

**THIS AGREEMENT entered into this                    day of                    , 2001**

**BY AND BETWEEN:**

**THE CORPORATION OF THE CITY OF VAUGHAN  
(hereinafter referred to as the "Corporation")**

**OF THE FIRST PART**

**- and -**

**CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS  
LOCAL 905  
(hereinafter referred to as the "Union")**

**OF THE SECOND PART**

**CORPORATION OF THE CITY OF VAUGHAN  
C.U.P.E. LOCAL 905 AGREEMENT  
APRIL 1, 2001 TO MARCH 31, 2004**

**INDEX - CLERICAL & TECHNICAL**

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	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
ARBITRATION	10.01	14
ATTENDANCE	11.04 (d)	15
CLOTHING ISSUE	19.07	30
	SCHEDULE B	38
DISCHARGE CASES	9	13
DURATION	22	32
GRIEVANCE PROCEDURE	8	11
BENEFITS	21	31
HOURS OF WORK	15	21
JOB DESCRIPTIONS	19.03	29
JOB POSTINGS	11.08	17
JURY DUTY	20	31
LAY-OFF	11.06	16
LEAVE OF ABSENCE	12	19
MANAGEMENT FUNCTIONS	3	9
PREGNANCY/PARENTAL	12.04	20
OVERTIME	15.02	22
PAY RATES	SCHEDULE A	34
PROBATIONARY PERIOD	11.02	15
PURPOSE	1	4
RECOGNITION	2	4
RELATIONSHIP	4	9
REPRESENTATION	6	10

**CORPORATION OF THE CITY OF VAUGHAN  
C.U.P.E. LOCAL 905 AGREEMENT  
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	<u><b>SECTION</b></u>	<u><b>PAGE</b></u>
SENIORITY	11	14
SHIFTS	15.06	24
SICK LEAVE	18	27
STATUTORY HOLIDAYS	16	25
STRIKE & LOCKOUT	7	11
TECHNOLOGICAL CHANGE	19.09	30
TEMPORARY EMPLOYEES	2.06 & 21.03	8 & 32
TRIAL PERIOD	11.10	18
UNION DUES	5.01	10
UNION SECURITY	5	10
VACATIONS	17	26
WAGES	14	21
WORKERS' COMPENSATION	18.04	28

**ARTICLE 1 PURPOSE**

**1.01** The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Corporation and its employees and to provide machinery for the prompt and equitable disposition of grievances and to maintain and establish wages, hours of work and other working conditions as herein provided.

**ARTICLE 2 RECOGNITION**

**2.01** The Corporation recognizes the Union as the sole and exclusive bargaining agent with respect to all matters covered by this Agreement for all clerical and technical employees of the Corporation at its offices in the City of Vaughan, save and except for City Manager

- Deputy City Manager & City Solicitor
- Commissioner of Financial Services & City Treasurer
- Commissioner of Development Services
- Commissioner of Community Services
- Commissioner of Planning & Urban Design
- Director of Engineering
- Director of Building Standards
- Director of Human Resources
- Director of Labour Relations
- Director of Recreation & Culture
- Director of Urban Design
- Director of Community Planning
- Director of City Financial Services/Deputy Treasurer
- Director of Reserves & Investments
- Director of Legal Services
- Director of Buildings & Facilities
- Director of Purchasing
- Director of ITS
- Director of Public Works
- Director of Corporate Communications
- Fire Chief

City Clerk  
Deputy Fire Chief  
Deputy City Clerk  
Solicitor/Corporate  
Solicitor/Litigation  
Solicitor/Special Services  
Senior Human Resources Manager  
Senior Manager of Development/Transportation Engineering  
Senior Manager Technical Support Services  
Senior Manager of By-Law Enforcement  
Manager Parks & Forestry Operations  
Manager of Engineering/Construction Services  
Manager of Public Works - Operations  
Manager, Growth Management & Special Studies  
Manager of Technology Development  
Manager of Business Development  
Manager, Business Application Services  
Manager of Real Estate  
Manager of Special Projects, Licensing & Permits  
Manager of Customer & Administrative Services  
Manager of Development Planning  
Manager of Landscape & Open Space Development  
Manager of Contract Services  
Manager of Buildings & Facilities  
Manager of Inspection Services  
Administrative Manager/Recreation  
Programs Manager  
Property Tax Manager  
Operational Auditor  
Transportation Engineer  
Project Engineer

Senior Planner/Development Control  
Senior Planner/Policy  
Senior Planner/Environmental  
Supervisor of Development Services  
Supervisor, Parks Operations  
Supervisor, Parks Services & Cemeteries  
Supervisor, Client Support Services  
Supervisor, Special Events  
Supervisor, Computer Operations  
Supervisor, Council Secretariat  
Supervisor of Health & Safety  
Supervisor of Recruitment & Development  
Supervisor of Supplies & Services  
Supervisor of By-Law Enforcement  
Supervisor of Parking & Sign Control  
Supervisor of Solid Waste Management  
Building Inspection Supervisor  
Budget & Planning Supervisor  
Accounting Supervisor  
Property Tax Supervisor  
Facilities Supervisor  
Technical Supervisor  
GIS Drafting Supervisor  
Fleet Maintenance Supervisor  
Zoning Supervisor  
Water, Wastewater & Drainage Supervisor  
Property Supervisor  
Municipal Services Inspection Supervisor  
Development Supervisor, Planning & Studies  
Capital Projects Supervisor  
Roads Supervisor

Forestry Supervisor  
Aquatic Services Supervisor  
Fitness & Sports Supervisor  
General Programmes Supervisor  
Recreation Services Supervisor  
Records Management Co-ordinator  
Capital Revenue Analyst  
Senior Budget Analyst  
Senior Financial Analyst  
Senior Financial Planner  
Senior Business Analyst - Voice Communications Systems  
Technology Specialist  
System Analyst  
Prosecutor  
Design Engineer  
Development Engineer, Development Review  
Development Services Communications Co-ordinator  
Senior Economic Developer - Community  
Senior Economic Developer - Business Development  
Senior Economic Researcher/Technology Specialist  
Secretary/Executive Assistant  
Office Co-ordinator  
Employee Services Co-ordinator  
Assistant City Clerk  
Senior Field Support Trainer - Voice Communications Systems  
Legal Assistant  
Health & Safety Officer  
Recruitment Officer  
Compensation Assistant  
Client Support Analyst  
Administrative Assistant to the Mayor

Council Administrative Assistant  
Forestry Co-ordinator  
Classification Co-ordinator  
Secretary/Office Co-ordinator  
Legal & Litigation Secretary  
Secretary/Administrative Assistant  
Secretary/Receptionist  
Secretary to Department Head  
Secretary to Mayor  
Receptionist & Filing Clerk (Human Resources)

employees covered by a subsisting Collective Agreement, persons regularly employed for not more than 24 hours per week and students employed during the school vacation period, evenings and weekends.

**2.02** The word "employee" or "employees" wherever used in this Agreement shall mean only the employees in the bargaining unit defined above unless the context otherwise provides.

**2.03** Where the masculine pronoun is used herein, it shall mean and include the feminine pronoun where the context so provides.

**2.04** No agreement shall be made between an employee and a representative of the Corporation that conflicts with this agreement.

**2.05** Persons whose jobs are not in the bargaining unit shall not perform any duty that is part of a bargaining unit position when there is a qualified bargaining unit member available except for instruction, demonstration or in case of emergency.

**2.06** (i) Temporary employees terms of employment shall not exceed more than 130 working days per year except where they are filling in for a permanent employee who is absent because of illness, injury or leave of absence. The Union will be informed of all temporary personnel hired under this clause.

(ii) All temporary work of a minimum 10 weeks duration shall be posted internally. A full time employee who successfully applies for a temporary assignment is restricted from applying for a further temporary position for



a period of 1 year.

- (iii) Temporary employees rehired for more than one term in the same Classification may be hired at or progress to Step Two of the salary range in Schedule "A".

### **ARTICLE 3 MANAGEMENT FUNCTIONS**

**3.01** The Union acknowledges that it is exclusively the function of the Corporation to:

- (a) maintain order, discipline and efficiency;
- (b) hire, discharge, direct, classify, transfer, promote, demote, layoff, and suspend or otherwise discipline employees subject to the provisions of this Agreement provided that a claim of discriminatory promotion, demotion or layoff or that an employee has been suspended or discharged without just cause may be treated as a grievance as provided under the Grievance Procedure;
- (c) maintain and enforce rules and regulations governing the conduct of the employees; and
- (d) generally to manage the Corporation and, without restricting the generality of the foregoing, to determine the number of personnel required from time to time, the standards of performance for all employees, the methods, procedures, machinery and equipment to be used, schedules of work and all other matters concerning the Corporation's operation not otherwise specifically dealt with elsewhere in the Agreement.

**3.02** The Corporation agrees that these functions shall only be exercised in good faith and in a manner consistent with the provisions of this Agreement.

### **ARTICLE 4 RELATIONSHIP**

**4.01** The Corporation and the Union agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives or members because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap, political affiliation, or membership or non-membership in the Union or because of activity or lack of activity in the Union.

The Corporation and the Union further agree that every employee has a right to

be free from any reprisal or threat of reprisal for the rejection of such behaviour.

**4.02** The Union further agrees that there will be no solicitation for membership, collection of dues, or other Union activities on the premises of the Corporation, except as specifically permitted by this Agreement.

#### **ARTICLE 5 UNION SECURITY**

**5.01** The Corporation agrees to deduct regular Union Dues, in the amount to be advised by the Union, from each pay due each calendar month from employees covered by this Agreement and to remit the same to the Treasurer of the Union not later than the twentieth day of the same month. A list of additions, deletions and changes will also be supplied.

**5.02** In consideration of the deducting and forwarding of Union dues in accordance with the foregoing by the Corporation, the Union agrees to indemnify and save the Corporation harmless against any claim or liability arising out of or resulting from the operation of this section.

#### **ARTICLE 6 REPRESENTATION**

**6.01** The Corporation will recognize a Grievance Committee composed of not more than two (2) of the six (6) employees selected by the Union to be known as "Stewards".

If during the term of the Agreement, utilization of new buildings require additional representation, the Corporation will discuss the same with the Union and consider recognition of additional Stewards.

**6.02** Employees shall not be eligible to serve as members of the Grievance Committee until they have completed their probationary period.

**6.03** The Union shall keep the Corporation notified in writing of the names of its currently authorized members of the Grievance Committee.

**6.04** It is understood that Stewards have their regular work to perform and that if it is necessary for them to service a grievance during working hours they will not leave their work without first obtaining the permission of their immediate supervisor.

In obtaining such permission the Steward shall state his/her destination to his/her immediate supervisor and report again to him/her at the time of his/her return to work. In accordance with this understanding, Stewards dealing with employees' grievances during their regular hours of work shall not suffer any loss in pay.

**6.05** The Union will supply the Corporation with the names of its officers. Similarly, the Corporation will, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

**6.06** New employees shall be introduced to a representative of the executive on orientation.

**6.07** The Unit Chairperson or Vice-Chairperson of the Local unit shall be allowed up to one (1) day off per month (without pay) for Union business if requested and cleared through the Director of Human Resources or Labour Relations. There will be no accumulation and this time off will not be charged to any accumulation e.g. vacation etc. to deal with union business.

**6.08** Alternate members of the Negotiating Committee who have been previously identified will also be granted leave, without pay, to participate in the one day of preparation.

#### **ARTICLE 7 NO STRIKE NO LOCKOUT**

**7.01** The Union agrees that during the term of this Agreement there shall be no strikes. The Corporation agrees that there shall be no lockout during the term of this Agreement.

#### **ARTICLE 8 GRIEVANCE PROCEDURE**

**8.01** It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible. It is understood that an employee has no grievance until he/she has first given his/her immediate supervisor an opportunity to adjust his/her complaint. If an employee has a complaint, he/she shall discuss it verbally with his/her immediate supervisor prior to 12:00 noon on the third (3) working day after the day on which the circumstances giving rise to the complaint originated or occurred. Failing settlement, it may then be taken up as a grievance prior to 12:00 noon on the fifth (5) working day following advice of the immediate supervisor's decision in the following manner and sequence:

##### **STEP NO. 1-**

The employee, who may request the assistance of his/her Steward, may present his/her alleged grievance to his/her intermediate supervisor. The grievance shall be in writing and shall include the nature of the grievance and the remedy sought; failing a

settlement, the supervisor shall deliver his/her decision in writing prior to 12:00 noon the third (3) working day following the presentation of the grievance to him/her; then prior to 12:00 noon the third (3) working day after the decision is given:

**STEP NO. 2-**

The employee, who may request the assistance of his/her Steward, may present his/her grievance in writing to his/her Department Head; failing settlement, the Department Head shall deliver his/her decision in writing prior to 12:00 noon on the third (3) working day following the presentation of the grievance to him/her; then prior to 12:00 noon on the fifth (5) working day after the decision is given:

**STEP NO. 3-**

The Union Grievance Committee may present the grievance in writing to the City Manager or his/her appointee. A meeting will be held prior to 12:00 noon of the third (3) following working day between the City Manager or his/her appointee and the Union Grievance Committee. A Staff Representative of the Union may be present at the request of the Union.

It is understood that the City Manager or his/her appointee shall have such counsel and assistance as he may desire at any meeting with the Grievance Committee. Failing settlement, the decision of the City Manager or his/her appointee shall be delivered to the Union in writing prior to 12:00 noon on the third (3) following working day.

In the event that there is no intermediate supervisor and/or where an employee's immediate supervisor and Department Head are one and the same person, Step No. 2 will be omitted and the written grievance will be submitted to the Department Head at Step 1 and if not settled, will proceed from Step No. 1 to Step No. 3.

**8.02** Failing settlement and if the grievance is to proceed to arbitration such grievance shall be submitted to arbitration within fourteen (14) working days from receipt of the written decision under Step 3.

**8.03** Replies to grievances stating reasons shall be in writing at all stages.

**8.04** It is agreed that a grievance arising directly between the Corporation and the Union shall be originated under Step No. 3 and the time limit set out with respect to that Step shall appropriately apply. It is further agreed that the Union may act on behalf of

an employee who is unable to file a proper grievance initiating the grievance at the appropriate Step. It is understood, however, that the provisions of this section may not be used with respect to a grievance directly affecting an employee or employees and that the regular grievance procedure shall not be thereby bypassed.

**8.05** No adjustment under the Grievance Procedure or Arbitration Procedure shall be made retro-active prior to the date the grievance was formally discussed or presented to the Corporation under the Grievance Procedure (including the three (3) day period in Section 8.01 within which the employee may grieve) except as to bookkeeping error involving an employee's wages and any grievance regarding discharge or suspension without pay will be deemed to have been filed on date of such suspension or discharge.

**8.06** The grievor shall have the right to be present at all meetings held to resolve or discuss his/her/his grievance.

**8.07** It is agreed and understood that all time limits in the grievance procedure shall be adhered to except where they are extended by mutual agreement.

#### **ARTICLE 9 DISCHARGE CASES**

**9.01** It is recognized that probationary employees may be released for reasons less serious than in the case of the discharge of an employee who has completed his/her probationary period and accordingly, the release of a probationary employee will not be subject to the Grievance Procedure.

A claim by an employee who has completed his/her probationary period that he/she has been unjustly discharged shall be treated as a grievance if a written statement of such grievance is lodged with the Corporation at Step No. 3 prior to 12:00 noon on the fifth (5) working day after the discharge is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

- (a) confirming the Corporation's action in dismissing the employee;
- (b) reinstating the employee with payment to him/her for such time lost due to the discharge at his/her regular rate of pay for his/her normally scheduled work for such period less any amounts of money earned by the employee during such a period;
- (c) any other arrangement which may be deemed just and equitable.

## **ARTICLE 10 ARBITRATION**

**10.01** When either party requests that any matter be submitted to arbitration as hereinbefore provided, it shall make such request, in writing, addressed to the other party to this Agreement, and at the same time request the five mutually agreed to single arbitrators to advise of their available dates. Thereafter, the parties to this Agreement will meet to agree on a suitable date having regard to the arbitrators' availability dates.

**10.02** The list of acceptable arbitrators will be compiled by the parties to this Agreement and may be amended from time to time by mutual consent.

**10.03** No matter may be submitted to arbitration which has not been carried through all requisite steps of the Grievance Procedure.

**10.04** The arbitrator shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.

**10.05** The proceedings of the Arbitration will be expedited by the parties hereto and the decision of the Arbitrator will be final and binding upon the parties hereto and the employee or employees concerned.

**10.06** Each of the parties hereto will jointly bear the fees and expenses of the Arbitrator.

**10.07** The time limits fixed in both the Grievance and Arbitration Procedure may be extended by consent of the parties of this Agreement.

**10.08** A grievor or any employee with a legally vested interest, shall not lose any pay for regular time spent at an Arbitration Hearing. Necessary witnesses shall not lose any pay for the day(s) of testimony.

## **ARTICLE 11 SENIORITY**

**11.01** a) Seniority is defined as the length of service in the bargaining unit and shall include service with the employer prior to the certification of the Union. Seniority shall be used in determining preference or priority for promotions, transfers, demotion, lay-off, permanent reduction of the work force, and recall, as set out in other provisions of this agreement.

Seniority shall operate on a bargaining-unit-wide basis.

(b) In the event that an employee from the Hourly Rated unit of the City is

moved into this bargaining unit, as a result of the application of any provision of either Collective Agreement, his/her previously held seniority shall be retained.

**11.02** An employee will be considered on probation and will not be subject to the seniority provisions of this Agreement, nor shall his/her name be placed on the seniority list until after he/she has completed six (6) months of continuous permanent employment with the Corporation.

Upon completion of such probationary period the employee's name shall be placed on the seniority list with seniority dating from the time he/she was last placed on the active payroll of the Corporation.

- (a) Any employee who is hired permanently into the bargaining unit with no break in service and who successfully completes the Probationary Period, shall have their temporary continuous service recognized as Seniority, provided that the temporary service exceeds the probationary service.

**11.03** The Corporation shall maintain a seniority list showing the date upon which each employee commenced employment in the Bargaining Unit and the person's classification. An up-to-date seniority list shall be posted twice a year in January and July. A copy of such list shall be mailed to the Secretary of the Unit Chair at the same time.

**11.04** Notwithstanding the provisions of 11.01, an employee shall lose all seniority and shall be deemed to have terminated his/her employment if he/she:

- (a) resigns from the employ of the Corporation;
- (b) is discharged and is not reinstated;
- (c) is laid off for a period of more than twelve (12) months;
- (d) is absent from work without permission for three (3) consecutive working days unless a reasonable explanation is given by the employee;
- (e) fails to return to work upon termination of an authorized leave of absence unless a reasonable explanation is given by the employee or utilizes a leave of absence for purposes other than those for which the leave of absence was granted;
- (f) fails to return to work within seven (7) calendar days after being recalled

from layoff by notice sent by registered mail unless a reasonable explanation is given by the employee;

- (g) is absent from work due to illness or disability which absence continues more than twenty-four (24) months.
- (h) while in receipt of workers' compensation benefits from the Workplace Safety and Insurance Board, has concluded the period of re-employment obligation as established by Section 41(7) of the Workplace Safety and Insurance Act, 1997, provided that such absence is not less than twenty four (24) months from the date of the injury.

**11.05** In cases of promotion (other than to positions outside the scope of the bargaining unit), the following factors shall be considered:

- (a) seniority;
- (b) qualifications and job efficiency.

Where two or more applicants qualify for the position, seniority shall govern.

**11.06** In cases of layoff and recall from layoff, seniority shall govern providing the remaining employees have the qualifications to perform the work available. It is understood, however, that probationary employees shall be first laid off. Unless legislation is more favourable to the employees the Corporation shall notify the Union and the employees who are to be laid off thirty (30) calendar days prior to the effective date of any layoff which is expected to exceed 15 working days. If employees have not had the opportunity to work the said thirty (30) calendar days, they shall be paid for the days on which work was not made available.

No new employee will be hired to perform work that an employee on layoff is capable of performing.

Every effort will be made to find alternative work for any employee who is prevented from carrying out his/her normal duties due to circumstances beyond his/her or the Corporation's control.

- (a) A pregnant employee who works at a Video Display Console and who requests to be removed from such duties, will be moved to other assignments within the classification, if such a move is possible. Should such a move not be possible, the employee may be reclassified to



a job where she is able to perform the duties.

Such employee will be permitted to return to her original classification upon completion of her maternity leave by displacing the junior employee in that classification.

Nothing in this Article shall be construed as conferring a right to any such reassignment or reclassification.

**11.07** No employee shall be transferred to a position outside the bargaining unit without his/her consent. Except as provided in Article 11.01(b), if an employee is transferred to a position outside the bargaining unit, he/she shall retain his/her seniority acquired at the date of leaving the unit, but shall not accumulate any further seniority, provided that the employee returns to the bargaining unit within twelve (12) months. If the employee is not returned to the bargaining unit within the twelve (12) month period, all seniority shall be lost.

The individual designated as Supervisor, shall receive relief pay when:

- a) the work constitutes for the full portion of a workday preceding or following a lunch break or more and;
- b) the duties assigned to the individual designated Supervisor are beyond the individual worker duties, as prescribed by OSHA requirements; or
- c) the duties assigned to the individual designated as Supervisor are beyond the decision expectation parameters of the bargaining unit job description.

When required by the Corporation to relieve temporarily in a management position the employee shall receive a premium of one dollar (\$1.00) per hour above their regular straight time rate of pay or the minimum rate for the position, whichever is greatest, for all hours so assigned. **“Any employee currently acting in this capacity to be exempt.”**

**11.08** When a new position is created or when a vacancy occurs, the Corporation shall post notices with the information as indicated in Schedule “C” on all bulletin boards for a period of one week and shall send a copy to the Unit Chairperson.

When it is known at the time of posting that the position will be reviewed within six (6) months of the posting date, then the words "under review" will be with the rate of pay on the posting.

Positions shall be posted within one week of vacancy. However, vacancies arising from normal retirement shall be posted 60 days prior to the employee's retirement.

Employees who have completed their probationary period may make written application for such permanent job vacancy within such posting period, all applications will receive written acknowledgement of their applications.

Every effort will be made to fill the vacancy within three (3) weeks of posting. Each candidate and the Union will be advised of the name of the successful applicant.

Internal appointees required to remain in their current positions until a replacement is hired will receive their new rate of pay immediately in accordance with Note 2 of Schedule "A".

It is understood that nothing in this Section restricts the right of the Corporation to temporarily assign an employee to a job which qualifies for posting hereunder on a temporary basis only until the posting procedure has been complied with and arrangements made to permit the employee selected, if any, to fill the vacancy, provided such job is posted within three (3) working days of such temporary assignment.

**11.09** The Corporation may, at its discretion, when there are no qualified internal applicants, promote the senior internal applicant with the potential to become qualified within a reasonable period of time.

Any employee so promoted will be given a trial period and may revert to his/her former position in accordance with 11.10 or if the required qualifications are not met within the agreed reasonable period.

**11.10 TRIAL PERIOD**

The successful applicant shall be notified within three weeks following the end of the posting period. He/she shall be placed on trial for a period of four months. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee so chooses, he/she shall be returned to his/her former position, wage or salary rate, without loss of seniority. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to his/her

former position, wage or salary rate, without loss of seniority. During the trial period (4 months) the applicant is restricted from applying for any other vacancies.

**11.11** The Union Chairperson will be notified of all changes within the bargaining unit, including promotions, demotions, hirings, transfers, resignations, retirements, other terminations of employment, or any proposed lay off or recalls from lay off.

**11.12** No outside advertising for any vacancy will be placed until the posting period is completed.

**11.13** The Corporation will provide on-the-job training where feasible and so requested by an employee so that an employee shall have the opportunity to receive training and qualify for a promotion or transfer in the event of a vacancy arising. Accordingly, an employee shall be allowed an opportunity to learn the work of higher or equal positions, during regular working hours, by working together with qualified employees for temporary periods without affecting the pay of the employees concerned. Such time allotted for training shall be at the discretion of the Corporation. Opportunities for training shall be allocated according to ability, qualifications and seniority.

## **ARTICLE 12 LEAVE OF ABSENCE**

**12.01** The Corporation may, in its discretion, grant leave of absence without pay and without loss of seniority to an employee for personal reasons.

All requests for such leaves of absence shall be in writing as far in advance as practicable and the Corporation agrees to confirm or deny the request for such leave as soon as practicable. It is understood that where such leave exceeds one month there will be no accumulation of sick leave or vacation entitlement for that period subject however, to the Employment Standards Act where leave is granted under 12.04.

**12.02** In the event of a death in the immediate family of an employee covered by this Agreement, the Corporation agrees to grant time off and to make up the employee's regular pay (exclusive of any premiums) for any absence up to a period of five (5) days for the purpose of making arrangements for or attending at the funeral. Immediate family shall mean father, mother, spouse, brother, sister, child, mother-in-law, father-in-law, ward or guardian. Employees will be granted one (1) day's leave on the

same basis in the event of the death of a grandparent, grandchild, sister-in-law, brother-in-law, or first generation niece or nephew.

**12.03** The Corporation agrees to grant leave of absence without pay and without loss of seniority for Union business to employees selected by the Union to attend conventions or conferences. It is understood, however, that the cumulative total of leave of absence granted under this section shall not exceed fifteen (15) working days in any calendar year and that requests for such leave of absence shall be made in writing at least three (3) weeks in advance of such leave.

The Corporation will consider substitutions in the event that the employee granted leave is unable to utilize said leave. It is further understood that no more than two (2) employees from any one department or classification shall be absent at the same time.

The Corporation may deny the request for leave of absence for one (1) person where two (2) apply from the same department or classification.

#### **12.04 PREGNANCY LEAVE/PARENTAL LEAVE**

- (a) Upon at least two (2) weeks written notice to the Employer, and provision of a Certificate from a legally qualified medical practitioner stating the expected birthdate, a pregnant employee who has completed thirteen (13) weeks employment will be granted leave in accordance with the Employment Standards Act.
- (b) Unpaid Parental Leave shall be in accordance with the Employment Standard Act. eg. to a maximum of 35 or 37 weeks as appropriate.
- (c) The following provisions apply to Parental and Pregnancy Leave:
  - (i) Benefit coverage will continue throughout such leave at the same rate of contribution by the employee and employer, unless the employee elects in writing not to do so.
  - (ii) The employee will continue to accrue seniority while on Pregnancy and/or Parental Leave.
  - (iii) At the expiration of such leave, the employee will be reinstated to the same or comparable position held prior to their leave.

- (iv) All written notifications will be in accordance with the Employment Standards Act, time limits.
- (d) The employee shall provide the Corporation with at least two weeks notice of his/her date of return to work. On returning from maternity leave, he/she shall be placed in his/her former position. If the former position no longer exists, he/she shall be placed in a job in his/her last job classification and department.

### **ARTICLE 13 BULLETIN BOARDS**

**13.01** The Corporation will provide bulletin board space in an area designated by the Corporation for the purpose of posting notices regarding meetings and other matters restricted to Union activity. All such notices must be signed by an officer of the Local Union.

### **ARTICLE 14 WAGES**

**14.01** The Corporation shall pay salaries bi-weekly in accordance with Schedule "A" attached hereto and forming part of this agreement.

**14.02** Pay cheques shall be made available in envelopes to employees.

### **ARTICLE 15 HOURS OF WORK**

**15.01** The normal work week shall consist of 35 hours per week and the normal work day shall consist of 7 hours excluding the lunch period. The normal hours of work shall be between 08:30 and 16:30, Monday to Friday with up to one hour for lunch between 12:00 noon and 14:00 except for the Clerk Dispatcher and the Clerk Typist A in the Works Section who shall work between 08:00 and 16:00 hours. It is understood and agreed that employees prevented from completing their lunch period by 14:00 shall be permitted to extend such lunch period beyond 14:00 provided the situation is made known in the department.

In the event any change in the starting and quitting times is found necessary, the Corporation will discuss such change with the Union.

**15.01 (a)** It is agreed that the Recreation Department Programmers, Aquatics staff, Co-ordinators, and Admin Support Staff such as Clerical Assistants, Control Desk Attendants, Clerk Typists assigned to programme support

duties at recreation facilities, Graphic Artists and By-Law Enforcement Officers II will not be confined to the 8:30 to 16:30, Monday to Friday.

- (b) The parties agree that hours of work may be extended beyond those described in 15.01 (a) above to a maximum of 07:30 to 17:30 subject to the following conditions:
- 1) Schedules will be established after discussion with the employees who normally do the work.
  - 2) Assignment to start at 7:30/8:30 a.m. or finish after 16:30/17:30 shall be made by;
    - a) asking for volunteers from the employees who normally do the work
    - b) in the event that there are insufficient volunteers, assignment shall be in reverse order of seniority (from those who normally do the work).
  - 3) In implementing this article, the provisions of Article 15.06 (7)(b) do not apply.
  - 4) No other provisions of the Labour Agreement will be compromised by the implementation of more flexible work hours.

However, if the above positions are scheduled to work other than the above shift times or duration the following conditions shall apply:

    1. Work schedules shall be prepared and posted at least two (2) weeks in advance.
    2. The normal work week shall consist of 35 hours per week.
    3. There shall be no split shifts.

It is understood that nothing in this Article guarantees hours of work to be made available or pay for hours not worked except as otherwise specifically provided in this Agreement.

**15.02** Authorized work performed in excess of the employee's normal work week or normal work day as defined in the Section 15.01 above will be paid at the rate of 1½

times the employee's regular straight time rate. Authorized work performed on scheduled days off and Statutory Holidays will be paid at the rate of 1½ times the regular straight time rate, for all hours worked. The Corporation shall whenever practical, offer overtime work to qualified full-time employees who normally perform the work, before offering such overtime to temporary employees. Fitness Co-ordinators, Fitness Programmers, Recreation Programmers and Aquatic Co-ordinators may be given time off in lieu of pay for overtime that they work during July and August.

**15.03** Any employee required to work three (3) hours or more overtime shall be provided by the Corporation with an adequate meal or payment in lieu thereof in the amount of \$7.00.

An additional meal or payment in lieu shall be provided for each further consecutive four (4) hour period worked. This provision shall apply on Saturday or Sunday to those hours worked prior to starting times or beyond the stopping times, of the employees regular working days.

Should the employee have received less than twelve (12) hours notice of the requirement to work on Saturday or Sunday, then the meal allowance and conditions shall apply throughout all hours worked on the day for which insufficient notice was given.

It is understood that where an employee qualifies for a meal allowance, the employee shall be allowed time off without pay, up to (1) hour to obtain a meal.

**15.04** An employee who has left the Corporation's premises and who is called in to work outside of his/her regular scheduled hours shall be paid at a rate of 1½ times their regular straight time rate for all hours worked with a minimum guarantee of two and one-half hours work.

**15.05 OVERTIME**

- (a) When overtime is worked, an employee may elect to take time off at double time rate or pay at the appropriate 1½ times rate. Such election shall be made at the time worked. Authorized work performed by an employee in excess of their regularly scheduled work-day or work week shall be paid at the rate of 1½ times the Employee's straight time rate.

- (b) Authorized work performed by an employee on a statutory holiday or scheduled day-off shall be paid at the rate of 1½ times the employees straight time rate.
- (c) The opportunity to work overtime shall be equitably distributed among those employees who normally perform the work.
- (d) The Corporation shall, whenever practical, offer overtime work to qualified full-time employees who normally perform the work before offering such overtime to temporary employees.
- (e) It is understood that overtime under this Article shall not be pyramided. Such time off may accumulate to a maximum of two (2) weeks per employee for the years.

The time off will be taken by March 31<sup>st</sup> of the following calendar year at a time mutually acceptable to the employee and his/her Supervisor and such agreement will not be unreasonably withheld.

In the event no mutually acceptable time can be agreed to by December 1<sup>st</sup>, or in the event that the time is not taken, the employee will receive pay at the applicable overtime rate for the outstanding time with the last pay of the year.

**15.06** It is recognized by the parties that from time to time it may be necessary, due to the nature of the Corporation's operations to place certain weekly salaried day working employees on shift work. Where this occurs, the following provisions will apply:

- 1) Shift work shall not be implemented for a period of ten (10) working days or less. If the working period is ten (10) days or less, the appropriate premium rate will be paid for the minimum ten (10) day period.
- 2) The Corporation will provide fifteen (15) working days posted notice of the commencement and termination of a shift. Failure to provide such notice will require a penalty payment of premium rates for all changed hours of work within the notice period.
- 3) Such a placing on shift work shall not deprive an employee of their total number of normal scheduled weekly hours.



- 4) Shift work will be scheduled on a Monday to Friday basis.
- 5) The appropriate overtime rate shall apply when an employee works in excess of seven hours a day or 35 hours per week. Article 15.02 shall establish the employees appropriate overtime rate.
- 6) No employee shall be required to work a shift schedule against their wishes when other employees are available to perform the required work. If the numbers willing to work the shift are insufficient the shift work will be assigned in a fair manner among the other qualified employees.
- 7) The following shift differentials shall apply:
  - a) \$ .75 per hour to employees scheduled to start work between the hours of 12:00 and 21:00.
  - b) \$ .85 per hour to employees scheduled to start work between 21:00 and 08:00.

(Any employee that commences their work day at 08:00 will not be entitled to shift differential).

- 8) No split shifts.

## **ARTICLE 16 HOLIDAYS**

**16.01** Employees shall be entitled to the following holidays with pay:

New Year's Day	Good Friday
Victoria Day	Dominion Day
Labour Day	Thanksgiving Day
Christmas Day	Boxing Day
Easter Monday	Civic Holiday

In addition the last scheduled working days before Christmas Day and New Year's Day shall be half holidays with pay. In addition to the above, employees on staff prior to February 28<sup>th</sup> will be entitled to one floating holiday provided it is taken between March 1<sup>st</sup> and December 31<sup>st</sup> in the same year. In the event of a new holiday being proclaimed to take place during January or February by the Federal Government, that day will take the place of the floating holiday.

**16.02** Holiday pay will be computed on the basis of the number of hours the employee would otherwise work had there been no holiday or half holiday, at this regular straight

time rate of pay.

**16.03** In order to qualify for holiday pay, the employee must work the full scheduled shift on each of the working days immediately preceding and immediately following the holiday concerned except in cases of excused absence satisfactory to the Corporation. Any disagreement regarding this clause may be subject to the grievance procedure.

**16.04** Any employee required to work on a holiday shall be paid for all authorized work performed on such holiday at 1½ times his/her straight time rate of pay for all hours worked in addition to his/her holiday pay.

**16.05** Any employee scheduled to work on a holiday who does not report for work shall forfeit his/her holiday pay except in cases of excused absence satisfactory to the Corporation. Any disagreement regarding this clause may be subject to the grievance procedure.

**16.06** In the event that any of the above holidays fall on a Saturday or Sunday, the Friday or Monday shall be considered as the Statutory holiday for the purpose of this Agreement.

### **ARTICLE 17 VACATIONS**

**17.01** Employees shall be entitled to the following annual vacation with pay. All entitlement will be calculated as of July 1<sup>st</sup> in each year except as provided in 17.04.

**17.02** All employees who have completed their probationary period and who have one (1) year or less of continuous service as of July 1<sup>st</sup> in any year shall be entitled to vacation with pay in the amount of one day for every month worked up to a maximum of ten (10) days.

**17.03** All employees with more than one (1) year but less than three (3) years continuous service as of July 1<sup>st</sup> in any year shall be entitled to two (2) weeks vacation with pay and thereafter as follows:

After 3 years service 3 weeks

After 8 years service 4 weeks

After 14 years service 5 weeks

After 21 years service 26 days

After 22 years service 27 days

After 23 years service 28 days

After 24 years service 29 days

After 25 years service 30 days

In the year in which the above levels of service are achieved employees whose anniversary date falls between July 2<sup>nd</sup> and December 31<sup>st</sup>, shall be entitled to the additional time allotment provided it is taken after the anniversary date. Where anniversary date falls between January 1<sup>st</sup> and April 30<sup>th</sup> the extra entitlement shall be one day of vacation provided it is taken after January 1<sup>st</sup>.

**17.04** Employees who have completed their probationary period and who leave the employ of the Corporation shall be entitled to vacation pay based on the length of continuous service as set out above in such proportion as their service in months for which no vacation pay has been given bears to twelve (12) months.

**17.05** In the event that a holiday falls within the vacation period of any employee who has completed his/her probationary period, his/her vacation may at the employees discretion be extended by an extra day.

**17.06** Employees shall be entitled to their vacation in an unbroken period subject to the understanding, however, that employees entitled to more than three (3) weeks of vacation may be required to take their additional vacation entitlement at a time other than the three (3) week unbroken period. Vacation entitlement up to 5 days maximum unused at April 30<sup>th</sup> in any year will be placed in reserve for future use, the reserve may not accumulate to more than 5 days.

Vacation in excess of three (3) weeks in an unbroken period will be granted at a time mutually agreed between the employee and the Corporation.

**17.07** Choice of vacation periods by seniority ends at March 31<sup>st</sup> thereafter employees may select their vacation period with the consent of their foreperson or supervisor, notwithstanding the fact that other more senior employees have not chosen their vacation.

## **ARTICLE 18 SICK LEAVE**

**18.01** Pay for sick leave is for the sole and only purpose of protecting employees against loss of income when they are ill except as provided in Section 18.01(e) and

18.04 sick leave shall be granted to full time employees covered by this Agreement on the following basis:

- (a) Full-time employees shall, while receiving full pay, accumulate sick leave credits at the rate of one and one half days per month to a total of eighteen (18) days after one year's service.
- (b) All unused sick leave may be accumulated to the credit of an employee up to a maximum of two hundred and eighty (280) days.
- (c) An employee may be required to produce proof of sickness for any absence in the form of a medical certificate and in all cases of sickness of more than three working days, a medical certificate is compulsory before returning to work.
- (d) Employees who, during their first two (2) years of service suffer a serious illness, will be allowed to overdraw their sick leave accumulation to a maximum of fifteen (15) working days. The seriousness of the illness and the need for the time off shall be confirmed in writing by a physician.
- (e) Employees who require time off from work for critical personal needs, may after notifying the Supervisor and with the Agreement of their Department Head, use up to a maximum of three (3) accumulated sick days per year for such purposes.

This time off should only be granted for such reasons as serious illness of the spouse or child, religious holidays, house fire, etc.

**18.02** The Corporation will provide Long Term Disability Insurance (L.T.D.) for all employees which will provide an income for disabled employees of 75% of their regular pay after a waiting period of 119 days. The Corporation will pay the entire premium for this insurance coverage. If an employee who qualifies for L.T.D. benefits so chooses, he shall be allowed to use sick leave credits to a maximum of six (6) months or his/her total sick leave accumulation whichever is the lesser prior to being placed on L.T.D. Benefit payments shall be adjusted annually on each January 1<sup>st</sup> by the increase in the all-item Consumer Price Index for Toronto in the preceding twelve-month period.

**18.03** It is understood that sick leave is not applicable where leave is granted under

Section 12.04.

#### **18.04 SUPPLEMENT OF WORKERS' COMPENSATION BOARD PAYMENTS**

Full time employees who are injured on the job and whose Workers' Compensation claim is approved, shall be paid their normal salary, exclusive of standby, overtime pay etc., for such period of time as they would have received full pay for illness not related to their work.

Employees with less than twenty-five (25) days sick leave accumulation shall be deemed to have twenty-five (25) days sick leave standing to their credit for the purpose of this Article.

#### **ARTICLE 19 GENERAL**

**19.01** Correspondence arising under the provisions of this Agreement, except where otherwise provided, shall be in writing and shall be sufficient if sent by mail addressed, if to the Union, to the Unit Chairperson, (with a copy sent to the Union Secretary of Local 905) and, if to the Corporation, to the Director of Labour Relations (with copies to the City Manager and Deputy City Manager).

**19.02** The Corporation agrees to provide each new employee covered by this Agreement with a copy of the Collective Agreement. The cost of printing the Agreement in book form shall be paid 50% by the Corporation and 50% by the Union.

#### **19.03 JOB DESCRIPTIONS**

The Corporation agrees to draw up job descriptions:

- 1) for all positions for which the Union is bargaining agent
- 2) whenever a job is created within the Unit
- 3) whenever the duties of a job change substantially

These descriptions shall be presented to the Union and shall become the recognized job descriptions unless the Union presents written objection or a request for discussion within thirty (30) days. There shall be an up to date job description and rating prior to the posting of any position.

**19.04** Existing classifications as set out in Schedule "A" shall not be eliminated or changed without prior agreement with the Union.

Changes to classification title will only occur at the time of printing of a new

agreement and with the consent of all parties. Job description or evaluation will not be thereby affected by this clause.

**19.05** (i) Where the Corporation has determined that a new classification is required or where the Corporation has made substantial changes, or where the Union believes the Corporation has made substantial changes in the duties of an existing classification and has established the rate for such job, the Corporation will meet with the Union, upon its written request, within thirty (30) days of the request for such meeting being made by the Union to evaluate same through joint job evaluation with the Union.

(ii) **Job Evaluation**

- (a) The Joint Job Evaluation committee exists for the purpose of uniformly evaluating and appraising job classification according to the Job Evaluation Manual used for Pay Equity.
- (b) The Committee shall be composed of six (6) members: three (3) to represent the Corporation and three (3) to represent the Union. Each party shall elect or appoint their own representative and so notify the other party.
- (c) All decisions of the Committee shall be by majority.
- (d) A quorum shall be six (6) members of the Committee.

**19.06** Where the Corporation has made substantial changes in any job and the Union requests a reclassification, such request will be dealt with within nine (9) months of the request. Any resulting reclassification shall be effective no later than nine (9) months following the request.

**19.07** The Corporation agrees, during the term of the Agreement, to provide certain clothing to employees covered by this Agreement on the basis set out in Schedule "B" attached hereto. It is understood that such clothing shall remain the property of the Corporation and shall be worn by employees while on duty and not otherwise. Employees must return such clothing on termination of employment or where replacement is requested.

Employees working in areas where safety footwear is required, will provide their own appropriately rated safety footwear, (green patch standard) and they will be reimbursed, upon submission of proof of purchase, the cost up to \$150.00 (One Hundred and Fifty Dollars) every two years, (with no breakdown).

**19.08** Where an employee is temporarily required by the Corporation to assume the job duties of a higher rated classification than the employee's own classification, and such assignment of duties is for three (3) hours or more, the employee shall receive the rate for the job classification to which assigned, for the period such duties are performed.

**19.09** The Employer agrees to notify the Union as far in advance as possible before introducing any technological changes which effect the rights of employees, conditions of employment, wage rates, or work loads.

If and when the Employer should alter the work methods now in effect, no employee shall have their employment terminated by reason thereof.

Any job training required by reason of technological change shall be without loss of pay, but in any event no incumbent shall suffer a loss in wages by reason of technological change.

**19.10** Each employee shall receive an annual statement in March of vacation and sick leave credits.

## **ARTICLE 20 JURY DUTY**

**20.01** An employee required to serve as a Juror or subpoenaed by the Crown as a witness and who, therefore, is unable to perform his/her regular shift shall be entitled to receive for each day of absence the difference between his/her regular straight time rate for all hours lost and the amount of jury fee received provided the employee furnishes the Corporation with a Certificate of Service signed by the Clerk of the Court showing the amount of jury fee received during the normal work week.

## **ARTICLE 21 BENEFITS**

**21.01** (i) The Corporation agrees, during the term of this Agreement, to pay the billed premiums for the present coverage of the following plans for each eligible employee in the bargaining unit and in the active employ of the Corporation:

- (a) Ontario Employer Health Tax (OHIP)
- (b) Life Insurance (1½ times annual salary)

- (c) A.D.D. (1½ times annual salary)
- (d) L.T.D. (75% monthly earnings max. \$3500.00 per month, indexed)
- (e) Semi Private Hospital Care
- (f) Dental Insurance  
 1999 ODA fee schedule - implemented one month following ratification  
 2000 ODA fee schedule - effective April 1, 2002  
 2001 ODA fee schedule - effective April 1, 2003  
 Orthodontics (50%) - \$3,000 lifetime maximum per family member -  
 effective January 1, 1997  
 Crowns, Inlays, and Caps (50%) - \$1,500 annual maximum per family  
 member - effective January 1, 1997
- (g) Prescription Drugs: Prepaid with card and \$3.00
- (h) Vision Care: \$190.00 each 24 months (with no breakdown) - 1 month  
 following ratification
- (i) Healthguard services including hearing aids and other services and  
 supplies  
 Major Medical deductible - \$25.00/single coverage - \$50.00/family  
 coverage

**21.01** (ii) Optional Life Insurance - Cost to employee from options available from  
 benefits carrier.

**21.02** The Corporation will retain the entire premium reduction granted by the  
 Unemployment Insurance Commission because of the Corporation's sick leave plan to  
 be applied against the Corporation's cost of benefits.

**21.03** Temporary employees will not be eligible for coverage in items (b) to (i) in 21.01  
 above, and may not participate in OMERS.

**21.04 RETIREE BENEFITS**

Retiree Benefits for retirees with a minimum of five (5) years continuous service with the  
 City of Vaughan, who retire under the O.M.E.R.S. Plan will be covered for

- Life Insurance at \$10,000.00,
- Visioncare at \$180.00 every 24 months - 1 month following ratification
- Basic Dental plan at: 1997 O.D.A. fee schedule - 1 month following ratification



**ARTICLE 22 DURATION**

**22.01** This Agreement shall be in effect from April 1, 2001 until March 31, 2004 and shall continue automatically thereafter for periods of one (1) year unless either party notifies the other in writing within ninety (90) days prior to the expiration date that it desires to amend or terminate the Agreement.

**22.02** Negotiations shall begin within fifteen (15) days following notification for amendment as provided in the preceding paragraph.

**22.03** With respect to negotiations referred to in Section 22.02 above, the Corporation agrees to meet with a Bargaining Committee appointed by the Union and composed of not more than two employees in the bargaining unit plus the Union Chair or his/her designate. Members of the Committee shall not suffer any loss of pay or benefits for normal work hours involved in negotiations or one day for preparation. A Staff Representative of the Union may be present at the request of the Union.

DATED at Maple this      th day of                      , 2001.

**THE CORPORATION OF THE  
CITY OF VAUGHAN**

**CANADIAN UNION OF  
PUBLIC EMPLOYEES AND  
ITS LOCAL 905**

**City Clerk**

**Union Chair**

**Mayor**

**Unit Vice Chair**









**SCHEDULE "A"  
CLERICAL AND TECHNICAL**

	<b>Start</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Date</b>
<b><u>LEVEL J</u></b>				
	1960.01	2032.90	2108.92	<b>On Ratification</b>
Planner	1969.81	2043.07	2119.47	<b>Oct 1/01</b>
Programmer/Analyst				
	2009.21	2083.93	2161.86	<b>Apr 1/02</b>
	2019.25	2094.35	2172.66	<b>Oct 1/02</b>
	2059.64	2136.23	2216.12	<b>Apr 1/03</b>
	2069.94	2146.91	2227.20	<b>Oct 1/03</b>
<b><u>LEVEL I</u></b>				
	1902.93	1973.69	2047.49	<b>On Ratification</b>
Architectural Technologist	1912.45	1983.56	2057.72	<b>Oct 1/01</b>
Archival Services Co-ordinator				
*Building/Plumbing Inspector	1950.70	2023.23	2098.88	<b>Apr 1/02</b>
Landscape Architect	1960.45	2033.35	2109.37	<b>Oct 1/02</b>
Senior Building Inspector				
Senior By-Law Enforcement Officer	1999.66	2074.01	2151.56	<b>Apr 1/03</b>
Senior Engineering Assistant	2009.66	2084.38	2162.32	<b>Oct 1/03</b>
Sr. Transportation Technologist (*effective Jan. 1/02)				
<b><u>LEVEL H</u></b>				
	1799.31	1865.64	1934.88	<b>On Ratification</b>
Accountant	1808.31	1874.97	1944.55	<b>Oct 1/01</b>
By-law Enforcement Officer				
Capital Finance Accountant	1844.47	1912.47	1983.44	<b>Apr 1/02</b>
Engineering Assistant	1853.70	1922.03	1993.36	<b>Oct 1/02</b>
Instrumentperson I				
Landscape Technician	1890.77	1960.47	2033.23	<b>Apr 1/03</b>
Licensing Officer	1900.22	1970.27	2043.39	<b>Oct 1/03</b>
Licensing Enforcement Officer				
Lot Grading Co-ordinator				
Lot Grading Co-ordinator/Environmental Inspector				
Municipal Services Inspector				
Municipal Services Technician				
Planner 1				
Senior Plans Examiner				
Senior Zoning Examiner				
Transportation Analyst				
Waste Management Co-ordinator				
*Building Inspector				
*Plumbing Inspector				
(*deleted effective Jan. 1/02)				

**LEVEL G**

	1678.09	1739.54	1803.57	<b>On Ratification</b>
<i>Administrative Co-ordinator</i>	1686.48	1748.24	1812.59	<b>Oct 1/01</b>
<i>Aquatic Co-ordinator</i>				
<i>Assessment Clerk</i>	1720.21	1783.20	1848.84	<b>Apr 1/02</b>
<i>Computer Assets Coordinator</i>	1728.82	1792.12	1858.09	<b>Oct 1/02</b>
<i>Cultural Services Co-ordinator</i>				
<i>Design Draftsperson</i>	1763.39	1827.96	1895.25	<b>Apr 1/03</b>
<i>Draftsperson G</i>	1772.21	1837.10	1904.73	<b>Oct 1/03</b>
<i>Engineering Assistant</i>				
<i>Engineering Technician</i>				
<i>Fitness Co-ordinator</i>				
<i>Fitness Programmer</i>				
<i>GIS Technician/Information Processor</i>				
<i>Plans Examiner/Inspector Mechanical</i>				
<i>Plans Examiner I</i>				
<i>Senior Compensation Clerk</i>				

**LEVEL F**

	1607.79	1660.96	1715.87	<b>On Ratification</b>
<i>Administrative Co-ordinator (By-Law)</i>	1615.82	1669.26	1724.45	<b>Oct 1/01</b>
<i>Administrative Co-ordinator/Technician</i>				
<i>Applications Expediter (Bldg Permits)</i>	1648.14	1702.65	1758.94	<b>Apr 1/02</b>
<i>Assistant Secretary Treasurer</i>	1656.38	1711.16	1767.74	<b>Oct 1/02</b>
<i>Buyer</i>				
<i>Graphic Arts Co-ordinator</i>	1689.51	1745.38	1803.09	<b>Apr 1/03</b>
<i>Instrumentperson II</i>	1697.96	1754.11	1812.11	<b>Oct 1/03</b>
<i>Parking Control Coordinator</i>				
<i>Purchasing System Coordinator</i>				
<i>Recreation Programmer</i>				
<i>Technical Co-ordinator</i>				

**LEVEL E**

	1493.89	1543.26	1594.27	<b>On Ratification</b>
<i>Administrative Assistant</i>	1501.36	1550.98	1602.24	<b>Oct 1/01</b>
<i>Applications Expediter (Zoning)</i>				
<i>Budget Co-ordinator</i>	1531.39	1582.00	1634.29	<b>Apr 1/02</b>
<i>By-Law Enforcement Officer II</i>	1539.05	1589.91	1642.46	<b>Oct 1/02</b>
<i>Capital Clerk</i>				
<i>Clerk Typist E</i>	1569.83	1621.70	1675.31	<b>Apr 1/03</b>
<i>Control Desk Attendant</i>	1577.68	1629.81	1683.68	<b>Oct 1/03</b>
<i>Development Clerk</i>				
<i>Draftsperson I</i>				
<i>Fitness &amp; Sport Programmer</i>				
<i>Fleet Clerk</i>				
<i>Information Processor</i>				
<i>Instructor/Lifeguard</i>				
<i>Jr. Zoning Plans Examiner</i>				
<i>Licensing Clerk</i>				
<i>Network Analyst</i>				
<i>Network Operations Technician</i>				



Registration Attendant  
 Senior Technical Clerk  
 Treasury Clerk E  
 Works Clerk  
 Youth Outreach Worker

**LEVEL D**

	1244.79	1285.76	1328.54	<b>On Ratification</b>
Clerical Assistant	1251.01	1292.19	1335.18	<b>Oct 1/01</b>
Clerical Assistant/Technician				
Clerk Typist D	1276.03	1318.03	1361.89	<b>Apr 1/02</b>
Clerk Dispatcher	1282.41	1324.62	1368.70	<b>Oct 1/02</b>
Engineering Technical Clerk				
Receptionist	1308.06	1351.12	1396.07	<b>Apr 1/03</b>
Restrictions Clerk	1314.60	1357.87	1403.05	<b>Oct 1/03</b>
Senior Offices Clerk				
Technical Clerk				
Transportation Technician				
Treasury Clerk D				

**LEVEL C**

	1186.85	1226.09	1266.65	<b>On Ratification</b>
Clerk Typist C	1192.79	1232.22	1272.98	<b>Oct 1/01</b>
Information Clerk				
Office Services Clerk	1216.64	1256.87	1298.44	<b>Apr 1/02</b>
Treasury Clerk C	1222.72	1263.15	1304.93	<b>Oct 1/02</b>
	1247.18	1288.41	1331.03	<b>Apr 1/03</b>
	1253.42	1294.86	1337.68	<b>Oct 1/03</b>

**LEVEL B**

	1138.61	1176.26	1215.13	<b>On Ratification</b>
Clerk Typist B	1144.30	1182.15	1221.20	<b>Oct 1/01</b>
Courier				
Purchasing Clerk	1167.18	1205.79	1245.63	<b>Apr 1/02</b>
Treasury Clerk B	1173.02	1211.82	1251.85	<b>Oct 1/02</b>
	1196.48	1236.05	1276.89	<b>Apr 1/03</b>
	1202.46	1242.23	1283.28	<b>Oct 1/03</b>

**LEVEL A**

	989.85	1020.26	1051.94	<b>On Ratification</b>
Clerk Typist A	994.80	1025.36	1057.20	<b>Oct 1/01</b>
Records & Filing Clerk				
	1014.69	1045.86	1078.34	<b>Apr 1/02</b>
	1019.77	1051.09	1083.73	<b>Oct 1/02</b>
	1040.16	1072.11	1105.41	<b>Apr 1/03</b>
	1045.36	1077.48	1110.93	<b>Oct 1/03</b>

## SCHEDULE A

**Note:**

1. The above mentioned wages are expressed in terms of bi-weekly salary based on a 35 hour week. Where hourly rates are expressed in the Agreement such rates are to be calculated by dividing the bi-weekly salary by 70 hours.
  
2. The automatic progression provided in Schedule "A" above is based on an employee's length of continuous service in the classification in question and as an employee in the bargaining unit defined in Section 2.01.

It is understood, however, that where an employee is promoted from one job classification to a higher job classification, the starting rate of the employee shall be the next highest rate in the classification.

Further progression in the classification shall be made on the employee's anniversary date, in the classification.

## SCHEDULE "B"

Each member of the Survey Crew shall be provided with the following items upon completion of the probationary period.

- (a) five (5) shirts
- (b) three (3) pairs of denim trousers
- (c) two (2) pairs of coveralls
- (d) one (1) parka at 50% of billed cost (replacement parkas will be at the Corporation's expense)

Couriers will receive:

- (a) two (2) pairs of trousers
- (b) five (5) shirts
- (c) one (1) parka at 50% of billed cost (replacement parkas will be at the Corporation's expense)

Municipal Services Inspectors are entitled to

- (a) one (1) pair of coveralls
- (b) one (1) parka at 50% of billed cost (replacement parkas will be at the Corporation's expense)

Building Inspectors and By-Law Enforcement Officers are entitled to (d) above.

Fitness, Recreation and Aquatic personnel shall be provided with the following items upon completion of the probationary period:

- (a) one (1) track suit
- (b) two (2) pairs of shorts
- (c) two (2) golf shirts
- (d) two (2) T-shirts

Aquatic personnel will provide their own appropriate bathing suit and be reimbursed up to \$65.00 for females, \$45.00 for males (upon submission of proof of purchase) per bathing suit to a maximum of 2 bathing suits per year.

Fitness staff will provide their own appropriate aerobic footwear and they will be reimbursed, upon submission of proof of purchase, the cost up to a maximum of \$60.00 per year.

All such clothing will be replaced as necessary at the discretion of the Corporation.

**SCHEDULE "C"**  
**NOTICE**

The following position will be available within the \_\_\_\_\_ Department,  
on or about \_\_\_\_\_ .

**TITLE:**

**MAJOR DUTIES:**

**REQUIREMENTS:**

**EDUCATION:**

**EXPERIENCE:**

**OTHER:**

**WORKING CONDITIONS:**      Inside \_\_\_\_\_ Outside \_\_\_\_\_ Both \_\_\_\_\_  
Hours of Work \_\_\_\_ per week      Schedule \_\_\_\_\_

**SALARY:**    Start \$ \_\_\_\_\_ per \_\_\_\_\_      Maximum \$ \_\_\_\_\_ per \_\_\_\_\_

Persons interested in the above and/or any subsequent vacancies are asked to contact  
the Human Resources Department.

cc:    Secretary C.U.P.E. Local 905

Human Resources Department

**1. LETTER OF UNDERSTANDING  
“RENEW”**

It is agreed that no employee will be laid off as a result of his/her work being contracted out or being performed by a temporary employee.

The Corporation agrees that where there is work to be done which employees do as part of their duties and also for which contractors are paid standby pay to be available to do, the Corporation will make every effort whenever practicable to provide work for employees before calling in a contractor on standby.

**“Agreed on April 5, 2001”**

**2. LETTER OF UNDERSTANDING  
“RENEW”**

Within the context of the Collective Agreement, the terms internal applicant and internal appointee refer to Bargaining Unit Employees.

**“Agreed on April 5, 2001”**

**3. LETTER OF UNDERSTANDING  
“RENEW”**

The City will commit to make every possible effort during the term of this Agreement to maintain the existing staff complement. If, in the City’s view, workforce reductions may become necessary, the City will request the assistance of the Union to explore alternative means of meeting the City’s needs prior to any implementation.

In the event of a layoff, employees shall be laid off in reverse order of their seniority provided that those employees that remain have the qualifications and ability to do the jobs remaining. The City will guarantee that 75% of those employees who were permanent full time at the start date of this Collective Agreement will be provided with full time employment during the term of this agreement. This does not guarantee that employees will retain the positions which they occupied at the start of this Agreement.

**“Agreed on April 5, 2001”**

**4. LETTER OF UNDERSTANDING**

**“RENEW”**

Notwithstanding Article 11.01 in the CUPE Collective Agreements, the parties agree that in the event of a job posting in either bargaining unit, applicants' seniority in either bargaining unit shall be considered to be integrated in the bargaining unit where the posting exists. This does not prejudice or change seniority rights in any other circumstances.

**“Agreed on April 5, 2001”**

**5. LETTER OF UNDERSTANDING**

**“RENEW”**

Any notation of a reprimand or disciplinary action placed on an employee's record shall be removed, at the employees' request, after an elapsed period of three (3) years from the date the discipline was recorded in which the employee has not received a further notation for the same or a similar type of infraction.

**“Agreed on May 3, 2001”**

**6. LETTER OF UNDERSTANDING**

**LABOUR MANAGEMENT COMMITTEE**

**“RENEW”**

A Labour Management Committee shall be established consisting of representatives of each party and will meet within 30 days of the reasonable request of either party to discuss matters of mutual concern provided that, the Committee shall not have jurisdiction over wages, or any matter of Collective Bargaining, including the administration of this collective agreement.

**“Agreed on April 5, 2001”**

**7. LETTER OF UNDERSTANDING**  
**JOB TESTING CRITERIA**

**“NEW”**

1. Testing for jobs will be administered by the Human Resources Department.
2. The test correlating to a particular position will be the same test taken by all applicants for that particular posting.
3. The marking of a test or grading of a test will be administered by the Human Resources Department.
4. Tests will be relevant and relate to the scope of the position and stated education as outlined in the job description.
5. The minimum percentage or mark required to have passed a test will be determined prior to commencement of any testing, and will be conveyed to the applicants prior to the test.

**“Agreed on April 5, 2001”**

**8. LETTER OF UNDERSTANDING**  
**MODIFIED WORK WEEK**

**“RENEW”**

The parties agree that during the 1<sup>st</sup> year following ratification of this Collective Agreement, a joint committee consisting of two Union representatives and two Management representatives shall meet in order to research, analyze and recommend options to establishing alternative hours of work such as flexible hours, compressed work week, job sharing, etc., that will not adversely affect the Corporate level of service, the Corporate cost of staffing, nor negatively affect employees conditions of employment, but, will preferably improve the level of public service while providing a more positive working environment.



**“Agreed on May 3, 2001”**

**9. LETTER OF UNDERSTANDING**  
**MODIFIED WORK WEEK**

**“NEW”**

The normal work week for inside workers shall consist of thirty five (35) hours per week, and may be either - (a) five days at 7 hours, or (b) a modified work week as per Letter of Understanding # 8, excluding lunch periods.

The requirement for either (a) or (b) shall be on the basis of reasonable operational need, as determined by the Corporation and considering employee preference. The Corporation's decision respecting the established hours of work, either (a) or (b), and the rationale therefore, shall be a matter of discussion between the Union (Unit Chair) and Management, when requested by the Union. Assignment from one schedule to the other shall be on minimum of seven days notice, and shall be for a minimum of 1 month, or otherwise mutually agreed by the parties.

**“Agreed on April 5, 2001”**

**1. LETTER OF INTENT**

**“RENEW”**

In the event of amalgamation or merger of staff brought about by the enactment of Joint Services Agreements between the City of Vaughan and Hydro Vaughan, no C.U.P.E. Local 905 employee shall lose a job as a result.

**“Agreed on April 5, 2001”**

**2. LETTER OF INTENT**

**“RENEW”**

Employees working in any area of contamination by toxic materials may exchange coveralls rather than take the clothing home for laundering. Clothing thus laundered will be considered the property of the Corporation and not of the individual employee.

**“Agreed on April 5, 2001”**

