

**AGREEMENT BETWEEN**

**THE CITY OF TRAIL**

(hereinafter referred to as the "City")

**PARTY OF THE FIRST PART**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2087**

(hereinafter referred to as the "Union")

**PARTY OF THE SECOND PART**

**EFFECTIVE MARCH 1, 2001**

**EXPIRES FEBRUARY 29, 2004**

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# INDEX

			<b>Page</b>
<b>Definitions</b>			<b>1 &amp; 2</b>
<b>Article 1</b>	<b>Recognition of the Union</b>		
	Section 1	- Exclusive Bargaining Agency	3
	Section 2	- Union Security	4
	Section 3	- No Discrimination	5 & 6
	Section 4	- No Strikes or Lockouts	7
	Section 5	- Managerial Exclusions	8
	Section 6	- Union Check-Off and Induction	9
	Section 7	- Shop Stewards	10
	Section 8	- Bulletin Boards	11
<b>Article 2</b>	<b>Management Rights</b>		
	Section 1	- Management Rights	12
<b>Article 3</b>	<b>Technological Change and Automation</b>		
	Section 1	- Purpose, Notification of Changes, Technological Displacement, Training Programs, Severance Pay, Election-Severance Pay/Loss of Seniority, Lay-Off Two Month Rule, No New Employee	13 & 14
<b>Article 4</b>	<b>Discussion of Differences</b>		
	Section 1	- Committee on Labour Relations/ Grievances	15
	Section 2	- Union General Grievance Committee	16
	Section 3	- Grievance Investigations and Meetings	17
<b>Article 5</b>	<b>Grievance Procedures</b>		
	Section 1	- Stage 1, Stage 2, Stage 3, Stage 4, Stage 5, Time Limits, General Application	18 & 19
	Section 2	- Policy Grievance	20
<b>Article 6</b>	<b>Board of Arbitration</b>		
	Section 1	- Composition of Board	21
	Section 2	- Expenses of Arbitration Board	22

Article 7	Seniority		
	Section 1		Calculation of Seniority, Regular Permanent Employees, Temporary Employees, Casual Employees, Guards/Matrons 23 & 24
	Section 2	-	Seniority Lists 25
	Section 3		Probationary Period 26
	Section 4	-	Promotions, Transfers, Demotions 27
	Section 5	-	Job/Position Classification 28
	Section 6	-	Changes Transfers 29 & 30
	Section 7		Special Skills Transfers 31
	Section 8	-	Reduction of Work Force, Layoff/ Seniority/Bumping, Recognition of Union Officers During Lay-off 32
	Section 9	-	Advance Notice of Lay-off 33
	Section 10	-	Re-call procedure 34
	Section 12	-	Loss of Seniority 35
	Section 13	-	Union Leave/Business 36
	Section 14	-	Grievances of Lay-offs and Recalls 37
Article 8	<b>Job Description, Posting and Vacancies</b>		
	Section 1	-	Job Description/Classification, Written Objections, Notice of New Position, Changes in Classification, Reclassification, Elimination of Change of Classification 38
	Section 2		Job Postings, Information of Posting/Vacancy, No Outside Advertising 39
	Section 3	-	Vacancies 40
	Section 4	-	Job Description, Posting and Vacancies - Qualifying Period 41
Article 9	<b>Leave of Absence</b>		
	Section 1	-	General Leave 42
	Section 2	-	Union Leave 43
	Section 3	-	Compassionate Leave, Pallbearer Leave 44
	Section 4		Educational Leave 45
	Section 5		Paid Jury or Court Witness Duty Leave 46

# INDEX

<b>Article 9</b>	<b>Leave of Absence Cont....</b>		
	Section 6	-	Family Leave 47
<b>Article 10</b>	<b>Hours of Work, Overtime and Wages</b>		
	Section 1	-	Hours of Work 48 & 49
	Section 2	-	Shift Work 50 - 52
	Section 3	-	Shift Premiums 53
	Section 4	-	Overtime 54
	Section 5	-	On Call/Call Out 55 & 56
	Section 6	-	Minimum Guarantee On Reporting for Work 57
	Section 7	-	Wages 58
	Section 8	-	Wage Differentials 59 & 60
<b>Article 11</b>	<b>Statutory Holidays</b>		
	Section 1	-	Statutory Holidays 61 & 62
	Section 2	-	Compensation for Holidays 63
	Section 3	-	Annual Vacation 64 & 65
<b>Article 12</b>	<b>General Provisions and Conditions of Employment</b>		
	Section 1	-	General Provisions and Conditions of Employment, Employment Abandonment, City Property, Badges & Insignia, Disciplinary Procedure, Just Cause, Dirty and Dangerous Work, Coveralls, Fire Retardant Coveralls, Protective Clothing 66
		-	Uniform/Apparel/Foot wear 67
		-	Safety Hard Hats, Gloves, Safety Boots, Welding Jacket, Noise Level Ear Muffs, Eye Protection 68
		-	Legal Costs for Employee, Fire and Theft Insurance 69
<b>Article 13</b>	<b>Sick Leave</b>		
	Section 1	-	Definition of Sick Leave, Sick Leave Credit, Sick Leave Pay, Deduction - Sick Leave Bank, Sick Leave Records, Proof of Illness, Sick Leave During Leave of Absence, 70 & 71

<b>Article 13</b>	<b>Sick Leave Cont....</b>		
	Section 1	-	Sick Leave-Lay-off and Recall - No Credits, Sick Leave Recalled Employees, Continuation of Benefits, Worker's Compensation Pay Supplement
		-	Duty to Accommodate, Sick Leave Payout, Medical Care Leave, Family Care Leave
			72
<b>Article 14</b>	<b>Pregnancy and Parental Leave</b>		
	Section 1	-	Pregnancy and Parental Leave Notice of <del>Return</del>
			73
<b>Article 15</b>	<b>Benefits and Health Care Plans</b>		
	Section 1	-	Superannuation, Unemployment Insurance, Group Life Insurance/A.D. & D., Medical Plans, Medical Plan: Vision Care Benefit, Dental Plan - Eligibility
		-	Dental Plan - Premiums, Prescription Safety Glasses, Prescription Safety Glasses - Limit of Reimbursement, Long Term Disability, Employee Assistance program, Same Sex Spousal Benefits, Prescription Card
			74 & 75
			76 & 77
<b>Article 16</b>	<b>Safety</b>		78
<b>Article 17</b>	<b>Training and Development</b>		
		-	Job Training Opportunities, Training Sub-committee
			79
<b>Article 18</b>	<b>Aquatic &amp; Leisure Centre</b>		80 - 84
<b>Article 19</b>	<b>Wage Schedules, Attachments and Addendurns</b>		85
<b>Article 20</b>	<b>Variations to Agreement</b>		86

## INDEX

Article 21	Printing of Agreement	87
Article 22	Effective and Terminating Dates of Agreement	88
Article 23	Sign Document	89

### WAGE SCHEDULES

Schedule "A" Hourly Rate	90 & 91
Schedule "B" Positions	92
Schedule "B" Hourly Rate	93
Schedule "C" Hourly Rate - Sewage Treatment Plant	94
Schedule "D" Hourly Rate	95
Schedule "E" Hours of Work, Recreation Facilities Personnel	96

### LETTERS OF UNDERSTANDING

City Electrical Permit	98
Job Security	99
Modified Work Week	100 - 102
First Aid Attendant	103
Senior Equipment Operators	104
Shift Change at Sewer Treatment Plant	105
Trail Aquatic & Leisure Centre	106
Trail Aquatic & Leisure Centre Employees Access to the Facility	107
Temporary Employees - Recreation Attendant Replacement	108

## **DEFINITIONS**

"Service Date" referred to in this Agreement shall mean first day hired.

### Regular Full-Time Employees

A regular full-time employee is one who works regularly scheduled full-time shifts. These employees accumulate seniority and are entitled to all benefits outlined in this Agreement.

### Regular Part-Time Employees

A regular part-time employee is one who works regularly scheduled shifts but does not work the scheduled hours of a full-time employee. These employees accumulate seniority and are entitled to all benefits outlined in this Agreement, except **as** otherwise stated herein.

### Seasonal Employee

Employees hired for work of a seasonal nature. Seasonal work is differentiated from casual or temporary work in the sense that seasonal work is continuous but limited to a specific season (ie: summer or winter). Seasonal work is differentiated from regular part-time work in the sense that, during a designated season, the work is performed on a full-time basis. Following the qualifying period, seniority shall accrue from the service date for the purpose of layoff and recall only.

(Added March 1, 2001)

### Summer Students

A Student Employee shall mean employees hired for a specific period of time not to exceed four **(4)** consecutive months. They shall not accumulate seniority or be entitled to any benefits or posting privileges and will be paid the negotiated Student Rate. It is understood that student employees shall mean those who are continuing their education at a recognized post secondary institution.

For the summer season, subject to budget approval, students will be hired to complete work as per the agreed to job description **prior** to the hiring of seasonal or casual employees.

(Added March 1, 2001)

### Casual Employees

A Casual Employee shall mean any employee hired on an intermittent basis. Casual employees shall be entitled to seniority and other benefits as specified when they have completed 720 hours worked within a twelve (12) month period.

### Temporary Employees

Employees hired for a specific period of time (not to exceed five (5) consecutive months, this shall apply to students) in any one (1) year. These employees shall accumulate seniority and other benefits of this Agreement, except Article 13 - Sick Leave and Article 15 - Benefits and Health Care Plans, Clauses 15.1.1, 15.1.3, 15.1.4, 15.1.5, 15.1.6, and 15.1.7.

**DEFINITIONS (CONT'D)**

"**Week**" shall mean the regular working week for employees as per Article 10 – Hours of work.

"**Month**" shall mean a period of thirty (30) or thirty-one (31) days except the month of February which shall be twenty-eight (28) or twenty-nine (29) days of each leap year.

"**Year**" shall mean a period of twelve (12) months ~~from~~ one given date to another.

"**Running Lunch**" shall not be interpreted as a sit-down lunch, but a lunch to be eaten when conditions permit.

"**Lead Hand/Chargehand**" is one who, over and above his/her regular **work**, supervises but remains under the supervision of a foreman. This person will be specifically assigned this position by his/her immediate supervisor having regard for the employee being the senior permanent employee qualified to perform the job duties.



## **ARTICLE 1 - RECOGNITION OF THE UNION**

### **Section 1 - Exclusive Bargaining Agency**

- 1.1.1 The City recognizes the Union as the exclusive bargaining agency for the purpose of conducting collective bargaining on all matters pertaining to rates of pay, hour of work, and all other working conditions, as long as the Union retains its right to conduct collective bargaining on behalf **of** the employees **of** the City under the provisions of the Labour Code of British Columbia Act.
- 1.1.2 The Union shall notify the employer in writing of the names of its representatives as follows: officers, bargaining committee members; grievance committee members; stewards (added March 1, 1998).
- 1.1.3 The employer shall provide the Union with all necessary information relating to the following matters for employees within the bargaining unit on a current basis:
- a. a list of employees, showing their names and classifications ranked according to seniority;
  - b. job postings, job awards, promotions, demotions, and transfers;
  - c. hiring, discharges, suspensions, discipline, resignations, retirements and deaths;
  - d. job classification, job descriptions. (added March 1, 1998)

## ARTICLE 1 - RECOGNITION OF THE UNION

### Section 2 - Union Security

- 1.2.1 **All** employees of the City who are Union members, **as** a condition of continued employment, shall remain members in good standing of the Union according to the constitution and bylaws of the Union. **All** new employees shall, as a condition of continued employment, become and remain members in good standing in the Union within thirty **(30)** days of employment. The Union will hold the City blameless for any necessary action under this clause.

## ARTICLE'1 - RECOGNITION OF THE UNION

### Section 3 - No Discrimination

#### 1.3.1 No Intimidation or Discrimination - Union Activities

The City agrees there shall be no intimidation or discrimination against any employee by reason of his/her activities as a member of the Union and the Union agrees that there shall be no intimidation on its part against any employee of the City.

#### 1.3.2 Gender in Collective Agreement

When the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used when the context of the party, or parties hereto so require.

#### 1.3.3 Harassment and Discrimination

The Employer and the Union agree that discrimination and/or harassment of any employee because of colour, national origin, religion, age, martial status, sexual orientation, sex, race, creed, political affiliation and membership in union, or disability is absolutely prohibited. Every employee has the right to work in an environment of mutual respect, free from discrimination and harassment including sexual harassment. Action contravening this policy will constitute grounds for discipline.

##### **Sexual Harassment**

All employees have the right to work in an environment free from sexual harassment. For the purpose of this clause, sexual harassment is defined as follows:

- a. Unwanted sexual advances made by a person who knows or **ought** reasonably to know that such advances are unwanted, or
- b. Implied or expressed promises of reward for complying with a sexually oriented request, or
- c. Implied or expressed threat of reprisal, in this form either or actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request, or
- d. Sexually oriented literature, remarks and behavior, which may reasonably be perceived to create a negative psychological and emotional environment for work.

## **ARTICLE: 1 - RECOGNITION OF THE UNION**

### **Section 3 - No Discrimination**

#### **Processing Complaints**

Employees may process complaints about harassment through the grievance procedure, subject to the following changes:

- a. Where a person who is the subject of the complaint is the management representative at any step of the grievance procedure the grievance may be presented to another appropriate management representative(s);
- b. Management and Union representatives in the course of investigating a complaint of harassment shall have due regard for privacy and confidentiality of any and all persons involved in the complaint;
- c. An arbitrator in the determination of a complaint to harassment may take reasonable steps to protect the interest of all parties in privacy and confidentiality in this determination of procedural and evidentiary matters, subject to the requirement of fairness to all parties. (added March 1, **1998**)

**ARTICLE 1 - RECOGNITION OF THE UNION**

**Section 4 - No Strikes or Lockouts**

**1.4.1                    There shall be no strikes or lockouts during the length of this Agreement in accordance with the Labour Code of British Columbia.**

## ARTICLE 1 - RECOGNITION OF THE UNION

### Section 5 - Managerial Exclusions

1.5.1 Without restricting the generality of the foregoing sections, it is agreed that the following position(s) shall be excluded from the terms of this Agreement:

Manager	Recreation & Facilities Manager
Clerk	Recreation Program Coordinator
Treasurer	Accountant - Office Manager
General Foreman	Resident Caretaker
Confidential Secretaries (2)	Supervisor of Planning & Building
Supervisor of Technical Services	Services
Supervisor of Roads	Supervisor of Parks and Facilities
Supervisor of Stores and Purchasing	Information Systems Coordinator
Aquatic Program Coordinator	Public Works Manager
Utilities Supervisor	Deputy Director of Parks and Recreation

(Revised March 1,2001)

## **ARTICLE 1 - RECOGNITION OF THE UNION**

### **Section 6 - Union Check-Off and Induction**

#### **1.6.1 Monthly Check-Off**

The City agrees to the monthly check-off of all Union Dues, Assessments, Initiation Fees, and written Assignments of amounts equal to Union Dues.

#### **1.6.2 Union Deductions - Condition of Employment**

The City shall, during the life of this Agreement, deduct, as a condition of employment, a sum equivalent to dues **as** set by the Union from the pay due each calendar month to each employee and remit the same to the Financial Secretary of the Union in the month following in which such deductions are made.

#### **1.6.3 List of Employees - Union Deductions**

The City, will, at the time of making such remittances, enclose a list of such employees from whose pay cheque such deductions are made.

#### **1.6.4 New Employee Acquaintance**

The City agrees to acquaint new employees with the fact that a Collective Agreement between the Parties is in effect and with the conditions **of** employment and allow the new employee an opportunity to meet with the Union Steward(s) on or shortly after employment.

## **ARTICLE 1 - RECOGNITION OF THE UNION**

### **Section 7 - Shop Stewards**

- 1.7.1           The City agrees that the Union shall have the right to appoint or elect Union Stewards in each department of the City as required by the Union, and the Union agrees to advise the City, in writing, of these appointments.**



## **ARTICLE 1 - RECOGNITION OF THE UNION**

### **Section 8 - Bulletin Boards**

- 1.8.1           The City agrees that the Union shall have the right to maintain a bulletin board(s) in a conspicuous and convenient place(s), provided that the use of such shall be restricted to the posting of notices regarding the business affairs, meetings, social events and postings and reports of the Union.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

### **Section 1 - Management Rights**

#### **2.1.1 Management and Direction of Workforce**

The Management of the City's business, the promotion, demotion and discharge for proper cause and the direction of the working forces including the hiring is vested exclusively in the City except as may be otherwise specifically provided in this Agreement.

#### **2.1.2 Rules and Regulations**

The Union agrees that the City has the right to make and alter from time to time, as the necessity arises, rules and regulations to be observed by all employees, which rules, regulations and/or amendments shall not be inconsistent with the provisions of this Agreement.

#### **2.1.3 Communications - Rules and Regulations**

All rules, regulations and/or amendments shall be communicated in writing to the Union.

#### **2.1.4 Managerial Selections**

The selection of Managerial/Supervisory personnel shall be entirely a matter for the discretion of the City.

#### **2.1.5 Right of Retirement at 65 Years**

The City shall have the right to retire an employee at 65 years in accordance **with** the provisions of the Municipal Superannuation Act.

## **ARTICLE 3 - TECHNOLOGICAL CHANGE AND AUTOMATION**

### **Section 1 - Technological Change and Automation**

#### **3.1.1 Purpose**

The purpose of the following provisions are to preserve job security and stabilize employment and to protect as many regular employees as possible ~~tion~~ loss of employment.

#### **3.1.2 Notification of Changes**

Three (3) months before the proposed introduction of any technological change affecting two (2) or more employees, as defined by the Labour Code of British Columbia Act, the City shall notify the Union of the proposed technological changes.

#### **3.1.3 Technological Displacement**

During the term of this Agreement any disputes arising in relation to adjustment or technological change shall be discussed between the bargaining representatives of the two (2) Parties to this Collective Agreement.

#### **3.1.4 Training Programs**

- (a) The City, after consultation with the Union, may, instead of releasing an employee due to technological change, retrain the employee for another position for such period of time as the City thinks fit. The City will assume the cost of such retraining. After the period of training, the employee shall have (3) months to adapt fully to the new position. Should the employee not adapt to the new position, he/she may then be released by the City.
- (b) If an employee, who is displaced by technological change, is retrained for, or takes a position with the City that is at a lower rate of pay, he/she shall be entitled to only one-half (1/2) of the pay increases given to the new position until his/her rate of pay becomes the same as that provided for the new position.

## **ARTICLE 3 - TECHNOLOGICAL CHANGE AND AUTOMATION**

### **Section 1 - Technological Change and Automation**

#### **3.1.5 Severance Pay**

No regular employee shall be released because of technological change except upon one (1) week's notice, pay included, for each year of service, with a maximum of four (4) weeks, during which time he/she will be allowed up to five (5) hours per week with pay, for the purpose of job interviews. Not less than two (2) days prior to the expiration of the aforesaid period of notice, the employee shall inform the City if he/she elects to receive severance pay as herein provided or whether he/she wishes to be laid off in accordance with Article 7.

#### **3.1.6 Election - Severance Pay/Loss of Seniority**

- (a) If the employee elects to receive severance pay, he/she shall lose seniority in accordance with Article 7 of this Agreement and in the event he/she be rehired by the City at a later date, shall not again be entitled to severance pay as provided for in this Article.
- (b) The severance pay payable (in addition to the Agreement provisions) to an employee, pursuant to this Article, shall be one (1) month's pay at regular rates for each three (3) full years of service completed by the employee, PROVIDED HOWEVER, that the severance pay shall not be less than one (1) month's pay or more than three (3) months' pay.

#### **3.1.7 Lay-Off Two Month Rule**

Notwithstanding anything contained elsewhere in this Agreement, any employee laid off two (2) months or more, prior to the proposed introduction of a technological change, shall be deemed not to be affected by the technological change and therefore will not be eligible to any entitlement as described in this Article.

#### **3.1.8 No New Employee**

No additional employees under this Article shall be hired by the City until the provisions of Article 3.1.4 have been met.

## **ARTICLE 4 - DISCUSSION OF DIFFERENCES**

### **Section I - Committee on Labour Relations/Grievances**

- 4.1.1           The City shall appoint and maintain a committee to be called the "Committee on Labour Relations/Grievances" comprised of members of the City or its representatives. The City shall inform the Union of the individual membership of the Committee.

## ARTICLE 4 - DISCUSSION OF DIFFERENCES

### Section 2 - Union General Grievance Committee

- 4.2.1 The Union shall appoint and maintain a committee to be called the “General Grievance Committee” comprised of persons who are employees of the City and/or a Representative of the Canadian Union of Public Employees. The Union shall inform the City **of** the individual membership of the Committee.

## ARTICLE 4 - DISCUSSION OF DIFFERENCES

### Section 3 - Grievance Investigations and Meetings

#### 4.3.1 Time Spent

The City agrees that time spent in investigating and settling disputes during working hours involving its employees by the Union Steward(s) shall be considered as time worked. The Union agrees to forward to the City a written list of the names of such Steward(s) and of replacement thereto. In order that the work of the City shall not be unreasonably interrupted, no Steward shall leave his/her work without first obtaining permission from his/her supervisor. (added March 1, 1998)

#### 4.3.2 Time Off to Union Officers

The City agrees to grant time **off** with pay during any working day to Officers of the Union in order to attend meetings with representatives of Management of the City, provided that not less than four (4) hours' notice be given to his/her immediate supervisor by the Officer(s) of the Union so requesting the time off. The Union shall supply the City with a written list of the names of its Officers for this purpose and inform the City of any changes to this list.

#### 4.3.3 Meetings and Investigations

The City and the Union agree that all meetings and investigations under Articles 4.3.1 & 4.3.2 will be conducted as expeditiously as possible. The parties agree to keep the number of persons attending such meetings to a minimum so as to least interfere with City work.

## **ARTICLE 5 - GRIEVANCE PROCEDURE**

### **Section 1 Grievance Procedure**

#### **5.1.1 Procedure**

In the event of an employee having a grievance, the settlement of said grievance shall be handled under the following procedures:

#### **5.1.2 STAGE 1**

Within thirty (30) working days of learning of the grievance, the employee or employees concerned, with their Union Steward in attendance or Union General Grievance Committee, shall endeavour to settle the dispute with the immediate Supervisor. Failing to reach a satisfactory settlement of the dispute within one (1) day after its submission, the dispute may be referred to Stage 2.

#### **5.1.3 STAGE 2**

The employee or employees concerned, with their Union Steward or Officer in attendance shall meet with the Department Head and shall submit the grievance, in writing. Failing to reach a satisfactory settlement of the dispute within two (2) days after submission to the Department Head, the dispute may be submitted to Stage 3.

#### **5.1.4 STAGE 3**

The employee or employees concerned, with their Union Steward or Officer in attendance shall meet with the City Manager and shall submit the grievance, in writing. Failing to reach a satisfactory settlement of the dispute within three (3) days after submission to the City Manager, the dispute may be submitted to Stage 4.

#### **5.1.5 STAGE 4**

A meeting of the General Grievance Committee of the Union shall meet with a Committee on Labour Relations/Grievances within five (5) days of a written request for such a meeting. Failing to reach a satisfactory settlement of the dispute within five (5) days after such meeting, the dispute may be submitted to Stage 5.

#### **5.1.6 STAGE 5**

The dispute shall be submitted to a Board of Arbitration. All replies to grievances shall be in writing at all stages.



## **ARTICLE 5 - GRIEVANCE PROCEDURE**

### **Section 1 - Grievance Procedure**

#### **5.1.7 Time Limits**

The time limits in the above article may be varied and/or extended only by mutual Agreement between the Parties.

#### **5.1.8 General Application**

Where a dispute involves a question of general application, the City and the Union may agree to bypass Stage 1 and 2.

## **ARTICLE 5 - GRIEVANCE PROCEDURE**

### **Section 2 - Policy Grievance**

- 5.2.1           The City shall have the right to submit any dispute regarding the interpretation of or violation of this Agreement to the Executive Officers of the Union. Failing a satisfactory settlement within five (5) days of the submission, the City shall have the right, upon giving five (**5**) days' notice in writing to the Union, to refer the dispute to a Board of Arbitration constituted in accordance with this Article.

## **ARTICLE 6 - BOARD OF ARBITRATION**

### **Section 1 - Composition of Board**

#### **6.1.1 Board of Arbitration**

The Board of Arbitration shall consist of three (3) members: one (1) to be selected by the City; one (1) to be selected by the Union; and a third mutually acceptable person who shall act as Chairman, to be chosen by the two (2) persons thus selected.

#### **6.1.2 Minister of Labour to Appoint**

In the event that the City and the Union are unable to agree upon the selection of the third member of the Board, the Minister of Labour shall be requested to appoint such member.

#### **6.1.3 Board of Arbitration Decision**

The decision of the Board of Arbitration, with respect to an interpretation or alleged violation of this Agreement shall be final and binding upon the Parties.

#### **6.1.4 Single Arbitrator**

Notwithstanding the foregoing, the parties may mutually agree to the appointment of the single arbitrator, who will be governed by the provision of Article 6 the same as a three (3) person board. (added March 1, 1998)

## **ARTICLE 6 - BOARD OF ARBITRATION**

### **Section 2 - Expenses of Arbitration Board**

6.2.1 Each Party shall bear the expenses of the **Arbitrator** appointed by such Party, and shall pay one-half(1/2) of the expenses of the Chairman.

## ARTICLE 7 - SENIORITY

### Section 1 - Calculation of Seniority

#### 7.1.1 Seniority Defined

Seniority is defined as the length of service in the bargaining unit and shall operate on a bargaining-unit-wide basis unless specified elsewhere in this Agreement. Seniority accumulates when employee reaches "regular" status. Date of hire will determine seniority. (Seniority accumulates...added July 7/92].

##### (a) Regular Permanent Employees

Following the probationary period, seniority credits shall commence from the service date of the employee and shall govern in all areas of this Agreement except that, in the case of promotions, demotions and lay-off, seniority shall be calculated on the number of hours worked from the service date of the employee as of the signing date of the agreement. (revised March 1, 1998)

##### (b) Temporary Employees

Following the probationary period, seniority credits shall commence from the service date of the employee, except in the case of promotions, demotions, and lay-off, when seniority shall be calculated as the number of hours worked since the service date of the employee. Seniority shall govern only when the employee or employees are qualified, competent, and have the ability to perform the job. The City shall determine qualifications in a fair and equitable manner.

When a vacancy occurs or a new position is created, the temporary employee shall exercise their seniority rights and apply for such positions when created (added March 1, 1998).

##### (c) Casual Employees

The selection of casual workers will be based on the operational need of the City and as such the call-out of casual workers will be made at the sole discretion of the City until such time as the employee has accumulated seven hundred and twenty (720) working hours, after which time selection of day-to-day short term/short notice work will be in order of seniority, provided however, that the senior employee is competent and fully qualified to perform the work. It is agreed that the City shall determine an employee's competency and qualifications in a fair and equitable manner.

## **ARTICLE 7 - SENIORITY**

### **Section 1 - Calculation of Seniority**

#### **7.1.1 Seniority Defined**

(c) **Casual Employees** (continued)

On completion of seven hundred and twenty (720) hours worked, casual employees shall have their seniority credits accrued since their service date, banked for the purpose of being considered for the categories stated above (added March 1, 1998).

(d) **Guards/Matrons**

On completion of seven hundred and twenty (720) hours worked, guards and matrons working through the RCMP shall have their seniority credit accrued since their service date, for the purpose of recall for short term/short notice work. (added March 1, 1998)

## ARTICLE 7 - SENIORITY

### Section 2 - Seniority Lists

- 7.2.1 The City shall maintain separate **seniority lists** for each category of employee based on the foregoing. The list shall show for permanent regular employee's service commenced and for part-time employees, the number of hours accrued since the commencement of the service date.
- (a) Temporary employees, the service date and the number of hours from the commencement of the service date.
  - (b) Casual employees shall be added to the list based on the number of hours accrued since the service date.
  - (c) The list shall be updated annually and forwarded to the Union and will be posted on all bulletin boards during the month of January each year.
  - (d) The seniority list for regular employees need only show the anniversary date and will no longer **show** years, months and days (effective date May 1st, 1992).

## **ARTICLE 7 - SENIORITY**

### **Section 3 - Probationary Period**

#### **7.3.1 Entitlements**

From the date of **hiring**, employees shall be on probation for a period of ninety (90) days. During this period, employees shall be entitled to **all** rights and benefits, unless specified elsewhere in this Agreement.

#### **7.3.2 Effective Date of Seniority**

On completion of the probationary period, seniority shall be effective from the original date of employment, unless otherwise specified in this Agreement.



## **ARTICLE:7 - SENIORITY**

### **Section 4 - Promotions, Transfers, Demotions**

#### **7.4.1 Seniority Determining Factor**

The City agrees that seniority shall be the determining factor in all cases of promotions or demotions. Where competency, efficiency and ability of competing employees are relatively equal, the more senior employee shall be given preference. Subject to the employee's or the Union's right under the provisions of Articles 5 and 6 of this Agreement, the City shall determine competency, efficiency and ability in a fair and equitable manner. (amended March 1, 1998)

In the case of transfers, seniority will apply in conjunction with the operational needs of the City and where a transfer is necessary it will involve the least senior employee with the least operational impact and may include an employee who is in a posted position (added March 1, 1998).

#### **7.4.2 Employee Objections**

If an employee registers an objection to his/her promotion and such promotion is given to another employee with less seniority, the latter employee will be deemed, as regards promotion only, to have greater seniority than the employee who objected to such promotion.

#### **7.4.3 Promotions/Demotions - Seniority Consideration**

The City is not obligated to consider City seniority in the case of promotions or demotions not in excess of one full shift, but such period of time may be extended by mutual agreement of the City and the Union.

## **SECTION 7 - SENIORITY**

### **Section 5 - Job/Position Classification Changes**

#### **7.5.1 Move from One Classification to Another**

An employee moving from one classification to another that involves no change in his/her pay rate shall not be considered **as** promoted or demoted.

#### **7.5.2 Promotion Consideration**

It is agreed that an employee shall not be considered **as** “promoted“ unless a vacancy occurs and the vacancy has a higher classification/pay rate.

## **SECTION 7 - SENIORITY**

### **Section 6 - Transfers**

#### **7.6.1 Bargaining Unit**

An employee may be transferred to a position both within and outside of the bargaining unit. If transferred to a temporary position within the bargaining unit, the employee will be notified in writing, copied to the Union, of the duration of the temporary transfer. If the transfer has the same rate of pay **as** his/her former position, the employee shall remain at this pay level.

#### **7.6.2 Transfer - Employee Consent**

No employee shall be transferred to a position outside the bargaining unit without his/her consent. If an employee is transferred to a position outside of the bargaining unit, he/she shall retain his/her seniority accumulated up to the date of leaving the unit, but will not accumulate any further seniority. An employee shall have the right to return or be returned to a position in the bargaining unit during the sixty (60) day period.

#### **7.6.3 Return to Bargaining Unit**

If an employee returns to the bargaining unit, he/she shall be placed in a job consistent with this seniority. Such return shall not result in the lay-off or bumping of an employee holding greater seniority.

#### **7.6.4 Temporary Transfer**

In all cases of a temporary transfer, both within and outside of the bargaining unit, such temporary transfer will not exceed sixty (60) days unless the Parties to this Agreement mutually agree **to** extend the time limit(s).

Where **a** transfer within the bargaining unit is temporary in nature, seniority **will** apply in conjunction with the operational needs of the City, and where a transfer is necessary it will involve the least senior employee with the least operational impact and may include an employee who is in a posted position (added March 1, 1998).

#### **7.6.5 Transfers over 60 Days**

Transfers extending beyond the sixty (60) days shall be considered as a permanent transfer.

## **SECTION 7 - SENIORITY**

### **Section 6 - Transfers**

#### **7.6.6 Employee Consent**

Notwithstanding any of the foregoing, no employee shall be transferred to a position outside of the bargaining unit without his/her consent. (amended March 1, 1998)

Page 51

## ARTICLE 7 - SENIORITY

### Section 7 - Special Skills Transfers

#### 7.7.1 **Special Experience/Training/Tryout**

The City shall have the right, from time to time to select employees who are to be given special experience or training in preparing them or trying them out as to their capabilities for other assignments with the City, and to promote, demote, engage, retain **or** dispense with their services in such assignments, provided, however, that upon completion or termination of such assignments, the employee concerned shall be reinstated in the job classification he/she would have held had he/she not been so chosen for the special assignment, and further provided that no such employee shall be assigned to take over the job occupied at the time by an employee out-ranking such person for promotion purposes if such assignment would result in demotion of such employee. The relative seniority of employees, as set out in the City's seniority listing shall not be changed as the result of action under this Section.

#### 7.7.2 **Right to Hire - Special Skills**

The Union agrees that the City shall have the right to hire any employee having special skills or trades for a special assignment of work who shall be discharged when his/her employment at such special skill, trade or assignment comes to an end. However, in the event that such employment is temporarily halted due to adverse weather conditions or a lack of available materials, the City may retain such employee in its service until he/she can recommence work on the special assignment.

## **ARTICLE 7 - SENIORITY**

### **Section 8 - Reduction of Work Force**

#### **7.8.1 Layoff/Seniority/Bumping**

Both Parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a lay-off, employees shall be laid off in the reverse order of their bargaining-unit-wide seniority, subject to qualifications and ability to perform the work of the classification. Employees about to be laid off will be allowed to exercise their seniority to bump an employee with less seniority in any classification provided they are capable of performing the job. Employees wishing to exercise their bumping rights must do so within five (5) working days of being notified of their lay-off.

#### **7.8.2 Recognition of Union Officers During Lay-Off**

In order that the operations of the Union will not become disorganized when lay-offs are made, members of the local Executive Board and Chief Steward, not to exceed five (5) local employees, shall be the last persons laid off during their term of office.

## ARTICLE 7 - SENIORITY

### Section 9 - Advance Notice of Lay-off

#### 7.9.1 **Lay-off Notification**

Unless legislation is more favorable to the employees, the City shall notify employees who are to be laid off, ten (10) working days prior to the effective date of lay-off. **If** the employee has not had the opportunity to work the days as provided in this Article, he/she shall be paid for the days for which work was not made available. It is understood that an employee laid off and given notice under this clause who is recalled for any period of ten (10) working days or less need not be given notice again. Employees recalled will receive a minimum of three (3) days work.

#### 7.9.2 **Laid Off Employees - Overtime**

In the event of a reduction in crew, all overtime to be worked shall be performed, whenever practicable, by laid off employees. All such employees shall receive a minimum of four (4) hours' pay at the base rate and overtime after four (4) hours for the job ~~or~~ such call-outs. An employee recalled under the provisions of this Section, shall be considered as being laid off at the conclusion of each working day unless otherwise advised.

## **ARTICLE 7 - SENIORITY**

### **Section 10 - Re-Call Procedure**

#### **7.10.1 Ability to Perform Work**

Subject to their ability to perform the work of the/a classification, employees shall be recalled in order of their seniority. The City shall notify the employee(s) by registered mail and give ten (10) days' notice of the recall.

- (a) An employee recalled for casual work or employment of short duration at a time when he/she is employed elsewhere, shall not lose recall rights as per Article 7 for his/her refusal to return to work.

#### **7.10.2 Failure to Report - Laid Off Employees**

Laid off employee(s) failing to report for work of an ongoing nature within ten (10) days of the date of receipt of notification by registered mail, shall be considered to have abandoned their right to re-employment. Employee(s) required to give two (2) weeks' notice to another employer shall be deemed to be in compliance with the ten (10) days' provision.



## **ARTICLE 7 - SENIORITY**

### **Section 12 - Loss of Seniority**

#### **7.12.1 No Loss of Seniority**

An employee shall not lose seniority rights if he/she is absent from work because of sickness, accident, lay-off or leave of absence approved by the City.

#### **7.12.2 Loss of Seniority**

An employee shall only lose his/her seniority in the event:

- (a) He/she is discharged for just cause and is not reinstated.
- (b) He/she resigns in writing and does not withdraw within two (2) days.
- (c) He/she is absent from work **in excess of** five (5) working days without sufficient cause or without notifying the City, unless such notice ~~was~~ not reasonably possible.
- (d) He/she fails to return to work within ten (10) calendar days following recall after a lay-off and after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the City informed of his/her current address.
- (e) He/she is laid off for a period longer than one year.

#### **7.12.3 Event of War - Armed Forces Listing**

In the event of this country being at war, the seniority of employees enlisting in the Armed Forces shall continue on, provided that for this purpose, an employee returns **to** his/her employment with the City within a period of **six (6)** calendar months following his/her discharge from the Forces.

#### **7.12.4 Movement within the Bargaining Unit**

Seniority will not be lost as a result of employees specified in Article 18 of this agreement posting into or moving to another position within the bargaining unit. There will be no gain or loss of seniority from the seniority held in position(s) defined in Article 18, provided that said move is for twelve months or less.

(Added March 1, 2001)

**ARTICLE 7 - SENIORITY**

**Section 13 - Union Leave/Business**

**7.13.1 No Loss of Seniority - Authorized Time Off**

It is understood that where the City grants time **off** to an employee, or a leave of absence pursuant to Article 9, he/she shall not lose seniority rights and shall be entitled to return to his/her job he/she would have held, had not the time off/leave of absence been taken.

**ARTICLE 7 - SENIORITY**

**Section 14 - Grievances of Lay-offs and Recalls**

7.14.1 Grievances concerning lay-offs **and** recalls shall be initiated **at** Stage 3 of the Grievance Procedure.

ARTICLE 8 -JOB DESCRIPTION, POSTING AND VACANCIES

**Section 1 - Job Description/Classification**

**8.1.1 Job Descriptions - All Positions**

The City agrees to draw up job descriptions for all positions and classifications for which the Union is bargaining agent. The descriptions shall be presented to the Union and shall become the recognized job descriptions, unless the Union presents written objection within (30) days. (revised March 1, 1998)

**8.1.2 Written Objections**

If the Union presents written objection to a job description presented to it by the City within thirty (30) days, the contentious job description shall be referred to a Joint Classification Committee comprised of two (2) representatives from the City and two (2) representatives from the Union to resolve the difference. If the Classification Committee is unable to resolve the difference, then it shall be submitted to Arbitration pursuant to Article 6.

**8.1.3 Notice of New Position**

In the event the City shall establish any new position for which the Union is bargaining agent, the classification and wage for this new position shall be established by the City and written notice shall be given to the Union and shall be posted on all Union bulletin boards at the City's place of business for a minimum of seven (7) calendar days so that all members will be aware of the new position. Unless written notice of objection is given to the City by the Union within thirty (30) calendar days after such notice to negotiate and resolve the classification and wage rate, such classification shall be considered as agreed to. In the event the parties are unable to resolve the dispute, then it will be referred to arbitration, pursuant to Article 6.

**8.1.4 Changes in Classification**

When the duties of work in any classification are changed such that an employee is required to obtain additional skills or training to complete the job, wherein such skills or training become an integral component of the job, the classification and/or pay rate shall be subject to negotiation between the City and the Union. If the parties are unable to agree on the reclassification and/or rate of pay of the job in question, the dispute shall be submitted to grievance and arbitration. The reclassification and/or rate of pay shall then be considered retroactive to the date the employee first filled that position (amended March 1, 1998).

**8.1.5 Reclassification**

Prior to the reclassification of an employee by the City, a discussion will be held with the Union.

**8.1.6 Elimination of Change of Classification**

Existing classifications shall not be eliminated or changed without prior notification to the Union. If the Union objects to the elimination of the classification in writing within thirty (30) days of being notified, the matter shall be referred to the Classification Committee. If the Classification Committee is unable to resolve the difference, then the matter **shall** be referred to arbitration, pursuant to Article 6.

## **ARTICLE 8 - JOB DESCRIPTION, POSTING AND VACANCIES**

### **Section 2 - Job Postings**

#### **8.2.1 Notification and Posting**

When a vacancy occurs or a new position is created inside of the bargaining unit, the City shall immediately notify the Union in writing and post notice of the position in the City's offices, locker rooms, shops and on all bulletin boards for a minimum of one (1) week so that all members will know about the vacancy or new position. Positions shall be posted within one (1) week of vacancy. Vacancies for positions outside of the bargaining unit shall be posted on bulletin boards. Employees who are going to be absent from the workplace for any reason may submit to their supervisor a memo asking for consideration for specific vacancies should they occur during their absence.

#### **8.2.2 Information of Posting/Vacancy**

Such notice shall contain the following information: Nature of position, qualifications, skills, knowledge and education required, shift, wage or salary rate or range and the closing date for applications to the position. The City will ensure that all postings are open to both male and female applicants and that qualifications are not established in a discriminatory manner.

#### **8.2.3 No Outside Advertising**

No outside advertisement for any vacancy within the bargaining unit shall be placed until the applications of present employees have been fully processed.

## **ARTICLES - JOB DESCRIPTION, POSTING AND VACANCIES**

### **Section 3 - Vacancies**

#### **8.3.1 Processing and Filling of Vacancies/Appointments**

Following the processing of applications, the City shall conduct interviews for those employees meeting the posted requirements, and within seven (7) days following the completion of the interviewing, shall notify the successful employee of his/her appointment.

## ARTICLE 8 - **JOB DESCRIPTION, POSTING AND VACANCIES**

### Section 4 - **Job Description, Posting and Vacancies**

#### 8.4.1 **Qualifying Period**

The employee shall be considered as a qualifying employee in his/her new position for a period of sixty (**60**) days. For the purpose of this section, the qualifying period **is** for the purpose of evaluation only and does not serve as a training period other than the City providing reasonable orientation and instruction in the new position. Conditional on satisfactory service, the employee shall be declared permanent. In the event the successful applicant proves unsatisfactory in the position during the qualifying period, or if the employee is unable to perform the duties of the new job classification, he/she shall be returned to his/her former position, wage or salary rate and without loss of seniority. Any other employee promoted or transferred because of the rearrangement of the position shall also be returned to his/her former position, wage or salary rate, without loss of seniority. This qualifying period may be extended by mutual agreement.

(Revised March 1, 2001)

## **ARTICLE 9 - LEAVE OF ABSENCE**

### **Section 1 - General Leave**

#### **9.1.1 Leave Without Pay**

An employee shall be entitled to leave of absence, without **pay** and without loss of seniority, up to a maximum of three (3) months when he/she requests such leave for good and sufficient cause. Such request shall be in writing and approved by the City. (Adoption leave shall be considered good and sufficient cause.) Applications for extension **of** such leave, may be granted **by** the City, upon application from the employee. (revised March 1, 1998)



## **ARTICLE 9 - LEAVE OF ABSENCE**

### **Section 2 - Union Leave**

#### **9.2.1 Leave of Absence - Union Business**

The City agrees to grant a leave of absence to any employee without pay, for the business purposes of the local Union, or the Canadian Union of Public Employees, but such leave of absence granted to any employee shall not exceed a maximum period of two (2) years at any one time. Applications for extension of such leave may, however, be granted by the City upon application from the Union.

#### **9.2.2 Leave of Absence - Collective Bargaining**

Four bargaining representatives in the employ of the City shall have the privilege of attending collective bargaining meetings, if held during regular working hours, without loss of remuneration. Collective bargaining, where used in this Section, means the negotiation of a new agreement, if any, to supersede this Agreement. (revised March 1, 1998)

#### **9.2.3 Leave of Absence - Union Officers**

The City agrees to consider leave of absence to Union Officers or members upon receipt of a written request, without pay, for the business purpose of the Union or to attend labour seminars or labour conventions up to a maximum of seventy-five (75) days per year. Written requests must be received in advance at least four (4) working hours for the President of the Union and at least twenty-four (24) hours for other Union Officers prior to said absence. The Employer agrees where the request deadline is not practicable, that it will grant the time off as long as the absence of the person or persons involved will not unduly interfere with the efficiency of the City's operations. Approval shall not be unreasonably withheld. Under no circumstance shall City vehicles be used for the purpose of Union business unless consent is obtained from the City. (revised March 1, 1998)

## **ARTICLE 9 - LEAVE OF ABSENCE**

### **Section 3 - Compassionate Leave**

#### **9.3.1 Death in Family**

An employee shall be granted **three (3)** regularly scheduled consecutive work days' leave, without loss of pay and benefits, in the case of death within the Province and five (5) days outside the Province, of a parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, grandparent, grandchild. Where the burial occurs outside the Province, such leave shall also include two (2) days' traveling time, without pay.

#### **9.3.2 Pallbearer Leave**

One-half (1/2) day leave with pay shall be granted an employee to attend funeral as a pallbearer.

**ARTICLE9 - LEAVE OF ABSENCE**

**Section 4 - Educational Leave**

**9.4.1            An employee shall be entitled to leave of absence, with pay and without loss of seniority and benefits, to write examinations to upgrade his/her employment qualifications for the City.**

## **ARTICLE 9 - LEAVE OF ABSENCE**

### **Section 5 - Paid Jury or Court Witness Duty Leave**

9.5.1           The City shall grant leave of absence without loss of seniority benefits to an employee when subpoenaed as a juror or witness in any court. The City shall pay such an employee the difference between his/her normal earnings and the payment he/she received for jury service or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve as a court witness, in any matter arising out of his/her employment, shall be considered as time worked at the appropriate rate of pay.

**ARTICLE 9 - LEAVE OF ABSENCE**

**Section 6 - Family Leave**

9.6.1 Employees shall be allowed leave of absence with pay and without loss of seniority and benefits for the following reasons:

<b>Reason</b>	<b>Leave of Absence</b>
Serious fire or flood in employee's <b>home</b> .	Up to three <b>(3)</b> days
Employee's marriage	One <b>(1)</b> working day at the discretion of the employee if it falls on a <b>working day</b> .

9.6.2 **Family Care Leave – Sick Leave Deduction**

When the employee **is** the only one in the household to care for a sick family member who is domicile in the house, he/she will be allowed to draw a maximum of three **(3)** days per year from his/her sick bank to care for sick family members. [New Clause July 7/92].

## ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES

### Section 1 - Hours of Work

#### 10.1.1 Regular Working Week

The regular working week shall constitute forty (40) hours, eight (8) hours per day, with the exception of some employees covered under Article 10.1.3.

#### 10.1.2 Hours of Work Variation - Mutual Agreement

Shifts may be changed with the mutual agreement from the Union and mutual agreement will **not** be unreasonably withheld. (revised March 1, 1998)

#### 10.1.3 Hours of Work - Schedule B and C Employees

The hours of work for all employees listed in Schedule "B" and "C" shall be as follows:

- (a) **City Hall Office Staff**  
Monday to Friday - 8:00 a.m. to 4:30 p.m. with one (1) hour off for lunch.
- (b) **Office Staff at Memorial Centre**  
Monday to Friday - 8:00 a.m. to 4:30 p.m. with one (1) hour off for lunch.
- (c) **Police Department Steno Clerk**  
Monday to Friday - 8:30 to 4:30 p.m. with one-half (1/2) hour off for lunch.
- (d) **Police Clerks - Dispatcher**  
8:00 a.m. to 4:00 p.m.; 4:00 p.m. to 12:00 midnight; 12:00 midnight to 8:00 a.m. with one-half (1/2) hour off for lunch.
- (e) **Parking Meter Attendant II**  
Monday to Friday - 8:00 a.m. to 5:30 p.m. with one (1) hour off for lunch. (Revised March 1, 2001)
- (f) **By-law Enforcement Officer**  
Monday to Friday - 8:00 a.m. to 5:30 p.m. with one (1) hour off for lunch. (Revised March 1, 2001)
- (g) **Public Works Clerical Staff**  
Monday to Friday - 7:00 a.m. to 4:30 p.m. with one (1) hour off for lunch. (Revised March 1, 2001)

**ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES**

**Section 1 - Hours of Work**

- (h) Parks Watering Crew**  
Monday to Friday - Eight (8 hours) from 5:00 a.m. to 1:30 p.m. with one-half (1/2) hour off for lunch.
- (i) Sewage Treatment Plant**  
Hours of Work - 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour off for lunch.
- (j) Street Sweeper/Flusher Truck Operator**  
Monday to Thursday - per section 10.1.1  
Friday - 5:00 a.m. to 1:00 p.m. (with a running lunch).  
(Added March 1,1995)
- (k) Snow Blower Operators**  
The hours of work for two employees may vary from 7:00 a.m. to 3:30 p.m. to 5:00 a.m. to 1:00 p.m. depending on snow conditions.

The two employees will clear **snow** from City sidewalks on pre-established routes during the winter months only. (Added March 1, 1995)

Incumbent employee's hours for **(e), (f) and (g)** will not be changed unless mutually agreed. (Added March 1,2001)

**10.1.4 Parks & Recreational Facilities - Hours of Work Schedule E**

The hours of **work** for all employees in the City's Parks and Recreation Facilities, shall be as set out in Schedule "E" attached to and forming part of this Agreement.

(Revised March 1,2001)

## ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES

### Section 2 - Shift Work

#### 10.2.1 Posted Schedule

Shift work shall be as per posted schedule. Lists shall be drawn up and posted with respect to all employees on such shifts. One (1) week notice of all shift changes, except in cases of emergency.

#### 10.2.2 4 x 4 Shift

- (a) The four by four shift will be implemented for workers on the winter shift schedule. All complaints arising from the shift will be handled by the joint Union and Management committee.
- (b) An employee shall work two day shifts and two night shifts, then have four days off. Each shift shall be of a 12 hour duration. Shifts will be as follows: **7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m.**
- (c) A regular shift shall be deemed to be 12 hours at straight time, plus the current wage differential for all hours worked on the four by four shift. An employee is entitled to two twenty-minute coffee breaks and a one-half hour running lunch per shift.
- (d) Should **an** employee become ill and cannot report to work on his scheduled shift, the employee in question will immediately contact the supervisor (amended March 1, 1998).
- (e) After every 45 calendar days, each employee on the four by four shift will receive to his credit one 12 hour rest day. These rest days are allowed to accumulate to a total of four days, then they must be taken. Rest days are days off without pay.
- (f) The use of vacations, floaters, or banked time shall be permitted during the winter shift schedule based on approval by the City. Said approval shall be dependent on operational demands **as** determined by **the** City. Approval for such leave will only be given **if** there **are** no additional costs associated with obtaining necessary replacements.

(Revised March 1, 2001)

- (g) Employees on the four by four shift will have the option **of** selecting their own order of rotation on the A.B.C.D. positions on the schedule. Once the rotation has been selected, all employees will work to the end of the posted schedule for the winter.



## ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES

### Section 2 - Shift Work

- (h) It is agreed that employees on this shift will be allowed time off for local union business, (a) provided that the emergency routes and bus routes do not require plowing or sanding, (b) that employees notify their immediate supervisor of their wish to attend a meeting and where they will be in the event an emergency arises and the supervisor has to get in touch with them.
- (i) **Statutory Holidays**
  - (a) All work performed on Statutory Holidays shall be paid for at double time of the base rate for the work performed by the shift employee.
  - (b) For each Statutory Holiday worked, a shift employee will cancel one rest day in lieu of receiving one day off with pay for the statutory holiday.
- (j) Provided sufficient advance notice is given and with the approval of the immediate supervisor, employees may exchange shifts if there is no increased cost to the City and there is sufficient time off for rest periods as defined in the Motor Vehicle Safety Act.

(Added March 1,2001)

#### 10.2.3 Shift Work Departments/Posted Schedules

Shift work for Public Works, Treatment Plant and Mechanical Shop employees shall be as per posted monthly schedule(s).

- (a) **Shift Preference**

Senior employees shall have preference in selecting their shifts when qualified junior employees are available to perform the required work.

- (b) **Steady Day Shift**

Five (5) days of eight (8) hours each from 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour off for lunch, except as otherwise stated herein.

**ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES**

**Section 2 - Shift Work**

10.2.4 **Public Works**

**(a) Day Shift**

Eight (8) hours from 7:00 a.m. to 3:00 p.m. with a running lunch.

**Weekends and Statutory Holidays**

Eight (8) hours from 7:00 a.m. to 3:00 p.m. with a running lunch.

**(b) Afternoon Shift**

Eight (8) hours ~~from~~ 3:00 p.m. to 11:00 p.m. with a running lunch.

**(c) Night Shift**

Eight (8) hours From 11:00 p.m. to 7:00 a.m. with a running lunch.

10.2.5 **Eating Allowance for Extended Hours**

Any employee required to work in excess of ten (10) consecutive hours shall be entitled to a lunch, not to exceed the sum of eleven (\$ 11.00) dollars, paid by the City plus paid time to eat, not to exceed one (1) hour.

10.2.6 **Rest Between Change of Shifts**

Failure to provide at least sixteen (16) hours rest between shifts which are being changed shall result in payment of overtime at established rates for any hours worked during such rest periods.

**ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES**

**Section 3 - Shift Premiums**

**10.3.1 Hours Shift Premiums**

**All employees who are required to be on shift work between the hours of 3:00 p.m. to 7:00 a.m. shall receive fifty (50¢) cents per hour premium for all hours worked.**

**(Revised March 1,2001)**

## ARTICLE'10 - HOURS OF WORK, OVERTIME AND WAGES

### Section 4 - Overtime

#### 10.4.1 Overtime Defined

All authorized time worked before or after the employee's regular shift, the employee's regular work **week**, or on a holiday shall be considered overtime. **As far as** reasonably possible, overtime will be distributed on an equitable rotating basis amongst employees who have indicated they wish to be called for overtime and are capable of performing the work. (Revised March 1,2001)

#### 10.4.2 Overtime Paid Rate

Overtime shall be paid for at the rate of time and one-half (1 1/2) for the first three (3) hours in any day and double time (2X) thereafter, however, overtime shall not be paid for less than fifteen (15) minutes. (Revised March 1, 1998)

#### 10.4.3 Accumulation of Overtime

- (a) Employees will be allowed to accumulate overtime in an Overtime Bank, up to a maximum of ten (10) days, or eighty (80) hours. The City will allow employees to use the overtime banked based on a revolving bank, whereby once the maximum hours permitted are banked, the entire bank does not have to be used before additional overtime can be banked. (Revised March 1, 2001)
- (b) The City of Trail and C.U.P.E. Union Local 2087 are hereby in agreement that the mechanics will be allowed to bank their weekend on-call hours at straight time in the overtime bank, as per Article 10.4.3 of the Agreement, rather than be paid out for the hours on stand-by call as mentioned in Article 10.5.1 (Added March 1, 1995).
- (c) Scheduling and use - **A** written request at least five (5) working days prior to the desired use of accumulated overtime as time off must be made. The Employer shall grant use of accumulated overtime subject to operational requirements and at a time convenient to both the employee and the Employer. Further, it is recognized that the scheduling of annual vacations shall take precedence over accumulated overtime leave, Depending on the operational requirements of the City, the City may request, with mutual consent, that an employee utilize up to five (5) days in an employee's overtime bank provided five (5) days notice is provided (added March 1, 1998).

#### 10.4.4 Statutory Holiday for Continuous Shift Employees

An employee required to work a continuous seven (7) day per week shift shall have the right to accumulate **up** to five (5) days in lieu of holidays worked to be taken in a block at a mutually agreed time.

## **ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES**

### **Section 5 - On Call/Call Out**

#### **10.5.1 On Call - Payment Date**

When an Employee is advised that he/she is "on call", that is immediately by telephone or radio pager contact, he/she shall be paid straight time wages in accordance with the following schedule:

Monday - Friday, inclusive. two (2) hours pay/day

Saturday, Sunday & Holidays three (3) hours pay/day

Sunday 12:00 midnight to 7:00 a.m. Monday - two (2) hours pay/day  
(Revised July 7/92 - Sunday 12:00).

#### **10.5.2 On Call Actual Hours Worked**

All hours actually worked by an "on call" employee shall be paid at overtime rates in accordance with the overtime provisions of this Agreement.

#### **10.5.3 On Call - Employee Completed Work**

An employee may leave his/her employment and return home when he/she has completed the work for which he/she was called.

#### **10.5.4 On Call - Division of Duty**

On call duty shall be equally divided among the qualified employees. Additional employees will be added to the On-Call List as they become qualified. The roster will be drawn up on a monthly basis. Should utility operators wish to substitute, exchange or volunteer for additional weekends, the City will agree, provided the Supervisor is aware by Thursday afternoon of any changes to the roster. (Revised July 7/92).

#### **10.5.5 On Call - Division of Duty**

THIS INCLUDES **SNOW** REMOVAL EMPLOYEES.

## ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES

### Section 5 - On Call/Call Out

#### 10.5.6 Call Out Minimum Pay

An employee, other than those covered under Article 7.7.2 of this Agreement, called out to work any time other than his/her regular shift, shall be paid for a minimum of four **(4)** hours at the base rate for the job or time and one-half (1 1/2), for the first three **(3)** hours and double time thereafter.

It is agreed that all overtime hours worked between midnight and 7:00 a.m. will be paid at double time or a minimum of four **(4)** hours, whichever is greater. (revised March 1, 1998)

## ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES

### Section 6 - Minimum Guarantee On Reporting For Work

- 10.6.1 An employee, required to report for work on **any** given shift, and if sent home by his/her Supervisor due to adverse weather conditions, or because of the lack of available work for that shift, shall receive not less than three (3) hours pay at the base rate (exclusive of differentials), excepting shift differentials of the job at which he/she was last employed. If an employee commences work, he/she shall be paid for a minimum of four **(4)** hours.

**ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES**

**Section 7 - Wages**

**10.7.1 Payment Per Schedules**

The City shall pay wages to its employees in accordance with Schedule(s) **A, B, C** and **D**, attached hereto and forming part of this Agreement.

**10.7.2 Rate Presentation**

Schedule B - To be shown in hourly rates only.

**10.7.3 Police Clerk - Dispatcher - Schedule B**

When there is no relief on afternoon and weekend **and** shifts, these employees will be granted a running lunch and receive an extra 1/2 hour pay at straight time.  
[New Clause July 7/92].

**10.7.4 Relieving in Higher-Rated Positions**

Employees relieving in higher-rated positions during any portion of their **work** shift shall be paid the rate **of** the higher-rated position for the entire day.

**10.7.5 Pay Days - Bi-weekly**

All employees shall be paid bi-weekly, the effective date of implementation to be set by mutual agreement between the City and the Union.



## ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES

### Section 8 - Wage Differentials

- 10.8.1 Employees shall receive a pay differential of fifty (50¢) per hour when:
- (a) assigned to work on asphaltting operations where liquid asphalt or road oil is being used or handled in any manner;
  - (b) assigned to work on garbage removal/garbage truck;
  - (c) cleaning sanitary or domestic sewers;
  - (d) working within any covered storm sewer or culvert;
  - (e) employees assigned to work on or operate a street sweeper, sewer-rodder machine or jackhammer;
  - (f) assigned to work in liming operations;
  - (g) Treatment Plant employees will receive fifty (50¢) per hour dirt pay differential for all hours worked;
  - (h) Treatment Plant employees will receive an additional fifty (50¢) cents per hour differential when working in a lift station or enclosure;
  - (i) Employees working within any covered sewer or culvert which contains sanitary sewage shall receive the differential set out in Section 10.8.1 (e) of this clause and the applicable differential set out in Section 10.8.1 (d) of this clause.

(Revised March 1, 2001)

### 10.8.2 **Lead Hand and/or Charge Hand**

**A** Lead Hand and/or Charge Hand shall receive fifty (50¢) cents **per** hour above the highest rated classification under his/her supervision, or his/her own rate, whichever is higher.

## ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES

### Section 8 - Wage Differentials

#### 10.8.3 **Weekend Premium**

All regular permanent employees who are scheduled to work on Saturdays and/or Sundays as part of their regular working week shall receive fifty (50¢) cents per hour for working on Saturdays and/or Sundays. (Revised March 1,2001)

#### 10.8.4 **Equal Pay for Equal Worth**

Employees within comparable classifications shall receive equal pay for equal worth, regardless of sex,

#### 10.8.5 **Increments - Schedule B**

Employees **who** work under Schedule "B" will be paid at 95% of the rate during their probationary period (**90** days). Upon successful completion of their probation, they will be paid full rate. In no case will employees be paid less than **the** rate currently shown under Step 1 of Schedule "B".

#### 10.8.6 **Blasting Certificate**

The Cemetery Caretaker will **be** paid a premium of \$10.00 on a day blasting or disposal of explosives is required. (New March 1, 1995)

## ARTICLE; 11 - STATUTORY HOLIDAYS AND ANNUAL VACATIONS

### Section 1 - Statutory Holidays

#### 11.1.1 List of Holidays Paid and Rate of Pay

An employee shall receive a day off with pay for all Statutory Holidays listed in Section 1 of this article, provided that he/she worked the scheduled day previous to such holiday and the scheduled day following such holiday, at the rate of pay received on the scheduled day **prior** to such Statutory Holiday. The rate of pay for statutory holiday shall be the base rate (rate shown in Schedules **A, B, C, D** for the jobs being done the day before the statutory holiday and in no case will premiums be included. [The rate.....May 1/92].

#### 11.1.2 Statutory Holiday - Event of Illness

In the event of illness or accident occurring prior to or on the scheduled day following said Statutory Holiday, and providing such occurs during the course of time employed, the employee shall present to his/her foreman a doctor's certificate substantiating the illness or accident.

#### 11.1.3 Statutory Holiday Recognition

The recognized Statutory Holidays shall be as follows:

New Year's Day	Christmas Day
Dominion Day	Victoria Day
Remembrance Day	Thanksgiving Day
Good Friday	Boxing Day
Labour Day	British Columbia Day

and all days proclaimed by Local Government, Provincial or Federal Government. In addition to the above-named holidays, each employee who has obtained seniority with the City shall be entitled to a floating Statutory Holiday during each year he/she is in the City's employ which shall be taken at a time of the employee's choice, provided the employee has provided management with prior notice of not less than seven (7) days.

#### 11.1.4 Statutory Holiday - Seniority

Employees who have not obtained seniority with the City shall be entitled to said floating Statutory Holiday during each calendar year if and when he/she has worked thirty (30) days, continuous or broken, in that year.

## **ARTICLE 11 - STATUTORY HOLIDAYS AND ANNUAL VACATIONS**

### **Section 1 - Statutory Holidays**

#### **11.1.5 Statutory Holiday - Employee's Choice**

In any dispute concerning the day of the employee's choice, the matter shall be resolved in accordance with the provisions of Article 5 of this Agreement, provided always that an employee shall receive such day off not later than December 31st of the calendar year.

## **ARTICLE 11 - STATUTORY HOLIDAYS AND ANNUAL VACATIONS**

### **Section 2 - Compensation for Holidays**

#### **11.2.1 Statutory Holiday - Work Performed**

All work performed on any such Statutory Holiday, as listed in Clause 11.1.3 of this Article, shall be paid for at double time of the base rate **for** the work performed by the employee, in addition to the pay received by him/her for the Statutory Holiday, as set out in Clause 11.1.1 of this Article.

#### **11.2.2 Statutory Holiday - Saturday/Sunday**

When any of the above-noted holidays fall on a Saturday or Sunday and are not declared or proclaimed as being observed on some other day, the following Monday (or Tuesday where the preceding Monday **is** declared or proclaimed a holiday) shall be deemed to be the holiday. Calculations for the Statutory Holiday shall remain the actual calendar date.

#### **11.2.3 Statutory Holiday - Scheduled Day Off**

When any of the above-noted holidays fall on an employee's scheduled day off, the employee shall receive a day's pay or another day off with pay at a time arranged by mutual agreement.

#### **11.2.4 Statutory Holiday - Vacation**

When any such holiday falls during an employee's vacation with pay and he/she would have become entitled to pay for such a holiday not worked had the employee not been on vacation, he/she shall receive an additional day of the vacation with pay in lieu thereof.

**ARTICLE'11 - STATUTORY HOLIDAYS AND ANNUAL VACATIONS**

**Section 3 - Annual Vacation**

**11.3.1 Vacation Entitlements**

All Regular permanent employees shall be credited and granted vacations earned up to their anniversary day as follows:

effective March 1, 1997	1 to 4 years	three (3) weeks
	5 to 10 years	four (4) weeks
	11 to 19 years	five (5) weeks
	20 years and thereafter	six (6) weeks

(Revised March 1,2001)

**11.3.2 Vacation - Absent from Work**

For each period consisting of thirty (30) consecutive days an employee is absent from **work** in the year preceding his/her anniversary date in any year, there shall be deducted from the vacation pay, to which he/she would otherwise be entitled in the succeeding year, one-twelfth (1/12) of the vacation pay, provided that for this purpose, time spent on vacation for which the employee **is** paid under this Article, or time lost because of sickness or accident shall be considered as time worked.

**11.3.3 Vacation and WCB Benefits**

An employee who receives W.C.B. benefits **will** not receive more than 52 weeks pay in a 52 week period from the combination of W.C.B. payments and vacation entitlement. An employee who exhausts his sickleave bank under 13.1.4 and 13.1.12(d) will be entitled to full vacation benefits.

**11.3.4 Anniversary - Holiday Completion**

All holidays taken under this Article shall be completed before the anniversary date of the succeeding year, provided that this shall not preclude the City and the Union from agreeing to an extension **of** this time limitation, where such is requested either by the **City** or an employee.

**11.3.5 Vacation - 2 or more employees**

Where two (2) or more employees bid on the same vacation period and operational requirements permit only one (1) employee to take that vacation period, then the most senior employee shall have his/her choice of that period.

## ARTICLE 11 - STATUTORY HOLIDAYS AND ANNUAL VACATIONS

### Section 3 - Annual Vacation

#### 11.3.6 **Vacation - Employee Discretion**

At the employees discretion, the vacation period, set out in this Article may be split, but no more than six (6) times, subject to approval of the Supervisor.

#### 11.3.7 **Vacation Pay – Computation**

For the purpose of computing such vacation pay, the work week shall be considered as constituting 40, 37 1/2 or 25 hours, whichever applies. The word "pay", where used in this Article, shall mean remuneration for three (3), four (4), five (5) or six (6) weeks, as the case may require, based on the salary or hourly rate (inclusive of differentials) received by the employee for the major portion of the calendar month immediately prior to the vacation.

#### 11.3.8 **Scheduling Vacations**

Employees shall submit their vacation requests to their immediate supervisor each year prior to April 30<sup>th</sup> and vacation schedules will be approved by the City prior to the end of May in each year. The City reserves the right to approve vacation schedules consistent with the efficient delivery of service to the public.

Where requests are not made by the employee prior to April 30<sup>th</sup>, vacation requests will be considered in conjunction with the approved schedule.

(Added March 1, 2001)

## ARTICLE 12 - GENERAL PROVISIONS AND CONDITIONS OF EMPLOYMENT

### Section 1 - General Provisions and Conditions of Employment

#### 12.1.1 Employment Abandonment

If an employee is absent from work for a period of five (5) working days without sufficient cause and fails to notify the City and/or communicate with the City, the employee will have been considered to have abandoned his/her employment.

#### 12.1.2 City Property

Employees must return to the City all City's property in their possession at the time of termination of employment.

#### 12.1.3 Badges and Insignia

Employees shall be permitted to wear Union pins or badges.

#### 12.1.4 Disciplinary Procedure and Just Cause

Where and when a Supervisor intends to interview an employee for disciplinary purposes, the Supervisor shall advise the employee of the purpose of the interview in advance so that the employee may contact his/her Union Steward to be present for the interview. The employer has the right to discipline for just cause. [The employer..... July 7/92].

#### 12.1.5 Dirty and Dangerous Work - Safety Equipment/Clothing

All employees working in any dirty or dangerous capacity shall be supplied with all necessary safety equipment and protective clothing when needed.

#### 12.1.6 Coveralls

Coveralls, as determined by the City, will be supplied to all Public Works/Arena employees.

These coveralls are sent to the cleaners once a week to be washed and repaired, if necessary.

(Revised March 1, 2001)

#### 12.1.7 Fire Retardant Coveralls

Employees will be issued with one pair of fire retardant coveralls to be used only when the employee is engaged in welding.

#### 12.1.8 Protective Clothing - Grave Digging

The City agrees to provide the following protective clothing, for use during grave digging, for each employee so engaged:

- two (2) pair of coveralls during the summer months
- one (1) suit of water-resistant jacket and pants during the winter months.



## **ARTICLE 12 - GENERAL PROVISIONS AND CONDITIONS OF EMPLOYMENT**

### **Section 1 - General Provisions and Conditions of Employment**

#### **12.1.8 (a) Uniform/Apparel/Foot wear**

The City agrees to provide as follows:

##### **Recreation Facilities Attendants:**

- 3 shirts at 100% City cost that employee launders at his cost
- 2 coveralls at 100% City cost that employer cleans

##### **Bylaw Enforcement Personnel:**

- 50% at City's cost of approved footwear - maximum 2 pairs per year plus repairs at 100% employer's cost
- 4 shirts at 100% City's cost - employee launders at his cost
- 1 jacket at 100% City's cost; 1 hat at 100% City's cost - employer cleans
- 2 pairs of approved slacks at 100% City's cost that the employer cleans

[new clause July 7/92]

**ARTICLE 12 -GENERAL PROVISIONS AND CONDITIONS OF EMPLOYMENT**

**Section 1 - General Provisions and Conditions of Employment**

**12.1.9 Safety Hard Hats**

The City supplies, Free-of-charge on their first day of employment, a regulation safety hard hat to all those employees required to wear the same in the course of their duties.

**12.1.10 Gloves**

The City supplies protective neoprene gloves to the following employees:  
garbage collection swamper, the sewer crew, flusher truck operator and pollution control plant operators

**12.1.11 Gloves - Special Jobs**

Protective gloves on special jobs are also supplied, when required.

**12.1.12 Safety Boots**

The City, by way of presentation of an invoice for purchase, shall pay an annual safety boot allowance of one hundred percent (100%), to a maximum of two hundred dollars (\$200.00) for one (1) pair of boots per year. Safety-toed hip waders are also supplied for special job assignments which are returned to the City after the job is completed. They are disinfected after usage to be reissued when next required.

(Revised March 1, 2001)

**12.1.13 Grave Digging Gear**

The City agrees to provide the following footgear for use during grave digging for each employee so engaged:

- one (1) pair of approved footgear

**12.1.14 Noise Level Ear Muffs**

Noise level ear muffs or ear plugs are supplied to operators when they are required on various City equipment (noise level control).

**12.1.15 Eye Protection - Safety Glasses**

Safety glasses are supplied to every employee on the Works crew and other special eye protection when necessary. (Dust proof safety goggles, grinding eye shields at all grindstones, arc-welding helmet and burning glasses).

ARTICLE 12 - GENERAL PROVISIONS AND CONDITIONS OF EMPLOYMENT

**Section 1 - General Provisions and Conditions of Employment**

12.1.16            **Legal Costs for Employee**

Notwithstanding any disciplinary action for just cause, the City shall pay all legal costs arising out of lawsuits or charges in any court against an employee if he/she is found not guilty as a result of performing his/her duties for the City. Costs will also be paid if the City is found negligent.

12.1.17            **Fire and Theft Insurance**

The City shall provide employees with fire and theft insurance, with a deductible provision not exceeding \$ 50.00 for each loss, covering the tools and equipment owned by employees and required in the performance of their duties with the City.

## ARTICLE 13 - SICK LEAVE

### Section 1 - Sick Leave

#### 13.1.1 Definition of Sick Leave

Sick leave means the period of time an employee **is** absent From work with full pay by virtue of being sick or disabled because of an accident for which compensation is not payable under the Workers' Compensation Act.

#### 13.1.2 Sick Leave Credit

Eighteen (18) days sick leave per year shall be earned by a regular permanent employee at the rate of one and one half (1 1/2) days for every month the employee is employed, to a maximum of one hundred and fifty (150) days.

#### 13.1.3 Sick Leave Pay

In the event of illness, a Regular Permanent employee shall receive a **full** day's pay at his/her base rate (exclusive of all differentials) received by him/her on his/her last working day prior to such illness for each day lost by him/her from work. The rate of pay is the base rate (rate shown in Schedules **A, B, C, D**) for the jobs being done the day before going off sick and in no case will premiums be included. In this Article, base rate means the position to which the employee is regularly posted.

#### 13.1.4 Deduction - Sick Leave Bank

**A** deduction shall be made from the sick leave bank for all normal working days absent for sick leave.

#### 13.1.5 Sick Leave Records

By January 31st of each calendar year the City shall advise each employee, in writing, of the amount of sick leave remaining in the Sick Leave Bank.

#### 13.1.6 Proof of Illness

An employee may be required *to* produce a certificate from a medical practitioner or a specialist for any illness in excess of three (3) working days certifying that he/she was unable to carry out his/her duties due to illness. Any cost to the employee in obtaining these certificates will be reimbursed by the City. (Revised March 1, 1995)

#### 13.1.7 Sick Leave During Leave of Absence

When an employee is given leave of absence for any reason, he/she shall receive sick leave credit for the period of such absence, on his/her return to **work**, such credit not to exceed one and one-half (1 1/2) days.

## ARTICLE 13 - SICK LEAVE

### Section 1 - Sick Leave

#### 13.1.8 Sick Leave - Lay Off and Recall - No Credits

When an employee is laid off on account of lack of work, he/she shall not receive sick leave credits for the period of such absence but shall retain his/her cumulative credit, if any, existing at the time of such lay-off.

#### 13.1.9 Sick Leave - Recalled Employees

Laid off employees who have been recalled under the provisions of Article 7.9.2, shall be eligible for sick leave pay provided:

- (a) that the illness occurs during their period of employment with the City and that they are scheduled to work on the days for which sick leave is claimed.
- (b) that such sick leave shall cease on the day on which they would otherwise have been laid off.

#### 13.1.10 Continuation of Benefits - Laid Off Period

The City agrees to pay the full coverage for all employees benefit plans for employees laid off for periods of less than three (3) months. In the event of a longer lay-off, employees so affected shall have the right to continue this coverage through direct payments, for a further nine (9) months.

#### 13.1.11 Workers' Compensation Pay Supplement

An employee prevented from performing his/her regular work with the City on account of an occupational accident that is covered by the Workers' Compensation Act shall receive from the City a supplement equal to the difference between the amount payable by the Workers' Compensation Board and his/her last rate of pay.

- (a) Pending a settlement of the insurable claim, the employee shall continue to receive the full pay and benefits of this Agreement, subject to necessary adjustments.
- (b) In order to continue receiving his/her regular salary the employee shall assign his/her compensation cheque to the City.
- (c) In return, the City shall indicate the amount received from the Compensation Board on the Employee's income tax (T-4) form.
- (d) An employee receiving such supplement shall have his/her accumulated sick leave debited by 1/4 day for each day it is received and no employee shall receive such supplement for a period longer than his/her accumulated sick leave.

## **ARTICLE 13 -SICK LEAVE**

### **Section 1 - Sick Leave**

#### **13.1.12 Duty to Accommodate (Revised March 1,2001)**

Where an employee is unable, through injury or illness to perform his/her normal duties, the City will attempt to provide him/her with alternate suitable employment,

#### **13.1.13 Sick Leave Payout – Retirement**

All employees shall, upon retirement, pursuant to the provisions of the Municipal Superannuation Act or in accordance with City Policy, become eligible for and receive a cash gratuity payment, at the employee's current base rate of pay, based on the following percentage of their accumulated sick leave, if any, on the following scale: after five (5) years of service, twenty (20%) percent and an additional two (2%) percent per year thereafter to a maximum of one hundred and fifty (150) working days.

#### **13.1.14 Medical Care Leave - Sick Leave Deduction**

Employees shall be allowed up to three (3) days per annum paid leave of absence in order to engage in personal preventative medical health and dental care provided that such days shall be charged against the employee's sick leave. On request, employees may be required to show proof of medical or dental care.

#### **13.1.15 Family Care Leave - Sick Leave Deduction**

When the employee is the only one in the household to care for a sick family member who is domicile in the house, he/she will be allowed to draw a maximum of three (3) days per year from his/her sick bank to care for sick family members. [New clause July 7, 1992]

**13.1.16** C.U.P.E. agrees to participate on a quarterly joint committee to monitor sick leave usage. This committee will monitor excessive use and if decided by the joint committee require excessive users to produce a medical certificate for any absences. (Added March 1, 1995)

## ARTICLE 14 – PREGNANCY AND PARENTAL LEAVE

### Section 1 – Pregnancy and Parental Leave

#### 14.1.1            **Pregnancy and Parental Leave**

For the purpose of parental and pregnancy leave, the City and Union agree that provisions **as** specified in the *Employment Standards/Insurance Act* shall apply.

(Revised March 1,2001)

#### 14.1.2            **Notice of Return**

A regular permanent employee shall give the City at least four **(4)** weeks notice/advice of her return to work after Maternity leave of Absence and she shall be returned to her former position, however, if her former position no longer exists, then she shall be placed in **an** equivalent position in her department.

(Revised March 1,2001)

## ARTICLE 15 - BENEFITS AND HEALTH CARE PLANS

### Section 1 - Benefits and Health Care Plans

#### 15.1.1 Superannuation

All eligible regular permanent employees shall apply for superannuation in conformity with the Municipal Superannuation Act of British Columbia.

#### 15.1.2 Unemployment Insurance

The City agrees that all employees shall remain insurable under the Unemployment Insurance Act.

#### 15.1.3 Group Life Insurance/A.D. & D

Upon completion of three (3) month's employment, all Regular Permanent employees **shall** join the Group Life Insurance Plan and Accidental Death and Dismemberment Plan provided by the City and the City shall pay the actual cost of the premiums of such Group plans providing \$ 30,000.00 minimum coverage per plan per employee increasing *to* one and one quarter (1 1/4) times an employee's annual salary or wages, effective May 1st, 1988, and further increasing to one and one half (1 1/2) times an employees annual salary or wages effective March 1st, 1989, up to the age of 65.

#### 15.1.4 Medical Plans

The City shall pay the actual cost of the monthly premium per employee per month, for both married and single employees, covering membership in a mutually approved medical plan, including the basic B.C. Medical Plan, Extended Health Benefit Plan, provided that any change in the coverage would involve the entire group of City employees.



## ARTICLE 15 - BENEFITS AND HEALTH CARE PLANS

### Section 1 - Benefits and Health Care Plans

#### 15.1.5 Medical Plan: Vision Care Benefit

All eligible permanent regular employees shall be entitled to participate in a vision care benefit as part of the Extended Health Benefit Plan, The benefit shall provide a coverage of \$300 every twenty-four (24) months. The premiums for the vision care benefit will be shared between the City and the employees as follows:

- effective March 1, 1989 - 75% paid by City
- 25% paid by the employees

(Revised March 1, 2001)

#### 15.1.6 Dental Plan - Eligibility

All eligible Permanent Regular employees shall participate in a Dental Plan covering:

- 100% cost of Plan "A"
- 50% cost of Plan "B"
- 60% cost of Plan "C" - maximum \$2,000 - effective June 1, 1996

(Revised March 1, 2001)



**ARTICLE 15 - BENEFITS AND HEALTH CARE PLANS**

**Section 1 - Benefits and Health Care Plans**

**15.1.12 Same Sex Spousal Benefits**

The employer agrees where the benefit carrier recognizes and when an employee applies, coverage for same sex spouse will be provided. (New March 1, 1995)

**15.1.13 Prescription Card**

All regular permanent employees shall be entitled to participate in pay direct prescription card for the purposes of paying for prescriptions through coverage provided by the Extended Health Benefit Plan. The City shall pay 100% of the costs associated with this benefit.

## ARTICLE 16 - SAFETY

### Section 1 - Safety

#### 16.1.1 **Joint Committee**

A Joint Safety Committee shall be established with three (3) members representing the Employer and four (4) members representing the Union. The Union shall appoint, select, or elect employee representatives (amended March 1, 1998).

#### 16.1.2 **Meetings**

The Joint Safety Committee shall meet monthly at the call of the Chairman of the Committee and shall discuss, recommend and record all action necessary to improve hazardous conditions at the workplace.

#### 16.1.3 **Minutes**

Minutes of all Joint Safety Committee meetings shall be kept and copies of such minutes shall be sent to the City and to the Union and to the Workers' Compensation Board and a copy shall be posted on the bulletin boards,

#### 16.1.4 **Time Spent on Safety Meetings**

Time spent by Committee members in the performance of their duties during working hours shall be considered as time worked and the employees will **be paid** at their regular hourly rates of pay.

## ARTICLE 17 - TRAINING AND DEVELOPMENT

### 17.1.1 Job Training Opportunities

Where a training opportunity exists, beyond training that is done as part of departmental operations, such opportunities will be posted City wide. Interested employees may apply, recognizing that management reserves the right to select candidates. Should the employee believe an improper selection has been made, the Union may appeal the decision directly to the City Manager through the grievance procedure.

(Revised March 1, 2001)

### 17.1.2 Training Sub-Committee

**The** parties agree to participate in a Sub-Committee that will meet and make recommendations to the Labour Management Committee regarding training concerns. The Sub-Committee will meet as deemed necessary.

(Revised March 1, 2001)

## ARTICLE 18 - AQUATIC & LEISURE CENTRE EMPLOYEES

### 18.1.0 **Articles Precedent**

Wherever there is found to be a conflict between the Articles hereunder and the Articles elsewhere in the Collective Agreement, the Articles hereunder shall apply.

### 18.1.1 **Definition – Head Lifeguard/Instructor**

**A** Head Lifeguard Instructor means an employee who:

- (a) Is a Lifeguard, Swim Instructor who's responsibilities and tasks are identified in the job description for this position, and
- (b) **Shall be** regular part-time employees, entitled to seniority and the appropriate benefits upon reaching 500 hours, as per Article 18.

### 18.1.2 **Definition – Senior Lifeguard**

- (a) Is a Lifeguard, Swim Instructor who's responsibilities and tasks are identified in the job description for this position, and
- (b) Shall be regular part-time employees, entitled to seniority and the appropriate benefits upon reaching 500 hours, as per Article 18.

### 18.1.3 **Definition – Lifeguards**

A Lifeguard means an employee who:

- (a) Is a Lifeguard, Swim Instructor who's responsibilities and tasks are identified in the job description for this position, and
- (b) Shall be regular part-time employees, entitled to seniority and the appropriate benefits upon reaching 500 hours, as per Article 18.

### 18.1.4 **Definition – Cashier Receptionist**

- (a) **A** Cashier Receptionist means an employee whose responsibilities and tasks are identified in the job description for this position , and
- (b) Shall be regular part-time employees, entitled to seniority and the appropriate benefits upon reaching 500 hours, as per Article 18.

## ARTICLE 18 - AQUATIC & LEISURE CENTRE EMPLOYEES

### 18.1.5 **Definition - Waterslide Attendant/Cleanup**

A Waterslide Attendant means an employee who:

- (a) Is a Waterslide Attendant whose responsibilities and tasks are identified in the job description for this position, and
- (b) Shall be casual employees entitled to seniority and the appropriate benefits on reaching five hundred (500) hours per Article 18.

### 18.1.6 **Benefits –Lifeguards, Cashier/Receptionist/Slide Attendant**

#### **Regular Full Time Employee**

The City agrees to add two (2) full-time Head Lifeguard positions with full benefits and seniority rights and a thirty-seven and one half (37 ½) hour work week.

#### **Casual Position**

- (a) A Head Lifeguard/Instructor, Senior Lifeguard, Cashier/Receptionist and Slide Attendant shall be entitled to twelve (12%) percent premium on every pay cheque in lieu of benefits. Such benefits include: vacation pay, statutory holidays pay, sick leave, bereavement, group life, disability, medical, extended health and dental coverage. (Revised March 1, 1998)

#### **Regular Part-Time Position**

- (a) A Head Lifeguard/Instructor, Senior Lifeguard, Cashier/Receptionist and Slide Attendant shall be entitled to fifteen (15%) percent premium on every pay cheque in lieu of benefits. Such benefits include: vacation pay, statutory holidays pay, sick leave, bereavement, group life, disability, medical, extended health and dental coverage. This shall be increased to twenty (20%) percent for the Head Lifeguard/Instructor position on July 1, 1999. (Revised March 1, 1998)
- (b) Regular part-time employees may purchase the City of Trail standard benefit package at their own expense.

### 18.1.7 **Hours of Work - Lifeguards, Cashier/Receptionist, and Waterslide Attendant**

- (a) The Employer has the right to:
  - (i) establish hours of work that result in split shifts, and
  - (ii) require a Lifeguard to work six (6) consecutive days in order to cover shift changes.
  - (iii) shifts can occur on a 24-hour basis.
- (b) The minimum number of hours per shift for which a Lifeguard shall be paid will be in accordance with the Labour Standards Act (amended March 1, 1998).

## ARTICLE 18 - AQUATIC & LEISURE

### 18.1.7 Hours of Work - Lifeguards, Cashier/Receptionist, and Waterslide Attendant

- (c) Lifeguards shall not be left guarding on the pool deck for longer than two (2) hours at a time (revised March 1, 1998).
- (d) Those employees giving lessons will be paid fifteen (15) additional minutes before and fifteen (15) additional minutes after an instructional lesson block to allow for preparations and reporting time. (Added March 1, 2001)

### 18.1.8 Overtime Hours and Pay - Lifeguards, Cashier/Receptionist, and Waterslide Attendant

- (a) Overtime shall mean all time worked at the request of the Employer in excess of eight (8) hours per day or forty (40) hours per week . Overtime shall be paid as follows:
  - 1 ½ times the rate for the first three hours in each day and 2 times the rate thereafter.

(Revised March 1, 2001)

- (b) Statutory holidays will be paid at straight time, except where such payment will conflict with or be less than Provincial Labour Standards.
- (c) All overtime hours will be paid out in cash.
- (d) No shift premium for weekend work.

### 18.1.9 Job Training - Lifeguards and Waterslide Attendant

- (a) Lifeguards are required to attend inservices annually:
  - (i) In services will be at least, but not limited to three (3) times per year.
  - (ii) in services are scheduled for at least the following time periods:
    - August/September (paid)
    - December/January (paid)
    - May/June (paid);
  - (iii) At least one in service includes a training certification program for staff.
  - (iv) For the purpose of inservice training, employees shall be paid a minimum of two (2) hours at the regular rate. (Added March 1, 2001)
- (b) Lifeguards are required when posted to attend Department staff meetings:
  - (i) One hour sessions at a maximum of seven times per year;
  - (ii) Be paid for the one hour only without overtime; and
  - (iii) Every effort will be made to conduct quarterly meetings when most staff are on site.



## ARTICLE 18 - AQUATIC & LEISURE

### 18.1.9 **Job Training - Lifeguards and Waterslide Attendant**

- (c) The Employer requires the lifeguards to be able to maintain the Lifesaving Society's fitness level.
  - (i) The Employer has the right to request lifeguards to perform the items in the above award at any time at the Silver level;
  - (ii) The Employer will pay the Lifesaving Society fee for this award once a year;
  - (iii) Lifeguards who are not capable or meeting the fitness requirements at any time have ten (10) days to show they are capable to doing the items; and
  - (iv) If they do not meet this requirement, suspended without pay until they are capable of meeting the requirement.
  - (v) Grievance procedures as per Collective Agreement for this section.
  - (vi) All new employees will be given proper orientation and training before the start of their first shift and ongoing training shall be provided to all staff as required by the City. (revised March 1, 1998)

### 18.1.10 **Seniority - Lifeguards and Cashier/Receptionist and Waterslide Attendant**

- (a) Aquatic staff shall be placed on an Aquatic Seniority List after an employee has worked 500 hours. On the signing of this agreement, there shall be separate seniority lists maintained for the positions of lifeguards, cashiers, and waterslide attendants for the purpose of scheduling and other rights conveyed in this agreement. (revised March 1, 1998)
- (b) Seniority based on worksite only (Trail Aquatic & Leisure Centre). Seniority is not available in other areas of the Municipal operation.
- (c) Seniority will be lost when aquatic staff are not available for a regularly scheduled shift, and at minimum work once per week or the equivalent during the shift schedule because of other employment. Where minimum time as stipulated is not worked, the employee will be removed from the seniority list at the end of the shift schedule. (Added March 1, 2001)

### 18.1.11 **Staff Attire - Lifeguards and Waterslide Attendant**

- (a) The Employer agrees to provide, at its costs, a uniform
  - (i) one shirt and one pair of shorts annually and to replace damage or worn-out uniforms as required; (revised March 1, 1998)
  - (ii) uniforms to be worn only in the execution of duties performed for the City of Trail.
  - (iii) a maximum of two (2) bathing suits of suitable quality will be paid for by the City in a calendar year for instructors, based on needs as determined by the City. (Added March 1, 2001)

**ARTICLE 18 - AQUATIC & LEISURE****18.1.12 Shift Changes - Lifeguards, Cashier/Receptionist and Waterslide Attendant**

- (a) Once a shift schedule has been set, changes will only be made for reasons of sickness, accident or authorized leave of absence.
- (b) Where reasonable and possible, the Centre Supervisor may amend the shift schedule.
- (c) Shift schedules will be prepared for commencement of such shifts, **and**
  - (i) instructional shifts will be prepared **48** hours in advance of commencement of such shifts, and
  - (ii) lifeguard shifts will be prepared one month in advance of commencement of such shifts.
- (d) Seniority process applied to shift changes.
- (e) For the purpose of extra shifts, they will be distributed on **an** equitable basis where reasonably possible amongst employees who have indicated they wish to be called. Where an employee has refused a shift three consecutive times, he **will** no longer have to be called for the duration of the shift schedule. (Added March 1,2001)
- (f) Where an employee misses a shift that is scheduled, without proper authorization or just cause, they may be open to investigation that may lead to discipline. (Added March 1, 2001)

**18.1.13 Relieving in Other Positions**

An employee relieving in another position for any portion of their shift shall be paid the rate of the position only when performing those duties.

ARTICLE 19 - WAGE SCHEDULES, ATTACHMENTS AND ADDENDUMS

Section 1 - Wage Schedules, Attachments and Addendurns

19.1.1 Schedules Etc.

Employees shall be compensated in accordance with the applicable Wage Schedule, Attachments and Addendurns appended to this Agreement.

19.1.2 Schedule of Wages Amendments

The wage schedules **as** applicable appended to this agreement shall be increased **as** follows:-

March 1, 2001	1.75%
March 1, 2002	1.75%
March 1, 2003	2%

## **ARTICLE 20 - VARIATIONS**

### **Section I - Variations**

#### **20.1.1 Changes - Mutual Agreement**

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during its existence.

#### **20.1.2 Changes - Letter of Understanding**

All changes to be made as a Letter of Understanding/Agreement, signed by both the City Manager and two (2) members of the Union Executive.

## **ARTICLE 21 - PRINTING OF AGREEMENT**

### **Section 1 - Printing of Agreement**

- 21.1.1           The City will be responsible for the amending and drafting of the Collective Agreement and the costs associated with the printing and supply of the Collective Agreement will be borne equally between the Parties.

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**ARTICLE 22 - EFFECTIVE AND TERMINATING DATES**

**Section 1 - Effective and Terminating Dates**

**22.1.1** This Agreement shall be effective from March 1st, 2001 and shall remain in force until February 28th, 2004 and from year to year thereafter, unless terminated by either Party on written notice served during the month of November.

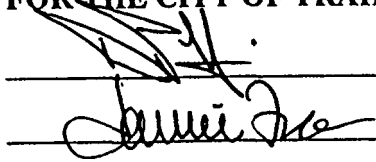
**(Revised March 1,2001)**

**ARTICLE 23 – SIGN DOCUMENT**

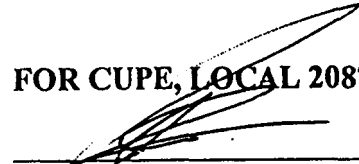
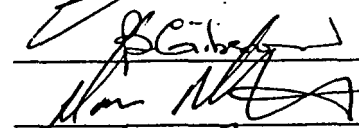
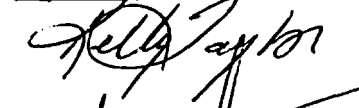
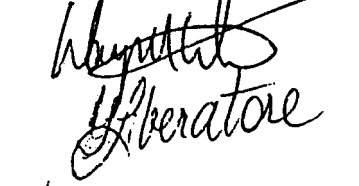
**Article 1 - Sign Document**

23.1.1 IN WITNESS WHEREOF the Parties hereto have caused these presents to be signed by their respective officers thereunto lawfully authorized in that behalf this 17<sup>th</sup> day of **MAY, 2001.**

**FOR THE CITY OF TRAIL**

  
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**FOR CUPE, LOCAL 2087**

  
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# WAGE SCHEDULES



**CITY OF TRAIL  
SCHEDULE "A" HOURLY RATE**

Page 90

<b>PAY</b>		<b>EFFECTIVE</b>	<b>EFFECTIVE</b>
<b>GRADE DESCRIPTION</b>	<b>March 1/2001</b>	<b>MAR. 1/2002</b>	<b>MAR. 1/2003</b>
1 Labour I (Probationary period only)	19.91	20.26	20.67
2 Labourer II (upon completion of probationary period), blaster's helper, mason's helper, surveyor's helper, carpenter's helper, pipelayer's helper, tamper operator, electrician's helper	20.09	20.44	20.85
3 Pump operator, spray tank operator (asphalt), facilities attendant's helper, garbage collection (swamper)	20.45	20.81	21.23
4 Truck driver, compressor-jack hammer operator, concrete pipemaker, line painter operator, garbage truck driver, riding mower 72", Broyhill sprayer, janitor, vibrator compactor operator	20.72	21.08	21.50
5 Truck driver-snow plows, sanding, salt, flusher, Hiab crane (when crane used), recreation facilities attendant I, ice resurfacers, warehouse Att.	20.98	21.35	21.77
6 Rock mason I, pipe layer, gardener	21.30	21.67	22.10
7 Rock mason II, carpenter I, pipefitter, diesel payload operator, power grader operator, cement finisher, painter (brush & spray), two man garbage truck operator, electrician I, blaster, welder, sweeper operator, backhoe operator, road roller operator, recreation facilities attendant II, park master, sidewalk snow plow trackless III, sewer maintenance man assistant, bucket truck operator. The position of sewer maintenance man assistant includes differentials provided in Article 6, Sicard Jr. snowblower operator, bus janitor	21.74	22.12	22.57

CITY OF TRAIL

SCHEDULE "A" HOURLY RATE

Page 91

PAY GRADE	DESCRIPTION	MAR. 1/2001	EFFECTIVE MAR. 1/2002	EFFECTIVE MAR./2003
8	Bus Drivers	22.02	22.40	22.85
9	Carpenter II, recreation facilities attendant III, mechanic II, electrician II, senior equipment operators, utilities distribution Operator I	22.99	23.39	23.86
10	Electrical maintenance men (this rate includes lead-hand differential and differentials provided in Article 6) driving, training instructor, utilities distribution system Operator II	23.39	23.80	24.28
11	Recreation facilities maintenance foreman, utilities distribution system Operator III	24.06	24.48	24.97
12	<b>*Trade Rates:</b> Journey-tradesmen	24.84	25.27	25.78
	Lead hand	<b>To be paid at a rate of fifty (50¢) cents per hour over highest paid employee in the crew, provided lead hand is specifically assigned this classification by his immediate supervisor.</b>		
	Mechanic's helper	<b>If required, will be paid same wages he was getting on the job he came off of.</b>		
	Working foreman	25.84	26.29	26.81
		(\$1.00 more than paygrade 12) * Added March 1, 1988		

**SCHEDULE B**

<b><u>POSITION.</u></b>	<b><u>PAYGRADE</u></b>
Police Guards/Matrons	1
Clerk Typist	1
Clerk Steno I	2
Clerk Steno II	3
Clerk Steno II - Police	4
Cashier Clerk	3
Stores Clerk Steno	3
Machine Operator Clerk	3
Accounting Clerk - Cashier	3
Accounting Clerk I	4
Accounting Clerk II	6
Senior Accounting Clerk	12
Parking Meter Attendant I	1
Parking Meter Attendant II	7
By-law Enforcement Officer	10
Police Clerk - Dispatcher	4
Engineering Technician I	6
Engineering Technician II	8
Engineering Technician III	10
Engineering Technician IV	12
Building Inspector	13
Planning Technician	13

**NOTES**

By-law Enforcement Officer's salary or paygrade includes allowances for emergency calls after regular hours.

Police Clerk's salary or paygrade includes shift differential.

(Revised March 1, 1995)

**CITY OF TRAIL**

**SCHEDULE "B" HOURLY RATE**

<b>Pay Grade</b>	<b>Mar. 1/2001</b>	<b>Effective Mar. 1/2002</b>	<b>Effective March 1/2003</b>
1	20.09	20.44	20.85
2	20.41	20.77	21.18
3	20.83	21.19	21.62
4	21.25	21.62	22.05
5	21.62	22.00	22.44
6	22.14	22.53	22.98
7	22.57	22.96	23.42
8	23.03	23.43	23.90
9	23.53	23.95	24.43
10	24.06	24.48	24.97
11	24.58	25.01	25.51
12	25.15	25.59	26.10
13	25.72	26.17	26.70
14	26.33	26.79	27.33
15	26.96	27.44	27.98
16	27.60	28.09	28.65

## CITY OF TRAIL

### SCHEDULE "C" HOURLY RATE

The following compensation system will be utilized for all employees who work in the Utilities Department (water/sewer distribution, Waste Water Treatment Plant, Water Treatment Plant):

Utility Helper (no certification)	Paygrade 7
Operator in Training	Paygrade 8
Level 1 Operator	Paygrade 9
Level 2 Operator	Paygrade 10
Level 3 Operator (Chief Operator)	Paygrade 11

All certifications based on standards set through the Environmental Operator Certificate Program.

All employees holding current postings in the Utilities Department at March 1, 2001 who do not possess the specified qualifications will be "**red circled**" and rates will not be changed to reflect the new scale until the post is vacated.

All Utilities personnel will receive wage differentials as specified in the Collective Agreement. Schedule "A" to be adjusted to reflect the new pay grades and delete the reference to non-payment of wage differentials.

All other references to Utility positions to be changed to reflect the above-noted classification system.

CITY OF TRAIL

SCHEDULE "D" HOURLY RATE

	<b>Effective Mar. 1/2001</b>	<b>Effective <del>Mar. 1/2002</del></b>	<b>Effective Mar. 1/2003</b>
Head Lifeguard/Instructor	<b>17.29</b>	<b>17.59</b>	17.94
Senior Lifeguard	<b>14.99</b>	<b>15.25</b>	<b>15.56</b>
Lifeguard	<b>13.62</b>	<b>13.86</b>	<b>14.14</b>
Slide Attendant	8.91	9.07	<b>9.25</b>
Cashier/Receptionist	<b>11.89</b>	12.10	12.34

# CITY OF TRAIL

## SCHEDULE "E"

### Recreation Facilities Attendant III

Two positions at the facility to work as follows:

Winter shift schedule:           Wednesday to Sunday  
One (1) day shift and one (1) afternoon shift

Summer shift schedule:       Monday to Friday  
One (1) day shift and one (1) afternoon shift

For the purpose of scheduling shifts, the shifts will be equitably rotated between the two position holders.

### Recreation Facilities Attendant III – Relief

**A** Recreation Attendant III relief position will be utilized by the City for the purpose of vacation relief and when the Foreman and/or the full-time Attendant III position holders are not working a scheduled shift. This position will only be utilized where the incumbent holds and maintains all required qualifications specified for the Attendant III.

Where there is no Foreman or Recreation Attendant III on shift, the most qualified and most senior Recreation Attendant I will assume the position of Lead Hand and be paid the appropriate differential as specified on Schedule "A".

### Maintenance Crew and Operational Crew, Recreation Facilities at Trail Memorial Centre

Shift work shall be as per schedule, which shall be posted with respect to all employees on such schedules. No employee shall have his/her schedule changed unless for emergency reasons or unless mutually agreed upon. Hours of work shall be:

Day Shift:                           eight (8) hours from 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour off for lunch

Afternoon Shift:                   eight (8) hours from 3:00 p.m. to 11:00 p.m. with the time off for lunch dependent upon activities. When required, one or more employees may be scheduled to work from 5:00 p.m. to 1:00 a.m.

Early Shift:                         6:00 a.m. to 2:00 p.m. with a running lunch

### Refrigeration Certificate

Refrigeration Facilities Attendant I employees will move from Paygrade 5 to Paygrade 7 as specified on Schedule "A" upon acquiring all refrigeration certificates specified in the job description.

### Special Shift

Three (3) days day-shift and two (2) days afternoon shift, followed by two days off on a regular five and two basis, for the winter season only. (Added March 1, 1995).

## **LETTERS OF UNDERSTANDING**

### **RENEWED FOR THE CURRENT TERM OF CONTRACT**

- **City Electrical Permit**
- **Job Security**
- **Modified Work Week**
- **First Aid Attendant**
- **Senior Equipment Operators**
- **Shift Change at Sewer Treatment Plant**
- **Trail Aquatic & Leisure Centre**
- **Trail Aquatic & Leisure Centre Employee Access to the Facility**
- **Temporary Employees -- Recreation Attendant Replacement**



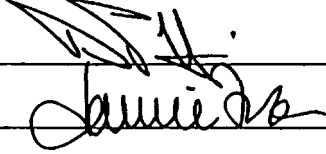
*The City of Trail*

**LETTER OF UNDERSTANDING**

**ELECTRICAL PERMIT**



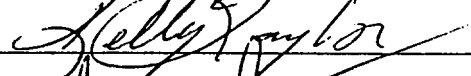
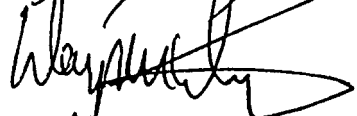

The parties agree that the electrician acting as a signatory for the City's Electrical Permit will be paid a premium of thirty-five cents (35¢) per hour.

**FOR THE CITY OF TRAIL**

  
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Renewed - March 1, 1998  
Renewed - March 1, 2001

**FOR CUPE, LOCAL 2087**

  
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*The City of Trail*

March 16TH, 1988

Renewed - July 7th, 1992

Renewed - March 1, 1995

Renewed - March 1, 1998


Renewed - March 1, 2001

**LETTER OF UNDERSTANDING**


**JOB SECURITY**

From the date of the signing of this Agreement, up to and including February 29, 2004, the City of Trail intends that the number of regular full-time employees on the payroll will not fall below fifty **six** (56). It is recognized that short-term illness and W.C.B. are excluded from this number. It is acknowledged and agreed by the parties hereto that in the event of municipal restructuring or in the event that functions provided under contract or in an agreement with R.D.K.B., R.C.M.P. and other local governments are withdrawn, eliminated or altered by said authorities, the parties agree to negotiate the reduction of full-time employees specified above. If, as attrition takes place, the City decides to reduce this number, one-half of the average annual salary in the City will be reduced to cents per hour and folded into the current wage scale. It is understood that this letter becomes null and void at midnight, February 29, 2004. The employees on the attached Schedule "A" : will not be subject to the layoff provisions of the Collective Agreement for the life of this Letter of Understanding.

**FOR THE CITY OF TRAIL**

  
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**FOR C.U.P.E. LOCAL 2087**

  
\_\_\_\_\_  
*Kelly Taylor*  
\_\_\_\_\_  
*W. G. Giberatore*  
\_\_\_\_\_

(revised March 1, 1998)

## CITY OF TRAIL / CUPE Local 2087

## Job Security Schedule

Emp. #	Employee Name		Dept	Union
1	AB802	ABENANTE, JOHN	003	1
2	BA101	BARRETT BRIAN C.	003	1
3	BA374	BALFOUR SCOTT M.	003	1
4	BE100	BERTOLUCCI GERRY	003	1
5	BI109	BIGNELL RON	003	1
6	BI359	BIRUKOW, ANNE M.	003	1
7	BO475	BOGS KEN A.E.	003	1
8	BO509	BONACCI MICHAEL F.	003	1
9	CA270	CAPUTO CLIFFORD A	003	1
10	CH819	CHERNOFF ANDREW P.	003	1
11	CL123	CLEAVELEY JAMES E.	003	1
12	CL914	CLARKSON JAMES W.	003	1
13	CR909	CRANDELL RON	003	1
14	DE128	DEGAN DARIO	003	1
15	DU761	DUFFUS GORDON	003	1
16	HA139	HALIFAX GARY	003	1
17	LE218	LEMOEL DARRELL	003	1
18	LE149	LEVESQUE PAUL B.	003	1
19	LO703	LOPES ALFREDO M.	003	1
20	MA203	MACGILLIVRAY JOHN	003	1
21	MA367	MARCHI JERRY F.	003	1
22	MA424	MATTEUCCI JOE A.	003	1
23	MA787	MASON DAVE	003	1
24	MA797	MALOFF CERAL	003	1
25	MC315	MCLACHLAN RONALD	003	1
26	MC945	MCINTYRE WAYNE	003	1
27	PA727	PAUL BRIAN C.	003	1
28	PE492	PEDROSA ANTONIO C.	003	1
29	PR954	PRIDDY DAVID	003	1
30	RE459	REILLY ROBERT A.	003	1
31	RU165	RUGG DAVE	003	1
32	SI462	SIMISTER DERRICK	003	1
33	SM213	SMYTH ROYSTON E.	003	1
34	SU940	SULLIVAN STEVEN D.	003	1
35	TA181	TAYLOR KELLY	003	1
36	VO637	VOLPATTI ERIC W.	003	1
37	WA433	WATT DONALD	003	1
38	WO248	WOODS ROBERT J.	003	1
39	WO706	WORKMAN RANDY G.	003	1
40	YU417	YURIS TERRY G.	003	1
41	AN800	ANTAK MARIO	004	1
42	BO625	BOISVERT DOREEN	004	1
43	BO890	BOJECHKO MARLENE	004	1
44	CI870	CIVITARESE SHERON	004	1
45	GA812	GASKELL SUSAN L.	004	1
46	GI779	GIBSON BARBARA M.	004	1
47	HI448	HILLIER ALLAN F. G	004	1
48	HO118	HOYER SHERRI L.	004	1
49	LE807	LEVICK GAIL A.	004	1
50	MC160	MCCONNACHIE DENISE A.L	004	1
51	MI115	MILES KEITH E.	004	1
52	PA526	PASQUALOTTO MICHELLE L	004	1
53	PR171	PROULX WARREN	004	1
54	RE375	READ SHIRLEY M.	004	1
55	VO186	VOLPATTI THOM	004	1
56	WA843	WARZOCHA KENNETH G.	004	1

**LETTER OF UNDERSTANDING**

**HOURS OF WORK - OFFICE AND SUPPORT STAFF**

**MODIFIED WORK WEEK**

The parties hereby agree a modified work week as described herein be implemented.

1. **A Modified Work Week**

A modified work week shall comprise of a regular work week plus an accumulated 2.5 hours at straight time within a five day work week, excluding all paid or unpaid leaves under the Collective Agreement, for those working a paid 37.5 hours a week. The accumulated straight time hours shall be carried in a bank for a scheduled paid day off comprising 7.5 hours.

Employees cannot accumulate beyond 7.5 hours in the “modified work week bank” and this time must **be** scheduled and used before additional time can be accumulated.

2. **Banked Time and Cash Payout**

Schedules must be prepared and submitted by the employees participating in the program for approval by their supervisor for the upcoming month three (3) working days prior to the commencement of the month. These schedules will reflect time worked, time used, and any accumulated time carried forward.

The accumulated banked time of 7.5 hours must be taken **as** a paid day off on the scheduled day, or if this is not possible, within 60 days of the last modified day worked.

A cash payout shall not be available for any hours banked under the modified workweek. Banked times for all other purposes shall remain in accordance with the Collective Agreement without any modification.

3. **Overtime Accumulation and Compensation**

For the purpose of a modified work week only, each 1/2 hour accumulated in a **work** day between Monday to Friday, shall not be considered overtime and shall **not** be compensated as overtime. For all other purposes, the overtime provisions of the Collective Agreement shall apply.

4. Time Worked

For the purpose of a modified work week, time worked towards the accumulation of 7.5 hours in the bank shall be based on time worked excluding sickleave, vacation, statutory, holidays and any other paid or unpaid leaves as specified in the Collective Agreement.

5. Wage Rate Relieving in High Rated Position

For the purpose of modified work week which results in a scheduled day-off, no wage rate adjustment shall be made to an individual if required for partially relieving in a higher-rated position unless the individual was assigned to work in a higher-rated position to the scheduled day off under the modified work week and in such case the provisions of the Collective Agreement shall apply. At all times, relieving in a higher rated position shall be avoided through scheduling; however, partial work for short periods may be necessary to service customers.

6. Hours of Work

Banked time will only accumulate between 4:30 pm and 5:00 pm, or as mutually agreed to by the City and the employee depending on the operational needs of the City.

7. Modified Work Week Bank

A modified work week bank shall not contain more than 15 hours in a 60 day period worked. This banked time shall remain as a separate bank. It must be taken as paid time off as scheduled and is not subject to cash payout. Employees will only be permitted to bank and utilize a maximum of twelve (12) days in a calendar year.

8. Scheduled Paid Day Off - Monday and Friday

The participating members shall take a paid day off as per schedules drawn and subject to the availability of personnel in the affected areas and work requirements. The scheduled paid day off shall be a Monday or a Friday or any other day if prior approval by a supervisor has been obtained prior to the commencement of the scheduled paid day off.

**Letter of Understanding**

9. Participation

For the purpose of the modified work week, participation is limited to individuals in the office and support classifications who are not in any shift work which precedes or extends between 7:00 a.m. to 5:00 p.m., are classified permanent employees and have been designated that participation is mandatory for the purpose of the program to be effective.


10. General - Monetary Gain and Interpretation

The modified workweek shall not incur any monetary increase to any participants other than a paid day off as per schedules drawn and **as** per time banked under the modified work week. The modified work week shall be interpreted within the context **of** this Letter of Understanding and not within the context of the Collective Agreement **as** a whole unless specifically stated.

11. Notice of Termination

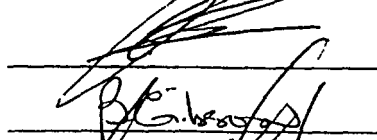

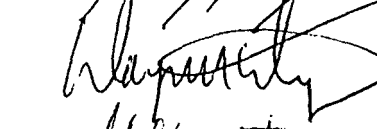
This Letter of Understanding shall be in effect until February 29, 2004 after which either party may terminate the modified work week without prejudice by giving thirty (30) calendar days written notice of termination to the other party.

FOR THE CITY OF TRAIL

  
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(revised March 1,1998)

FOR CUPE, LOCAL 2087

  
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Liberatore


**LETTER OF UNDERSTANDING**

**FIRST AID ATTENDANT**

In accordance with Article 8.1.4 of the Collective Agreement, the parties to this Collective Agreement consent to this letter of understanding respecting premium pay for designated First Aid Attendant at the City's work sites where the Workers' Compensation Regulation requires the employer to designate a first-aid attendant. The parties further agree and consent to the following:


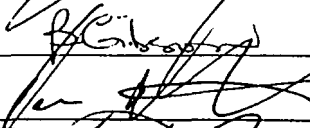
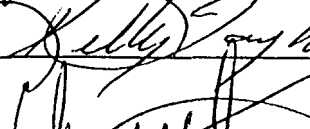
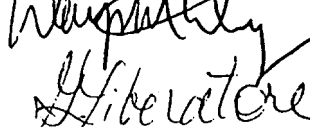
- the designated first aid attendant at the site is entitled to a premium of 30 cents an hour over the regular pay inclusive of other differentials and premium pays outlined in the Collective Agreement;
- the designated first aid attendant must hold the basic level one certificate commonly required by the Workers' Compensation Regulations;
- the designated first aid attendant is responsible to provide first-aid to all City workers, maintain record keeping of first aid given, file all appropriate forms with respect to first aid requirements at the work site, ensure required first aid supplies are available, ensure that first aid supplies are in his/her possession for the day and sufficiently in stock, requisition for first aid supplies and be within radio/telephone communication reach of all City workers at his/her designated work site;
- the designated first aid attendant shall keep abreast of updated requirements of the basic level certification and Occupational First Aid Regulations issued by Workers' Compensation Board;
- this letter of understanding does not replace any other requirements imposed by the Collective Agreement, Safety **Work** Procedures of the City and First Aid Requirements under the Workers' Compensation Regulations as applicable to the City's work sites;
- this letter of understanding comes into effect on January 19, 1995
- this letter of understanding may be cancelled by either party giving a 30-day written notice or expires with this Collective Agreement unless renewed by both parties as part of the Collective Agreement Bargaining process.

**FOR THE CITY OF TRAIL**

  
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(renewed March 1, 1998)

**FOR CUPE, LOCAL 2087**

  
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*The City of Trail*

**LETTER OF UNDERSTANDING**


**SENIOR EQUIPMENT OPERATORS**

The parties hereto agree and understand the following:

- (1) That the City of Trail will retain three (3) posted Senior Equipment Operator positions provide that operational requirements necessitate the need for said postings.
- (2) That management of the City of Trail, at its discretion, may assign duties to senior Equipment Operating personnel based on the operational needs of the City and as such, is not required to consider seniority when assigning duties on a daily basis.
- (3) It is recognized and understood that Senior Equipment Operators may be required to operate any piece of equipment owned or rented by the City provided that the operator has been given the proper orientation and training required to operate the equipment in a safe and effective manner.
- (4) **Prior** to assigning duties, management will consider employee safety, training requirements, and the skills and expertise of the employees affected.
- (5) Management will endeavor to ensure that work is distributed in a fair and equitable manner to all employees affected.


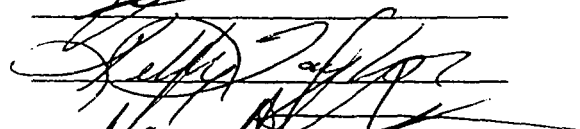
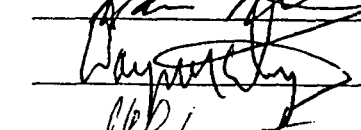
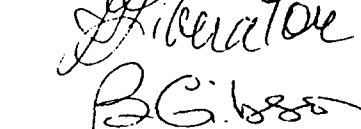

This Letter of Understanding expires with the Collective Agreement unless renewed by parties to the Collective Agreement and may be canceled by either party by giving thirty (30) days written notice of such.

**FOR THE CITY OF TRAIL**

  
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(renewed March 1, 1998)

**FOR CUPE, LOCAL 2087**

  
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*The City of Trail*

**LETTER OF UNDERSTANDING**

**SHIFT CHANGE AT SEWER TREATMENT PLANT**

Effective March 1, 1996.

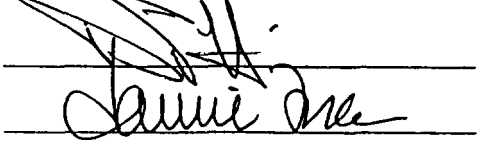
In accordance with Articles 10.1.3(k) and 10.2.3, it is desirable and mutually agreed upon that the hours of work and shift schedule at the City's Regional sewer Treatment Plant needs changed to accommodate personnel coverage during the construction schedule, provide a steady maintenance schedule, provide coverage during holidays and provide additional training to workers at this site to achieve required certification.

The parties to the Collective Agreement consent to the change. The parties further agree to the following:

- Shift schedule shall be as per posted schedule that allows for three (3) employees to work Monday to Friday with one person on call-out for Saturday, Sunday and other holidays.
- Only one person will provide coverage on Statutory Holidays. Statutory Holidays as provided in this Collective Agreement.
- Overtime call-out and differentials will be applicable as per the Collective Agreement.

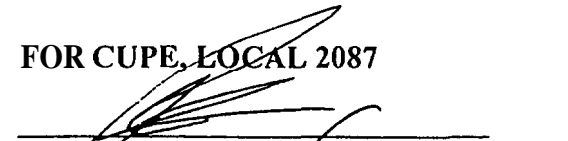
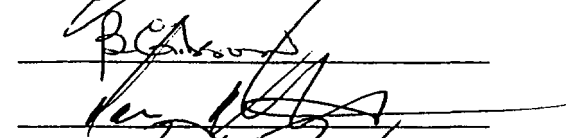
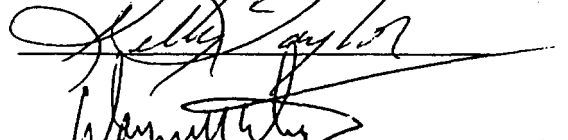
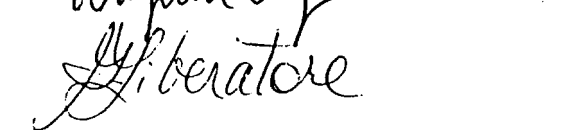

This Letter of Understanding comes into effect April 3, 1996 and continues until either party gives 30 days cancellation notice or expires with the Collective Agreement unless renewed by parties to the Collective Agreement.

**FOR THE CITY OF TRAIL**

  
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(renewed March 1, 1998)

**FOR CUPE, LOCAL 2087**

  
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*The City of Trail*

**LETTER OF UNDERSTANDING**

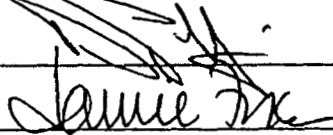
**TRAIL AQUATIC & LEISURE CENTRE**

The City of Trail and CUPE Local 2087 hereby agree Article 10 Section 7.4 shall not apply to Aquatic Employees working as casuals in other departments of the City of the same day.


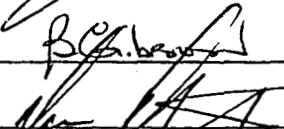
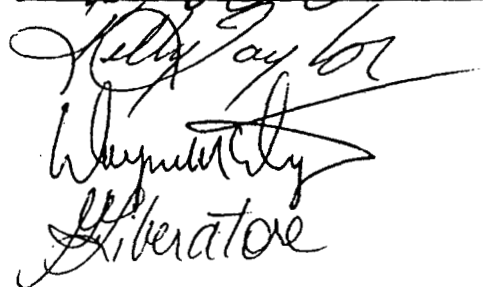
This Letter of Understanding expires with the Collective Agreement unless renewed by parties to the Collective Agreement and may be cancelled by either **party** by giving thirty (30) days notice of such.

INTENDING TO BE LEGALLY BOUND, the Parties have executed this Letter of Understanding of the 20<sup>th</sup> day of January 1997.

**FOR THE CITY OF TRAIL**

  
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**FOR CUPE, LOCAL 2087**

  
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(renewed March 1, 1998)

*The City of Trail*

**LETTER OF UNDERSTANDING**


**TRAIL AQUATIC & LEISURE CENTRE EMPLOYEES**

**ACCESS TO THE FACILITY**

The City of trail and CUPE Local 2087 hereby agree that employees covered under Article 18 of the Collective agreement, with the exception of cashier positions, shall have free access to the Trail Aquatic and Leisure Centre. This free access to the facility is limited to the day of the employee's shift at the facility.

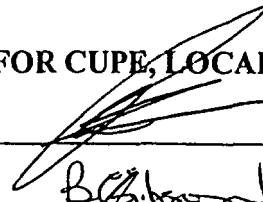
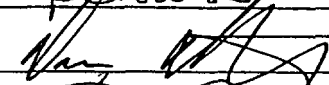

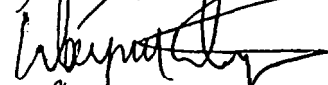

This Letter of Understanding shall be in effect until February 29, 2004 after which either party may terminate this letter without prejudice by giving thirty (30) calendar days notice of termination to the other party.

**FOR THE CITY OF TRAIL**

  
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(added March 1, 1998)

**FOR CUPE, LOCAL 2087**

  
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*The City of Trail*

**LETTER OF UNDERSTANDING**


**TEMPORARY EMPLOYEES – RECREATION ATTENDANT REPLACEMENT**

The parties hereto agree and understand the following:


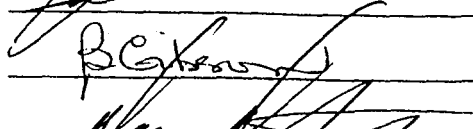
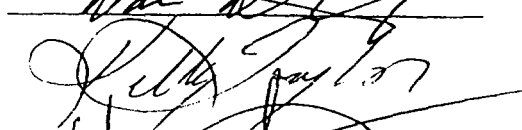
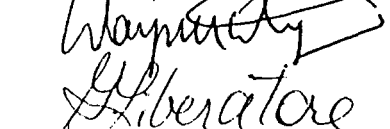

- (1) That notwithstanding the Definition of “Temporary Employee” referred to in the Collective Agreement and the Letter of Understanding, titled “Temporary Employees”, the period of time which two (2) Temporary Employees currently employed at the Trail Memorial Centre will be permitted to work **will** be extended to September 30<sup>th</sup>, 2001.
- (2) This Letter of Understanding pertains to specific coverage associated with the long-term leave of the incumbent Recreation Attendants.
- (3) If prior to the expiration of this letter, both of the Recreation Attendants return to active duty, the letter is effectively cancelled.
- (4) If prior to the expiration of this letter, one of the Recreation Attendants return to active duty, it is agreed and understood that the letter is effectively amended to reflect (1) temporary employee as required for replacement specified under paragraph (2) of this letter.
- (5) By agreeing to this letter of understanding, both parties agree and understand that the letter of understanding titled “Temporary Employee – Recreation Attendant II Replacement” dated March 8, 2001 is cancelled.
- (6) This Letter of Understanding expires on September 30<sup>th</sup>, 2001 and may be cancelled earlier without prejudice by either party giving thirty (30) calendar days notice of such.

INTENDING TO BE LEGALLY BOUND, the parties have executed this Letter of Understanding on the 29<sup>th</sup> of June, 2001.

**FOR THE CITY OF TRAIL**

  
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**FOR CUPE, LOCAL 2087**

  
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# UNION AGREEMENT

## INDEX

	Page Number	Article Number	Clause Number
Absent from <b>Work -</b>			
Employment Abandonment	66	12	12.1.1
Annual Vacation	64	11	11.3.1
Appointments/Vacancies	40	8	8.3.1
Aquatic Employees	80	18	18.1.1
Arbitration Board	21	6	6.1.1
Arbitrator - Single	21	6	6.1.4
Badges and insignia	66	12	12.1.3
Bargaining Agency			
Exclusive (Union)	3	1	1.1.1
Benefits Continuation Of	71	13	13.1.10
Boots Safety	68	12	12.1.12
Bulletin Boards	11	1	1.8.1
Call Out	55	10	10.5.1
Check <del>OFF</del> Union <del>Dues</del>	9	1	1.6.1
City Property	66	12	12.1.2
Classification:			
Changes Job/Position	28	7	7.5.1
Changes In	38	8	8.1.4
Elimination of Change	38	8	8.1.6
Job Description	38	8	8.1.1
New Position	38	8	8.1.3
Compassionate Leave	44	9	9.3.1
Continuation of Benefits	71	13	13.1.10
Court Witness or Jury			
Duty (Paid)	46	9	9.5.1
Coveralls	66	12	12.1.6
Demotions	27	7	7.4.3
Dental Plan:			
Eligibility	75	15	15.1.6
Premiums	76	15	15.1.7
Differentials Wages	59	10	10.8.1
Disciplinary Procedure	66	12	12.1.4
Discrimination:			
No Discrimination - Union	5	1	1.3.1
Gender in Collective Agreement	5	1	1.3.2
Harassment	5	1	1.3.3

# UNION AGREEMENT

## INDEX

	<b>Page Number</b>	<b>Article Number</b>	<b>Clause Number</b>
Dues Check-Off	9	1	1.6.1
Dues Deduct by City	9	1	1.6.2
Ear Plugs	68	12	12.1.14
Eating Allowance	52	10	10.2.5
Educational Leave	45	9	9.4.1
Effective Agreement Date	88	22	22.1.1
Employees No New	14	3	3.1.8
Equal Pay for Equal Worth	60	10	10.8.4
Exclusions Managerial	8	1	1.5.1
Family Leave	47	9	9.6.1
Fire and Theft Insurance	69	12	12.1.17
General Leave	42	9	9.1.1
Gloves	68	12	12.1.10
Grievance:			
Committee Labor Relation	15	4	4.1.1
Committee Union General	16	4	4.2.1
Investigation and Meetings	17	4	4.3.3
Policy	20	5	5.2.1
Procedures	18	5	5.1.1
Stage 1	18	5	5.1.2
Stage 2	18	5	5.1.3
Stage 3	18	5	5.1.4
Stage 4	18	5	5.1.5
Stage 5	18	5	5.1.6
Procedures Time Limits	19	5	5.1.7
Lay-Off and Recalls	37	7	7.14.1
Group Life Insurance/ A.D. & D.	74	15	15.1.3
Handicapped Workers	72	13	13.1.12
Hard Hats Safety	68	12	12.1.9
Hours of Work	48	10	10.1.1
Increments	60	10	10.8.5
Insurance <b>Fire</b> and Theft	69	12	12.1.17

# UNION AGREEMENT

## INDEX

	<b>Page Number</b>	<b>Article Number</b>	<b>Clause Number</b>
Job Description/ Classification	38	8	8.1.1
Job Postings	39	8	8.2.1
Job Security - Technological Change and Automation	13	3	3.1.1
Jury or Court Witness Duty (Paid)	46	9	9.5.1
Labour Relations Committee	15	4	4.1.1
Lay Offs:			
Recalls Grievances	34	7	7.10.1
Advance Notice	33	7	7.9.1
Union Officers	32	7	7.8.2
Lead Hand and/or Charge Hand	59	10	10.8.2
Leaves:			
Educational	45	9	9.4.1
Compassionate	44	9	9.3.1
Family	47	9	9.6.1
Jury or Court Witness (Paid)	46	9	9.5.1
General	42	9	9.1.1
Pallbearer	44	9	9.3.2
Union	43	9	9.2.3
Union/Business	43	9	9.2.1
Legal <b>Costs</b> of Lawsuits or Charges	69	12	12.1.16
List of Employees			
Remittances Union	9	1	1.6.3
Lockouts or Strikes No	7	1	1.4.1
Long Term Disability	76	15	15.1.10
Managerial Exclusions	8	1	1.5.1
Management Rights	12	2	2.1.1
Meal Tickets	52	10	10.2.5
Medical:			
Leave Care	72	13	13.1.14
Plans	74	15	15.1.4

# UNION AGREEMENT

## INDEX

	<b>Page Number</b>	<b>Article Number</b>	<b>Clause Number</b>
Minimum Guarantee on Reporting For <b>Work</b>	57	10	10.6.1
New Employees Collective Agreement	9	1	1.6.4
No New Employee Re: Article 3.04	14	3	3.1.8
Notification of Changes "Technological"	13	3	3.1.2
On Call/Call Outs	55	10	10.5.1
Overtime:			
Accumulation	54	10	10.4.3
Defined	54	10	10.4.1
<b>Pay</b>	54	10	10.4.2
<b>Work</b> by Layed-Off Employees	33	7	7.9.2
Pallbearer leave	44	9	9.3.2
Pay Days	58	10	10.7.5
Payout Sick Leave	72	13	13.1.13
Postings:			
Information Vacancy	39	8	8.2.2
Jobs	39	8	8.2.1
No outside Advertising (Vacancy)	39	8	8.2.3
Pregnancy & Parental Leave	73	14	14.1.1
Prescription Safety Glasses	76	15	15.1.9
Printing of Agreement	87	20	21.1.1
Promotions, Transfers, Demotions	27	7	7.4.3
Protective Clothing	66	12	12.1.8
Qualifying Period	41	8	8.4.1
Reduction of Work Force	32	7	7.8.1
Recall procedure	34	7	7.10.1
Relieving in High Rated Positions	58	10	10.7.4



# UNION AGREEMENT

## INDEX

	Page Number	Article Number	Clause Number
Rest Between Change of Shift	52	10	10.2.6
Retire an Employee at 65	12	2	2.1.5
Safety:			
Committee Joint	78	16	16.1.1
Glasses - Eye Protection	68	12	12.1.15
Glasses Prescription	76	15	15.1.8
Schedule:			
"A" Hourly Rate	90/91		
"B" Hourly Rate	92/93		
"C" Hourly Rate	94		
"D" Aquatic Centre Personnel	95		
"E" Recreation Facilities Attendant	96		
Seniority:			
Calculation Of	23	7	7.1.1
Casual Employees Seniority	23	7	7.1.1
Guards/Matrons Seniority	24	7	7.1.1
Lists	25	7	7.2.1
Loss Of	35	7	7.12.2
Severance Pay	14	3	3.1.5
Sexual Harassment	5	1	1.3.3
Shift:			
Premiums	53	10	10.3.1
Work	52	10	10.2.4
Shop Stewards	10	1	1.7.1
Sick:			
Committee	72	13	13.1.16
Family Leave	47	9	9.6.1
Leave - Definition	70	13	13.1.1
Leave Payout	72	13	13.1.13
Statutory:			
Holidays	61	11	11.1.1
Holidays for Shift Workers	54	10	10.4.4
Strikes or Lockouts No	7	1	1.4.1
Superannuation	74	15	15.1.1

## UNION AGREEMENT

### INDEX

	Page Number	Article Number	Clause Number
Technological:			
Changes Laid <b>OFF</b>			
Employees	14	3	3.1.7
Displacement	13	3	3.1.3
<b>Job</b> Security	13	3	3.1.1
Termination Dates	88	21	22.1.1
Theft and Fire Insurance	69	12	12.1.17
Time <b>OFF</b> Union Officers	17	4	4.3.2
Training & Development	79	17	17.1.1
Training Programs	13	3	3.1.4
Transfers:			
Special Skills	31	7	7.7.1
Within <b>and</b> Outside Bargaining Unit	29	7	7.6.1
Unemployment Insurance	74	15	15.1.2
Union:			
Exclusive Bargaining			
Agency	3	1	1.1.1
Dues Check-Off	9	1	1.6.1
Grievance Committee	16	4	4.2.1
Leave/Business	36	7	7.13.1
Officers Time <b>OFF</b>	17	4	4.3.2
Security	4	1	1.2.1
Vacancies/Appointments	40	8	8.3.1
Vacations Annual	64	11	11.3.1
Variations in Union Agreement	86	20	20.1.1
Wage Schedules, Attachments, and Addendums	85	19	19.1.1
Wages	58	10	10.7.1
Wage Differentials	59	10	10.8.1
Workers Compensation			
Pay Supplement	71	13	13.1.11