (Labour Relations) of the *Community Safety and Policing Act, 2019* and the parties hereto agree that when a difference arises between the parties hereto, or those they represent in connection with or relative to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable or any decision or award made subsequent thereto, the provisions of the *Community Safety and Policing Act* will be adhered to.

ARTICLE 26 - JOB DESCRIPTION

The parties agree that an official job description is to be drafted and verified with the relevant employees of the bargaining unit and further that this job description, when finalized, will be forwarded to the Association for their records.

The job descriptions will be reviewed annually by way of the annual supervisor/employee evaluation review process, and where there are changes to the job duties, the job description will be updated. Where there are any unresolved issues pertaining to the job description, the matter shall be referred to the Director of Human Resources for determination.

When there are changes to the job duties and the job description(s) have been updated, where appropriate the job(s) will be re-evaluated.

ARTICLE 27 - LAY-OFF AND RECALL

27:01 LAYOFF AND RECALL PROCEDURE

Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of layoff, employees shall be laid off in the reverse order of their seniority within their classification. Employees with the required seniority may bump the most junior employees of equal or lesser classification providing they are qualified to do the work. Employees shall be recalled in the order of their seniority, providing they are qualified to do the work.

27:02 NO NEW EMPLOYEES

Within the first 12 months after a layoff no new employees will be hired until those laid off have been given opportunity of re-employment, provided they are qualified to do the work and are available.

27:03 NOTICE OF LAYOFF

The Employer shall give notification to employees who are to be laid off on the following basis:

An employee with up to one year of service shall be granted two (2) week's notification.

An employee with greater than one (1) full year of service shall be granted one (1) additional week's notification for each additional full year of service to a maximum of fifteen (15) additional weeks notification.

After notice of layoff, the employee shall be paid in lieu of work for that part

of the required notification period during which work was not made available.

ARTICLE 28 - LEGAL INDEMNIFICATION

- 28:01 Subject to the other provisions of this Article, an employee charged with and finally acquitted of a criminal or statutory offence, because of acts done in the attempted performance in good faith of their duties as an employee shall be indemnified for the necessary and reasonable legal costs incurred in the defence of such charges. See Letter of Understanding on page 65 regarding suspensions with pay.
- 28:02 Notwithstanding Clause 28:01, the Board may authorize payment of necessary and reasonable legal costs of an employee pleading or being found guilty of an offence described in Clause 28:01, where the court, instead of convicting the accused, grants them an absolute discharge, provided that the Board accepts the recommendation of the Chief of Police, or an officer designated by them to make such a recommendation, that the employee's actions in the course of performing their duties were motivated by an intent to do their lawful duty, that such actions do not constitute any of the actions described in Clause 28:03 hereof, and that such indemnification will not in the opinion of the Board reduce respect for law enforcement to the City of Ottawa.
- 28:03 Notwithstanding Clause 28:01, the Board may refuse payment otherwise authorized under Clause 28:01 where the actions of the employee from which the charges arose amounted to a gross dereliction of duty or deliberate abuse of their powers as a employee.
- 28:04 Where an employee is a defendant in a civil action for damages because of acts done in the attempted performance in good faith of their duties as an employee, they shall be indemnified for the necessary and reasonable legal costs incurred in the defence of such an action in the following circumstances only:
- (a) Where the Board is not joined in the action as a party as set out in the *Community Safety and Policing Act, 2019*, and the Board does not defend the action on behalf of itself and of the employee as joint tortfeasers at the Board's sole expense;
 - (b) Where the Board is joined as a party or elects to defend the action, but the solicitor retained on behalf of the Board and the employee is of the view that it would be improper for them to act for both the Board and the employee in that action.
- 28:05 An employee whose conduct is called into question in the course of an inquiry under the Coroner's Act because of acts done in the attempted performance in good faith of their duties as an employee shall be indemnified for the necessary and reasonable legal costs incurred in representing their interests in any such inquest in the following circumstances only:
- (a) Where the Board does not provide counsel to represent the employee at the inquest at the Board's expense;

- (b) Where the counsel provided by the Board to represent either or both of them along with the employee is of the opinion that it would be improper for them to act for the Board and the employee in that action.

28:06 Where an employee intends to apply to the Board for indemnification hereunder, the employee shall, within thirty (30) days of being charged or receiving notice of other legal proceedings covered herein, or receiving notice that they will not be represented by counsel retained by the Board, apply in writing to the Board or Designate to deal with such applications for approval to retain counsel and approval of the counsel to be so retained. In the event of any dispute concerning the counsel to be retained, the matter shall be resolved by an officer designated by the Board and an employee of the Association Executive designated for that purpose.

28:07 Where the Chief of Police, pursuant to Board policy, elects to provide legal counsel to defend an employee in any legal proceeding covered by this provision, the cost of such counsel is the Board's responsibility irrespective of the outcome of the proceedings and neither the employee nor the Board may rely upon the other provisions of this policy.

ARTICLE 29 - SICK LEAVE ELECTION

Employees involved in an off-duty motor vehicle accident resulting in the employee being absent from work shall have the option of utilizing their sick leave benefits, pursuant to Article 15 or to accept benefits from any other insurance plan that is available to the employee.

ARTICLE 30 - COLLEGE ALLOWANCE

30:01 Any employee required to attend the Ontario Police College in Aylmer, Ontario, will be provided with an allowance of two hundred dollars (\$200.00) for each trip to and from Aylmer if the member takes their own vehicle.

30:02 When an employee is required to use their personal vehicle for police service business, they will be reimbursed for mileage pursuant to the National Joint Council published rates as amended from time to time.

ARTICLE 31 - TRAINING PAY

All employees who are required to train other employees as part of a structured training programme shall be granted a premium of two dollars (\$2.00) per hour for which training is provided.

ARTICLE 32 - TEMPORARY EMPLOYEES

32:01 Temporary employees shall receive the applicable salary for the duties they are performing based on level one of the group for that position, as set out in Appendix "A", and shall receive a premium of ten (10) percent of the basic salary in lieu of benefits as set out in the following Articles of this Agreement Articles 12, 14-01, 15, 17, and 18.

To qualify for the premium, the temporary employee must:

- (a) complete six (6) months of employment with the employer;
- (b) work a minimum of twenty (20) hours per week on a regular basis.

The normal effective date for the implementation of an employee's salary increment within their pay group shall be after having completed the equivalent of one (1) full time year at that level/step of the pay group and such employee will continue to advance with each additional equivalent full time year of service until reaching the highest level within that pay group. In the event a temporary employee becomes permanent full-time at that same pay group, the group and level achieved as a temporary employee shall be maintained.

32:02 A temporary vacancy shall not be filled for more than thirty (30) months without the Association's written consent. Such vacancy will be permanently filled no more than thirty (30) days following the expiry of the thirty (30) month period in the absence of the Association's written consent.

ARTICLE 33 - STAFF TRAINING POLICY

33:01 The Board agrees to pay for training and tuition costs as follows:

- (a) The need for specialized training for employees will continue. This will necessitate continued training to supply new skills and to update existing skills.

The policy of the Ottawa Police is to provide specialized on-duty training, detached-duty training, and to encourage off-duty training. The training is directed to augmenting specialized qualifications in various fields of law enforcement.

The policy of assisting an employee during a training period is widespread not only in industry and government but also in law enforcement agencies throughout North America.

- (b) The control of money spent on training will be exercised through the Ottawa Police operation budget. The Ottawa Police Education Section will be responsible for determining educational budget forecasts.

The Ottawa Police Service Board will be made aware of, and sanction, all budget requests, including those for educational purposes before the budget is approved by City Council. This is in keeping with the *Community Safety and Policing*

Act, 2019, 2019.

Transfer of funds from one account into the training account during the course of the budget year will only be permitted with approval of the Ottawa Police Service Board.

- (c) Essentially, the determination of who shall be granted assistance for training will be the responsibility of the Chief of Police, subject to the provision of funds within the current budget.

33:02 (a) TRAINING REQUIRING A LEAVE OF ABSENCE WITH PART PAY

- (a) To be eligible, an employee must have been in the employ of the Ottawa Police for three (3) years prior to considerations for requiring a leave of absence.
- (b) The training is to be in a field directly related to the employee's responsibilities in the Service.
- (c) Where this training is required by the Ottawa Police, payment should be as follows:
 - (i) The employee shall be able to receive seventy-five percent (75%) of their salary during the training period, which period is not to exceed two (2) full academic years;
 - (ii) During the normal school breaks, the employee will be expected to return to their regular position with the Ottawa Police during which time the employee will receive full salary;
 - (iii) During the leave of absence, the employee will continue to accrue annual and sick leave proportionate to actual working months within the total period of leave of absence and will be eligible for all other benefits as outlined under the terms of the Collective Agreement with the Association to which they belong;
 - (iv) The employee's salary will be adjusted by general increases negotiated by the staff association to which they belong but will not be eligible to receive a statutory increase until they have completed twelve (12) full working months;
 - (v) The employee will enter into an agreement to remain with the Ottawa Police after completion of his studies for a period equal to twice the period for which they received training. For example, an employee who has received seventy-five percent (75%) of their salary plus benefits for two (2) academic years would undertake to remain with the Ottawa Police for a full forty-eight (48) months;

- (vi) If an employee fails to carry out their undertaking with the Ottawa Police, the Ottawa Police will recover from the employee the total amount of money spent by the Ottawa Police in enabling the employee to take this training;
- (vii) The training is to be given by an accredited school, college or university;
- (viii) Every effort should be made by the employee to obtain bursaries. The salary provision of the Ottawa Police should be such that in no case would the salary plus the bursary exceeds the amount which would be the employee's normal salary. Should the total of both exceed the employee's normal salary, the percentage payable by the Ottawa Police shall be reduced proportionately.

33:02 (b) TRAINING REQUIRING A LEAVE OF ABSENCE WITHOUT PAY

Employees may apply for leave of absence without pay for full-time attendance at university or college for the furtherance of post-secondary education in fields of study not required by their employment but of a nature to enhance the employee's value to the Ottawa Police.

Applications for this leave shall be in accordance with Ottawa Police Standing Orders and the Chief of Police shall base his recommendation to the Board for the granting or denial of same on the employee's demonstrated potential for the assimilation of such study and its future value to their career progression in the Ottawa Police.

33 03 TRAINING OUTSIDE REGULAR HOURS OF WORK

- (a) An employee shall have their fees paid for all courses taken under this category.
- (b) The training is to be given by an accredited school, university or college.
- (c) Upon registration and approval, the employee will obtain an invoice or receipt from the institution of learning whereupon the Ottawa Police will initiate a pay sheet to be forwarded to the Finance Department who will either pay the fees directly to the institution concerned or to the employee.

33 04 TRAINING DURING REGULAR HOURS OF WORK

- (a) When training requires an employee to be absent for a period during the normal working day, the employee may be granted, with the permission of the Chief of Police, time off as long as it does not exceed ten (10) hours per week.
- (b) The employee will receive their complete salary during this period as well as all benefits under the Collective Agreement with the Association.

(c) The training is to be given by an accredited school, university or college.

33:05 DETACHED DUTY TRAINING

Detached duty as defined in Miscellaneous Regulations of the Ottawa Police Standing Orders means physical separation of an employee of the Ottawa Police. Employees attending detached duty training within the City of Ottawa shall be entitled to payment of registration, tuition and other fees and expenses, including meals and lodging where provided intramurally.

Employees attending detached duty training outside the City of Ottawa shall be entitled to payment of registration and other fees, transportation and living allowances as posted in the current Collective Agreement.

33:06 It will be the responsibility of the Chief of Police to obtain regular progress reports and to retain such a report on file.

If the reports indicate that the employee has failed to regularly attend classes or does not write the examinations, they will be required to reimburse the Ottawa Police to the full extent of fees paid on their behalf.

Whenever possible, advantage should be taken of all funds available to reimburse the Ottawa Police for training, however, the needs of service rather than the availability of grants should be the criterion upon which the training is given.

ARTICLE 34 – TRANSFER FROM CASUAL OR TEMPORARY TO PERMANENT STATUS

Employees who transfer from casual or temporary full time status to permanent full time status shall be recognized as having continuous service. A casual employee shall receive credit for full service on the basis of one year of service for each 1820 hours worked. Any time worked in excess of an equivalent shall be pro-rated at the time of the transfer. The service date shall not precede the employee's date of hire.

ARTICLE 35 – PROBATIONARY PERIOD

Effective January 1st, 2025, new members shall be on a probationary period not to exceed nine (9) months. Members working in the Communications Centre shall serve a probationary period not to exceed twelve (12) months. Special Constables will serve a probationary period not to exceed twelve (12) months after hire as Special Constable.

The employer may, with agreement of the Association, extend the probationary period as specified

above for up to an additional three (3) months. In all cases the request and confirmation or rejection must be in writing.

Probationary terminations shall not be the subject of a grievance or arbitration (unless the employer has acted in a discriminatory or arbitrary manner).

Where the Service hires an employee who has been a term-employee at any time in the previous twenty-four months, the probationary period set out above will not be applicable.

ARTICLE 36 - DURATION OF AGREEMENT

Unless otherwise provided, the terms and conditions of this Agreement shall remain in full force and effect from date of ratification until December 31, 2029 and thereafter until replaced by a new agreement, decision or award. If either party to this Agreement desires to amend or otherwise alter or revise any section, they shall so indicate to the other party in writing not more than one hundred and twenty (120) days and not less than thirty (30) days previous to the expiry date of the said Agreement, their intention to amend, alter or revise this Agreement.

This Agreement shall be binding upon not only the parties hereto agreed but also their respective successors and assigns.

Witness the Ottawa Police Service Board, attested to by the hand of its Chair and Executive Director, and the Ottawa Police Association, attested to by the hand of its President.

SIGNED, SEALED and DELIVERED in the City of Ottawa, in the Province of Ontario, this 23th day of January, 2025 in the presence of:

FOR THE BOARD

FOR THE ASSOCIATION



Salim Fakirani, Chair



Matthew Cox, President



Habib Sayah, Executive Director

APPENDIX "A" - SALARY SCHEDULES

Group 1
Switchboard Operator

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	62,953.11	64,054.79	65,175.75	66,316.33	67,470.23	68,657.71	69,859.22	70,732.46	71,616.62	72,511.83
Biweekly	2,413.11	2,455.34	2,498.30	2,542.02	2,586.26	2,631.77	2,677.83	2,711.30	2,745.19	2,779.51
Hourly	34.473	35.076	35.690	36.315	36.947	37.597	38.255	38.733	39.217	39.707
Step 2										
Annual	65,588.68	66,736.48	67,904.37	69,092.70	70,294.91	71,532.10	72,783.91	73,693.71	74,614.88	75,547.57
2 weeks	2,514.13	2,558.13	2,602.90	2,648.45	2,694.53	2,741.95	2,789.94	2,824.81	2,860.12	2,895.87
Hourly	35.916	36.545	37.184	37.835	38.493	39.171	39.856	40.354	40.859	41.370
Step 3										
Annual	68,313.81	69,509.30	70,725.71	71,963.41	73,215.57	74,504.16	75,807.98	76,755.58	77,715.02	78,686.46
2 weeks	2,618.59	2,664.42	2,711.04	2,758.49	2,806.48	2,855.88	2,905.86	2,942.18	2,978.96	3,016.19
Hourly	37.408	38.063	38.729	39.407	40.093	40.798	41.512	42.031	42.557	43.088
Step 4										
Annual	71,164.75	72,410.13	73,677.31	74,966.66	76,271.08	77,613.45	78,971.69	79,958.84	80,958.33	81,970.31
2 weeks	2,727.87	2,775.61	2,824.18	2,873.61	2,923.61	2,975.06	3,027.13	3,064.97	3,103.28	3,142.07
Hourly	38.970	39.652	40.345	41.052	41.766	42.501	43.245	43.785	44.333	44.887
Step 5										
Annual	74,143.64	75,441.15	76,761.37	78,104.69	79,463.71	80,862.27	82,277.36	83,305.83	84,347.15	85,401.49
2 weeks	2,842.06	2,891.80	2,942.40	2,993.89	3,045.99	3,099.60	3,153.84	3,193.26	3,233.18	3,273.59
Hourly	40.601	41.311	42.034	42.770	43.514	44.280	45.055	45.618	46.188	46.766

Group 2*ACIS Data Entry Clerk, Alarm Clerk, Filing Scanning Clerk, Mail Services Attendant*

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	66,247.58	67,406.91	68,586.53	69,786.79	71,001.08	72,250.70	73,515.09	74,434.03	75,364.46	76,306.52
Biweekly	2,539.39	2,583.83	2,629.05	2,675.05	2,721.60	2,769.50	2,817.97	2,853.19	2,888.86	2,924.97
Hourly	36.277	36.912	37.558	38.215	38.880	39.564	40.257	40.760	41.269	41.785
Step 2										
Annual	69,030.28	70,238.31	71,467.48	72,718.16	73,983.46	75,285.57	76,603.07	77,560.61	78,530.12	79,511.75
2 weeks	2,646.05	2,692.36	2,739.48	2,787.42	2,835.92	2,885.83	2,936.33	2,973.04	3,010.20	3,047.83
Hourly	37.801	38.462	39.135	39.820	40.513	41.226	41.948	42.472	43.003	43.540
Step 3										
Annual	71,921.75	73,180.38	74,461.04	75,764.11	77,082.41	78,439.06	79,811.74	80,809.39	81,819.51	82,842.25
2 weeks	2,756.89	2,805.14	2,854.23	2,904.17	2,954.71	3,006.71	3,059.33	3,097.57	3,136.29	3,175.49
Hourly	39.384	40.073	40.775	41.488	42.210	42.953	43.705	44.251	44.804	45.364
Step 4										
Annual	74,896.34	76,207.03	77,540.65	78,897.61	80,270.43	81,683.19	83,112.65	84,151.56	85,203.45	86,268.49
2 weeks	2,870.91	2,921.15	2,972.27	3,024.29	3,076.91	3,131.06	3,185.86	3,225.68	3,266.00	3,306.83
Hourly	41.013	41.731	42.461	43.204	43.956	44.729	45.512	46.081	46.657	47.240
Step 5										
Annual	78,035.17	79,400.79	80,790.30	82,204.13	83,634.48	85,106.45	86,595.81	87,678.26	88,774.24	89,883.92
2 weeks	2,991.23	3,043.58	3,096.84	3,151.03	3,205.86	3,262.28	3,319.37	3,360.87	3,402.88	3,445.41
Hourly	42.732	43.480	44.241	45.015	45.798	46.604	47.420	48.012	48.613	49.220

Group 3

Admin Assistant Airport, Admin Assistant Central Patrol & District Support, Admin Assistant Crime Stoppers, Admin Assistant Directorate Support, Admin Assistant Drugs, Admin Assistant Emergency Mgmt & Business Continuity, Admin Assistant Fraud, Admin Assistant Guns & Gangs, Admin Assistant HROM, Admin Assistant Major Crime, Admin Assistant Outreach & Development, Admin Assistant Partner Assault, Admin Assistant SACA, Admin Assistant Tactical, Archive & File Storage Clerk, Attendance Clerk, Background Clearance Representative, Criminal Intell Administrator & Background Coordinator, Fleet Attendant, Fleet Facilitator, HRIS Administrator, Intelligence Coordinator, QM Storekeeper, Release of Information Clerk, Streetcheck Representative, Training Database Administrator, TSR Administrator

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	69,748.89	70,969.50	72,211.47	73,475.17	74,753.64	76,069.30	77,400.51	78,368.02	79,347.62	80,339.47
Biweekly	2,673.60	2,720.39	2,768.00	2,816.44	2,865.44	2,915.87	2,966.90	3,003.99	3,041.54	3,079.56
Hourly	38.194	38.863	39.543	40.235	40.935	41.655	42.384	42.914	43.451	43.994
Step 2										
Annual	72,672.33	73,944.10	75,238.12	76,554.79	77,886.84	79,257.65	80,644.66	81,652.72	82,673.38	83,706.80
2 weeks	2,785.66	2,834.41	2,884.01	2,934.48	2,985.54	3,038.09	3,091.25	3,129.90	3,169.02	3,208.63
Hourly	39.795	40.492	41.200	41.921	42.651	43.401	44.161	44.713	45.272	45.838
Step 3										
Annual	75,695.98	77,020.66	78,368.52	79,739.97	81,127.45	82,555.29	84,000.01	85,050.01	86,113.14	87,189.55
2 weeks	2,901.56	2,952.34	3,004.01	3,056.58	3,109.76	3,164.49	3,219.87	3,260.12	3,300.87	3,342.13
Hourly	41.451	42.176	42.914	43.665	44.425	45.207	45.998	46.573	47.155	47.745
Step 4										
Annual	78,832.65	80,212.22	81,615.93	83,044.21	84,489.18	85,976.19	87,480.77	88,574.28	89,681.46	90,802.48
2 weeks	3,021.80	3,074.68	3,128.49	3,183.23	3,238.62	3,295.62	3,353.30	3,395.21	3,437.65	3,480.62
Hourly	43.169	43.924	44.693	45.475	46.266	47.080	47.904	48.503	49.109	49.723
Step 5										
Annual	82,146.32	83,583.88	85,046.60	86,534.92	88,040.63	89,590.15	91,157.98	92,297.45	93,451.17	94,619.31
2 weeks	3,148.82	3,203.92	3,259.99	3,317.04	3,374.76	3,434.15	3,494.25	3,537.93	3,582.15	3,626.93
Hourly	44.983	45.770	46.571	47.386	48.211	49.059	49.918	50.542	51.174	51.813

Group 4

Admin Assistant Collision Investigations, Call Centre Agent, Court Liaison Coordinator, CPIC Operator, Criminal Intelligence Monitor, EMVC Report Reader, Evidence Control Attendant, Identification Clerk, Major Case Management Agent, Project Administrative Support, Senior Admin Assistant BIS, Senior Admin Assistant CDCC, Senior Admin Assistant CID, Senior Admin Assistant Directorate Support, Senior Admin Assistant EOD, Senior Admin Assistant HR, Senior Admin Assistant Planning, Performance & Analytics, Senior Admin Assistant Professional Standards, Senior Admin Assistant Resourcing & Development, Senior Admin Assistant Support Services, Senior Finance Clerk, Senior Finance Clerk-Petty Cash, Technical Assistant, Training & Development Coordinator, VICLAS Coordinator

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	73,810.99	75,102.68	76,416.98	77,754.28	79,107.20	80,499.49	81,908.23	82,932.08	83,968.73	85,018.34
Biweekly	2,829.31	2,878.82	2,929.20	2,980.46	3,032.32	3,085.69	3,139.69	3,178.94	3,218.67	3,258.91
Hourly	40.419	41.126	41.846	42.578	43.319	44.081	44.853	45.413	45.981	46.556
Step 2										
Annual	76,911.41	78,257.36	79,626.86	81,020.33	82,430.08	83,880.85	85,348.76	86,415.62	87,495.82	88,589.52
2 weeks	2,948.15	2,999.75	3,052.24	3,105.66	3,159.69	3,215.30	3,271.57	3,312.47	3,353.87	3,395.80
Hourly	42.116	42.854	43.603	44.367	45.138	45.933	46.737	47.321	47.912	48.511
Step 3										
Annual	80,135.51	81,537.88	82,964.79	84,416.67	85,885.52	87,397.11	88,926.56	90,038.14	91,163.62	92,303.17
2 weeks	3,071.74	3,125.49	3,180.19	3,235.84	3,292.15	3,350.09	3,408.72	3,451.32	3,494.47	3,538.15
Hourly	43.882	44.650	45.431	46.226	47.031	47.858	48.696	49.305	49.921	50.545
Step 4										
Annual	83,451.31	84,911.71	86,397.66	87,909.62	89,439.25	91,013.38	92,606.11	93,763.69	94,935.74	96,122.44
2 weeks	3,198.84	3,254.82	3,311.78	3,369.73	3,428.37	3,488.71	3,549.76	3,594.13	3,639.06	3,684.55
Hourly	45.698	46.497	47.311	48.139	48.977	49.839	50.711	51.345	51.987	52.636
Step 5										
Annual	86,920.62	88,441.73	89,989.46	91,564.28	93,157.50	94,797.07	96,456.02	97,661.72	98,882.49	100,118.52
2 weeks	3,331.82	3,390.13	3,449.46	3,509.82	3,570.89	3,633.74	3,697.33	3,743.55	3,790.34	3,837.72
Hourly	47.597	48.430	49.278	50.140	51.013	51.911	52.819	53.479	54.148	54.825

Group 5

AFIS Technician, Background Investigator, Corporate Communications Specialist, Electronics Installer, Executive Assistant, Executive Assistant to Executive Officer, Executive Assistant to the Chief of Police, FOI Analyst, Investigative Support Partner Assault, Investigative Support SACA, Investigative Support Surveillance, Logistics Analyst, Media Relations Specialist, Paid Duty Coordinator, Parking Coordinator, Payroll Administrator, Portable Radio Coordinator, Procurement Services Coordinator, Program Coordinator Crime Free Multi Housing, Program Coordinator PSS, Program Support Service Initiative, Project Support Facilities, Quality Assurance Analyst-Call Centre, Report Analyst, Security Applications Coordinator, Service Centre Analyst, Special Constable Court Security/Temp Custody, Special Constable Document Server, Senior Admin Assistant Legal Services, Talent Development Coordinator, Trainer & Outreach Worker, Workforce Management Specialist

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	79,361.48	80,750.31	82,163.44	83,601.30	85,055.96	86,552.94	88,067.62	89,168.47	90,283.08	91,411.62
Biweekly	3,042.07	3,095.30	3,149.47	3,204.59	3,260.35	3,317.73	3,375.79	3,417.99	3,460.71	3,503.97
Hourly	43.458	44.219	44.992	45.780	46.576	47.396	48.226	48.828	49.439	50.057
Step 2										
Annual	82,690.06	84,137.14	85,609.54	87,107.71	88,623.38	90,183.15	91,761.36	92,908.38	94,069.73	95,245.60
2 weeks	3,169.66	3,225.13	3,281.57	3,339.00	3,397.09	3,456.88	3,517.38	3,561.35	3,605.86	3,650.94
Hourly	45.281	46.073	46.880	47.700	48.530	49.384	50.248	50.876	51.512	52.156
Step 3										
Annual	86,127.40	87,634.63	89,168.24	90,728.68	92,307.36	93,931.97	95,575.78	96,770.48	97,980.11	99,204.86
2 weeks	3,301.42	3,359.19	3,417.98	3,477.79	3,538.31	3,600.58	3,663.59	3,709.39	3,755.75	3,802.70
Hourly	47.163	47.988	48.828	49.683	50.547	51.437	52.337	52.991	53.654	54.324
Step 4										
Annual	89,735.33	91,305.70	92,903.55	94,529.36	96,174.17	97,866.84	99,579.51	100,824.25	102,084.55	103,360.61
2 weeks	3,439.72	3,499.91	3,561.16	3,623.48	3,686.53	3,751.41	3,817.06	3,864.77	3,913.08	3,962.00
Hourly	49.139	49.999	50.874	51.764	52.665	53.592	54.529	55.211	55.901	56.600
Step 5										
Annual	93,462.64	95,098.24	96,762.46	98,455.80	100,168.93	101,931.90	103,715.71	105,012.16	106,324.81	107,653.87
2 weeks	3,582.59	3,645.29	3,709.08	3,773.99	3,839.66	3,907.23	3,975.61	4,025.31	4,075.62	4,126.57
Hourly	51.180	52.076	52.987	53.914	54.852	55.818	56.794	57.504	58.223	58.951

Group 6

Career Management Specialist, Communications Centre Clerk, Corporate Imaging Specialist, Directorate Quality Assurance Coordinator, Driving Instructor, Electronic Technician, Facilities Implementation Officer, Financial Analyst, Forensic Imaging Specialist, IT Training Coordinator, Law Clerk, Planning, Policy & Research Analyst, Project Specialist BIS, Retirement & Benefits Specialist, Scheduling and Attendance Analyst, Staffing Coordinator, Supervisor Fleet Services, Volunteer Coordinator, WSIB Coordinator

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	84,193.36	85,666.74	87,165.91	88,691.31	90,234.54	91,822.67	93,429.57	94,597.44	95,779.91	96,977.16
Biweekly	3,227.28	3,283.76	3,341.23	3,399.70	3,458.85	3,519.73	3,581.32	3,626.09	3,671.42	3,717.31
Hourly	46.104	46.911	47.732	48.567	49.412	50.282	51.162	51.801	52.449	53.104
Step 2										
Annual	87,718.12	89,253.19	90,815.12	92,404.38	94,012.22	95,666.84	97,341.01	98,557.77	99,789.74	101,037.11
2 weeks	3,362.39	3,421.24	3,481.11	3,542.03	3,603.66	3,667.08	3,731.26	3,777.90	3,825.12	3,872.93
Hourly	48.034	48.875	49.730	50.600	51.481	52.387	53.304	53.970	54.645	55.328
Step 3										
Annual	91,409.19	93,008.85	94,636.50	96,292.64	97,968.13	99,692.37	101,436.99	102,704.95	103,988.76	105,288.62
2 weeks	3,503.88	3,565.20	3,627.59	3,691.07	3,755.29	3,821.39	3,888.26	3,936.87	3,986.08	4,035.90
Hourly	50.055	50.931	51.823	52.730	53.647	54.591	55.547	56.241	56.944	57.656
Step 4										
Annual	95,181.29	96,846.96	98,541.78	100,266.26	102,010.89	103,806.28	105,622.89	106,943.18	108,279.97	109,633.47
2 weeks	3,648.47	3,712.32	3,777.28	3,843.39	3,910.26	3,979.08	4,048.72	4,099.32	4,150.57	4,202.45
Hourly	52.121	53.033	53.961	54.906	55.861	56.844	57.839	58.562	59.294	60.035
Step 5										
Annual	99,158.15	100,893.42	102,659.05	104,455.58	106,273.11	108,143.52	110,036.03	111,411.48	112,804.12	114,214.17
2 weeks	3,800.91	3,867.43	3,935.11	4,003.97	4,073.64	4,145.34	4,217.88	4,270.60	4,323.98	4,378.03
Hourly	54.299	55.249	56.216	57.200	58.195	59.219	60.255	61.009	61.771	62.543

Group 7

Business Performance & Intelligence Coordinator, CAD Application Coordinator, Communications Centre Training Coordinator, Community Developer, Coordinator Constable Selection Process, Crime Intelligence Analyst, Internet/Intranet Analyst, IT Systems Developer/Data Analyst, Network Security Specialist, Network Support Specialist, Pilot Air Services, RMS Applications Coordinator, Senior Service Centre Support Analyst, Strategic Crime Intelligence Analyst, Supervisor Alarms, Supervisor Archive & File Storage, Supervisor Background Clearance, Supervisor Call Centre, Supervisor Court Liaison, Supervisor CPIC, Supervisor Criminal Intelligence Monitors, Supervisor Evidence Control, Supervisor FOI, Supervisor Mail Services, Supervisor QM, Supervisor Report Analyst, Supervisor Technical Services, Supervisor Youth Programs, Talent Management Advisor, TAS Coordinator, Technical Security Advisor, Telecommunications Support Specialist

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	91,788.78	93,395.08	95,029.49	96,692.51	98,374.96	100,106.36	101,858.22	103,131.45	104,420.59	105,725.85
Biweekly	3,518.43	3,580.00	3,642.65	3,706.40	3,770.89	3,837.26	3,904.41	3,953.21	4,002.63	4,052.66
Hourly	50.263	51.143	52.038	52.949	53.870	54.818	55.777	56.474	57.180	57.895
Step 2										
Annual	95,639.78	97,313.48	99,016.47	100,749.26	102,502.30	104,306.34	106,131.70	107,458.35	108,801.58	110,161.60
2 weeks	3,666.04	3,730.20	3,795.48	3,861.90	3,929.10	3,998.25	4,068.22	4,119.07	4,170.56	4,222.69
Hourly	52.372	53.289	54.221	55.170	56.130	57.118	58.117	58.844	59.579	60.324
Step 3										
Annual	99,620.84	101,364.20	103,138.07	104,942.99	106,769.00	108,648.13	110,549.47	111,931.34	113,330.48	114,747.11
2 weeks	3,818.65	3,885.47	3,953.47	4,022.65	4,092.65	4,164.68	4,237.56	4,290.53	4,344.16	4,398.46
Hourly	54.552	55.507	56.478	57.466	58.466	59.495	60.537	61.293	62.059	62.835
Step 4										
Annual	103,768.23	105,584.17	107,431.89	109,311.95	111,213.98	113,171.35	115,151.85	116,591.25	118,048.64	119,524.25
2 weeks	3,977.62	4,047.23	4,118.06	4,190.12	4,263.03	4,338.06	4,413.98	4,469.15	4,525.02	4,581.58
Hourly	56.823	57.818	58.829	59.859	60.900	61.972	63.057	63.845	64.643	65.451
Step 5										
Annual	108,086.25	109,977.76	111,902.37	113,860.66	115,841.84	117,880.66	119,943.57	121,442.86	122,960.90	124,497.91
2 weeks	4,143.14	4,215.65	4,289.42	4,364.48	4,440.43	4,518.58	4,597.65	4,655.12	4,713.31	4,772.23
Hourly	59.188	60.224	61.277	62.350	63.435	64.551	65.681	66.502	67.333	68.175

Group 8

Assistant Manager Fleet Services, AutoCAD/CAFM Administrator, Business Intelligence Analyst, Community Development Coordinator, Disability Management Specialist, Evaluation & Research Coordinator, GIS Analyst, Professional Standards Advisor, Project Manager Capital Projects, Project Manager TSRBDC, Shift Supervisor Comm Centre, Sr Communications Specialist SI, Senior Financial Analyst, Senior Financial Analyst-Police Facilities, Senior Workforce Planning Analyst, Supervisor Crime Intelligence Analysis, Supervisor Facilities Projects, Supervisor Service Centre, Supervisor Technical Security, Talent Development Specialist

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	100,038.76	101,789.44	103,570.76	105,383.25	107,216.92	109,103.94	111,013.26	112,400.93	113,805.94	115,228.51
Biweekly	3,834.67	3,901.77	3,970.05	4,039.53	4,109.82	4,182.15	4,255.34	4,308.53	4,362.39	4,416.92
Hourly	54.781	55.740	56.715	57.708	58.712	59.745	60.791	61.550	62.320	63.099
Step 2										
Annual	104,233.09	106,057.17	107,913.17	109,801.65	111,712.20	113,678.33	115,667.70	117,113.55	118,577.47	120,059.69
2 weeks	3,995.44	4,065.36	4,136.51	4,208.89	4,282.13	4,357.50	4,433.75	4,489.17	4,545.29	4,602.10
Hourly	57.078	58.077	59.093	60.127	61.173	62.250	63.339	64.131	64.933	65.744
Step 3										
Annual	108,591.60	110,491.95	112,425.56	114,393.01	116,383.45	118,431.80	120,504.36	122,010.66	123,535.79	125,079.99
2 weeks	4,162.51	4,235.36	4,309.47	4,384.89	4,461.19	4,539.70	4,619.15	4,676.89	4,735.35	4,794.54
Hourly	59.464	60.505	61.564	62.641	63.731	64.853	65.988	66.813	67.648	68.493
Step 4										
Annual	113,107.89	115,087.28	117,101.31	119,150.58	121,223.80	123,357.34	125,516.09	127,085.04	128,673.60	130,282.02
2 weeks	4,335.63	4,411.50	4,488.70	4,567.26	4,646.73	4,728.51	4,811.26	4,871.40	4,932.29	4,993.94
Hourly	61.938	63.021	64.124	65.247	66.382	67.550	68.732	69.591	70.461	71.342
Step 5										
Annual	117,818.25	119,880.07	121,977.97	124,112.58	126,272.14	128,494.53	130,743.18	132,377.47	134,032.19	135,707.59
2 weeks	4,516.19	4,595.22	4,675.64	4,757.46	4,840.24	4,925.43	5,011.62	5,074.27	5,137.70	5,201.92
Hourly	64.517	65.646	66.795	67.964	69.146	70.363	71.595	72.490	73.396	74.313

Group 9

Client Liaison Officer, Computer Forensics Examiner, Crisis Counsellor, Data Base Administrator, Electronic Technologist, Health & Safety Advisor, Manager Corporate Communications, Shift Manager Comm Centre, Sr BIS Business Analyst, Senior Business Intelligence Systems Developer, Sr GIS Developer, Senior Network Security Specialist, Senior Network Specialist, Senior Risk Management Analyst, Strategic Youth Program Specialist, WAN Specialist

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	109,043.66	110,951.92	112,893.58	114,869.22	116,867.94	118,924.82	121,006.00	122,518.58	124,050.06	125,600.69
Biweekly	4,179.84	4,252.99	4,327.41	4,403.14	4,479.76	4,558.60	4,638.38	4,696.36	4,755.06	4,814.50
Hourly	59.712	60.757	61.820	62.902	63.997	65.123	66.263	67.091	67.929	68.779
Step 2										
Annual	113,617.54	115,605.85	117,628.95	119,687.46	121,770.02	123,913.17	126,081.65	127,657.67	129,253.39	130,869.06
2 weeks	4,355.16	4,431.38	4,508.93	4,587.84	4,667.66	4,749.81	4,832.94	4,893.35	4,954.52	5,016.45
Hourly	62.217	63.305	64.413	65.541	66.681	67.854	69.042	69.905	70.779	71.664
Step 3										
Annual	118,357.73	120,428.99	122,536.50	124,680.89	126,850.34	129,082.91	131,341.86	132,983.63	134,645.93	136,329.00
2 weeks	4,536.86	4,616.26	4,697.04	4,779.24	4,862.40	4,947.98	5,034.57	5,097.50	5,161.22	5,225.74
Hourly	64.812	65.947	67.101	68.275	69.463	70.685	71.922	72.821	73.732	74.653
Step 4										
Annual	123,302.64	125,460.44	127,656.00	129,889.98	132,150.07	134,475.91	136,829.24	138,539.61	140,271.36	142,024.75
2 weeks	4,726.41	4,809.12	4,893.28	4,978.92	5,065.55	5,154.70	5,244.91	5,310.47	5,376.85	5,444.06
Hourly	67.520	68.702	69.904	71.127	72.365	73.639	74.927	75.864	76.812	77.772
Step 5										
Annual	128,413.86	130,661.10	132,947.67	135,274.25	137,628.02	140,050.27	142,501.15	144,282.41	146,085.94	147,912.01
2 weeks	4,922.33	5,008.48	5,096.12	5,185.31	5,275.53	5,368.38	5,462.33	5,530.60	5,599.74	5,669.73
Hourly	70.319	71.550	72.802	74.076	75.365	76.691	78.033	79.009	79.996	80.996

Group 10

Audit Specialist, Manager Call Centre, Manager Court Liaison, Manager Crime Intelligence Analysis, Manager Employee Services, Manager Evidence Control & QM, Manager Facilities, Manager Imaging Services, Manager Media Relations, Manager Planning, Policy & Research, Manager Workforce Management, Program Manager Operation INTERSECT, Program Manager Security, Senior Project Manager BIS, Senior Project Manager Capital Projects, Senior Project Manager Service Initiative, Team Lead Business Intelligence, Team Lead Infrastructure Support, Team Lead Network Security Specialist, Team Lead Software (CAD), Team Lead Software (Intranet), Team Lead Software (RMS), Team Lead Storage Management

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	118,857.24	120,937.24	123,053.64	125,207.08	127,385.68	129,627.67	131,896.15	133,544.85	135,214.16	136,904.34
Biweekly	4,556.01	4,635.74	4,716.87	4,799.41	4,882.92	4,968.86	5,055.82	5,119.01	5,183.00	5,247.79
Hourly	65.086	66.225	67.384	68.563	69.756	70.984	72.226	73.129	74.043	74.968
Step 2										
Annual	123,846.37	126,013.68	128,218.92	130,462.75	132,732.80	135,068.90	137,432.61	139,150.52	140,889.90	142,651.02
2 weeks	4,747.25	4,830.33	4,914.86	5,000.87	5,087.89	5,177.43	5,268.04	5,333.89	5,400.56	5,468.07
Hourly	67.818	69.005	70.212	71.441	72.684	73.963	75.258	76.198	77.151	78.115
Step 3										
Annual	129,006.63	131,264.25	133,561.37	135,898.69	138,263.33	140,696.76	143,158.95	144,948.44	146,760.30	148,594.80
2 weeks	4,945.06	5,031.59	5,119.65	5,209.24	5,299.88	5,393.16	5,487.54	5,556.13	5,625.59	5,695.91
Hourly	70.644	71.880	73.138	74.418	75.713	77.045	78.393	79.373	80.366	81.370
Step 4										
Annual	134,367.34	136,718.77	139,111.35	141,545.80	144,008.70	146,543.25	149,107.76	150,971.61	152,858.76	154,769.49
2 weeks	5,150.54	5,240.68	5,332.39	5,425.71	5,520.11	5,617.27	5,715.57	5,787.01	5,859.35	5,932.59
Hourly	73.579	74.867	76.177	77.510	78.859	80.247	81.651	82.672	83.705	84.751
Step 5										
Annual	139,981.80	142,431.48	144,924.03	147,460.20	150,026.01	152,666.47	155,338.13	157,279.86	159,245.86	161,236.43
2 weeks	5,365.75	5,459.66	5,555.20	5,652.41	5,750.77	5,851.98	5,954.39	6,028.82	6,104.18	6,180.48
Hourly	76.654	77.995	79.360	80.749	82.154	83.600	85.063	86.126	87.203	88.293

Group 11
Manager BIS Projects, Manager Business Performance, Manager Business Solutions Support, Manager Capital Projects, Manager Client Liaison, Manager Financial Planning, Manager Infrastructure Support, Manager Project Management Office, Manager Records & Information Management, Manager Scheduling & Attendance, Manager Service Centre, Manager Telecommunications, Manager Victim Crisis Unit, Operations Manager Communications Centre, Program Manager Service Initiative

	Jan 1/25	July 1/25	Jan 1/26	July 1/26	Jan 1/27	July 1/27	Jan 1/28	July 1/28	Jan 1/29	July 1/29
Percentage	5.1%	1.75%	1.75%	1.75%	1.74%	1.76%	1.75%	1.25%	1.25%	1.25%
Step 1										
Annual	131,927.94	134,236.68	136,585.82	138,976.07	141,394.25	143,882.79	146,400.74	148,230.75	150,083.63	151,959.68
Biweekly	5,057.04	5,145.53	5,235.58	5,327.20	5,419.90	5,515.29	5,611.80	5,681.95	5,752.98	5,824.89
Hourly	72.243	73.508	74.794	76.103	77.427	78.790	80.169	81.171	82.185	83.213
Step 2										
Annual	137,467.79	139,873.48	142,321.27	144,811.89	147,331.62	149,924.66	152,548.34	154,455.19	156,385.88	158,340.70
2 weeks	5,269.39	5,361.60	5,455.43	5,550.90	5,647.49	5,746.88	5,847.45	5,920.55	5,994.55	6,069.48
Hourly	75.277	76.594	77.935	79.299	80.678	82.098	83.535	84.579	85.636	86.707
Step 3										
Annual	143,169.65	145,675.12	148,224.43	150,818.36	153,442.60	156,143.19	158,875.70	160,861.65	162,872.42	164,908.33
2 weeks	5,487.95	5,583.99	5,681.71	5,781.14	5,881.73	5,985.25	6,089.99	6,166.12	6,243.19	6,321.23
Hourly	78.399	79.771	81.167	82.588	84.025	85.504	87.000	88.087	89.188	90.303
Step 4										
Annual	149,167.93	151,778.37	154,434.49	157,137.09	159,871.28	162,685.01	165,532.00	167,601.15	169,696.16	171,817.36
2 weeks	5,717.88	5,817.94	5,919.75	6,023.35	6,128.15	6,236.01	6,345.14	6,424.45	6,504.76	6,586.07
Hourly	81.684	83.113	84.568	86.048	87.545	89.086	90.645	91.778	92.925	94.087
Step 5										
Annual	155,368.78	158,087.73	160,854.27	163,669.22	166,517.06	169,447.76	172,413.10	174,568.26	176,750.36	178,959.74
2 weeks	5,955.57	6,059.79	6,165.83	6,273.74	6,382.90	6,495.24	6,608.90	6,691.52	6,775.16	6,859.85
Hourly	85.080	86.568	88.083	89.625	91.184	92.789	94.413	95.593	96.788	97.998

APPENDIX "B" - SUPPLEMENTAL UNEMPLOYMENT BENEFITS (MATERNITY LEAVE)
--

This appendix contains the terms and conditions of the Supplemental Unemployment Benefits provided for under Article 14:01 of the Collective Agreement.

- (a) The following group of employees are covered by the plan: all employees of the Ottawa Police Service as defined by Article 1 of the Collective Agreement for Civilian Personnel.
- (b) The plan is to supplement the unemployment insurance benefits received by workers for temporary unemployment caused as follows:
 - (1) For maternity leave for female employees for a period of fifteen (15) weeks, such plan covering the top up only of unemployment benefits;
 - (2) For parental leave for male and female employees for newborn and adoption for a period of two (2) weeks; such plan covering top up only;
 - (3) Effective August 1, 1992, for parental leave for male and female employees for newborn and adoption for a period of ten (10) weeks; such plan covering top up only.
- (c) Employees must prove that they have applied for and are in receipt of unemployment insurance benefits in order to receive payment under this plan.
- (d) The benefit level paid under this plan is set at ninety-three percent (93%) of the employees' regular weekly earnings.

For parental leave, the total value of the top-up does not change for extended EI benefits. The value of the top-up will remain the same for standard and extended parental leave.

In any week, the total amount of SUB payments and the weekly rate of UI benefits will not exceed ninety-five percent (95%) of the employees' weekly earnings.
- (e)
 - (1) The plan is financed through the employer's general revenue;
 - (2) SUB payments will be kept separate from payroll records.
- (f) The duration of the plan is from November 21, 1991 until revised.
- (g) The employer will inform the Canada Employment and Immigration Commission in writing of any changes to the plan within thirty (30) days of the effective date of the change.
- (h) Employees do not have a right to SUB payments except for supplementation of UI benefits for the unemployment period as specified in the plan.

- (i) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

APPENDIX "C" – COURT TIME SHIFT ADJUSTMENTS
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Members who are in receipt of a work-related subpoena and/or court notification or who are otherwise required to attend court, and who are regularly scheduled to attend work on either late-afternoons or night shifts will be subject to court-shift adjustments pursuant to the following tables.

Section 1: Late Afternoon Shifts

Members attending court while regularly scheduled to work late afternoon shifts, shall have their series of weekday shifts changed to the early afternoon shift (Monday-Tuesday, or Wednesday-Thursday or Friday). For those attending court on their first day off, the series of late afternoon shifts preceding their day off (Friday-Sunday or Wednesday-Thursday) shall be assigned to the early afternoon shift.

Section 2: Night Shift

Court Attendance While Scheduled for Nights (Single Day Attendance)		
Day of Court Attendance	Regular Shift Assignment	Court Shift Adjustment
Monday	Monday and Tuesday	Monday changed to 19:00 hrs to 01:00 hrs next day. Tuesday would be a regular shift.
Tuesday	Monday and Tuesday	Both Monday and Tuesday changed to 19:00 hrs to 01:00 hrs next day.
Wednesday	Wednesday and Thursday	Wednesday night – 19:00 hrs to 01:00 hrs next day. Thursday night shift would remain as scheduled.
Thursday	Wednesday and Thursday	Both Wednesday and Thursday changed to 19:00 hrs to 01:00 hrs next day.
Friday	Friday, Saturday and Sunday.	Friday night changed to 19:00 hrs to 01:00 hrs next day. Saturday and Sunday shifts would remain as scheduled.

Court Attendance While Scheduled for Nights (Multiple Day Attendance)		
Days of Court Attendance	Regular Shift Assignment	Court Shift Adjustment
Monday and Tuesday	Monday and Tuesday	Both Monday and Tuesday changed to 19:00 hrs to 01:00 hrs next day.
Tuesday and Wednesday	Monday and Tuesday	Both Monday and Tuesday changed to 19:00 hrs to 01:00 hrs next day.
Tuesday and Wednesday	Wednesday and Thursday	Wednesday night changed to 19:00 hrs to 01:00 hrs next day. Thursday night shift would remain as scheduled.
Wednesday and Thursday	Monday and Tuesday	Tuesday night changed to 19:00 hrs to 01:00 hrs on the next day. Monday night shift would remain as scheduled.
Wednesday and Thursday	Wednesday and Thursday	Both Wednesday and Thursday changed to 19:00 hrs to 01:00 hrs next day.
Thursday and Friday	Wednesday and Thursday	Both Wednesday and Thursday changed to 19:00 hrs to 01:00 hrs next day.
Thursday and Friday	Friday, Saturday and Sunday	Friday night changed to 19:00 hrs to 01:00 hrs the next day. Saturday and Sunday night shifts would remain as scheduled.

Court Attendance While Scheduled for Nights (Single Day Attendance)		
Days of Court Attendance	Regular Shift Assignment	Court Shift Adjustment
Monday	Friday, Saturday, Sunday	Sunday night changed to 19:00 hrs to 01:00 hrs the next day.
Wednesday	Monday and Tuesday	Tuesday night changed to 19:00 hrs to 01:00 hrs the next day.
Friday	Wednesday and Thursday	Thursday night change to 19:00 hrs to 01:00 hrs the next day.

Section 3: General Rules

- 1.0 With the movement of members from Late Afternoon shift to Early afternoon shift, members who are normally assigned on the early afternoon shift may be moved to the late shift on a reverse seniority basis.
- 2.0 The parties agree that in the event a night or weekend court period is created they will, within fourteen days, meet to negotiate the necessary changes to the court-shift in keeping with the court-shift adjustments as set out above and the principles of health and wellness.
- 3.0 For members who are required to appear more than twice in a week, their shifts will be adjusted pursuant to a combination of the above tables, as applicable.
- 4.0 If a member receives notification of court cancellation as per Article 14.09, the member will revert back to their regular shift. If a member receives notification of court cancellation within less than 24 hours, the member remains on modified start time for the entire shift, following which the member reverts back to their next regular shift. The member must complete their entire shift.

Shift Schedule for Communications Centre and CPIC Operators

LETTER OF UNDERSTANDING

Between the

OTTAWA POLICE SERVICES BOARD
(hereafter called "the Employer")

and the

OTTAWA POLICE ASSOCIATION
(hereafter called "the Association")

SHIFT SCHEDULE FOR COMMUNICATIONS CENTRE AND CPIC OPERATORS

PREFACE

During negotiations for the 1997 – 1999 Civilian Collective Agreement, in an effort to identify a more efficient shift schedule(s) to replace the schedule identified under 8.02 (j) of the 1996 collective agreement, a Letter of Understanding was signed on March 25, 1999 agreeing to the establishment of a Joint Civilian Shift Committee. The Committee was tasked with researching and studying shift schedules and making recommendations regarding the shifts and shift schedules. If the recommendation(s) were acceptable to the Employer and the Association, the recommendation(s) would be implemented. If the Committee could not reach agreement or if the recommendation(s) were not acceptable to the parties, then the matter would be referred to arbitration for disposition. Until the new provisions were determined, it was agreed that the shift schedule and provisions contained 8.02(j) of the 1996 collective agreement would remain in effect.

After extensive research and study, the Joint Shift Schedule Committee recommended shift schedules for Communications Centre and CPIC Operators. In accordance with these recommendations, the parties agree as follows:

TERMS AND CONDITIONS

1. All of the terms and conditions of the 1997 – 1999 Civilian Personnel Collective Agreement shall apply except as varied below to accommodate the revised Communications Centre and CPIC Operators Shift Schedules.
2. Duration of Shifts and Deployment of Personnel

All civilian personnel assigned to the Communications Centre or CPIC Section will be deployed in accordance with the agreed to Shift Schedule for the section.

Communications Centre Shift Schedule:

The shift rotation for the Communications Centre shall consist of a seven (7) team system, as identified in Appendix A. Six (6) teams will follow a Forty-two (42) Day Rotation Schedule, rotating through day, afternoon, and night shift, with the schedule repeating every forty-two (42) days. One (1) team shall follow a fixed shift. As part of the hours of work, all employees will also be required to attend seven (7) training days each calendar year.

The Forty-two Day Rotating Shift Schedule shall consist of:

Day Shift – seven (7) shifts of ten (10) hours from 0700 – 1700 hours;

Afternoon Shift – seven (7) shifts of eleven (11) hours from 0900 – 2000 hours or from 1700 – 0400 hours. Every 42 day cycle, employees would rotate between the 0900 and 1700 hour start time.

Night Shift – seven (7) shifts of eleven (11) hours from 2000–0700 hours,

Training Days – as scheduled – starting and finishing times to be identified. There shall be seven (7) nine and one half (9 1/2) hour training days per calendar year.

The Fixed Shift shall provide for a fixed shift of eight (8) hours (Tuesday – Saturday inclusive) from 1200 – 2000 hours.

In addition, there shall be seven (7) training days of nine and one-half (9 ½) hours each per calendar year, as scheduled, starting and finishing times to be identified.

CPIC Operators Shift Schedule

The shift rotation for CPIC Operators shall consist of a six (6) team system as identified in Appendix B. Each team will follow a day, afternoon, and night rotation and the schedule will repeat every forty-two (42) days as per the following:

Day Shift – seven (7) shifts of eleven (11) hours from 0645 – 1745 hours;

Afternoon Shift – seven (7) shifts of eleven (11) hours from 1500 – 0200 hours;

Night Shift – seven (7) shifts of eleven (11) hours from 2000 – 0700 hours

*The hours of work identified in #2 include a 1 hour unpaid meal break each shift.

3 Evaluation Period

The Communications Centre and CPIC Operator Shift Schedules shall be implemented commencing March 5, 2001 and the period until February 28, 2002 shall be known as the evaluation period.

4. Notice of Desire to Modify or Amend During the Evaluation Period

By mutual agreement of the parties, modifications may be made to the Communications Centre and/or CPIC Operator Shift Schedules at any time during the evaluation period.

5. Notice of Desire to Modify, Amend or Change Following the Evaluation Period

At any time following the evaluation period, if the Communications Centre and/or CPIC Operator Shift Schedules or the provisions contained in this Letter of Understanding are no longer acceptable, notice must be given to the other party at least six (6) months prior to the proposed effective date for any change. The parties will meet within two (2) weeks of such notification to see if agreement can be reached. If an agreement cannot be reached within a one month period from the date of the initial meeting, the matter may be immediately referred to a third party for resolution. If the parties cannot agree on a third party, the selection of the third party will be made pursuant to 122(2) of the Police Services Act and said third party shall facilitate a meeting with the parties and render a decision in a timely fashion.

Until the parties mutually agree or a decision is rendered by the third party, the Communications Centre and/or CPIC Operator Shift Schedules will remain in place.

6. Leave Credits

Exclusive of statutory holiday, bereavement and marriage leave taken during the year, leave will be credited, deducted and recorded in hours so that the hours available for leave will be on the basis of one day equating to seven (7) hours.

Statutory holiday, bereavement and marriage leave will be deducted as one day for each work day taken. However, for employees eligible for payment in lieu of statutory holidays, the payment will be seven (7) hours for each statutory holiday.

It is agreed that for the purpose of the annual vacation draw, as set out in Article 12(e) of the Civilian Personnel Collective Agreement, the draw will be conducted in hours and time taken in each draw must be consecutive.

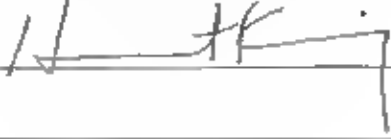
7. This Letter of Understanding will be attached to the Collective Agreement, but it is agreed that if the Communications Centre and/or CPIC Operator Shift Schedules are no longer acceptable, the process for change is as outlined in the Letter of Understanding as per #5 above.

Attachments:

Appendix A: Communications Centre Shift Schedule

Appendix B: CPIC Operator Shift Schedule

FOR THE POLICE SERVICES BOARD



FOR THE ASSOCIATION



Date _____

Date April 2/01

APPENDIX "A"

7 TEAM -42 DAY CYCLE (2001 SCHEDULE)

	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
A			A	A			A	A	A			A	A			N	N			N	N	N			N	N			D	D			D	D	D			D	D				
B			D	D			D	D	D			D	D			A	A			A	A	A			A	A			N	N			N	N	N			N	N				
D			N	N			N	N	N			N	N			D	D			D	D	D			D	D			A	A			A	A	A			A	A				
C	A	A			A	A					N	N			N	N	N			N	N	N			D	D			D	D	D			D	D	D			A	A			
E	D	D			D	D				A	A				A	A	A			A	A			N	N			N	N	N			N	N			D	D			D		
F	N	N			N	N				D	D				D	D				D	D			A	A			A	A			A	A			N	N			N			
JAN	27	28	29	30	31										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
FEB						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
MAR	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																					
APR	21	22	23	24	25	26	27	28	29	30																																	
MAY											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
JUN	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30														
JUL	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																									
AUG	25	26	27	28	29	30	31																																				
SEP																																											
OCT	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
NOV	17	18	19	20	21	22	23	24	25	26	27	28	29	30																													
DEC	28	29	30	31																																							

REVISED 01/01

HOURS OF WORK

- DAYS 0700 - 1700
- A1 0900 - 2000
- A2 1700 - 0400
- NIGHTS 2000 - 0700
- FIXED 1200 - 2000 TUES-SAT

1 COMM CENTRE COMPLEMENT 88 PERSONS
 18 PLATOONS
 14 PER PLATOON
 14 FLOATERS ASSIGNED TO FIXED SHIFT

■ Training Day

SAT/SUN

APPENDIX "B"

42 DAY CYCLE (2001 SCHEDULE)

	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F													
A			A	A			A	A	A			A	A			N	N			N	N	N			N	N			D	D			D	D			D	D										
B			D	D			D	D	D			D	D			A	A	A			A	A	A			A	A			N	N	N			N	N	N											
D			N	N			N	N	N			N	N			D	D			D	D	D			D	D			A	A			A	A	A			A	A									
C	A	A			A	A			N	N			N	N	N			N	N			D	D			D	D	D		D	D			A	A			A	A									
E	D	D			D	D			A	A			A	A	A			N	N			N	N			N	N			N	N	N			D	D			D	D								
F	N	N			N	N			D	D			D	D	D			D	D			A	A			A	A	A		A	A			N	N			N	N									
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
JAN	29	30	31												1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26								
FEB						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28															
MAR	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																										
APR	21	22	23	24	25	26	27	28	29	30																																						
MAY																																																
JUN	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																			
JUL	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																														
AUG	26	27	28	29	30	31																																										
SEP																																																
OCT	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
NOV	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																		
DEC	29	30	31																																													

REVISED 01/01

HOURS OF WORK

DAYS 0645 - 1745 |
 AFTS 1500 - 0200
 NIGHTS 2000 - 0700

CPIC COMPLEMENT 9 PERSONS

8 PLATOONS
 1 PER PLATOON |
 1 RELIEF PER SIDE / 1 FLOATER

SAT/SUN

Shift Schedule for Report Analyst Unit

LETTER OF UNDERSTANDING

Between the

OTTAWA POLICE SERVICES BOARD
(hereafter called "the Employer")

and the

OTTAWA POLICE ASSOCIATION
(hereafter called "the Association")

SHIFT SCHEDULE FOR REPORT ANALYST UNIT

TERMS AND CONDITIONS

1. All of the terms and conditions of the 1997 – 1999 Civilian Personnel Collective Agreement shall apply except as varied below to accommodate the Report Analyst Unit Shift Schedule.
2. Duration of Shifts and Deployment of Personnel

All civilian personnel assigned to the Report Analyst Unit will be deployed in accordance with the agreed to Shift Schedule for the section.

The shift rotation for the Report Analyst Unit shall consist of a six (6) team system following a forty-two (42) day rotation. Each team will be scheduled for day and afternoon shifts as identified in Appendix A.

Day Shift - eleven (11) hours from 0645 - 1745 hours;

Afternoon Shift - eleven (11) hours from 1200 - 2300 hours or 1600 – 0300 hours;

* The hours of work identified above include a 1 hour unpaid meal break each shift.

3. Evaluation Period

The Report Analysts Shift Schedule shall be implemented as close to or commencing June 1, 2002, and the period until December 31, 2002 shall be known as the evaluation period.

4. Notice of Desire to Modify or Amend During the Evaluation Period

By mutual agreement of the parties, modifications may be made to the Report Analysts Shift Schedule at any time during the evaluation period.

5. Notice of Desire to Modify, Amend or Change Following the Evaluation Period

At any time following the evaluation period, if the Report Analyst Shift Schedule or the provisions contained in this Letter of Understanding are no longer acceptable, notice must be given to the other party at least six (6) months prior to the proposed effective date for any change. The parties will meet within two (2) weeks of such notification to see if agreement can be reached. If an agreement cannot be reached within a one month period from the date of the initial meeting, the matter may be immediately referred to a third party for resolution. If the parties cannot agree on a third party, the selection of the third party will be made pursuant to 122 (2) of the Police Services Act and said third party shall facilitate a meeting with the parties and render a decision in a timely fashion.

Until the parties mutually agree or a decision is rendered by the third party, the Report Analyst Unit Shift Schedule will remain in place.

6. Notwithstanding #4 and #5 above, it is understood and agreed that if modifications are made to the 42 Day Uniform Platoon Shift Schedule, whether during or following the evaluation period, then the Report Analyst Unit Shift Schedule will be modified accordingly.

7. Leave Credits

Exclusive of statutory holiday, bereavement and marriage leave taken during the year, leave will be credited, deducted and recorded in hours so that the hours available for leave will be on the basis of one day equating to seven (7) hours.

Statutory holiday, bereavement and marriage leave will be deducted as one day for each work day taken. However, for employees eligible for payment in lieu of statutory holidays, the payment will be seven (7) hours for each statutory holiday.

It is agreed that for the purpose of annual vacation draw, as set out in Article 12(e) of the Civilian Personnel Collective Agreement, the draw will be conducted in hours and time taken in each draw must be consecutive.

8. This Letter of Understanding will be attached to the Collective Agreement, but it is agreed that following the evaluation period, if the Report Analyst Unit Shift Schedule is no longer acceptable, the process for change is outlined in the Letter of Understanding as per #5 above.

Shift Schedules – Joint Committee

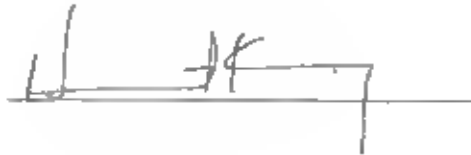
LETTER OF UNDERSTANDING

The employer agrees to maintain the current shift schedule and arrangements in place under the provisions of Article 8:02(d) until such time as a joint committee(s) comprised of an equal number of representatives of the employer and the Association have had an opportunity to review the existing shift schedule and arrangements under 8:02(d) and make recommendations regarding changes to the provisions of article 8:02(d).

If the recommendations are acceptable to the Association and the employer, they will be implemented. If the recommendations are not acceptable to the parties, then either party may refer the matter to arbitration for disposition.

For the Ottawa-Carleton
Regional Police Association

For the Ottawa-Carleton
Regional Police Services Board



Date June 12/01

Review of Civilian Jobs


LETTER OF UNDERSTANDING

With the recognition that over time there has been a change in some of the job duties, the Association and the Board agreed that there would be a review of all civilian jobs. To this end the employer has commenced a review and a re-evaluation of all jobs.

It has been agreed that the parties will meet when this re-evaluation process is completed and that any necessary changes arising from the review will be implemented.

For the Ottawa-Carleton
Regional Police Association

For the Ottawa-Carleton
Regional Police Services Board



Date June 12/01

Hours of Work for Special Constables

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE ASSOCIATION

AND

THE OTTAWA POLICE SERVICES BOARD

Hours of Work For Special Constables Working in Central Cell Block

The employer agrees to establish a joint committee, comprised of an equal number of representatives of the employer and the association, to review the existing shift schedule and arrangements for Special Constables working in Central Cell Block

If the recommendations are acceptable to the association and the employer, they will be implemented

FOR THE EMPLOYER



FOR THE ASSOCIATION



DATE: May 8, 2002

On Call Provisions

**LETTER OF UNDERSTANDING TO BE INCORPORATED IN
COLLECTIVE AGREEMENT**

Re: Article 10(b) and 10(c) of the Civilian Collective Agreement

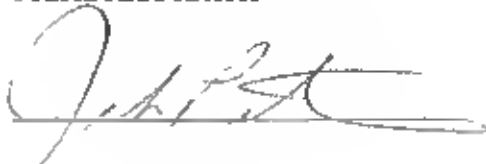
It is recognized that there may be circumstances when an employee would be placed on-call by the Chief, or persons designated by the Chief, for a defined period of time during his/her off-duty hours. During the entire period the employee is designated to be on-call, he/she must be available for work, immediately reachable by phone for discussion and, if required, must immediately return to work.

An employee placed on-call by the Chief/designate will receive 1/3 of an hours pay for each hour on-call and, if required by the employer to return to work, would be subject to the provisions of article 10(c) while at work, not the 1/3 of an hours pay. However, it is understood that the 4 5 hour guarantee provided in 10(c) would only be applicable once during any 24 hour period of on-call and would not apply if the employee is required to return to work more than once during the 24 hour period.

It is also agreed that the reference to stand-by and its definition is removed from article 10(b) and 10(c).

The above provisions in no way alter the fact that employees not placed on-call are also required to return to work when called subject to the applicable overtime and/or call-back provisions of the collective agreement, not these on-call provisions

FOR THE OTTAWA-CARLETON REGIONAL
POLICE ASSOCIATION



FOR THE OTTAWA-CARLETON REGIONAL
POLICE SERVICES BOARD



DATE Jan 16/98

Sick Leave / IPP
LETTER OF UNDERSTANDING
BETWEEN
THE OTTAWA POLICE SERVICES BOARD
AND
THE OTTAWA POLICE ASSOCIATION

"Civilian Personnel"

The parties agree that where additional information may be required to support an employee's request for temporary or permanent medical accommodation or workplace modification:

1. the employer shall provide the Ottawa Police Service Functional Abilities Form, attached hereto as Schedule "A", to the employee;
2. the employee is responsible for ensuring that the form is completed by the attending physician and returned to Health, Safety & Lifestyles in a timely manner.

It is understood that the individual prognosis and associated limitations/capabilities, concerning employee medical status, support early and safe return to work

This Letter of Understanding shall, by way of amendment to the current Letter of Understanding, Sick Leave/IPP, form part of the Collective Agreement between Ottawa Police Services Board and Ottawa Police Association, Civilian Personnel.

DATED at Ottawa this 22 day of March, 2010



Ottawa Police Services Board
Chair



Ottawa Police Association
President

OTTAWA POLICE SERVICE FUNCTIONAL ABILITIES FORM

NAME _____ CADRE _____

CONSENT I hereby authorize my Health Care Professional and the Ottawa Police Service Abilities Management Section, to release to each other medical information required in regards to my current illness/injury for the sole purpose of supporting my absence from work and/or to identify safe and suitable duties upon my return to work.

SIGNATURE _____ DATE _____

- The Ottawa Police Service (OPS) offers accommodated duties to all injured or ill members. This approach extends to members who may be required to attend court during periods of injury or illness. If your patient is totally disabled and unable to participate in accommodated duties, please be prepared to substantiate your patient's absence with objective medical information so our members will not be subjected to a possible loss in pay.
- Once completed please return this form via the Abilities Management Unit confidential fax (613) 760-8052 or via email at AbilitiesManagement@ottawapolice.ca. Alternatively, you can scan and email the form to the Disability Management Specialist assigned to your case. The OPS will provide reasonable reimbursement of any costs associated with the completion of this form.
- I would like to assure both you and your treatment provider that any information you provide will be treated confidentially and only disclosed to the extent necessary to successfully return you to work or to substantiate your continued absence. I look forward to hearing from you to discuss this return to work planning and any other ways that you feel we may be of assistance to you.

A. To be completed by a qualified Health Care Professional:

Date current illness/injury started _____
 Date you started treating the patient _____
 General Nature of injury/illness _____
 Date of assessment _____

B. Use of Force Options includes but is not limited to: OC spray, batons and firearm. When a Police Officer is able carry use of force options, the expectation is the member is fully able to respond/engage as a Police Officer at any given time. It is the duty of members facing a situation to respond in accordance with their training (officer safety, communication and physical control techniques). All sworn members have access to their Use of Force options while at work or off work.

Is the member medically cleared to carry and use their use of force options? Yes / No

Patient can return to work with no restrictions	Patient is capable of returning with restrictions	Patient is medically unable to return to work at this time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you checked this box, please complete Section F below	If you checked this box, please complete sections C, D, E & F below	If you checked this box, please complete sections C, D, E & F below

C. Return to work status / next appointment: from the date of this assessment, the above will apply for approximately ___ 1 week ___ 2 weeks ___ 3 weeks ___ 4 weeks

Recommended hours of work

- Full time regular hours
- Modified hours _____
- Graduated hours _____

Start Date _____
 Date of next appointment to review Abilities and/or Limitations _____

D. Physical restrictions.	Full Abilities	Limitations / Restrictions – please provide details
Walking		
Standing		
Sitting		
Lifting floor to waist		
Lifting waist to shoulder		
Lifting / Work at or above shoulder		
Ability to use hands		
Ability to use arms		
Gripping / Pinching		
Pushing		
Pulling		
Bending / Twisting		
Ability to operate motor vehicle / Police vehicle		
Medication related		
Other		

E. Non-Physical restrictions	Full Abilities	Limitations / Restrictions – please comment
Self - supervision		
Supervision over others		
Deadline pressures		
Attention to detail		
Ability to multi task		
Exposure to distracting stimuli		
Work with others		
Exposure to emotional situations		
Exposure to confrontational situations		
Problem solving / Decision making		
Memory		
Verbal communication		
Reading / Writing		
Computer work		

Additional limitations or comments

F. Health Care Professional's Name (please print) _____	
Signature _____	Date _____
Health Care Professional's Designation <input type="checkbox"/> Physician <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Chiropractor <input type="checkbox"/> Other _____	
Address _____ Telephone _____	
Date form was completed _____	

Long-Term Disability

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE ASSOCIATION

AND

THE OTTAWA POLICE SERVICES BOARD

"Civilian Personnel"

The parties agree that the following understandings and commitments will be effective the date of signing of this Letter of Understanding and will continue in effect unless and until otherwise mutually agreed. The provisions pertaining to the long-term disability plan will be incorporated into the LTD policy and/or procedures.

Eligibility for long-term disability

- LTD benefits to eligible employees will cease the earliest of
 - (a) when the employee no longer qualifies or
 - (b) when the employee reaches normal retirement age or
 - (c) when the employee is eligible to retire with a non actuarially reduced pension

Administration of the long-term disability plan

- Prior to formally making application for long-term disability, the employee must meet with the Occupational Health Specialist of the Human Resources Department for an assessment and to determine any restrictions pertaining to reintegration.
- On a regular basis, and as circumstances require, the Occupational Health Specialist of the Human Resources Department will meet with representatives of the Association and the Carrier Company to discuss details surrounding the claims and any return to work options. It is recognized that ongoing communication amongst the parties will be required.

Reports To be Provided to The Employer

- A one time only report detailing the history of claims with details of all of those who have been on LTD with the current carrier company.
- An annual financial report outlining the premiums paid, status of reserves, year to date experience, projections, as well as any other relative information. The initial report will be made available as soon as possible.

- Regular quarterly update reports (including information such as: new claims, decisions on claims, returns to work, active claims, employees no longer eligible, etc) A report format will be developed to ensure all of the required information is included.
- A designated person in the Human Resources Section of the Police Service shall be advised directly by the Association as soon as any application for Long-term disability has been submitted to the carrier company
- The designated person in the Human Resources Section may contact the carrier company at any time and obtain information regarding the status of a claim.
- Any and all forms relative to a disability claim that are to be completed by the employer shall be forwarded to the Director of Human Resources at the Police Service, who will ensure the forms are completed and returned to the Association for processing.

Long-term Disability Rates

There will be no upward adjustment to the rates unless justified by experience with these changed provisions

General – Return to work requirements

Employees on sick leave/IPP or LTD are required to return to work when work is made available which the employee is able to perform, subject to medical confirmation and taking into account any medical restrictions.

This is not intended to apply for absences of less than two weeks, unless the employee is frequently off work for short durations

FOR THE EMPLOYER



FOR THE ASSOCIATION



DATE: May 8, 2002

Benefits for Retirees

LETTER OF UNDERSTANDING
BETWEEN
THE OTTAWA POLICE SERVICES BOARD
AND
THE OTTAWA POLICE ASSOCIATION

Benefits for Retirees For Civilian Employers.

In accordance with past arrangements, eligible retirees were provided coverage for extended health (including semi-private hospital, vision care, prescription drugs to age 65, and other benefits) and dental coverage on a cost sharing basis. The parties agree that this Letter of Understanding replaces the previous arrangements.

However, it is acknowledged and agreed that the employees who retired before date of ratification will maintain their current coverage(s) on the same cost sharing basis as previously applicable.

Effective from date of ratification of this Letter of Understanding, for all employees in the bargaining unit at time of their retirement, effective from the date of their retirement from the Ottawa Police Service, instead of the coverage previously provided, the employer will provide the following coverage, at 100% employer paid, provided that at retirement they are in receipt of a non-actuarially reduced pension from OMERS or COSF, and provided that at least 20 of the retiring employee's credited years of service were with the Ottawa Police Service. This coverage would also be applicable to employees who at retirement are in receipt of a pension from OMERS, and (a) are a minimum of 55 years of age and whose age and years of service total a minimum of 85, provided that at least 20 of the credited years of service were with the Ottawa Police Service or (b) retire for medical reasons before reaching the required age and years of service criteria, provided they have at least 25 credited years of service with the Ottawa Police Service, in which case they would be eligible for coverage upon attaining the age and years of service criteria if they had continued to work.

- Prescription drugs as identified under the formulary of the policy in effect at that time;
- Semi-private hospital coverage;
- Vision Care as provided in the policy at that time;
- Other Health Benefits as specified in the policy;
- Coverage is for eligible retired employees and their eligible dependants. In the event of the death of the retired employee, the employee's spouse and eligible dependants will maintain eligibility for coverage (as per the previous arrangements).
- The coverage for prescription drugs ceases at age 65.

This coverage would be available through the employer as soon as administratively possible.

For The Association

For The Board

Date: May 21, 2002

Suspension With Pay

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE ASSOCIATION

AND

THE OTTAWA POLICE SERVICES BOARD

If an employee is under investigation for, or charged with committing a criminal or statutory offence because of acts done in the execution of his/her duties and where the nature of the allegations/charges are such that the Chief considers it necessary to remove the employee from employment with the Police Service, and where the Police Service has not yet completed its review to determine what discipline (if any) is warranted, such employee will be suspended with pay pending the review and determination by the Police Service as to the appropriate discipline.

FOR THE EMPLOYER



FOR THE ASSOCIATION



DATE: July 9, 2002

Administration and Payout of Time Banks 2003

LETTER OF UNDERSTANDING

Between the
OTTAWA POLICE SERVICE
(hereafter called the "Employer")

and the

OTTAWA POLICE ASSOCIATION
(hereafter called "the Association")

RE: ADMINISTRATION & PAYOUT OF TIME BANKS

PREFACE:

Recognizing that

- there are provisions in the Police Personnel and Civilian Personnel collective agreements regarding the administration and payout of timebanks which have not been strictly adhered to in the past,
- some employees have been permitted to accumulate excess time banks, and grandfathered time banks will be created to eliminate these excess time banks over a multi-year period; and
- these accumulated timebanks have become a significant financial liability to the organization,

following lengthy discussions between the parties, effective the date of ratification of this Letter of Understanding, the time bank provisions of the collective agreements will be strictly adhered to, and the parties do hereby agree as follows.

TERMS AND CONDITIONS

A) OT & Court Time - Art. 13-06 (Police Personnel) & Art. 14(a) (Civilian)

The consolidated overtime/court time bank will include the following banks, and is restricted to a maximum of 120 straight time hours in accordance with the collective agreement

- * Bank 28 Overtime- Shift Advance
- * Bank 29 Overtime- Call Back
- * Bank 30 Overtime- On Call
- * Bank 31 Overtime- Straight Time
- * Bank 32 Overtime- Time and a Half
- * Bank 33 Overtime- Statutory Holiday Bonus
- * Bank 44 Court Time
- * Bank AO Attack on America OT
- * Bank AA Attack on America Airport OT

However, for overtime and court time slips entered by Finance starting (as soon as administratively possible following the effective date of this Letter of Understanding), overtime and court time hours will be paid out if they would otherwise result in the sum of the consolidated OT/Court Time banks (plus the grandfathered OT/Court Time bank) exceeding 120 straight time hours.

Hours on any overtime and court time slips entered by Finance prior to (as soon as administratively possible following the effective date of this Letter of Understanding) can be banked, and if not otherwise used by the employee for time off or payout purposes in the interim, the hours will be included in the grandfathered OT/Court Time bank when it is created.

B) Statutory Holidays – Art. 17-04 (Police Personnel) & Art. 9(d) (Civilian).

Commencing in 2004, by March 31st (Sworn) and by March 1st (Civilian) of each calendar year, there will be a mandatory payout of the unutilized portion of statutory holiday credits earned in the previous year. For 2003, as soon as administratively possible following the effective date of this Letter of Understanding, there will be a mandatory payout of up to 96 hours (Sworn) and up to 84 hours (Civilian) from the GS bank (i.e. the Grandfathered Statutory Holidays Pre-2003 bank).

C) Annual Leave

- 1 Except as provided below, employees must select all of their annual leave in the leave draw, and all annual leave must be taken as time off in the year it is earned.
2. All employees may be permitted to hold back up to five (5) days of their annual leave for the purpose of taking one (1) day leaves throughout the year at the discretion of their supervisor. The provisions of Article 14.05 (Sworn) and 11(e) (Civilians) will not apply to any leave taken under this provision.

If for operational reasons, and upon management approval, an employee is unable to utilize a portion of his/her five days annual leave that were held back, then it must be exhausted the following year as outlined in item C(4) & C(5) below.

- 3 If pursuant to Article 15-05 (Police Personnel) or Article 12(f) (Civilian), or due to an injury or illness arising out of and in the course of his/her duties within the meaning of the WSIB Act, an employee is unable to utilize a portion of his/her annual leave in the year it is earned, then it must be exhausted the following year as outlined in item C(4) and C(5) below.

4. An employee must exhaust any carryover of the previous year's annual leave in one of the following ways:
 - a) the employee may request that any portion of the carried over annual leave be taken as time off prior to June 1 of the year following the year in which the credits were earned; or
 - b) the employee may request a voluntary payout of any portion of the carried over annual leave at any time prior to June 1 of the year following the year in which the credits were earned, and such payout will be provided; or
 - c) Upon sufficient notice prior to June 1 of the year following the year in which the credits were earned, the employee may request that any portion of the carried over annual leave be taken as time off on or after June 1st of the year following the year in which the credits were earned
5. Any unutilized credits remaining in the employee's bank as of June 1st of the year following the year in which the credits were earned will be paid out, excluding those requests which have been approved for time off under 4a) or 4c) above.

D) Rate of Payouts

Payouts of Overtime Court Time, Statutory Holiday credits and Annual Leave will be at current rates

E) Grandfathered Banks

1. On January 23, 2003 as part of the year-end process, the OSL feature was used to electronically transfer previous years' annual leave and statutory holiday balances to new "grandfathered" time codes. Those grandfathered time codes are the following
 - GA - representing grandfathered annual leave from pre-2003; and
 - GS - representing grandfathered statutory holidays from pre-2003.

As soon as administratively possible following the effective date of this Letter of Understanding, the employer will create a grandfathered Overtime Court Time bank comprised of excess hours above the 120 straight time hour cap. Please note that this grandfathered bank must be created manually (rather than electronically), therefore it may not be created until October 2003.

2. There would be no mandatory payouts from the 3 grandfathered banks until December 31, 2010 at which point all remaining hours will be paid out. The exception is the mandatory payout in 2003 (see item B above) of up to 96 hours (Sworn) and up to 84 hours (Civilian) from the GS bank (i.e. the Grandfathered Statutory Holidays Pre-2003 bank)

3. Employees can request a voluntary payout of any portion of the three grandfathered banks (including the grandfathered Annual Leave bank) at any time prior to December 31, 2010, and such payout will be provided
4. Employees can request that any portion of the three grandfathered banks be used for time off purposes. Subject to operational and financial considerations, management shall make reasonable efforts to approve requests for time off
5. Employees with a grandfathered Overtime/Court Time bank must draw down the grandfathered OT/Court Time bank first (for either pay or time off purposes) before accessing the regular OT/Court Time bank which is capped at 120 straight time hours.
6. Payouts of grandfathered Overtime/Court Time, Statutory Holiday and Annual Leave banks will be at current rates


To the degree that the provisions of this Letter of Understanding amend or modify the provisions of the Police Personnel or Civilian Personnel collective agreements, the parties agree to amend the collective agreements accordingly.

FOR THE POLICE SERVICE



Date: 2003-05-01

FOR THE POLICE ASSOCIATION



Date: 01 May 2003

Review of Court Time – Sworn and Civilian

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE SERVICES BOARD
(The Employer)

AND

THE OTTAWA POLICE ASSOCIATION
(The Association)

Re: REVIEW OF COURT TIME- SWORN AND CIVILIAN

The parties agree to form a joint committee for the purpose of discussing methods of addressing member concerns surrounding attendance in court while on night shift, annual vacation, early release of subpoenas and subpoenas with multiple court dates. The committee will make recommendations to the Chief and the President of the Association for consideration, such recommendations to be provided by October 31, 2014:

DATED at Ottawa this 07 day of April, 2014


Chair
Ottawa Police Services Board


President
Ottawa Police Association

Joint Committee on Job Evaluation

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE SERVICES BOARD
(The Employer)

AND

THE OTTAWA POLICE ASSOCIATION
(The Association)

Re: JOINT COMMITTEE ON JOB EVALUATION

The parties agree to form a Joint Job Evaluation Committee for the purpose of overseeing the ongoing maintenance program for the civilian positions covered by the current Collective Agreement; and, to review and evaluate job descriptions developed by the Police Service for new civilian positions that would be covered by the Collective Agreement. The Committee is designed to maintain an equitable salary and wage structure as well as provide the means by which job ratings and salary classifications shall be determined to meet the changing requirements and technologies of the workplace.

The Joint Job Evaluation Committee will be co-chaired by Association and Board representatives as delegated by the Chief of Police and the Association President. The Committee will be composed of an equal number of representatives for the Association and the Board. Upon forming, the Committee shall agree to Terms of Reference, job evaluation plan and job evaluation procedures to be approved by the Association President and the Chief of Police or the Chief's designate.

DATED at Ottawa this 07 day of April, 2014


Chair
Ottawa Police Services Board


President
Ottawa Police Association

Compressed Work Schedule (Civilians)

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE SERVICES BOARD
(The Employer)

AND

THE OTTAWA POLICE ASSOCIATION
(The Association)

Re: COMPRESSED WORK SCHEDULE (CIVILIAN)

The Board will assess the feasibility of introducing a compressed work week schedule and will provide its response to the Association no later than six (6) months from the date of ratification of this Memorandum of Agreement. Such proposal shall include the sections excluded from working a compressed schedule and, where feasible, the schedule or proposed schedule to be implemented in the areas identified as being suitable for a flexible work schedule.

Should the parties agree to the introduction of a compressed work week, Article 8.02(b) shall be deleted and Article 8.02(a) shall be amended to read as follows: "All civilian personnel falling within this Agreement shall work a thirty-five (35) hour week, with a fifteen minute break before the lunch period and a fifteen-minute break after the lunch period."

DATED at Ottawa this 07 day of April, 2014



Chair
Ottawa Police Services Board



President
Ottawa Police Association

Annual Leave Draw Pilot Program

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE SERVICES BOARD
(The Employer)

AND

THE OTTAWA POLICE ASSOCIATION
(The Association)

Re: Annual Leave Draw Pilot Program

The parties agree to change the timing of the annual leave draw from October-December to May-June on a two year trial basis. The start of annual leave draw for the 2018 vacation year will remain in October-December, 2017.

The first pilot draw will be for the 2019 vacation year with the draw commencing in May-June 2018. The draw for 2020 will be held in May-June of 2019.


Representatives of the Employer and the Association will meet to discuss the details regarding implementation of the draw for the 2019 vacation year.

The parties shall, no later than six (6) months following the end of this pilot, review the effectiveness of the change for the purpose of assessing the possibility of continuing this arrangement.


If no agreement can be reached, the vacation draw would revert to October-December in 2020 for the 2021 calendar year.

FOR THE POLICE SERVICES BOARD

FOR THE ASSOCIATION


E. E. Chantre

Date April 15, 2022


Matt Skof
Date 15 April, 2022

Joint Committee – Maternity and Parental Leave

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE SERVICES BOARD
(The Employer)

AND

THE OTTAWA POLICE ASSOCIATION
(The Association)

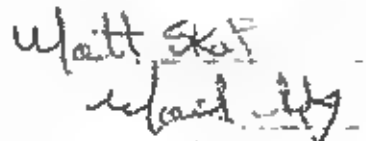
Re JOINT COMMITTEE MATERNITY AND PARENTAL LEAVE

The Association and the Police Services Board agree to form a joint committee, comprised of no less than two members appointed by the Association and two members appointed by the PSB to review and update the language of the Maternity and Parental leave clauses to ensure statutory compliance, comparability in benefit entitlement and ease of reference. The joint committee will report to the Association President and Chair of the PSB within one year of the signing of the collective agreement. In the event there are any changes in administrative procedure, the joint committee will ensure that persons who are presently on maternity or parental leave will be duly notified.

FOR THE POLICE SERVICES BOARD

FOR THE ASSOCIATION





E. E. Chan

Matt Skaf

Date April 15, 2022

Date: 15 April, 2022

Joint Committee – Early Retirement Incentive

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE SERVICES BOARD
(The Employer)

AND

THE OTTAWA POLICE ASSOCIATION
(The Association)

Re: JOINT COMMITTEE – EARLY RETIREMENT INCENTIVE

The parties agree to refer the Early Retirement incentive to a joint committee comprised of equal number of representatives of the Association and the Board. The parties will endeavour to provide a report to the Chair of the Police Services Board and the President of the Association within one year of the ratification of this Memorandum. This agreement will be set out in a letter of understanding that will be appended to the replacement collective agreement.

FOR THE POLICE SERVICES BOARD

FOR THE ASSOCIATION

[Handwritten signature]

Walt Skoff

E.L. E.L. Country

[Handwritten signature]

Date: April 15, 2020

Date: 15 April, 2020

Joint Committee – Review of documents in Collective Agreements

LETTER OF UNDERSTANDING

BETWEEN

**THE OTTAWA POLICE SERVICES BOARD
(The Employer)**

AND

**THE OTTAWA POLICE ASSOCIATION
(The Association)**

Re: JOINT COMMITTEE - REVIEW OF DOCUMENTS IN COLLECTIVE AGREEMENTS

The parties agree to create a joint committee comprised of equal representatives of the Association and the Police Services Board to review all documents forming part of the collective agreement for the purpose of including in the body of the agreement.

This committee will report to the Chair of the Police Services Board and the President of the Ottawa Police Association no later than one-month prior to the commencement of the open period as defined by the collective agreement.

FOR THE POLICE SERVICES BOARD

FOR THE ASSOCIATION

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Date: April 18, 2022

Date: 15 April, 2022

Breaks in Service Time

LETTER OF UNDERSTANDING

Between the

OTTAWA POLICE SERVICES BOARD

("Employer")

And the:

OTTAWA POLICE ASSOCIATION

("Association")

Civilian Breaks in Service Time

Effective January 1, 2016 the parties agree to recognize the following

- 1) All employment with the Ottawa Police Service will be recognized for the purpose of seniority and will not be limited by any breaks of service of any duration
- 2) Employment seniority time will be adjusted to reflect the accumulation of all time employed by the Ottawa Police Service.
- 3) As soon as reasonably practicable, the Employer will inform any member entitled to a seniority adjustment as a result of the application of this section.
- 4) As a result of the application of this section, any adjustments to seniority will apply to seniority, annual leave and longevity pay
- 5) It is understood that the Employer will ensure any adjustment to annual leave will be credited to the individual entitled member's time bank, as soon as reasonably practicable.

Dated at Ottawa this 31st day of July, 2016


Chair
Ottawa Police Services Board


President
Ottawa Police Association

Competition Process

LETTER OF UNDERSTANDING

Between

THE OTTAWA POLICE SERVICES BOARD

("The Board")

And

THE OTTAWA POLICE ASSOCIATION

("The Association")

Re: Civilian Collective Agreement - Competition Process

WHEREAS in October, 2010 a Letter of Understanding was signed regarding changes to Article 21, the Competition Process, in the Civilian Collective Agreement to support improvements to the staffing procedure,

AND WHEREAS further changes have now been recommended by the Civilian Career Initiative Joint Steering Committee;

NOW THEREFORE the parties agree that effective the date of the signing of this Letter of Understanding, Article 21 shall be amended to read as follows

All vacancies for positions within the bargaining unit shall be posted for a period of ten (10) business days so that employees may make application.

Members shall be selected for positions on the basis of their skill, ability, experience and qualifications. Where these factors are relatively equal amongst the individuals being considered, seniority shall govern, providing the successful candidate, if any, is qualified to perform the available work within a reasonable familiarization period

Vacancies which are not expected to exceed six (6) months do not require posting and may be filled at the discretion of the Service. Where extenuating circumstances dictate, an extension beyond six (6) months shall be by mutual agreement of the parties

DATED at Ottawa this 31st day of July, 2018


Chair
Ottawa Police Services Board


President
Ottawa Police Association

Joint Committee – Review of Casual Language and Contracting Out

LETTER OF UNDERSTANDING

between the

OTTAWA POLICE SERVICES BOARD

(hereinafter called “the Employer”)

and the

OTTAWA POLICE ASSOCIATION

(hereinafter called “the Association”)

JOINT COMMITTEE – REVIEW OF CASUAL LANGUAGE AND CONTRACTING OUT

The Ottawa Police Association (the “Association”) and the Ottawa Police Service Board (the “Board”) agree to form a joint committee and meet no later than March 31, 2025 to formulate and discuss collective agreement language related to casual employees and contracting out of services to be completed no later than December 31, 2025.

FOR THE BOARD

FOR THE ASSOCIATION



Salim Fakirani, Chair



Matthew Cox, President



Habib Sayah, Executive Director

Date: 29 January 2025

Date: 29 January 2025

Active Member Benefits for Civilian Retirees

LETTER OF UNDERSTANDING

between the

OTTAWA POLICE SERVICES BOARD

(hereinafter called "the Employer")

and the

OTTAWA POLICE ASSOCIATION

(hereinafter called "the Association")

Active Member Benefits for Civilian Retirees

The parties agree that effective from the date of ratification this Letter of Understanding replaces the Letter of Understanding dated September 28, 2001. It is acknowledged that all Members who retired prior to the date of ratification will maintain their retirement benefits plan as provided through the Letter of Understanding dated September 28, 2001.

The Letter of Understanding dated September 28, 2001, appended to the collective agreement references the benefits available to retirees of the Ottawa Police Service (OPS). In accordance with that Letter of Understanding, eligible retirees and their eligible dependents were provided coverage for extended health (including semi-private hospital, vision care, prescription drugs to age 65 and other benefits) at a 100% cost basis to OPS. OPS will provide the following coverage provided that upon retirement members are in receipt of a non-actuarially reduced pension from OMERS or COSF and provided that at least 20 years of the retiring member's credited years of service were with OPS. The following coverage will also be provided to Members who at retirement are in receipt of an OMERS pension and are either:

- (a) A minimum of 55 years of age and whose age and years of service are total to a minimum of 85 years. Members must also have at least 20 years of their credited years of service with OPS; or
- (b)
- (c) Members who retire for medical reasons before reaching the required age and years of service criteria and have at least 25 years of service with OPS

Effective January 1, 2025, all Members retiring on or after January 1, 2025 will have active Member health and dental benefits to the age 70. Upon reaching the age of 70 years of age, all Members who retired on or after January 1, 2025 will be subject to the retiree benefits coverage under the Letter of Understanding dated September 28, 2001.

Effective January 1, 2028, all Members retiring on or after January 1, 2028, will have active Member health and dental benefits to the age 75. Upon reaching the age of 75 years of age, all Members who

retired on or after January 1, 2028 will be subject to the retiree benefits coverage under the Letter of Understanding dated September 28, 2001.

FOR THE BOARD

FOR THE ASSOCIATION



Salim Fakirani, Chair



Matthew Cox, President



Habib Sayah, Executive Director

Date: 29 January 2025

Date: 29 January 2025

Extended Health Plan and Premiums

LETTER OF UNDERSTANDING

between the

OTTAWA POLICE SERVICES BOARD

(hereinafter called “the Employer”)

and the

OTTAWA POLICE ASSOCIATION

(hereinafter called “the Association”)

Extended Health Plan and Premiums

The Parties agree to the following active member benefit health plan improvements:

- Vision care coverage – The maximum amount per year per insured for Vision care will be increased in the following amounts on the 1st of January of every second year:
 - \$500 in 2025
 - \$600 in 2027
 - \$700 in 2029

- Paramedical coverage – Effective January 1, 2025, the maximum benefits payable for paramedical services was increased from \$1,500 to \$1,800 per year per insured per category of paramedic service. The type of services available was extended to include:

Dental coverage – Effective January 1, 2025, the maximum combined benefit for Basic, Preventative, Orthodontic and Major Dental services per insured was increased from \$1,500 to \$1,800 per year.

FOR THE BOARD



Salim Fakirani, Chair

FOR THE ASSOCIATION



Matthew Cox, President



Habib Sayah, Executive Director

Date: 29 January 2025

Date: 29 January 2025

2025-2029 Civilian Personnel Collective Agreement

LETTER OF UNDERSTANDING

between the

OTTAWA POLICE SERVICES BOARD

(hereinafter called "the Employer")

and the

OTTAWA POLICE ASSOCIATION

(hereinafter called "the Association")

2025-2029 CIVILIAN PERSONNEL COLLECTIVE AGREEMENT

This Agreement represents the terms and conditions of employment for the 2025-2029 Civilian Personnel Collective Agreement. In the event there are any errors or accidental omissions that should have been included by the parties, the error(s) or omission(s) will be considered part of this agreement and the necessary corrections made.

FOR THE BOARD

FOR THE ASSOCIATION



Salim Fakirani, Chair



Matthew Cox, President



Habib Sayah, Executive Director

Date: 29 January 2025

Date: 29 January 2025