



**Working Agreement between
The Corporation of the Town of Richmond Hill
and The Salaried Employees' Association**

Effective January 1, 2017 to December 31, 2019

11094 (09)

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THIS AGREEMENT made the **FIRST** day of **JANUARY, 2017**

B E T W E E N :

THE CORPORATION OF THE TOWN OF RICHMOND HILL

hereinafter called the "Corporation"

of the First Part,

- and -

THE SALARIED EMPLOYEES' ASSOCIATION

hereinafter called the "SEA"

of the Second Part.

WHEREAS the parties hereto have agreed to enter into these presents for the purpose of defining, determining and providing for working conditions, remuneration, pensions, employee benefits and duties of the salaried employees covered by this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

ARTICLE 1 – GENERAL PURPOSE

1.1 EMPLOYEES COVERED

- 1.1.1** The provisions of this Agreement shall apply to all full-time salaried employees of the Corporation except for those employees included in the Corporation's Administrative Salary Schedule. Those employees classified as "part-time, student or on contract" shall be excluded for the purposes of this agreement.
- 1.1.2** Each new employee shall be deemed to be a probationary employee for a "minimum of six (6)" consecutive months of their employment, and the provisions of this agreement shall only apply to probationary employees if and when specifically provided for herein.

1.2 RECOGNITION

The Corporation recognizes the SEA as bargaining agent for all full-time salaried employees of the Corporation, except for those employees included in the Corporation's Administrative Salary Schedule. The Corporation further accepts that the SEA is not the representative for those salaried employees classified as "part-time, students, or on contract".

1.3 MANAGEMENT RIGHTS

Except as, and to the extent specifically modified by this Agreement, all Managerial rights and prerogatives are retained by the Corporation and remain exclusively and without limitation within the right of the Corporation and its Management. Without limiting the generality of the foregoing, the Corporation rights shall include:

- a) The right: to determine the location and extent of its operations and their commencement, expansion, curtailment or discontinuance; the direction of the working forces; the schedules of work; the number of shifts; the methods, processes and means of performing work; job contents and requirements, quality and quantity standards; the qualifications of employees; the use of improved methods, machinery and equipment; whether there shall be overtime worked; the number of employees needed by the employer at any time and how many shall operate or work on any job, operation or machine; the number of hours to be worked; and generally the right to manage the enterprise and business without interference are solely and exclusively the right of the employer.
- b) The right: to hire and control the working force and employees, to transfer, assign, promote, demote, classify, layoff, recall and retire employees in accordance with the provisions of any pension plans; to plan, direct and control operations; to select and retain employees from positions excluded from the SEA provided the written consent of such employee is first obtained; and to transfer employees into the SEA.
- c) The right: to maintain order, discipline and efficiency; to make, alter and enforce, from time to time, rules and regulations, policies and practices, to be observed by its employees; to discipline, suspend and discharge employees for just cause.

1.4 SEA RIGHTS

In the event that the SEA disputes the reasonableness of the exercise of Management's Rights, the SEA shall have the right to file a policy grievance in respect thereof at Step 3 of the Grievance Procedure.

1.5 NO DISCRIMINATION

The Employer and the SEA agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employees in the matter of hiring, wage rates, training, up-grading, promotion, transfer, layoff, recall, discipline, discharge, or otherwise by reason of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or handicap, nor by reason of their membership or activity in the SEA.²⁰¹⁶

1.6 EMPLOYEES COVERED

In this agreement, where the context so requires, whenever the singular is used, it shall be considered as if the plural has been used.²⁰¹⁷

1.7 STRIKES OR LOCKOUTS

In view of the orderly procedures established by the Agreement for the settling of disputes and handling of Grievances, the SEA agrees during the life of this agreement there will be no strike, picketing, slowdown or stoppage of work either complete or partial and the Corporation agrees that there will be no lockouts.

1.8 AGREEMENTS

- 1.8.1** The SEA agrees to keep the Corporation advised of the names of the Officers of the SEA and of its Committees, upon their election or appointment to office.
- 1.8.2** No agreement shall be made between an employee and a representative of the Corporation that conflicts with this Agreement, unless mutually agreed to between the SEA and the Corporation.
- 1.8.3** The Corporation agrees to give the SEA Chairperson an updated copy of the Human Resources Policy & Procedures Manual and any further updates as they become available.
- 1.8.4** The Corporation agrees to notify the SEA Chairperson in writing, within two (2) working days, of changes within the SEA affecting changes in classifications, promotions, demotions, hirings, transfers, resignations, retirements, terminations of employment or any proposed layoff or recalls from layoff. All noted changes must be reflected in the SEA Address Listing on a bi-monthly basis.
- 1.8.5** The Corporation agrees to provide to all new employees, in writing, with the names and telephone numbers, of the SEA Executive during the employee orientation/documentation process conducted by Human Resources.
- 1.8.6** The Corporation agrees to give the SEA Chairperson, in January and in July of each year an updated copy of the SEA seniority list.²⁰¹⁶
- 1.8.7** The Corporation agrees to give the SEA Chairperson, in January and in July of each year, a current list of all contract employees working in positions listed in the SEA Classification Schedule, including their job title, the name of the Department they are working in and the expiration date of their contract.²⁰¹⁶
- 1.8.8** Employees acquiring seniority on the same date shall be added to the seniority list in order of the date and time of receipt of their employment application. In the event that the date and time are identical, seniority shall be based on alphabetical order according to last name.

1.8.9 An employee shall lose seniority and their employment shall be deemed to be terminated for any of the following reasons:

- a) voluntary resignation or retirement
- b) discharged and not reinstated through the grievance procedure
- c) failure to return to work, except for verified medical reasons acceptable to the Corporation
- d) failure to return to work after layoff within five (5) working days after proper notification by registered letter at the last address provided by the employee to the Corporation
- e) layoff in excess of twelve (12) months
- f) absence from work without leave of absence being granted by, or an explanation being given satisfactory to, the Corporation for a continuous absence of three (3) or more working days.

1.8.10 The Corporation agrees to give the SEA Chairperson, in January and in July of each year an updated copy of the SEA classification schedule. ²⁰¹⁶

1.9 WORKING RULES AND REGULATIONS

It shall be the responsibility of each employee to adhere to the Town's Working Rules and Regulations and Safety Rules which shall be made known to the employees. Failure on the part of an employee to conduct their work in accordance with these rules, or to work safely as prescribed by Management, may result in disciplinary action.

ARTICLE 2 – DEFINITIONS

2.1 In this Agreement:

- a) "Administrative Staff" shall mean a person who is a member of the Corporation's Administrative Salary grouping.
- b) "Employee – Full-Time" shall mean a person employed by the Corporation who will be considered to be recognized as full-time after successfully completing a minimum of six (6) months of employment and who is required to work a minimum of thirty-five (35) hours per week for fifty-two (52) weeks per year.
- c) "Employee – Part-Time" shall mean a person employed by the Corporation who is not required to work more than thirty-four (34) hours per week and who is not covered by this Agreement.
- d) "Employee – Probationary" shall mean a newly hired employee hired for full-time employment who has not completed a minimum probation period of six (6) months from date of hiring. The probationary period may be extended to a maximum of three (3) additional months with mutual consent of both parties. Once the employee successfully completes the probationary period the employee shall be recognized as a full-time employee, and seniority shall be effective from the original date of employment.²⁰¹⁷

A probationary employee will not carry seniority rights during their probationary period. Probationary employees are not covered by the terms of this agreement with the following exceptions:

<u>ARTICLE</u>	<u>TITLE</u>
1	General Purpose
2	Definitions
5	Hours of Work
6	Overtime and Meal Allowance
7	Holidays
8	Vacations
12.9	Pensions
16	Salaries

- e) "Probationary Period" shall mean the duration of time while an employee who is covered under this agreement works for the Town for a minimum of six (6) months and who is recognized as an Employee – Full-Time.
- f) "Employee – Student" shall mean a person who is employed by the Corporation who has come from an institute of learning and intends to return to an institute of learning or a trade and who is not covered by this agreement.
- g) "Employer" shall mean the Corporation of the Town of Richmond Hill.
- h) "Grievance" shall mean a difference of opinion between the parties as to the interpretation, application, and administration of alleged violation of this Agreement only.

- i) "Management" shall mean positions within the Administrative Group who exercise managerial responsibilities within the scope of this working agreement.
- j) "Town" shall mean the Corporation of the Town of Richmond Hill.
- k) "Employee – Contract" shall mean a person who is employed by the Corporation for a period not to exceed three (3) consecutive years and who is not covered by this agreement. Extensions to the employment contract beyond three (3) years must be mutually agreed to by the SEA and the Corporation.
- l) "Immediate Family Member" shall mean spouse and dependent children as defined in the Town's benefit policies.
- m) "Spouse" shall mean the person to whom a person is married or with whom the person is living in a conjugal relationship for at least one (1) year outside of marriage.

ARTICLE 3 – GRIEVANCE PROCEDURE

3.1 GRIEVANCE PROCEDURE

The SEA shall appoint a grievance Committee from among its members of three (3) persons and shall file their names annually with the Director of Human Resource Services and both parties shall be notified of any changes made in the grievance committee throughout the year.

3.2 COMPLAINT STAGE IS MANDATORY PRIOR TO A GRIEVANCE

It is the mutual desire of the Parties that complaints of employees be adjusted as promptly as possible. It is understood that an employee does not have a complaint unless it is officially brought to the attention of the immediate Supervisor within three (3) working days of the event or time at which the employee became or ought reasonably to have become aware of the event which led to the complaint. The immediate Supervisor shall reply to the complaint within two (2) working days. It is understood that an employee does not have a grievance until a complaint which has been discussed between the employee and the immediate Supervisor has been denied.

3.3 STEP 1 OF THE GRIEVANCE PROCEDURE

Failing satisfaction, the employee, who may request the assistance of the SEA, may file their grievance within two (2) working days and not thereafter with their immediate Supervisor, with a copy to the Director of Human Resources. If the immediate Supervisor is a member of the SEA then the grievance shall be submitted to the first Administrative Staff member responsible for the supervision of the appropriate work area. The grievance must be in writing and shall include what article(s) of the Working Agreement is to be grieved; why it is being grieved, and what should be the relief. The Supervisor shall give the grievor their decision in writing within two (2) working days of the submission of the grievance. (Where an employee's immediate Supervisor and a member of Management are one and the same, Step 1 shall be omitted and the Grievance Procedure shall proceed directly into Step 2).²⁰¹⁶

3.4 STEP 2 OF THE GRIEVANCE PROCEDURE

Failing satisfaction by the employee with the written decision in Step 1, the aggrieved employee shall then present their grievance in writing within five (5) working days and not thereafter to the Department Head or their appointee who will render their decision in writing, with a copy to the Director of Human Resources, not later than five (5) working days from receipt of the grievance.²⁰¹⁶

3.5 STEP 3 OF THE GRIEVANCE PROCEDURE

The employee may, within five (5) working days and not thereafter submit the grievance in writing to the Chief Administrative Officer or their appointee. A meeting between the Chief Administrative Officer, and Department Head or their appointee on the one hand, and the aggrieved employee and a member of the grievance committee, if requested by the employee, on the other hand shall be held within ten (10) working days of receipt of the grievance. The Chief Administrative Officer or their appointee shall notify the employee of the Town's decision in writing within ten (10) working days of the meeting.²⁰¹⁶

3.6 STEP 4 OF THE GRIEVANCE PROCEDURE – ARBITRATION

Where a difference arises between the parties relating to the interpretation, application or administration of this agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this agreement has been violated, either of the parties may after exhausting any grievance procedure established by this agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration within ten (10) working days of receiving the Chief Administrative Officer's decision in Article 3.5 above.²⁰¹⁶

Should the parties fail to agree on the selection of a single arbitrator within seven (7) working days, the appointment shall be made by the Minister of Labour for Ontario upon the request of either party. The arbitrator shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the parties and upon any employee or employer affected by it. Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to clarify the decision.²⁰¹⁶

Each of the parties shall equally bear the expense and fees of the arbitrator.²⁰¹⁶

This working Agreement may only be altered, modified or amended by the parties to it, and no arbitrator shall have the right to alter, modify, amend, add to or delete any part of this agreement or to make any decision inconsistent with the provisions thereof.²⁰¹⁶

3.7 GROUP GRIEVANCE

In the case of two (2) or more employees having a grievance it must be filed within five (5) days and not thereafter with the Chief Administrative Officer or their appointee at Step 3. A mutually agreed upon time will then be set up by Chief Administrative Officer or their appointee within 10 days of the grievance filing.

3.8 AGREEMENT PROVISIONS

Any difference arising directly between the SEA and the Corporation concerning the interpretation or violation of the terms or provisions of this agreement may be submitted to either party by the other at Step 3 within ten (10) working days and not thereafter after the circumstances giving rise to the complaint originated or occurred.

3.9 TIME PARAMETERS

In determining the time within which any step is to be taken under the foregoing provisions of this article, Saturdays, Sundays, and Statutory Holidays shall be excluded. Any and all time limits fixed by this article may at any time be extended by agreement in writing between the Corporation and the SEA. In the event that the aggrieved party fails to meet the time limit agreed to, the grievance shall be deemed to have been abandoned and Section 37(5a) of The Labour Relations Act will not apply. In the event that management fails to meet the time limit agreed to, then the grievor shall have satisfaction.

3.10 REPRESENTATION

An employee may request at any time, the assistance of their SEA Grievance Committee Member(s), to act on their behalf in grievances, discipline or discharge procedures. The employee and/or a Grievance Committee Member shall have the right to be present at all meetings held to resolve or discuss their grievance, discipline or discharge.

3.11 DISCHARGE AND DISCIPLINE

In the case where an employee has a grievance for discharge it shall be taken up by the employee and the SEA Grievance Committee, if so requested, starting at Step 3 within three (3) working days and not thereafter after the circumstance giving rise to the complaint originated or occurred.

ARTICLE 4 – STAFF CHANGES

4.1 NOTICE OF VACANCIES

4.1.1 When a full time vacancy occurs or when a new position is created, the Corporation shall post notice in the normal posting on the main Town Bulletin board and Departmental Bulletin boards, as well as posting on the Electronic mail system with a written copy to the SEA Chairperson, or their designate.

All newly created positions must be evaluated prior to posting, unless otherwise mutually agreed to between the Corporation and the SEA.

Any existing jobs shall not be posted “under review”, unless otherwise mutually agreed to between the Corporation and the SEA.

In cases where SEA employees are being accommodated due to their inability to perform their current duties, the posting and selection process may be waived at the discretion of the employer, after discussion with the Chairperson of the SEA or their designate.²⁰¹⁶

4.1.2 When a contract or temporary vacancy occurs, of nine (9) months or less, the vacancy may be posted internally at management’s discretion, based on the operational needs of the Department and in consultation with Human Resource Services.

4.1.3 Postings for each job shall contain the following information: date of job posting, job title and classification, section, and rate of pay, duties of the position, the required qualifications, whether it is a replacement or a new position, and the closing date for the applications. The notice shall be posted for a minimum of seven (7) consecutive working days.

4.1.4 Employees applying for vacant full time positions must be in their current position for a minimum of six (6) months unless approval is received from the employee’s Department Head or the CAO.

4.1.5 The Corporation may advertise vacancies internally and externally at the same time where the Corporation believes no current employees have the qualifications or experience for the position. In the event a current employee with the qualifications and experience does apply for the position, the employee shall be considered before any external applicants are considered.

4.1.6 No applicant for any SEA vacancy shall be considered until the applications of present qualified SEA members have been considered and offered an opportunity for a consultation with Human Resources staff.

4.2 PROMOTIONS, TRANSFERS AND TRIAL PERIOD

4.2.1 Promotions and transfers (permanent or temporary) shall be based upon the following factors:

- a) qualifications* and ability
- b) seniority

* Qualifications includes a review of the employee file by Human Resources for any disciplinary issues within the last twenty-four (24) months but does not include a comparison of performance reviews. ²⁰¹⁶

Where the requirements in factor a) are relatively equal, seniority shall govern.

If a position becomes vacant within three (3) months of the same position being filled, then the position does not need to be re-posted. Management may choose the next best qualified candidate from the previous posting to fill the position.

4.2.2 The successful incumbent of a permanent vacancy will be placed on a trial period at the rate in effect for the position, for a period of up to two (2) months. The Supervisor shall provide to the employee such orientation to the workplace and or to specific workplace procedures which in the opinion of the Supervisor is necessary for the employee to perform their duties. Such trial periods may be extended by mutual agreement.

4.2.3 In the event the incumbent proves unsatisfactory to Management during the trial period, and if they were a full-time employee of the Corporation prior to assuming the new position, the employee shall be returned to their former position without loss of seniority and at the salary rate in effect for the former position.

If the incumbent is unsatisfied within one (1) month of the promotion/transfer the employee may request to be returned to their former position without loss of seniority and at the rate in effect for the former position.

In the event that the incumbent is returned to their former position, then Management's second choice applicant may be given the opportunity to be placed in the vacant position on a trial period.

ARTICLE 5 – HOURS OF WORK

5.1 GENERAL

Nothing in this Agreement shall restrict the Corporation's right to establish and assign hours of work, or limit the Corporation from rearranging normal hours of work per week. Notwithstanding current normal week/shift assignments, changes will be discussed with the SEA.

5.2 NORMAL WORKING WEEK

The regular work week shall consist of five (5), seven (7) hour days (35 hours weekly), with the exception of the following positions which shall work five (5), eight (8) hour days (40 hours weekly): ^{2016; 2017}

Aquatic Supervisor
Assistant Supervisor Facility Operations
Capital Project Coordinator
Children & Outdoor Recreation Program Assistant
Community Centre Services Coordinator
Facility Operations Technician
Facility Security, Life & Safety Coordinator
Facility Systems Coordinator
Fitness Supervisor
Fleet Services Clerk
Front of House Coordinator
Marketing & Sponsorship Coordinator
Operations Technical Services Coordinator
Parking Enforcement Officer
Roads Technician
Stockkeeper
Supervisor, Arena Operations
Supervisor, Community Centres & Pools
Supervisor, Fleet
Supervisor, Parks Services & Horticulture
Supervisor, Recreation Business Services
Supervisor, Roads & Traffic Operations
Supervisor Sportsfields, Turf & Parks Structures
Supervisor, Urban Forestry
Supervisor, Water & Wastewater
Theatre, Technical & Facility Operations Coordinator
Urban Forestry Technician
Utility Permit Coordinator
Waste Operations Coordinator
Wastewater Technician
Water Quality Analyst
Water Technician

5.3 NORMAL WORKING DAY

5.3.1 The regular hours of work may be between 6:00 a.m. and 7:00 p.m. with up to one (1) hour for meal break between 11:00 a.m. and 2:00 p.m. The core hours of the working day will be 10:00 a.m. to 3:00 p.m. ²⁰¹⁶

For employees working a seven (7) hour day, the normal working day commences at 8:30 a.m. and ends at 4:30 p.m. with one (1) hour for meal break between 11:00 a.m. and 2:00 p.m.

For Access Richmond Hill employees, the normal working day may commence between 8:30 a.m. and 12:00 p.m. and end between 4:30 p.m. and 8:00 p.m. with a one (1) hour meal break between 11:00 a.m. and 5:30 p.m. ²⁰¹⁶

For By-law & Licensing Enforcement Officers, the normal working day may commence between 5:30 a.m. and 12:00 p.m. and end between 1:30 p.m. and 8:00 p.m. with a one (1) hour meal break between 8:00 a.m. and 5:30 p.m. ²⁰¹⁶

5.3.2 For employees working an eight (8) hour day, the normal working day commences at 7:30 a.m. and ends at 4:00 p.m. with one half hour (1/2) for meal break between 11:00 a.m. and 2:00 p.m. ²⁰¹⁶

5.4 RECREATION AND CULTURE HOURS

For Recreation & Culture Division employees, the normal working day may commence between 6:00 a.m. and 3:00 p.m. and end between 2:00 p.m. and 11:00 p.m. with a meal break between 8:30 a.m. and 8:30 p.m. Employees working seven (7) hour days are provided a one (1) hour meal break. Employees working eight (8) hour days are provided a one half hour (1/2) meal break. ²⁰¹⁶

5.5 PARKING CONTROL OFFICER HOURS

The working agreement provisions for Parking Control Officers are as per the Addendum, attached hereto.

5.6 WEEKEND HOURS

The parties acknowledge that there are positions that will be scheduled solely for evenings and weekends every week. For other positions, the Corporation will make an effort not to schedule employees to work more than two (2) consecutive weekends within a given scheduled period. The Corporation will also try to schedule to avoid a situation of having less than twelve (12) hours between shifts. ²⁰¹⁶

5.7 BUILDING DIVISION HOURS

The extended hours program for employees in the Building Division are as per the Addendum attached hereto.

ARTICLE 6 – OVERTIME AND MEAL ALLOWANCE

6.1 RECOGNITION BY EMPLOYEE

It is recognized by all employees that from time to time employees will be prepared to assist in carrying out the work of maintaining the services of the Corporation during times other than their regular shift.

6.2 OVERTIME CONSIDERATION

When authorized by Management, all time worked in excess of 7 (or 8 hours) daily and 35 (or 40 hours) weekly, or on a Statutory Holiday shall be considered overtime.

6.3 ELIGIBILITY FOR COMPENSATION

6.3.1

All full time salaried employees are eligible to be compensated financially at the overtime rate(s) or to bank hours in lieu of equal time off at time and one half (1.5) or double time (dependent on how the hours were earned) for all hours worked, as outlined in Article 6.4. Employees must elect to bank hours or receive overtime pay at the time the hours are earned.

The number of hours banked are not to exceed 70 hours (or 80 depending on the employee's two week work period) at any point in time. For the purpose of calculating the maximum number of lieu time hours placed in the bank, overtime hours (hours worked multiplied by 1.5 or 2 as defined in Article 6.4) will be converted prior to being placed in the lieu time bank. Any hours in excess of 70 or 80 hours will be paid out at the employees' next pay.²⁰¹⁶

Employees may request payment of banked lieu time hours at any time throughout the calendar year. Payments made to the employee by the Corporation will be paid at the wage rate of their permanent classification.²⁰¹⁶

All hours in an employees' lieu time bank must be taken or paid out, if the employee transfers to a new division of the Town unless approval from the new division is granted.

6.3.2

The appropriate department will maintain an official ledger for overtime whether hours are banked or paid.

6.4 OVERTIME RATES

Payment of overtime hours shall be as follows except for those hours outlined in Article 5 and at the appropriate rates.

6.4.1

One and one-half times for all eligible hours worked commencing at the end of an employee's shift up until 12:00 midnight and for all hours worked on Saturday.

6.4.2

Two times for all eligible hours worked Monday through Saturday from 12:00 midnight to the time the employee commences their normal shift and for all hours on a Sunday or on a Statutory Holiday.

6.4.3

If an employee is required to work on a Statutory Holiday, the employee shall be entitled to applicable overtime compensation and holiday pay.²⁰¹⁶

6.5 MEAL ALLOWANCE

A meal allowance of ten dollars (\$10.00) shall be paid to employees who are required to work three (3) consecutive overtime hours and for each additional three (3) consecutive overtime hours that they were not advised of the necessity of the overtime prior to the completion of the previous shift.

6.6 STANDBY

6.6.1 Employees who are required to be on standby, that is, immediately available by telephone and able to work shall be paid as follows:

- a) equivalent of (1) one hour straight time per day while on standby Mondays through Saturday
- b) equivalent of (2) two hours straight time per day while on standby on Sundays and Statutory Holidays.

6.6.2 Employees, while on standby, who conduct Town business via the telephone or computer, shall receive their normal hourly rate plus applicable compensation as outlined in Article 6.3 or 6.4.

6.6.3 An employee who, while on standby/call back during a Statutory Holiday shall receive an alternate day off in lieu of the paid holiday in addition to the employee's standby/call back remuneration.

6.6.4 An employee shall ensure that they are available to take all necessary calls and communications while on standby. The employee shall also ensure that the equipment provided to them (cell phone, beeper, pager etc.) is in working order, and if not in working order, shall take all reasonable steps to ensure uninterrupted communications with employer. Any authorized out-of-pocket expenses shall be reimbursed by the Corporation.

6.7 CALL BACK

When an employee is called back to work, the employee shall be paid for a minimum of two hours at the appropriate rate in effect in accordance with Article 6.3 and 6.4.

ARTICLE 7 – HOLIDAYS

7.1 HOLIDAYS

The following shall be recognized as Holidays under this agreement:

New Years Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day

7.2 HOLIDAY FALLING ON SATURDAY OR SUNDAY

When any of the paid holidays fall on a Saturday or a Sunday and is not declared or proclaimed as being observed on some other day, the day or days immediately preceding or following the paid holiday(s) shall be deemed by the Employer after consultation with the SEA to be paid holidays.

7.3 FLOATING HOLIDAYS

7.3.1 Employees with more than six (6) months of active work service will be entitled to two (2) Floating Holidays, per calendar year. ²⁰¹⁶

The Floating Holidays may be taken at a time agreed to by the employee and their supervisor.

7.3.2 The Floating Holiday will not be classed as a Statutory Holiday for premium rates of pay.

7.4 NON-PAYMENT OF HOLIDAY

When an employee is absent from work without authorization the day prior to, or the day following, a Statutory Holiday, the employee shall not be paid for the Statutory Holiday.

ARTICLE 8 – VACATIONS

8.1 ADVANCE ON VACATIONS

With the approval of management, employees may request an advance on their vacation not to exceed more than half of their annual entitlement at any given time.²⁰¹⁷

8.2 ANNUAL VACATION ALLOWANCE

8.2.1 Effective January 1, 2018

- a) Employees with less than two (2) years of continuous service will earn 1.25 days per month (15 days/year).²⁰¹⁷

An employee with less than two (2) years of service but more than three (3) months may be permitted to utilize vacation that is earned as per above.²⁰¹⁷

For the employees' 1st month of employment, if the employee commenced employment between the:

- 1st and the 7th of the month, the employee will earn 1.25 days for that month²⁰¹⁷
 - 8th and the 22nd day of the month, the employee will earn 0.785 days for that month²⁰¹⁷
 - 23rd and the last day of the month, the employee will not earn any vacation for that month²⁰¹⁶
- b) Employees with two (2) but less than three (3) years of continuous service will earn 1.333 days per month (16 days/year);
- c) Employees with three (3) years but less than four (4) years of continuous service will earn 1.416 days per month (17 days/year);
- d) Employees with four (4) years but less than five (5) years of continuous service will earn 1.5 days per month (18 days/year);
- e) Employees with five (5) years but less than six (6) years of continuous service will earn 1.583 days per month (19 days/year);
- f) Employees with six (6) years but less than eight (8) years of continuous service will earn 1.666 days per month (20 days/year);
- g) Employees with eight (8) years but less than ten (10) years of continuous service will earn 1.75 days per month (21 days/year);
- h) Employees with ten (10) years but less than twelve (12) years of continuous service will earn 1.833 days per month (22 days/year);
- i) Employees with twelve (12) years but less than thirteen (13) years of continuous service will earn 1.916 days per month (23 days/year);
- j) Employees with thirteen (13) years but less than fourteen (14) years of continuous service will earn 2.0 days per month (24 days/year);

- k) Employees with fourteen (14) years but less than sixteen (16) years of continuous service will earn 2.083 days per month (25 days/year);
- l) Employees with sixteen (16) years but less than eighteen (18) years of continuous service will earn 2.166 days per month (26 days/year);
- m) Employees with eighteen (18) years but less than twenty (20) years of continuous service will earn 2.25 days per month (27 days/year);
- n) Employees with twenty (20) years but less than twenty-two (22) years of continuous service will earn 2.333 days per month (28 days/year);
- o) Employees with twenty-two (22) years but less than twenty-five (25) years of continuous service will earn 2.416 days per month (29 days/year);
- p) Employees with more than twenty-five 25 years of continuous service will earn 2.5 days per month (30 days/year);²⁰¹⁷

8.2.2 For the purposes of Article 8.2, a day equals seven (7) hours for employees working an average of thirty-five (35) hours per week and eight (8) hours for employees working an average of forty (40) hours per week.²⁰¹⁶

8.3 HOLDOVER OF VACATION DAYS

Where an employee does not, within the period of any year of employment, take all of the vacation entitled to, the employee may with the approval of Management carry forward into the next year of employment the number of unused vacation days to a maximum of fifteen (15) (Effective January 1, 2019: twenty (20)) days, and add such number of days to their vacation entitlement for the next year of employment. Any vacation days carried over in excess of ten (10) days must be taken by March 31st (Effective January 1, 2019: June 30th) of the next year, failing which they will be paid out. Any and all unused vacation in addition to the limits as set out above will be automatically paid out by payroll at the rate in which the vacation was earned.²⁰¹⁷

8.4 VACATION SCHEDULING

Employees will be permitted to take the vacation they have earned at any time of the year, consistent with seniority, and the number of employees that can be spared at one time and still maintain efficiency as determined by Management. Requests for vacation will be considered first before lieu time requests.

8.5 VACATION SENIORITY

All vacations are to be submitted by an employee before March 15th if the employee wishes to ensure their seniority in respect to Vacation Scheduling. Management will confirm or reject the employee's request consistent with seniority no later than April 1st.

8.6 VACATION PAY ON TERMINATION

Upon termination of employment, the Town will deduct any vacation taken before it is earned from any payments owing to the employee including but not limited to wages, overtime, lieu time and expense reimbursements. If the employee still owes the Town for such excess vacation, after the above mentioned deduction has been made, the employee will make the necessary arrangements to repay the Town.

ARTICLE 9 – SICK LEAVE

9.1 DEFINITION

Sick Leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or confined or disabled because of an accident for which compensation is not payable under the Workplace Safety Insurance Act. The Corporation will pay sick leave to an employee if they are sick and confined, or if they incur an injury not covered under the Workplace Safety Insurance Act regardless of the employee having a secondary job. ²⁰¹⁷

9.2 SICK LEAVE RECORDS

The employee's Sick Leave record will be maintained by the Payroll Section.

9.3 AMOUNT OF SICK LEAVE

9.3.1 Effective January 1, 2019, sick leave banks will move to a calendar year system.

Each employee will be provided with a Sick Leave bank as follows:

<u>YEARS OF SERVICE</u>	<u>@ 100% OF SALARY</u>
Less than 3 months	Nil
Remainder of initial calendar year	50.0 Days pro-rated for the year
1st full calendar year*	52.5 Days per year
2nd full calendar year	60.0 Days per year
3rd full calendar year	67.5 Day per year
4th full and subsequent calendar years	75.0 Days per year

* The 1st full calendar year is based on the employee's hire date. The sick bank will be provided after the employee completed (3) months of employment. ²⁰¹⁷

9.3.2 An employee who becomes totally disabled and who has not lost more than nine (9) days of sick leave credits previous to the most recent incident of sick leave in that specific anniversary (Effective January 1, 2019: calendar) year will be entitled to ten (10) additional days of sick leave credits. The "additional days", should the employee exhaust the respective number of sick leave credit days, as stated above, minus those days of sick leave absence during that respective anniversary (Effective January 1, 2019: calendar) year, at seventy-five percent (75%) of the gross salary for the additional days. ²⁰¹⁷

9.3.3 At the end of a year of service (date of employment) (Effective January 1, 2019: Each new calendar year,) the sick leave bank will be returned to the appropriate number of days as per Article 9.3.1 provided the employee is actively at work. For employees who have exhausted their sick bank and who are returning to work "actively at work" is defined as actively at work on a full time basis for an accumulative period of ten (10) working days. Vacation credit will be calculated up to the date the employee becomes disabled who subsequently goes on Long Term Disability. ²⁰¹⁷

9.4 DEDUCTIONS FROM SICK LEAVE

9.4.1 A deduction shall be made from the Sick Leave bank for all time absent on account of sick leave as defined in Article 9.1 and Emergency/Family Care Leave as defined in Article 9.6. Leave will be calculated in accordance with Article 9.3.

9.4.2 After the fourth (4th) absence period, the employee will not get paid for the first day of the fifth (5th) absence and the first two (2) days of the sixth (6) and subsequent absences unless, at the discretion of the Corporation, payment is authorized for special circumstances. This procedure will continue for the remainder of the employee's year of service. (Effective January 1, 2019: calendar year)

An absence period is defined as a new sick leave occurrence. A subsequent sick leave due to the same or related disability will be considered a reoccurrence if supported by medical documentation.

In order to be eligible for payment of wages under the sick pay scheme during an absence, the employee must inform their respective Supervisor or designate of the employee's absence a minimum of one half (1/2) hour prior to the commencement of the employee's shift, and on a daily basis, unless otherwise agreed to by the Supervisor or designate.

Where the employee is negligent in reporting to the Supervisor or designate prior to the required time, the employee's absence will be without pay.²⁰¹⁷

9.5 PROOF OF ILLNESS

9.5.1 An employee may be required to produce a note/certificate signed by a qualified medical doctor for any absence. Effective January 1, 2018, the cost for up to five (5) medical notes/certificates per year, to a maximum of twenty-five dollars (\$25.00) each will be covered by the Corporation if the note/certificate was requested by the Supervisor or Manager.²⁰¹⁷

In special circumstances, the Corporation also reserves the right to have an employee see a medical doctor, of the Corporation's choice, to ensure normal duties can be performed, prior to permitting the employee to return to work.

9.5.2 No employee shall draw, during their active service with the Corporation, sick leave benefits if the absence from work is not due to illness as attested by the medical note/certificate, if so required, as referred to in Article 9.5.1.²⁰¹⁷

9.5.3 In the case of prolonged absence, a medical note/certificate which will include a projected return to work date, shall be submitted to the employer in writing, every 30 days, unless waived by representatives of the Corporation's Administrative Staff. Failure to do so shall result in non payment for the absence.²⁰¹⁷

9.6 EMERGENCY/FAMILY CARE LEAVE

Employees may be allowed time off from work for unforeseen emergency situations and/or family care needs and use up to a maximum of three (3) days per calendar year for such purposes.²⁰¹⁶

Emergency/family care is defined as:²⁰¹⁶

a) to attend to a personal illness/injury of a dependent, or

- b) to attend to a medical appointment of the employee/dependent, or
- c) an urgent matter that concerns a dependent, or
- d) an unforeseen critical incident.

These days will be drawn from the employees' sick bank and will not be considered as a sick leave incident for the purposes of Article 9.4.2. The employee may not take more than two (2) days in a row and can only be taken in half (1/2) or full day increments. Unused days are not to be carried over to the next year. Dependents are defined as spouse (including common law spouse), child or parent.

9.7 EMPLOYEE UNABLE TO PERFORM PRESENT WORK

In accordance with Workplace Safety Insurance Board regulations, temporarily disabled employees (non-permanent injury) will, with medical approval, be offered alternate work, under the Town's Modified Work Program, if available, until they are able to perform the essential duties of their normal job. Remuneration for alternate temporary employment will be the same rate as the employee's regular job.

9.8 WSIB PAYMENTS

Employees who are injured while in the employ of the Town and whose WSIB claim is approved, shall be paid the difference between Workplace Safety Insurance Act rates and their normal net rate of pay, as adjusted from time to time so that take-home pay will be neither more nor less than would be the case in active service. Sick incidents do not apply to employees on WSIB.

9.9 PERFECT ATTENDANCE

If an employee is not absent for twelve (12) consecutive months during the calendar year, a payment of the equivalent of one (1) days pay at the employee's normal rate of pay will be provided. Absences due to Vacation, Witness/Jury Duty, a Volunteer Day (per Article 11.5), WSIB incidents or Emergency/Family Care Leave will not affect an employee's eligibility for perfect attendance payment or time off. This will be earned on the following basis: ²⁰¹⁶

Perfect attendance from January 1st through December 31st – one (1) day. ²⁰¹⁶

The employee must make the decision on whether to take payment or time off within one (1) month of having earned the entitlement. Payment will be made within two (2) months and time off must be used within six (6) months of having earned the entitlement.

ARTICLE 10 – LONG TERM DISABILITY PLAN

10.1 LONG TERM DISABILITY PLAN

- 10.1.1** All full time employees shall become and remain members of the Long Term Disability Plan. The Corporation agrees to pay 100% of the premium for the coverage outlined in the Master Policy.
- 10.1.2** The disabled employee's position shall not be filled on a permanent basis for a period of two (2) years from the date of becoming eligible for Long Term Disability coverage. ²⁰¹⁶
- 10.1.3** All applicable benefit coverage will terminate twenty-four (24) months after the employee becomes eligible for Long Term Disability or at age sixty-five (65) whichever is the earlier, except where a Waiver of Premium applies.
- 10.1.4** The Corporation will continue to pay the appropriate premiums for employee benefits namely, Dental, Extended Health Care, Group Life, Accidental Death & Dismemberment and Long Term Disability for a period of up to twenty four (24) months from the date the employee first becomes disabled.

ARTICLE 11 – LEAVE OF ABSENCE

11.1 GENERAL

All requests for leave of absence, with or without pay, shall be at the determination of Management.

11.2 PREGNANCY/PARENTAL LEAVE

Employees will be granted Pregnancy/Parental Leave in accordance with Provincial legislation with at least four (4) weeks written notice to the Employer.

The employee shall provide the Corporation with at least two weeks written notice of their return to work. On returning from maternity/parental leave, the employee shall be placed in their former position. If the former position no longer exists, the employee shall be placed in a position in their former job classification.

11.3 WITNESS OR JURY DUTY

Any employee who is summoned to serve as a juror or subpoenaed as a witness for the Crown in a case which the employee has no personal interest, and who would otherwise be on normal working duty for the Corporation, will be granted a leave of absence for such purpose. The employee will be paid in full wages at the regular rates less legal and authorized deductions for such services upon submission of a receipt to the Treasurer of the Corporation for the deposit of their jury or witness fee.

11.4 BEREAVEMENT

Employees who are bereaved will be allowed the following time off with compensation at their regular rate of pay less legal and authorized deductions:

- i) Loss of spouse, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, mother, mother-in-law, father, father-in-law, brother, brother-in-law, or sister, sister-in-law, or alternatively stepmother, stepfather or foster parent – up to five (5) days.
- ii) Loss of grandparents, or grandchildren – up to three (3) days.
- iii) Loss of aunt, uncle, niece or nephew – up to two (2) days.
- iv) For a fellow employee – maximum number of five (5) employees may be absent one-half (1/2) day to attend the funeral. Those attending must receive approval from Management.
- v) For a fellow employee's spouse, son, daughter, father or mother, two (2) employees may be absent for one-half (1/2) day to attend the funeral. Those attending must receive approval from Management.

11.5 VOLUNTEER DAY

Employees may be granted a leave of absence with pay, subject to management's approval, for up to one (1) day per year, to volunteer their services at any charitable organization, community service or not for profit organization within the Town, provided the employee obtains prior authorization from their supervisor and provides written proof of their services.

ARTICLE 12 – HEALTH, DENTAL AND HOSPITALIZATION BENEFITS

All SEA Employees will participate in the Town's Flex benefit program. Employees will be required to wait until the next bi-annual enrolment date to make changes to their Flex Benefits, unless they are a new employee or have a life event. If an employee elects not to select individual benefit levels within the Flex benefits plan their benefit coverage shall be as follows: ²⁰¹⁷

12.1 HOSPITAL AND MEDICAL COVERAGE

The Employer agrees to pay one hundred percent (100%) of the premiums for the following benefits:

Pay Direct Managed Drug Plan-Assure Health's National Formulary:

- 95% of all eligible drugs, medicines and applicable pharmacy dispensing fees – \$11.99
- 75% for all other non-formulary drugs which require a prescription.
- Mandatory generic drug substitution ²⁰¹⁶

Note: If a fee is introduced by the pharmacist for consultation with employee's physician on eligible drugs, the Corporation agrees to reimburse the employee 100% of the fee.

Vision Care Plan in the amount of three hundred and seventy-five dollars (\$375.00), (effective April 16, 2018 - four hundred dollars (\$400)) per family member, every twenty-four (24) months or seven hundred and fifty dollars (\$750.00) every forty-eight (48) months for laser eye surgery. ²⁰¹⁷

One (1) eye exam every twenty-four (24) months for adults.

One (1) eye exam every twelve (12) months for children.

Note: All other medical benefits and services will not change.

Hospital Benefits – Eligible expenses for reasonable and customary charges for semi-private accommodation in a hospital, limited to the difference between the charges for public ward and semi-private accommodation for each day of hospitalization.

12.2 EMPLOYEE ASSISTANCE PROGRAM

The Town and the SEA have a strong interest in encouraging early treatment and to help resolve employee problems related to substance abuse, emotional, medical, family or financial difficulties and will endeavor to assist in the promotion of a full and healthy lifestyle through employee assistance programs.

12.3 GROUP LIFE INSURANCE & ACCIDENTAL DEATH & DISMEMBERMENT

The Corporation agrees to pay 100% of the premiums for Group Life Insurance and Accidental Death and Dismemberment Plan for the following coverage:

- a) Life Insurance – 2 x base annual wages to the nearest \$500.00.
- b) Accidental Death and Dismemberment (AD&D) – 2 x base annual wages to the nearest \$500.00.

12.4 DENTAL PLAN

The Employer agrees to pay 100% of the premiums for Managed Dental Care Plan, or equivalent, based on the current ODA fee schedule. No deductible amounts are applicable to benefits provided under this plan.

<u>SERVICE/PROCEDURE</u>	<u>REIMBURSEMENT</u>	<u>MAXIMUM</u>
A. Diagnostic/Preventative	100%	Nil
B. Minor Restorative	100%	Nil
C. Orthodontic	50%	\$2,750.00 lifetime*
D. Periodontic (Minor Restorative)	100%	Nil
E. Denture, Bridges, Crowns (Major Restorative)	50%	\$2,250.00/year
F. Endodontic (Minor Restorative)	100%	Nil

* Orthodontic Services will be provided for dependent children who have attained their sixth (6th) birthday but not their twentieth birthday on the date the treatment commenced, payable at 50% with a limit of two thousand seven hundred and fifty dollars (\$2,750.00) per child, per lifetime.

Conditions:

Basic examinations and prophylaxis – every nine (9) months

Bitewing X-rays – one (1) set every nine (9) months

12.5 ACTIVE EMPLOYEES OVER THE AGE OF 65

Active employees over the age of sixty-five (65) will be provided with Health Care Spending Account (HCSA) credits of two thousand seven hundred and fifty dollars (\$2,750.00) (Effective April 16, 2018: three thousand dollars (\$3,000.00)) annually. These credits can be used to purchase health and dental services and supplies as recognized by current CRA guidelines for eligible expenses. ²⁰¹⁷

12.6 BENEFIT ELIGIBILITY

Employees – Full-Time who are covered under this agreement will become eligible to be covered for the following benefits provided in this Agreement, upon completion of three (3) months of active continuous full-time service:

Article 10 – Long Term Disability

Article 12.1 – Hospital and Medical Coverage

Article 12.3 – Group Life and Accidental Death & Dismemberment Insurance

Article 12.4 – Dental Plan

12.7 EARLY RETIREE GROUP LIFE INSURANCE

Employees with a minimum of ten (10) years continuous service and who retire from the Corporation and receive their OMERS pension shall be eligible to receive the early retiree life insurance of ten thousand dollars (\$10,000.00) term insurance which will be in effect until the retiree reaches seventy-five (75) years of age or upon death, whichever is earlier.

12.8 EARLY RETIREE HEALTH AND DENTAL PLAN

Employees with a minimum of ten (10) years continuous service who retire from the Corporation and receive their OMERS pension and who are not eligible for benefits from another employer shall be eligible to receive the early retiree health and dental benefits listed below. Such benefits will be in effect until the retiree reaches sixty-five (65) years of age.

In the event that a retiree in receipt of health and dental benefits passes away, the retiree's surviving spouse will be eligible to continue to receive the retiree's benefits until the earlier of the date the retiree would have reached sixty-five (65) or the surviving spouse reaches sixty-five (65).

Extended Health Care:

Prescription Drugs

- 90% coinsurance for National Formulary;
- 70% coinsurance for non-formulary drugs (Plan 64);
- 100% all other eligible expenses – as provided under active employees' plan;
- Mandatory generic drug substitution ²⁰¹⁶

Paramedical Coverage – \$300.00 every calendar year

Private Duty Nursing – \$5,000.00 every calendar year

Semi-private Hospitalization

Out-of-Country coverage – None

Vision Care – \$325 every 24 months

Hearing Aids – \$375 every 3 years

Dental Care:

Level 1 and II only (cleaning, filings, root canal, etc.)

- 12 month recall check-ups;
- 100% all eligible expenses;
- ODA fee schedule (current -3)

Major Restorative coverage – 50% to a maximum of \$1,500.00

Orthodontic coverage – None

12.9 PENSIONS

Every employee shall join the Ontario Municipal Employees Retirement System Final Average Earnings Plan.

ARTICLE 13 – GENERAL PROVISIONS

13.1 CLOTHING ALLOWANCE

The type of clothing will be determined by the SEA/Management Committee or the Joint Health & Safety Committee as required.

a) Each full-time salaried employee classified as: ²⁰¹⁷

- Backflow Prevention Officer
- Building/Sr. Building Inspector
- By-Law & Licensing Enforcement Officer
- Capital Project Coordinator
- Client Care Coordinator
- Development Engineering Technologist
- Distribution Clerk
- Document Management Clerk
- Facility Operations Technician
- Facility Systems Coordinator
- Fleet Services Clerk
- Grading Technician
- IT Service Desk Technical Analyst
- Landscape Design Associate
- Municipal/Sr. Municipal Inspector
- Natural Environment Analyst
- Natural Environmental Coordinator
- Operations Technical Services Coordinator
- Parks Planner
- Plumbing/Sr. Plumbing Inspector
- Records Analyst
- Roads Technician
- Stockkeeper
- Supervisor, Fleet
- Supervisor, Parks Services, & Horticulture
- Supervisor, Roads & Traffic Operations
- Supervisor, Sportsfields, Turf & Parks Structures
- Supervisor, Urban Forestry
- Supervisor, Water/Wastewater
- Survey Assistant
- Survey Party Chief
- Sustainable Transportation Coordinator
- Telecommunications Systems Analyst
- Tree Preservation/Landscape Planner
- Traffic/Sr. Traffic Analyst
- Urban Design/Heritage Planner
- Urban Forestry Technician
- Utility Permits Coordinator
- Waste Management Analyst
- Waste Management Coordinator
- Waste Operations Coordinator
- Wastewater Technician
- Water Quality Analyst
- Water Resources Coordinator

Water Technician

Will be supplied with the following articles of clothing if necessary for the employee's job on an as required basis as determined by management: ²⁰¹⁶

Coveralls
Shirts
T-Shirts
Sweat Shirts
Hooded Sweat Shirts
Golf Shirts
Pants
Winter Coats
Jackets
Hats

- b) Rain gear, gloves, glove liners, safety vests, safety glasses, hard hats and hard hat liners will be issued on an "as needed basis" at the discretion of Management.
- c) Employees provided with this allowance will wear the clothing when their duties require them to do so.

13.2 SAFETY BOOTS/SHOES

Where required by the Ontario Health and Safety Act, Regulations 692, and 213/91, or at Management discretion, the Corporation will provide summer and/or winter boots/shoes to eligible full time employees as required.

In the event that an employee decides to purchase safety boots or shoes other than the regular Town safety boots issued, the employee shall pay the difference in cost between the cost of the Corporation issued safety boot or shoe and the boot or shoe purchased.

Employees entitled to the above provision are required to wear the safety boots or shoes at all times when their duties require them to do so.

13.3 WRITTEN NOTICE OF LOSS OF EMPLOYMENT QUALIFICATION

Any employee is required to give to their immediate Supervisor written notice of a loss of employment qualification. This may include the loss or suspension of a certificate/license that prevents an employee from performing their job. Such notice must contain the relevant information including the duration of loss or suspension and must be provided to the employer as soon as the employee reports to work, when the employee is notified of such loss or suspension. Failure to provide such notice to the employer within the stipulated period will be treated as a matter of discipline. ²⁰¹⁶

ARTICLE 14 – LAYOFFS AND RECALLS

14.1 LAYOFFS

14.1.1 Laid-off employees will be notified of any position vacancy which they have qualifications and ability for, by registered letter or delivery to the last address known by the Corporation.

14.1.2 It is understood that all laid-off SEA employees will have first right to all vacant or new SEA positions, provided they have the qualifications and ability to do the job, and no new employee will be hired to perform work that a laid-off employee is capable of performing. Laid off employees are granted fifteen (15) working days to respond to any job posting.

14.2 RECALLS

Employees will have fifteen (15) working days from the date of sending of the letter to respond. In the event of recall, positions on the work force will be filled in reverse order to the order of layoff, provided that the period of layoff does not exceed twelve (12) months. The employees will be paid the wage rate for the position they have been recalled for.

14.3 NEW EMPLOYEES

New employees shall not be hired in positions of the SEA until those within one (1) year of being laid off have been given an opportunity of recall provided that the respective individual(s) have the qualifications and ability to do the job(s).

ARTICLE 15 – TERMINATION OF EMPLOYMENT

15.1 TERMINATION OF EMPLOYMENT

Except in the case of dismissal for just cause, the Corporation may terminate the employment of any employee in accordance with the Employment Standards Act.

ARTICLE 16 – SALARIES

16.1 SALARIES

Members of the SEA shall receive a salary as per their job classification. Their job classification will be determined by the Joint SEA/Management Job Evaluation Committee and will be administered as per the attached salary and classification schedules.

16.2 PAY DAY

The Corporation shall pay by Direct Deposit every second Friday with the pay period ending the same day. All wages owing for overtime will be paid with the bi-weekly pays calculated up to midnight of the Friday preceding Pay Day.

16.3 SALARY CHANGES

All changes of salary rates will be granted on the actual effective date of the change. ²⁰¹⁶

16.4 PAY DURING TEMPORARY TRANSFER

Based on the present salary schedules for the Salaried Employees' Association, when employees are required by the Corporation to relieve in another classification, and perform the essential duties of that job, the following shall apply:

- a) IN LOWER RATED JOBS – when required to substitute for an employee who is receiving a lower rate of pay, they shall continue to receive their regular rate of pay.
- b) IN HIGHER RATED JOBS – when required to substitute for an employee who is receiving a higher rate of pay, the employee shall be paid the Level 1 rate of pay in the same Grade as the employee for whom the employees for are substituting or the closest level that is above their current hourly rate, provided that it is a minimum of 4.5% above their current hourly rate.

Employees must be in the upgraded position for a full two (2) consecutive working days or shifts or more, to receive pay for temporary transfer.

Qualified SEA members will be considered first. If there are no qualified SEA members, the Corporation may offer the transfer opportunity to other staff. ²⁰¹⁶

16.4.1 Employees transferring to another position within the Corporation, not covered by this Agreement, on a secondment or temporary basis, will continue to receive the medical/dental benefits and all other entitlements associated with this agreement.

Upon completion of a secondment or temporary assignment, employees will revert back to their substantive position to the appropriate grade and level.

The provisions of this article shall apply to periods during which the employee is absent on paid leave, on sick pay, paid holidays or on vacation, provided that period of temporary promotion has not been interrupted by aggregate of absences on paid leave, sick pay account, paid holiday or vacation in excess of twenty (20) working days.

ARTICLE 17 – CONFIDENTIALITY OF FILES

17.1 CONFIDENTIALITY OF FILES

All personnel records are confidential and are kept in strict confidence in the Human Resource Services Division. Access is limited to the employee's direct reporting Supervisor and to the employee's Department Head. Such access is only granted in the presence of the Director of Human Resource Services or a Human Resources staff member. An employee may view their personnel file in the presence of a Human Resources staff member providing that an advance appointment has been made for such purposes.

An employee may request the removal of a disciplinary notation in their employment file for twenty-four (24) months or more if, within the twenty-four (24) previous months to the request for removal, there has been no other disciplinary notation. However, this would not include disciplinary notations related to respect in the workplace, misuse of drugs, alcohol, or illegal activities related to employment.

The record of any disciplinary action or warning shall not be referred to or used against an employee at any time after twenty-four (24) months following such action, provided no other disciplinary action has been taken against that employee within the twenty-four (24) month period. However, this would not include disciplinary notations related to respect in the workplace, misuse of drugs, alcohol, or illegal activities related to employment.²⁰¹⁷

17.2 EMPLOYEE CHANGE OF ADDRESS/STATUS

The employee shall notify their Supervisor and Human Resources in writing, of any change in the employees address or change in dependent status within one week of any such change. The employee or the SEA shall save the Corporation harmless in any action resulting from the employee not making the required changes in records as noted above.

ARTICLE 18 – SEA/MANAGEMENT MEETINGS

18.1 GENERAL

A SEA/Management Committee will be established to discuss topics of general interest and overall working conditions.

Its purpose will be to provide an outlet for exchange of ideas between the Corporation and its employees on matters of general interest and it shall from time to time, as it sees fit, make recommendations to Council and/or the SEA which will make for a greater degree of cooperation and understanding between the parties concerned.

18.2 MEETINGS

18.2.1 The Director of Human Resource Services of the Corporation or Chairperson of the SEA shall notify the other party in the event that the meeting of the SEA/Management Committee is desired. An agenda of the subject to be discussed will be submitted at least three (3) working days before the day agreed upon for the meeting.

18.2.2 From time to time it is necessary for Management to ask for a meeting with the SEA Executive. These meetings are over and above the time parameters set out in Article 19.

ARTICLE 19 – SEA MEETINGS AND RELATED BUSINESS

19.1 GENERAL

All SEA meetings or related business are at the Corporation's time expense.

19.2 CHAIRPERSON

The SEA Chairperson will be allowed up to eight (8) hours per month for meetings and to review and act upon SEA members concerns regarding issues of the interpretation of this Agreement as the need arises.²⁰¹⁶

19.3 EXECUTIVE

The remaining SEA Executive, of which there will be no more than five (5) members, are allowed up to four (4) hours per month for meetings or related business.

19.4 SECTION REPRESENTATIVES

The SEA Section Representatives, of which there will be no more than ten (10) members, are allowed up to two (2) hours per month for meetings or related business.

19.5 COMMITTEE MEMBERS

The SEA Committee Members, of which there will be no more than twenty (20) members are allowed up to two (2) hours per month for meetings or related business.

19.5.1 Some Committee Members may also be Section Representatives or Executive Members.

19.5.2 Members of the bargaining committee are entitled to an additional accumulative total of up to two (2) days off without loss of wages and benefits to prepare for negotiations. These days will be taken in the six (6) months prior to the expiration of the current agreement.

ARTICLE 20 – DURATION OF AGREEMENT

20.1 DURATION OF AGREEMENT

This Agreement shall remain in force and in effect from the 1st day of January, 2017 until the 31st day of December, 2019.

20.2 RENEWAL


In the event that either party desires to change or alter parts of the Agreement, but not terminate the Agreement, such party shall give to the other party within ninety (90) days prior to the termination of the Agreement, written notice setting forth details and particulars of the changes, alterations, additions or deletions, desired or proposed and both parties thereupon negotiate in good faith in respect to matters to which it is proposed to change or alter. Only those items included in the notice referred to in this subsection, shall be negotiable by the parties and all other provisions of this Agreement shall be automatically renewed, unless this provision is waived by mutual consent of both parties. The first meeting between the parties shall be held no later than sixty (60) days from the date of exchanging proposals. It is desired to have both parties mutually agree on a new Agreement within ninety (90) days following the expiration of this Agreement. Between the time this Working Agreement expires and the next Agreement takes effect the spirit of this Agreement shall continue to remain in effect.

20.3 DISPUTES

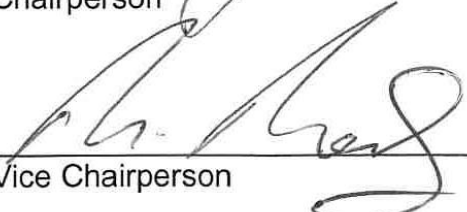
Any grievance or any matters in dispute between the parties that arise in the period between the expiration of this Working Agreement and the signing of the new Working Agreement shall be governed by the terms of this Working Agreement.

IN WITNESS WHEREOF the Corporation has hereunto caused its Corporate Seal to be affixed under the hands of its duly authorized officers and the SEA has caused this instrument to be executed by their proper officers hereunto duly authorized, the day and year first above written.

THE SALARIED EMPLOYEES'
ASSOCIATION




Chairperson




Vice Chairperson

THE CORPORATION OF THE
TOWN OF RICHMOND HILL



Mayor Dave Barrow
Mayor



Clerk Stephen M.A. Huycke, Town Clerk

As ratified by Council on April 16, 2018 and documented in Staff Report SRCFS.18.015

LETTER OF UNDERSTANDING

Between

The Corporation of the Town of Richmond Hill

("the Town")

and

The Salaried Employees' Association

("SEA")

Re: Computer and Phone for the SEA Chairperson

The Corporation of the Town of Richmond Hill agrees to provide to the SEA Chairperson exclusive use of a lap-top computer and to provide remote access capability consistent with the Town's Replacement Policy, and a cell phone if the Chairperson does not already have a Town phone for their job. The Chairperson of the SEA will be responsible for the use of this equipment which is to be used only for conducting SEA business.

For the SEA

For the Town



Mario DiSalvo



Mary Lou Cosentino

Dated this 10 day of July, 2018

LETTER OF UNDERSTANDING

Between

The Corporation of the Town of Richmond Hill

("the Town")

and

The Salaried Employees' Association

("SEA")

RE: Vacation Allowance

Whereas the annual vacation allowance for employees in the SEA is set out in Article 8.2 of the Working Agreement between the parties;

And whereas the Town has been experiencing some difficulties in hiring new staff in some recruitments as a result of the vacation allowance outlined in subarticles 8.2 a) and b) of the Working Agreement;

And whereas the Town requires some flexibility in order to offer more vacation to preferred candidates in order to secure their employment with the Town;

The parties agree to the following on a without prejudice or precedent basis:

1. Notwithstanding Article 8.2, during the hiring process, the Chief Administrative Officer may, at their sole discretion, recognize and adjust the starting vacation allowance based on previous relevant experience, employment conditions/contracts or other extenuating circumstances.

For the SEA

For the Town



Mario DiSalvo



Mary Lou Cosentino

Dated this 10 day of July, 2018

LETTER OF UNDERSTANDING

Between

The Corporation of the Town of Richmond Hill

("the Town")

and

The Salaried Employees' Association

("SEA")

Re: Collection Of Dues

The Corporation of the Town of Richmond Hill agrees to deduct from every employee covered by this Agreement, any dues levied by the SEA. Deductions shall be made from the second pay of each month and shall be forwarded to the Treasurer of the SEA following the last pay in the respective month, accompanied by a list of the names of employees from whose wages the deductions have been made.


The SEA agrees to indemnify and hold the Corporation of the Town of Richmond Hill harmless for any claims or liability in connection with the deduction and payment of association dues to the SEA.

The SEA agrees that the collection of dues and any increase thereof must meet with four fifths (4/5ths) approval of SEA members voting on such.

The SEA agrees to use the funds collected for issues directly related to the Working Agreement. The removal of funds for use must meet with two thirds (2/3rds) approval of SEA members voting on such.

For the SEA

For the Town



Mario DiSalvo



Mary Lou Cosentino

Dated this 10 day of July, 2018

LETTER OF UNDERSTANDING

Between

The Corporation of the Town of Richmond Hill

("the Town")

and

The Salaried Employees' Association

("SEA")

Re: Bargaining

The parties agree to exchange proposals and commence bargaining for the 2019 round of negotiations with the exchange of proposals to occur in January 2019 and six (6) bargaining dates to occur prior to March 31, 2019.

For the SEA

For the Town



Mario DiSalvo



Mary Lou Cosentino

Dated this 10 day of July, 2018

LETTER OF UNDERSTANDING

Between

The Corporation of the Town of Richmond Hill

("the Town")

and

The Salaried Employees' Association

("SEA")

RE: Benefit Eligibility

Whereas the benefit eligibility for employees in the SEA is set out in Article 12.6 of the Working Agreement between the parties;


And whereas the Town has been experiencing some difficulties in hiring new staff in some recruitments as a result of the benefit eligibility outlined in Article 12.6 of the Working Agreement;

And whereas the Town requires some flexibility in order to offer benefits prior to the three (3) month waiting period to preferred candidates in order to secure their employment with the Town;

The parties agree to the following on a without prejudice or precedent basis:

1. Notwithstanding Article 12.6, during the hiring process, the Chief Administrative Officer may, at their sole discretion, recognize and adjust the benefit eligibility date based on previous relevant experience, employment conditions/contracts or other extenuating circumstances.

For the SEA



Mario DiSalvo

For the Town



Mary Lou Cosentino

Dated this 10 day of July, 2018

ADDENDUM

to the

The Salaried Employees' Association Agreement

for

Parking Enforcement Officers

It is agreed and understood by the parties that based on the needs of the Corporation that the hours of work for Parking Enforcement Officers move to a twenty-four (24) hours per day, seven (7) days per week operation shift schedule, effective upon ratification. The parties have agreed to implement the new shift and the following provisions will apply;

1. The normal shifts for the Classification of Parking Enforcement Officers are as follows:
 - a) Day shift – eleven (11) consecutive hours between the hours of 7:00 a.m. to 6:00 p.m. including one (1) hour unpaid meal break between the hours of 11:00 a.m. and 1:00 p.m.
 - b) Evening shift – eleven (11) consecutive hours between the hours of 7:00 p.m. and 6:00 a.m. including one (1) hour unpaid meal break between the hours of 11:00 p.m. and 1:00 a.m.
 - c) Management has the right to stagger start times by one (1) hour to allow for continuous coverage.
2. All Parking Enforcement Officers may be required to work weekends.
3. Management may assign administrative work during the course of a shift.
4. Management reserves the right to adjust the hours of work within a shift when an officer is scheduled for Court or staff meetings. Notice of any change to the schedule will be provided to the Parking Enforcement Officer with a minimum of one (1) week notice in advance. Such notice may be waived in emergency situations.
5. Employees in the classification of Parking Enforcement Officer will work rotating shifts averaging forty (40) hours per week.
6. Shift premium is not applicable to the Parking Enforcement Officers.
7. Shift substitutes may be permitted with the approval of management with three (3) days notice.
8. Payment for overtime hours shall be as follows:
 - i) Time and one-half (1.5) for all hours worked during the eleven (11) hours immediately following the employee's normal shift as defined above.
 - ii) Double time for all hours worked on a Paid Holiday as defined in Article 7.1 of the SEA Working Agreement.


9. In the event that Council approves additional Parking Enforcement Officer positions, these schedules are subject to change with one (1) month notice.

For the SEA

For the Town



Mario DiSalvo



Mary Lou Cosentino

Dated this 10 day of July, 2018

ADDENDUM

to the

The Salaried Employees' Association Agreement

for

Building Services Division

Extended Working Hours – “Homes Program”

On February 18, 1991 Council approved by resolution that the Building Services Division would be authorized to operate with extended hours seasonally as a result of the initiation of the “HOMES” program.

The following provisions apply to extended hours for the spring, summer and fall of each year determined by the Building Services Division to provide the public with greater access to Town staff and services associated with the “HOMES” program. The “HOMES” program is currently offered to the public from 4:30 p.m. to 7:30 p.m. on selected Wednesday evenings between April 1st and October 1st to a maximum of sixteen (16) weeks.

The annual implementation of the “HOMES” program will be at the discretion of the Corporation. Dates and frequency may vary and are subject to the discretion of the Director of Building Services or designate.

The Director of Building Services or designate will ensure that a rotation list is updated and available to all respective staff. Substitution arrangements among staff will be permitted subject to the approval of the Director of Building Services or designate. However, in the event that the substitution employee is unavailable to work those hours as stated above, the employee initially scheduled to work will be required to do so.

The staff currently required to operate the program are two (2) Plans Examiners, one (1) Zoning Examiner, and one (1) Customer Service Representative.

It is agreed that the hours worked for each evening will be accumulated as lieu time at time and one half (1.5) for the hours worked. This accumulated lieu time is to be taken between October 1st and the last day of February the following year.

Respective Building Division employees who bank the hours worked between 4:30 p.m. and 7:30 p.m. will be eligible to bank these hours in a separate bank to a maximum of twenty-eight (28) hours and subject to Town policy as outlined currently, however, for the two (2) separate banks. One bank will be utilized for overtime hours worked other than those hours worked on Wednesday evenings as a result of the extended hours program. Hours in either overtime bank are not transferable. Absence from work for leave in lieu of overtime hours worked will be upon the request of the respective employee. The timing for such leave will be at the discretion of the Director of Building Services or designate.

For the SEA

For the Town



Mario DiSalvo



Mary Lou Cosentino

Dated this 10 day of July, 2018



**Salaried Employees' Association
Classification Schedule
January 2017**

SALARY GRADE	POSITION TITLE
1	-
2	Compliance Clerk Distribution Clerk Filing Clerk/Receptionist Receptionist/Clerk Typist Information Officer - ARH
3	* Aquatic Supervisor Facility Bookings Clerk Building Services Coordinator By-law & Licensing Clerk Customer Service Representative Divisional Client Service Representative Document Management Clerk Facilities Services Clerk * Fitness Supervisor * Fleet Services Clerk Meter Management Clerk Operations Clerk Parking Control Clerk * Parking Enforcement Officer Procurement Assistant Receptionist/Secretary Revenue Accounts Clerk * Stockkeeper Survey Assistant

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2017**

SALARY GRADE	POSITION TITLE
4	Access Richmond Hill Advisor Accounts Payable & JV Clerk Accounts Receivable Analyst Application Technologist/Examiner Assistant Secretary/Treasurer - Committee of Adjustment Banking Administrator Capital Projects Technician Development Finance Assistant Development Process Coordinator Disbursement Analyst Graphic Designer Office Administrator Older Adult Program Assistant Planning Technician Reconciliation Analyst Tax & Assessment Administrator Technician - Planning & Development Water Billing Analyst
5	* Assistant Supervisor of Facility Operations Building Permit Coordinator Client Care Coordinator - IT Design Technician Grading Technician IT Service Desk Technical Analyst IT Service Improvement Analyst Jr. Inspector/Surveyor Landscape Design Associate Legislative & Projects Advisor/Lottery Licensing Officer Mapping Technician Parking Control Coordinator Parks Planning Technician Planner I Planning Researcher

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2017**

SALARY GRADE	POSITION TITLE
5	Records Analyst * Security, Life & Safety Coordinator Sr. Water Billing Analyst Tax Billing Coordinator Traffic Technician
6	Aquatic Coordinator Assessment Coordinator Building Inspector By-law & Licensing Enforcement Officer Cultural Services Coordinator Design & Production Coordinator - Communications Development Engineering Technologist Development Finance Coordinator Education Coordinator Environmental Education & Engagement Coordinator Event Coordinator * Facility Operations Technician * Facility Systems Coordinator Fitness Coordinator * Front of House Coordinator Heritage Services Coordinator Licensing & Enforcement Coordinator Marketing & Promotion Coordinator Municipal Inspector Natural Environment Analyst Parking Control Facilitator Parks Planner Plans Examiner Plumbing Inspector Program Coordinator Programmer Analyst Supervisor, Business & Technical Services Supervisor, Property Tax Revenue Supervisor, Water Revenue

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2017**

SALARY GRADE	POSITION TITLE
6	Survey Party Chief Telecommunications Systems Analyst Traffic Analyst Waste Management Analyst * Waste Operations Coordinator Web & Social Media Coordinator Zoning & Compliance Report Examiner
7	Access Richmond Hill Coordinator Backflow Prevention Officer * Capital Project Coordinator * Backstage Coordinator * Community Centre Services Coordinator Drinking Water Quality Management System Coordinator Environment Management Systems Coordinator GIS Technician/Programmer * Marketing & Sponsorship Coordinator Mechanical Plans Examiner Natural Environment Coordinator * Operations Technical Services Coordinator Park Planning & Policy Coordinator Planner II Procurement Advisor Project Coordinator * Roads Technician Sr. Building Inspector Sr. Municipal Inspector Sr. Plans Examiner Sr. Plumbing Inspector Sr. Traffic Analyst Sustainable Energy Coordinator Sustainable Transportation Coordinator Transportation Planner Tree Preservation/Landscape Planner Urban Design/Heritage Planner

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2017**

SALARY GRADE	POSITION TITLE
7	<ul style="list-style-type: none"> * Urban Forestry Technician * Utility Permit Coordinator Waste Management Coordinator * Wastewater Technician * Water Quality Analyst Water Resources Coordinator * Water Technician
8	<ul style="list-style-type: none"> Sr. Planner * Supervisor, Arena Operations * Supervisor, Community Centres & Pools Supervisor, Design & Construction Services * Supervisor, Fleet * Supervisor, Parks Services & Horticulture * Supervisor, Recreation Business Services * Supervisor, Roads & Traffic Operations * Supervisor, Sportsfields, Turf & Parks Structures * Supervisor, Urban Forestry * Supervisor, Water & Wastewater

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2018**

SALARY GRADE	POSITION TITLE
1	-
2	Compliance Clerk Distribution Clerk File Clerk/Receptionist Information Officer - ARH Receptionist/Clerk Typist
3	By-law & Licensing Clerk Customer Service Representative Divisional Client Service Representative Document Management Clerk Facilities Services Clerk Facility Bookings Clerk * Fleet Services Clerk Meter Analyst Operations Clerk Parking Control Clerk Receptionist/Secretary Revenue Accounts Clerk * Stockkeeper Zoning Clerk

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2018**

SALARY GRADE	POSITION TITLE
4	Access Richmond Hill Advisor Accounts Payable & JV Clerk Accounts Receivable Analyst AMPS Coordinator Application Technologist/Examiner * Aquatic Supervisor Assistant Secretary/Treasurer - Committee of Adjustment Building Services Coordinator Capital Project Analyst * Children & Outdoor Recreation Program Assistant Development Finance Assistant Development Process Coordinator * Fitness Supervisor Integration Services Assistant Older Adult Program Assistant * Parking Enforcement Officer Planning Technician Procurement Clerk Reconciliation Analyst Registrar Surveyor Technician - Planning & Development Theatre Administrative Clerk
5	* Assistant Supervisor of Facility Operations Building Permit Coordinator Client Relations Analyst Disbursement Analyst * Facility Security, Life & Safety Coordinator GIS Mapping Technologist Grading Technician Graphic Designer IT Client Services Coordinator IT Service Desk Technical Analyst IT Service Improvement Analyst

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2018**

SALARY GRADE	POSITION TITLE
5	Legislative & Projects Advisor/Lottery Licensing Officer Municipal Engineering Design Technologist Parks & Open Space Design Associate Records Analyst Planning Researcher Tax & Assessment Administrator Tax Billing Coordinator Water Billing Analyst
6	Application Analyst Assessment Coordinator Building Inspector By-law & Licensing Enforcement Officer By-law Policy Officer Community Centre Services Coordinator Cultural Services Coordinator Design & Production Coordinator - Communications Development Engineering Technologist Development Finance Coordinator Education Coordinator Environmental Education & Engagement Coordinator Event Coordinator * Facility Operations Technician Fitness & Skating Coordinator * Front of House Coordinator GIS Technician/Programmer Legislative & Accessibility Coordinator Licensing & Enforcement Coordinator Marketing & Promotion Coordinator Municipal Inspector Natural Environment Analyst Parks Planning Technician Planner I Plans Examiner Plumbing Inspector Program Coordinator

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2018**

SALARY GRADE	POSITION TITLE
6	Screening Officer Senior Surveyor Site Plan Inspector Technical Services Coordinator - Planning Telecommunications Analyst Traffic Analyst * Waste Operations Coordinator Water & Wastewater Compliance Coordinator Web & Social Media Coordinator Zoning & Compliance Report Examiner
7	Access Richmond Hill Coordinator Aquatic Coordinator * Capital Project Coordinator Drinking Water Quality Management System Program Coordinator Environment Management Systems Coordinator * Facility Systems Coordinator Heritage Services Coordinator * Marketing & Sponsorship Coordinator Mechanical Plans Examiner Natural Environment Coordinator * Operations Technical Services Coordinator Park Planning & Policy Coordinator Parks Planner Planner II Procurement Advisor Program Coordinator - School Holiday & Integration Project Coordinator * Roads Technician Sr. Building Inspector Sr. Municipal Inspector Sr. Plans Examiner Sr. Plumbing Inspector Sr. Traffic Analyst Supervisor, Business & Technical Services

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Classification Schedule
January 2018**

SALARY GRADE	POSITION TITLE
7	Supervisor, Mapping & Technical Support Services Supervisor, Property Tax Revenue * Supervisor, Recreation Business Services Supervisor, Water Revenue Sustainable Energy Coordinator Sustainable Transportation Coordinator * Theatre, Technical & Facility Operations Coordinator Tree Preservation/Landscape Planner Urban Design/Heritage Planner * Urban Forestry Technician * Utility Permit Coordinator Waste Management Coordinator * Wastewater Technician * Water Quality Analyst Water Resources Coordinator * Water Technician
8	Sr. Planner Sr. Transportation Planner Sr. Urban Designer * Supervisor, Arena Operations * Supervisor, Community Centres & Pools * Supervisor, Fleet * Supervisor, Parks Services & Horticulture * Supervisor, Roads & Traffic Operations * Supervisor, Sportsfields, Turf & Parks Structures * Supervisor, Urban Forestry * Supervisor, Water & Wastewater

* Positions are based on a 40 hour work week



**Salaried Employees' Association
Salary Schedule - 35 Hour Work Week
Effective January 1, 2017 - 1.5% General Increase**

Salary Grade	Salary Level				
	1 Entry	2 6 Months	3 1 Year	4 2 Years	5 3 Years
1	\$40,237	\$41,445	\$43,305	\$45,247	\$47,333
	\$1,547.56	\$1,594.04	\$1,665.58	\$1,740.27	\$1,820.49
	\$22.108	\$22.772	\$23.794	\$24.861	\$26.007
2	\$42,881	\$44,179	\$46,179	\$48,265	\$50,432
	\$1,649.27	\$1,699.18	\$1,776.11	\$1,856.33	\$1,939.70
	\$23.561	\$24.274	\$25.373	\$26.519	\$27.710
3	\$48,152	\$49,588	\$51,814	\$54,151	\$56,629
	\$1,851.99	\$1,907.22	\$1,992.83	\$2,082.71	\$2,178.05
	\$26.457	\$27.246	\$28.469	\$29.753	\$31.115
4	\$54,968	\$56,629	\$59,166	\$61,844	\$64,661
	\$2,114.14	\$2,178.05	\$2,275.63	\$2,378.60	\$2,486.96
	\$30.202	\$31.115	\$32.509	\$33.980	\$35.528
5	\$62,999	\$64,889	\$67,817	\$70,858	\$74,100
	\$2,423.05	\$2,495.71	\$2,608.34	\$2,725.31	\$2,849.98
	\$34.615	\$35.653	\$37.262	\$38.933	\$40.714
6	\$67,788	\$69,819	\$72,975	\$76,267	\$79,734
	\$2,607.22	\$2,685.34	\$2,806.72	\$2,933.35	\$3,066.70
	\$37.246	\$38.362	\$40.096	\$41.905	\$43.810
7	\$73,058	\$75,255	\$78,637	\$82,184	\$85,933
	\$2,809.94	\$2,894.43	\$3,024.49	\$3,160.92	\$3,305.12
	\$40.142	\$41.349	\$43.207	\$45.156	\$47.216
8	\$80,242	\$82,637	\$86,355	\$90,247	\$94,431
	\$3,086.23	\$3,178.35	\$3,321.36	\$3,471.02	\$3,631.95
	\$44.089	\$45.405	\$47.448	\$49.586	\$51.885



**Salaried Employees' Association
Salary Schedule - 40 Hour Work Week
Effective January 1, 2017 - 1.5% General Increase**

Salary Grade	Salary Level				
	1 Entry	2 6 Months	3 1 Year	4 2 Years	5 3 Years
1	\$45,985	\$47,366	\$49,492	\$51,711	\$54,095
	\$1,768.64	\$1,821.76	\$1,903.52	\$1,988.88	\$2,080.56
	\$22.108	\$22.772	\$23.794	\$24.861	\$26.007
2	\$49,007	\$50,490	\$52,776	\$55,160	\$57,637
	\$1,884.88	\$1,941.92	\$2,029.84	\$2,121.52	\$2,216.80
	\$23.561	\$24.274	\$25.373	\$26.519	\$27.710
3	\$55,031	\$56,672	\$59,216	\$61,886	\$64,719
	\$2,116.56	\$2,179.68	\$2,277.52	\$2,380.24	\$2,489.20
	\$26.457	\$27.246	\$28.469	\$29.753	\$31.115
4	\$62,820	\$64,719	\$67,619	\$70,678	\$73,898
	\$2,416.16	\$2,489.20	\$2,600.72	\$2,718.40	\$2,842.24
	\$30.202	\$31.115	\$32.509	\$33.980	\$35.528
5	\$71,999	\$74,158	\$77,505	\$80,981	\$84,685
	\$2,769.20	\$2,852.24	\$2,980.96	\$3,114.64	\$3,257.12
	\$34.615	\$35.653	\$37.262	\$38.933	\$40.714
6	\$77,472	\$79,793	\$83,400	\$87,162	\$91,125
	\$2,979.68	\$3,068.96	\$3,207.68	\$3,352.40	\$3,504.80
	\$37.246	\$38.362	\$40.096	\$41.905	\$43.810
7	\$83,495	\$86,006	\$89,871	\$93,925	\$98,209
	\$3,211.36	\$3,307.92	\$3,456.56	\$3,612.48	\$3,777.28
	\$40.142	\$41.349	\$43.207	\$45.156	\$47.216
8	\$91,705	\$94,442	\$98,692	\$103,139	\$107,921
	\$3,527.12	\$3,632.40	\$3,795.84	\$3,966.88	\$4,150.80
	\$44.089	\$45.405	\$47.448	\$49.586	\$51.885



Salaried Employees' Association
Salary Schedule - 35 Hour Work Week
Effective January 1, 2018 - 1.625% General Increase

Salary Grade	Salary Level				
	1 Entry	2 6 Months	3 1 Year	4 2 Years	5 3 Years
1	\$40,890	\$42,118	\$44,009	\$45,982	\$48,103
	\$1,572.69	\$1,619.94	\$1,692.67	\$1,768.55	\$1,850.10
	\$22.467	\$23.142	\$24.181	\$25.265	\$26.430
2	\$43,578	\$44,896	\$46,929	\$49,049	\$51,251
	\$1,676.08	\$1,726.76	\$1,804.95	\$1,886.50	\$1,971.20
	\$23.944	\$24.668	\$25.785	\$26.950	\$28.160
3	\$48,934	\$50,394	\$52,656	\$55,030	\$57,550
	\$1,882.09	\$1,938.23	\$2,025.24	\$2,116.52	\$2,213.47
	\$26.887	\$27.689	\$28.932	\$30.236	\$31.621
4	\$55,861	\$57,550	\$60,127	\$62,848	\$65,711
	\$2,148.51	\$2,213.47	\$2,312.59	\$2,417.24	\$2,527.35
	\$30.693	\$31.621	\$33.037	\$34.532	\$36.105
5	\$64,022	\$65,942	\$68,920	\$72,010	\$75,304
	\$2,462.39	\$2,536.24	\$2,650.76	\$2,769.62	\$2,896.32
	\$35.177	\$36.232	\$37.868	\$39.566	\$41.376
6	\$70,298	\$72,407	\$75,657	\$79,052	\$82,695
	\$2,703.75	\$2,784.88	\$2,909.90	\$3,040.45	\$3,180.59
	\$38.625	\$39.784	\$41.570	\$43.435	\$45.437
7	\$80,419	\$81,785	\$85,456	\$89,287	\$93,404
	\$3,093.02	\$3,145.59	\$3,286.78	\$3,434.13	\$3,592.47
	\$44.186	\$44.937	\$46.954	\$49.059	\$51.321
8	\$88,001	\$90,643	\$94,711	\$98,957	\$103,522
	\$3,384.64	\$3,486.28	\$3,642.73	\$3,806.04	\$3,981.60
	\$48.352	\$49.804	\$52.039	\$54.372	\$56.880



**Salaried Employees' Association
Salary Schedule - 40 Hour Work Week
Effective January 1, 2018 - 1.625% General Increase**

Salary Grade	Salary Level				
	1 Entry	2 6 Months	3 1 Year	4 2 Years	5 3 Years
1	\$46,731	\$48,135	\$50,296	\$52,551	\$54,974
	\$1,797.36	\$1,851.36	\$1,934.48	\$2,021.20	\$2,114.40
	\$22.467	\$23.142	\$24.181	\$25.265	\$26.430
2	\$49,804	\$51,309	\$53,633	\$56,056	\$58,573
	\$1,915.52	\$1,973.44	\$2,062.80	\$2,156.00	\$2,252.80
	\$23.944	\$24.668	\$25.785	\$26.950	\$28.160
3	\$55,925	\$57,593	\$60,179	\$62,891	\$65,772
	\$2,150.96	\$2,215.12	\$2,314.56	\$2,418.88	\$2,529.68
	\$26.887	\$27.689	\$28.932	\$30.236	\$31.621
4	\$63,841	\$65,772	\$68,717	\$71,827	\$75,098
	\$2,455.44	\$2,529.68	\$2,642.96	\$2,762.56	\$2,888.40
	\$30.693	\$31.621	\$33.037	\$34.532	\$36.105
5	\$73,168	\$75,363	\$78,765	\$82,297	\$86,062
	\$2,814.16	\$2,898.56	\$3,029.44	\$3,165.28	\$3,310.08
	\$35.177	\$36.232	\$37.868	\$39.566	\$41.376
6	\$80,340	\$82,751	\$86,466	\$90,345	\$94,509
	\$3,090.00	\$3,182.72	\$3,325.60	\$3,474.80	\$3,634.96
	\$38.625	\$39.784	\$41.570	\$43.435	\$45.437
7	\$91,907	\$93,469	\$97,664	\$102,043	\$106,748
	\$3,534.88	\$3,594.96	\$3,756.32	\$3,924.72	\$4,105.68
	\$44.186	\$44.937	\$46.954	\$49.059	\$51.321
8	\$100,572	\$103,592	\$108,241	\$113,094	\$118,310
	\$3,868.16	\$3,984.32	\$4,163.12	\$4,349.76	\$4,550.40
	\$48.352	\$49.804	\$52.039	\$54.372	\$56.880



**Salaried Employees' Association
Salary Schedule - 35 Hour Work Week
Effective January 1, 2019 - 1.75% General Increase**

Salary Grade	Salary Level				
	1 Entry	2 6 Months	3 1 Year	4 2 Years	5 3 Years
1	\$41,605	\$42,856	\$44,779	\$46,787	\$48,945
	\$1,600.20	\$1,648.29	\$1,722.28	\$1,799.49	\$1,882.51
	\$22.860	\$23.547	\$24.604	\$25.707	\$26.893
2	\$44,341	\$45,682	\$47,750	\$49,908	\$52,149
	\$1,705.41	\$1,757.00	\$1,836.52	\$1,919.54	\$2,005.71
	\$24.363	\$25.100	\$26.236	\$27.422	\$28.653
3	\$49,792	\$51,277	\$53,577	\$55,992	\$58,557
	\$1,915.06	\$1,972.18	\$2,060.66	\$2,153.55	\$2,252.18
	\$27.358	\$28.174	\$29.438	\$30.765	\$32.174
4	\$56,839	\$58,557	\$61,179	\$63,948	\$66,861
	\$2,186.10	\$2,252.18	\$2,353.05	\$2,459.52	\$2,571.59
	\$31.230	\$32.174	\$33.615	\$35.136	\$36.737
5	\$65,143	\$67,096	\$70,126	\$73,270	\$76,622
	\$2,505.51	\$2,580.62	\$2,697.17	\$2,818.06	\$2,947.00
	\$35.793	\$36.866	\$38.531	\$40.258	\$42.100
6	\$71,528	\$73,674	\$76,981	\$80,435	\$84,142
	\$2,751.07	\$2,833.60	\$2,960.79	\$3,093.65	\$3,236.24
	\$39.301	\$40.480	\$42.297	\$44.195	\$46.232
7	\$81,825	\$83,216	\$86,952	\$90,851	\$95,039
	\$3,147.13	\$3,200.61	\$3,344.32	\$3,494.26	\$3,655.33
	\$44.959	\$45.723	\$47.776	\$49.918	\$52.219
8	\$89,540	\$92,230	\$96,369	\$100,690	\$105,333
	\$3,443.86	\$3,547.32	\$3,706.50	\$3,872.68	\$4,051.25
	\$49.198	\$50.676	\$52.950	\$55.324	\$57.875



**Salaried Employees' Association
Salary Schedule - 40 Hour Work Week
Effective January 1, 2019 - 1.75% General Increase**

Salary Grade	Salary Level				
	1 Entry	2 6 Months	3 1 Year	4 2 Years	5 3 Years
1	\$47,549	\$48,978	\$51,176	\$53,471	\$55,937
	\$1,828.80	\$1,883.76	\$1,968.32	\$2,056.56	\$2,151.44
	\$22.860	\$23.547	\$24.604	\$25.707	\$26.893
2	\$50,675	\$52,208	\$54,571	\$57,038	\$59,598
	\$1,949.04	\$2,008.00	\$2,098.88	\$2,193.76	\$2,292.24
	\$24.363	\$25.100	\$26.236	\$27.422	\$28.653
3	\$56,905	\$58,602	\$61,231	\$63,991	\$66,922
	\$2,188.64	\$2,253.92	\$2,355.04	\$2,461.20	\$2,573.92
	\$27.358	\$28.174	\$29.438	\$30.765	\$32.174
4	\$64,958	\$66,922	\$69,919	\$73,083	\$76,413
	\$2,498.40	\$2,573.92	\$2,689.20	\$2,810.88	\$2,938.96
	\$31.230	\$32.174	\$33.615	\$35.136	\$36.737
5	\$74,449	\$76,681	\$80,145	\$83,737	\$87,568
	\$2,863.44	\$2,949.28	\$3,082.48	\$3,220.64	\$3,368.00
	\$35.793	\$36.866	\$38.531	\$40.258	\$42.100
6	\$81,746	\$84,198	\$87,978	\$91,926	\$96,163
	\$3,144.08	\$3,238.40	\$3,383.76	\$3,535.60	\$3,698.56
	\$39.301	\$40.480	\$42.297	\$44.195	\$46.232
7	\$93,515	\$95,104	\$99,374	\$103,829	\$108,616
	\$3,596.72	\$3,657.84	\$3,822.08	\$3,993.44	\$4,177.52
	\$44.959	\$45.723	\$47.776	\$49.918	\$52.219
8	\$102,332	\$105,406	\$110,136	\$115,074	\$120,380
	\$3,935.84	\$4,054.08	\$4,236.00	\$4,425.92	\$4,630.00
	\$49.198	\$50.676	\$52.950	\$55.324	\$57.875