

COLLECTIVE AGREEMENT

BETWEEN

**Strathcona
County**

AND



**ALBERTA UNION OF PROVINCIAL EMPLOYEES
LOCAL 118, CHAPTER 009**

January 1, 2003 to December 31, 2005

12212(03)

ALPHABETICAL INDEX

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THIS AGREEMENT is made this 17th day of June, A.D. 2003 pursuant to the Labour Relations Code of Alberta (1988) as amended.

This Agreement is entered into by and between the Strathcona County, municipal corporation covered by the Collective Agreement (hereinafter referred to as "the County" or "the Employer") and the Alberta Union of Provincial Employees Local 118/009 (hereinafter referred to as "the Union").

Whereas, the above parties are mutually desirous of entering into a Collective Agreement with the intent and purpose of:

- A. Promoting a harmonious relationship;
- B. Providing for conditions of employment, hours of work and rates of pay;
- C. Establishing the means for prompt and equitable settlement of disputes or grievances between the County and Employees represented by the Union, **and;**
- D. Encouraging efficiency in operation.

Now therefore, the parties hereto mutually agree as follows:

ARTICLE 1 - DEFINITIONS

1.01 In this Agreement:

- a) A word used in the singular applies also in the plural. A word used in the masculine applies also in the *feminine*.
- b) "Employee" means a person employed by the Strathcona County in the Public Works Operations, Vehicle and Equipment Services, Materials Management, Water and Wastewater Operations, and Engineering and Environmental Planning, **as** listed in Schedule A.
 - (i) "Regular Employees" are Employees who occupy established positions and who have successfully completed the probationary period and work the fully scheduled hours;
 - (ii) "Part-time Employees" are Employees who occupy established positions and have successfully completed the probationary period and work less than the fully scheduled hours of Regular Employees;
 - (iii) "Temporary Employees" are Employees who are indefinite term Employees or Employees for specific projects, seasonal employment, replacements for Regular Employees who are on illness leave, Short Term Disability, Long Term Disability, Worker's Compensation, Maternity Leave, Parental Leave and Adoption Leave. Indefinite term Employees upon completion of more than fifteen (15) months of continuous service will be deemed to be Regular Employees. "Continuous service", for the purpose of this clause, means any period of employment that does not include a break in service of more than thirty (30) calendar days.
 - (iv) "Apprenticed Employees" are Employees who are registered **as** Apprentices under the Manpower Development Act of the Province of Alberta;
 - (v) "Probationary Employee" means **an** Employee who during his initial period of employment, occupies **an** established position during a probationary period.
- c) Grade means the step assigned to a class within the pay grid.
- d) Union Steward means a person who is selected by the members of the Union to act on behalf of those Employees **as** empowered by the Union.
- e) Liaison Committee is the joint Liaison Committee established by the two parties **as** stipulated within this Agreement.

- f) Casual Illness is any illness which may cause the Employee to be absent from work for a period of three (3) consecutive work days or less.
- g) General Illness is any illness which causes an Employee to be absent from work for a period of more than three (3) consecutive work days.
- h) “Layoff” includes a reduction in the work force as a result of shortage of work.
- i) Branch means:
 - 1) Public Works Operations
 - 2) Vehicle and Equipment Services
 - 3) Water and Wastewater Operations
 - 4) Engineering and Environmental Planning
 - 5) Materials Management
- j) Classification means each line in Schedule A.

ARTICLE 2 - JURISDICTION

- 2.01
- a) During its term, **this** Agreement shall be applicable to any person employed in the Public Works Operations, Vehicle and Equipment Services, Materials Management, Water and Wastewater Operations, and Engineering and Environmental Planning of the Strathcona County, who are described in Schedule A attached hereto, or to positions that fall within the jurisdiction of the Union.
 - b) When additional work is required by the Employer, individuals who have paid Union dues to the Alberta Union of Provincial Employees, Local 118, Chapter 009 in the past twelve (12) months, will be called first and, if available, offered the additional work.

Terms of Agreement

- 2.02
- This Agreement shall be binding and remain in effect from the date upon which both parties exchange notice of ratification by their principals, **up** to and including December 31, 2005, except for the wage re-opener as identified in Schedule “A”, and shall continue from year to year thereafter unless either party gives the other notice in writing in accordance with the Labour Relations Code in effect at the time.
- 2.03
- Where notice to negotiate amendments for a new Agreement has been given, **this** Agreement shall continue in force and effect during the period that the parties bargain for a **new** Collective Agreement or in accordance with the Labour Relations Code in effect at the time.

2.04 Notwithstanding anything in this Article, any portion of this Agreement may be opened for negotiations between the County and the Union at any time provided that both parties agree.

ARTICLE 3 - APPLICATION

3.01 Regular Employees shall be granted all the terms and conditions of this Agreement.

3.02 Part-time Employees shall be granted all the terms and conditions of this Agreement except those conditions which require a particular length of service, such benefits shall be granted on a pro-rata basis in relation to hours of work of full-time employment.

3.03.1 Apprenticed Employees as defined within "The Manpower Development Act of the Province of Alberta" shall be granted all the terms and conditions of this Agreement.

3.03.2 Apprenticed Employees shall have access to the application of any grievance procedure except for termination of employment as a result of:

(i) unsatisfactory probationary performance in accordance with Article 6.01.1, or;

(ii) failure to comply with the terms and conditions of the Manpower Development Act and/or regulations.

3.03.3 Apprenticed Employees shall be trained to the standards applicable to that particular trade and shall be entitled to make such application for Journeyman status, or to take such training as may be required to achieve such status, with every cooperation of the County and with all reasonable dispatch.

3.03.4 When an Apprentice has successfully completed the Apprenticeship Program and there is no vacancy for a Journeyman in that trade the Employer may give the Apprentice the option of remaining on staff as an Apprentice at the maximum rate for an Apprentice or the Apprentice can resign his employment.

3.03.5 An Employee opting to remain as an Apprentice will be required to compete for Journeyman vacancies. If the Apprentice refuses an offer to be promoted to an available Journeyman vacancy, this may be grounds for dismissal.

3.04.1 Temporary Employees shall be entitled to the terms and conditions of this Agreement, except where Regular Employees are referenced. Seniority for employment periods of less than six (6) months shall not be accumulated.

3.04.2 A Temporary Employee shall be considered probationary for the first three (3) months of employment and shall not serve probation for subsequent years of employment unless a break of service of greater than one (1) year has occurred or the Employee is returning to a different position. Temporary Employees shall have access to the application of the grievance procedure except in connection with termination of employment as a result of either:

- (i) unsatisfactory performance, or;
- (ii) the abolishment of the position occupied by the Temporary Employee.

3.04.3 For the purpose of determination of Pay Grade and Step a Temporary Employee returning for subsequent employment within one (1) year may be required to undertake the appropriate probationary period unless he is returning to a position in which he has previously fulfilled the probationary requirements.

3.04.4 When Temporary Employees are recalled, it shall be based on:

- (i) a satisfactory performance evaluation from the previous year of employment;
- (ii) the Employee having qualifications to do the job for which he is recalled;
- (iii) the Employee's accumulated service.

This clause will not apply to Employees participating in the NAIT or other post secondary Water and Wastewater Training Program.

3.05 A Probationary Employee in accordance with Article 6.01.1 shall be granted all the terms and conditions of this Agreement but shall not have access to the application of any grievance procedure for termination of employment as a result of:

- (i) unsatisfactory probationary performance; or,
- (ii) the abolishment of the position occupied by the Probationary Employee.

ARTICLE 4 - MANAGEMENT RECOGNITION

4.01 The Union recognizes that it is the right of the Employer to exercise the regular and customary function of the Employer and to direct the working forces, subject to the terms of this Agreement.

ARTICLE 5 - UNION RECOGNITION

Union Recognition

- 5.01.1 The **County** recognizes the Union **as** the sole bargaining agent of the Employees covered by this Agreement.
- 5.01.2 No Union Employee shall be required or permitted to make any written or verbal agreement which may be in conflict with the terms of this Collective Agreement.

Monthly Staffing Reports

- 5.01.3 The County recognizes the need of the Union to have required information concerning Employees eligible for membership in the Union and hereby agrees to submit between the sixteenth (16th) day **and** the last day of each month, the name, address, and position filled by **any** new Employees assigned to Public Works Operations, Vehicle and Equipment Services, Materials Management, Water and Wastewater Operations and Engineering and Environmental Planning and eligible for membership in the Union.

The Employer shall supply all new Employees with a copy of the Collective Agreement,

No Discrimination

- 5.02.1 The parties agree that there shall be no discrimination or coercion exercised or practised with respect to any Employee for reason of function, membership or legitimate activity in the Union.
- 5.02.2 The Employer shall exercise its rights in a fair and reasonable manner, nor shall these rights be used in a manner which would deprive any Employee of his employment, except for just cause.

Bulletin Boards

- 5.03 The County recognizes the right and need of the Union to be able to post notices of meetings and other legitimate Union activities at various sites wherein members of the Union are assigned or employed.

Seniority Lists

- 5.04. The County shall maintain a list showing the date upon which each Employee's service commenced. The County shall forthwith provide the Union, upon request, with **an** up-to-date list and shall, in any event, post an up-to-date list on all bulletin boards where the Employees work on July 1st and January 1st in each year.

Union Officers

- 5.05 The County recognizes the right of the Union to appoint one Employee per work area **as** Union Stewards who are to be recognized **as** official representatives of the Union.

Time Off for Union Business

- 5.06.1 Time-off without loss of regular wages, will be granted for Union Officers, Stewards, Liaison and Safety Committee members when they are required to attend contract negotiations, Liaison Committee, Safety Committee or Grievance Procedure meetings with County representatives. For purposes of contract negotiations there will be a maximum of five **(5)** Union members present.

- 5.06.2 (i) When Union Officers, Stewards, Liaison, Safety and Bargaining Committee members are required to be absent from their regular work place for any **of** the following:

- to meet with their counsel, Labour Board representatives and/or other government agency representatives on official Union business
- to conduct other Chapter business
- to prepare for contract negotiations
- to prepare for Liaison meetings

Time-off without loss of regular wages will be granted upon written application submitted to the Employer seven **(7)** days before the scheduled absence or such shorter period as may be mutually acceptable; and the County will recover such hourly wages from the Union.

Time off for members to conduct other Chapter business or to prepare for Liaison meetings shall be subject to the approval of the Employer.

Time off for the Bargaining Committee to prepare for contract negotiations shall be provided to a maximum of **fifteen (15)** work days per round of bargaining, and no member shall take more **than five (5)** work days off.

- (ii) When members elected as delegates to attend the annual convention **of** the AUPE; members designated as delegates representing the Union at conventions of other Employee organizations; members elected **as** representatives of the Union to attend seminars and Chapter meetings; members **of** the provincial executive of the Union, to attend general meetings which are normally held once every two **(2)** months on a Saturday; members **of** the Union Executive Committee, to attend meetings which are normally held monthly on **a** Friday; members who have been appointed to the Joint Public Service Pension Board, to attend Board

meetings or Board authorized training, time off without loss of regular wages will be granted upon written application submitted to the Administration seven (7) days before the scheduled absence or such shorter period **as** may be mutually acceptable. The County will recover such hourly wages from the Union. Time off for members described in this Clause **(5.06.2 ii)**, shall be provided up to a local Chapter total of twenty five **(25)** work days per calendar year.

- (iii) If any member of the local Executive is elected to the Provincial Union Executive for a term of one year or more, or one local Executive seconded for **three** months or more by the Provincial Union, that member will be granted an unpaid leave of absence, subject to thirty (30) days written notice or such shorter period **as** may be mutually acceptable.

Job Descriptions

5.07.1 The County Administration shall **give** Written notice to the Union of the establishment of any new or **amended** job descriptions and/or salary classification levels (Schedule **A**). Where Union and management representatives through the Liaison Committee are unable to agree within thirty (30) days on either the correct classification of a revised job description or on the compensation level of a new job description, the matter may be advanced to arbitration for the establishment of the compensation for the individuals for which the job description has changed. If a wage change results, the effective date of change shall be determined by the Arbitrator. Both the Employer and the Union will share the cost of the Arbitrator equally. The Arbitrator will be guided by:

- (i) evidence and submissions of the parties;
- (ii) the salary levels in the Collective Agreement;
- (iii) the complexity, working conditions and knowledge requirements of the other positions in the Collective Agreement at the time that the new position is established.

However, the Arbitrator shall not be restricted to the existing salary levels.

5.07.2 **An** Employee may at any time bring to management for review, changes that may have occurred to his existing job duties. The ~~Employee/Union~~, may bring such issues forward to Liaison Committee.

5.07.3 **A** job description summary for each Union position is necessary for the determination of the appropriate pay classification. The current job description summaries will be attached to the Collective Agreement.

Union Membership

- 5.08 Each person who becomes employed in positions covered by **this** Agreement shall automatically become a member of the Union **as** a condition of employment.
- 5.09 (i) The Employer agrees to remit to the central office of the Union, the amounts equal to the dues that have been deducted from the pay of all Employees by the first working day after the fifteenth (15th) calendar day in the following month. Where **an** accounting adjustment **is** necessary to correct an over or under payment of dues, it shall be effected in the succeeding month.
- (ii) The Employer shall provide the Union with a monthly list identifying each Employee, including new or terminated Employees. The list will include Employee name, address, identification number, starting date, classification and dues deducted for that calendar year.
- (iii) The Employer recognizes the importance of new Union Employees receiving an orientation to the Union. To ensure this occurs, the Chapter Executive will be given a list of all newly hired Employees and a representative of the Union shall, within thirty (**30**) calendar days of the Employees' date of hire, make a presentation to the Employee(s) with respect to the structure of the Union as well as the rights, responsibilities and benefits of membership in the Union.

ARTICLE 6 - CONDITIONS OF EMPLOYMENT

Period of Probation

- 6.01.1 The probationary period for new Employees in established positions shall be three months. Where it is not practical to evaluate the Employees suitability, or **the** Employee has not proven his suitability, the period may be extended up to an additional three months at the discretion of the Department Head. Where such **an** extension is necessary the Employee and the Union shall be notified of the extension and the cause for the extension.
- 6.01.2 A Probationary Employee shall be entitled to the appropriate articles of **this** Agreement concerning leaves of absence for reason of casual illness, general illness, or compassionate leave.
- 6.02 An Employee who has previously been employed by the County will have such previous employment considered part of the probationary period provided that: a break in service is one (1) year or less and the Employee **is** returning to the same job.

- 6.03** At any time, an Employee, categorized as probationary, may be released by the Department Head or the County Administration. Such notice of release will be formalized in writing and will give the reason for the Employee being released as soon as practicable following the release.
- 6.04.1** Employees shall provide at least ten (10) working days written notice of their intention to resign.
- 6.04.2** In the event that an Employee terminates his employment with the County without submitting the Written notice in compliance with Clause **6.04.1**, the Employee shall not be entitled to receive his regular cheque and/or his final cheque until the next regular distribution of regular wage and salary cheques.
- 6.05** **An** Employee who is absent from his employment and who has not informed the Employer, may after five (**5**) consecutive days of such unauthorized absence, be considered to have abandoned his position and shall be deemed to have resigned.
- 6.06** All Employees must comply with the approved departmental and OH&S dress code as a condition of employment.

Discipline

- 6.07.1** Any member subject to any level of discipline may be represented by an attending Union representative.
- 6.07.2** The County shall notify the Union in writing forty-eight (**48**) hours in advance of any disciplinary meeting.
- 6.07.3** No Employee shall be disciplined without just cause. In the event that the County initiates formal disciplinary action against an Employee, that Employee and the Union shall be informed at the same time in writing as to the reason(s) for such action. The correspondence to the Union shall be placed in the Union's mailbox located at the Strathcona Public Services Yard.
- 6.07.4** An Employee who has been wrongfully disciplined, demoted, suspended or discharged and who is later reinstated shall be compensated in full for any loss of wages or benefits which resulted thereby.
- 6.07.5** Past disciplinary infractions shall be deemed void and removed from the Employee's file after twenty-four (**24**) months from the date of the application of the discipline.

Posting of Positions

- 6.08.1 When a position of a Regular or Temporary nature is to be filled, notice of the vacancy shall be posted within five **(5)** working days, on all bulletin boards for a minimum of one (1) week. The position can be filled by appointment if it is to be filled for a period of less than **thirty (30)** calendar days.
- 6.08.2 Such notice will contain the following information: nature of position, qualifications, required knowledge and education, skills, **shift**, hours of work, experience, wage rate or range, consistent with the job description.
- 6.08.3 Where there are qualified Union candidates for a posted position, their applications shall be considered first.
- 6.08.4 Where qualified applicants have applied and a suitable candidate has been selected, the Employer shall appoint a candidate to the position within **thirty (30)** days of the competition closure.
- 6.09.1 Preference in the filling of positions shall be given to Employees of the County over all other persons, where the Employee has the required skills and ability to perform the tasks of the position.

Promotions Transfers

- 6.09.2 **An** Employee who is transferred or promoted to another position shall be confirmed in that other position within three **(3)** months unless the Employee wishes otherwise or proves unsatisfactory in the new position, in which case the Employee will be returned to his former position. Any other Employee promoted or transferred because of the displacement of positions shall also be returned to his former position. In any event, Employees promoted or transferred shall be paid at the rate applicable to the new position from commencement **of** employment in the position until returned to the previous position.
- 6.10 In making promotions and filling vacancies, appointments will be made on the basis of qualifications, experience, ability and seniority.

Relief

- 6.11 When a Regular Employee's duties are **DATA FORMED** to a higher wage classification, that Employee will receive the higher wage classification for the duration of the upgrade. The higher wage classification will apply to all general holidays and casual illness for that duration.
- 6.11.1 Any Employee who works in a classification with a higher rate of pay in any one shift shall receive the higher rate of pay for each hour worked in the **higher** classification.

- 6.11.2 The qualification or eligibility of an Employee to relieve or be assigned to a higher classification will be the responsibility of management.
- 6.12.1 **An** Employee who **has** become incapacitated by injury or illness may be employed in other work which he can do. Such Employee may not displace **an** Employee with more seniority.
- 6.12.2 **An** Employee who refuses without good and satisfactory reason, to accept the alternate classification or position, may be suspended immediately. The supervisor issuing the suspension will report the suspension to the Department Head (Human Resources) **as soon as possible** who will notify the Union Executive. The suspension will then be reviewed **as soon as possible** by a committee consisting of a member of the Union Executive and the Department Head (Human Resources) who will recommend appropriate action.
- 6.12.3 Any Employee affected by the preceding Clauses 6.12.1 and 6.12.2 and not satisfied with the action recommended in accordance with Clause 6.12.2, may appeal the re-classification or suspension in keeping with Clause 7.02 of this Agreement.
- 6.12.4 Should an Employee who has completed the probationary period be unable to perform his usual duties by reason of the loss or suspension of his motor vehicle operator's license or a similar happening, that Employee may be placed in some other suitable position until the disability ends or is removed. The wages paid during the period of such disability shall be wages appropriate to the position in which the Employee is placed.
- 6.12.5 Notwithstanding the above clause, within fourteen (14) days of the suspension, an Employee may be allowed to book unused holidays at the wage prevailing prior to suspension of his operator's license.

Layoffs and Recalls

- 6.13.1 Prior to any layoff affecting Regular Employees of the County, the parties will meet and endeavour to reduce the affect of such layoffs on Union members. Consultation shall occur prior to the issuance of any layoff notice to Union members. The Union shall be represented at such meetings by the following Chapter Officers; Chair, Secretary, Chief Union Steward and the AUPE **Staff** Representative or such other persons **as** designated by the Union, but in any event there shall be no more than four representatives **from** the Union. Union members attending such meetings shall not suffer any loss of pay.

- 6.13.2 If a layoff is to be effected within a Branch, Temporary Employees will be laid off before any Regular Employees. If the staff of any Branch is to be reduced, the County shall first **determine** the number of positions to be reduced within each classification within that Branch. Those Employees with the least amount of seniority **within** a Branch shall be the first Employees removed from those classifications that are to be reduced. Those Employees who are to be removed from a position may displace any Employee in a lower classification within that Branch that has less Branch seniority providing that the Employee notified of layoff is qualified to perform the duties of the lower position.
- 6.13.3 The County will notify, or pay in lieu of such notice, the Employees who are to be laid-off according to the Employment Standards Code. The Union shall be advised at the same time **as** the Employee is notified.
- 6.13.4 Regular Employee(s) shall be recalled in the order of their seniority (the most senior Employee laid off shall be the first to be recalled) providing they have the necessary qualifications and ability to do the work. The opportunity for re-employment shall exist for eighteen (**18**) months.
- 6.13.5 Recall notice shall be by registered mail to the Employee's last address **on** record with the County. It is the responsibility of each Employee to notify the County promptly in writing of any change of address. When recalled, an Employee who fails to report to work within fifteen (15) days of the date of recall notice shall forfeit his claim to re-employment.
- 6.13.6 Where Employees have been laid off and recalled, they shall retain the seniority held at the date of layoff. The Union shall be notified of all recalls.

Reclassification

- 6.14.1 When it is necessary to re-classify Regular Employees, the County may re-classify the affected Employees on the basis of Branch seniority, qualifications and ability.
- (i) **An** Employee to be re-classified may displace any Employee in a lower classification within that Branch that has less Branch seniority providing that the Employee being reclassified **is** qualified to perform the duties **of** that position;
 - (ii) Employees with special qualifications may be exempt **from** re-classification.

6.14.2 In those cases where re-classification according to Clause 6.14.1 have occurred and vacancies become available in the affected job classification, those Employees who were previously re-classified downward ~~from~~ that classification, shall be returned to that classification on the basis of their seniority so long **as** that Employee has maintained the ability and qualifications to be appointed to the position.

Seniority

6.15.1 For the purpose of Clauses 6.13 to 6.15, seniority shall be defined from the date of continuous employment in any Branch covered by this Agreement.

6.15.2 (i) Employees who were employed by the County prior to January 1, **1979** and entered in any classification covered by this Agreement on that date shall have their seniority established **as** the date of continuous employment with the County;

(ii) Seniority shall be retained during absences resulting from; layoff (up to eighteen (18) months), suspension with or without pay greater than sixty (60) days, approved leave without pay greater than sixty (60) days, strike or lockout;

(iii) Seniority shall be retained and accumulated during absences resulting from illness or **an** accident where the Employee is entitled to compensation, suspension with or without pay less than sixty-one (**61**) days, approved leave without pay less than sixty-one (61) days;

(iv) **An** Employee who accepts an internal permanent position outside this Agreement shall retain the seniority accrued to that time ~~or~~ a period of 6 months.

6.15.3 Accumulation of seniority shall recommence from the date the Employee returns to a classification covered by this Agreement and their seniority date shall be adjusted by the period of their absence. This retained seniority shall not be effective in exercising any seniority rights until the Employee has been back in the scope of this Agreement for six (6) months.

6.15.4 **An** Employee shall lose their seniority and their name shall be removed from the seniority list for any of the following reasons: voluntary resignation, discharge for cause, layoff for more than eighteen (18) months, retirement, or when an Employee has been employed in a position outside this Agreement for a period of six (6) consecutive months.

Employee Allowances

- 6.16 a) Each Regular Employee who has completed the initial period of probation **as** required in Clause 6.01.1 of this Agreement shall be reimbursed by the County to a maximum of one hundred and **fifty** dollars (\$150.00) per calendar year on the presentation of a valid receipt(s) as evidence of the purchase of C.S.A. approved safety footwear. The Employee may carry over into the next calendar year any unused amount of his current years boot allowance. The maximum carry over in any one year cannot exceed one hundred and fifty dollars (\$150.00). The Department Head, if he feels it is necessary, may approve for reimbursement a second pair of boots in a calendar year up to the value of the annual boot allowance.
- b) Each Temporary Employee, after the completion of the probationary period, shall be reimbursed by the County to a maximum of seventy five dollars (**\$75.00**) per calendar year on the presentation of a valid receipt(s) as evidence of the purchase of C.S.A. approved safety footwear. The Temporary Employee may carry over into the next calendar year any unused amount of his current years boot allowance. The maximum carry over in any one year cannot exceed seventy five dollars (\$75.00).
- 6.17 The Employer shall provide to Regular Employees (excluding those with coverall service) each year one of the following: coveralls, winter coveralls, rain gear, County jackets. Temporary Employees shall be provided with coveralls or other clothing as required, for the term of their employment. Coveralls and other clothing shall be returned to the Employer at the termination of their temporary employment. Vehicle and Equipment services will keep on **hand an adequate** supply of rain gear and winter coveralls. Clothing as provided in this clause will be repaired or replaced if shown to be required.
- 6.18.1 If an Employee is authorized to work overtime of more than two **(2)** consecutive hours immediately following his scheduled daily hours on a normal working **day** and purchases a meal for consumption during a break in the overtime period or immediately following completion of the overtime period, a dinner meal allowance may be claimed in accordance with the County Employee Business Expense Policy (**HUM-001-026**).
- 6.18.2 If an Employee is authorized to work more than four **(4)** consecutive hours on a call out situation a meal allowance may be claimed in accordance with the County Employee Business Expense Policy (**HUM-001-026**).
- 6.18.3 a) Each Regular Employee who is required to supply tools or equipment to perform their duties will, with pre-approval from the Department Head, be reimbursed fifty percent (50%) for upgrading tools.

- b) The Employer shall pay a three hundred dollar (\$300.00) per year tool allowance to Mechanics and Vehicle Serviceman. The Employee may **carry** over into the next calendar year any unused amount of the current years tool allowance. The maximum carry over in any one year cannot exceed three hundred dollars (**\$300.00**).

Effective January 1, 2004

- a) Each Regular Employee who is required to supply tools or equipment to perform their duties will, with **preapproval** from the Department Head, be reimbursed fifty percent (**50%**) for upgrading tools.
- b) The Employer shall pay a three hundred and fifty dollar (**\$350.00**) per year tool allowance to Mechanics and Vehicle Serviceman. The Employee may carry over into the next calendar year any unused amount of the current years tool allowance. The maximum carry over in any one year cannot exceed three hundred and fifty dollars (**\$350.00**).

6.18.4 When an Employee reports to his first designated work place of the day **and** then is directed to use his personal vehicle to move from one job site to another during his work shift he shall be reimbursed for mileage **as** follows: between his first designated workplace to his last designated workplace of the day. Mileage reimbursement shall be claimed in accordance with the County Employee Business Expense Policy (**HUM-00-026**).

ARTICLE 7 - GRIEVANCES

For the purpose of this Agreement, grievances may be classified as either:

- 7.01.1 Personal Grievances which are complaints regarding:
 - (i) alleged unjust treatment or discrimination;
 - (ii) alleged unfair working conditions;
 - (iii) any disciplinary action.
- 7.01.2 Contractual grievances which concern the interpretation, application, operation or alleged violation of this Agreement, including any questions **as** to the arbitrable nature of the matter shall be dealt with in accordance with the following procedures.
- 7.02 Grievances as identified in Clause 7.01.1 shall be initiated by the Employee **as** follows:

Level I

- (i) the Employee and/or the Union representative will discuss the subject of the proposed grievance with the Employee's first level classified Supervisor within **thirty (30)** calendar days of the date upon which the subject of the grievance occurred or the time the Employee first became aware of the subject of the grievance, in an attempt to resolve the matter;

Level II

- (ii) if the Employee continues to be dissatisfied, he should submit the grievance in writing within fourteen (**14**) calendar days of discussion with the first level classified Supervisor to the Department Manager. The Manager, in consultation with Human Resources, will undertake to deal with the matter at issue and will respond in writing to the Grievor within seven (**7**) calendar days;

Level III

- (iii) if the Union does not accept the decision of the Department Manager, they may request in writing within seven (7) calendar days of receiving the Department Manager's decision that the Chief Administrative Officer review the grievance. The Chief Administrative Officer shall hear the matter within ten (10) calendar days and will advise the Union in writing within fourteen (14) calendar days of the hearing;
- (iv) if the grievance is not settled as a result of the Chief Administrative Officer's decision, the Union may refer the matter to arbitration pursuant to the Labour Relations Code;
- (v) by mutual agreement, the time limits stated above may be extended.

7.03

Contractual Grievances concerning Clause 7.01.2 may be initiated either by the Union or the County in the following manner:

- (i) Contractual Grievances shall be initiated either by the Union or the County in writing, within sixty (60) calendar days from the day that the matter giving rise to the grievance came to the attention of the Designated Officer of the Union or Official of the County. The written notice of the grievance shall be submitted to the Secretary of the Union or the Manager, Legislative and Legal Services Department of Strathcona County and shall stipulate the general particulars of the grievance together with reference to the allegedly violated clause of the Agreement;

- (ii) Grievances submitted in accordance with Clause 7.03 (i) shall be referred to a Grievance **Committee** which shall endeavour to resolve the difference. **This** Committee will be composed of two representatives of the County and two members of the Union appointed by the Executive. **This** Committee shall meet within fifteen **(15)** calendar days of the submission of the written notice by either party;
- (iii) after the parties have met in accordance with the preceding clause, each party will give any decision made in writing to the other party within fifteen **(15)** calendar days. In the event that the two parties reach a mutually acceptable agreement concerning the matter in question, a written and signed notice of mutual agreement will supersede the aforementioned notice of decision;
- (iv) in the event that the parties do not reach a mutually acceptable agreement, or that either party does not accept the written notice of decision of the opposite party within thirty (30) calendar days of the Chief Administrative Officer's decision **as** per Clause 7.02 (iv), either party may notify the other party in writing of its intention to submit the grievance to arbitration pursuant to the provision of the Labour Relations Code;
- (v) by mutual agreement, the time limits set out in the above articles may be extended.

7.04 In the event the matter being grieved is presented to an Arbitration Board, each Party shall bear the expense of its respective nominee and shall bear one-half (1/2) of the expenses of the Chairman of the Arbitration Board.

7.05 The Arbitration Board by its decision shall not alter, amend or otherwise change the terms of this Collective Agreement.

7.06 All Union members submitting a grievance have the right to be assisted by **an** attending Union Representative.

ARTICLE 8 - PROVISION FOR ILLNESS, NORMAL ABSENCE OR LEAVES OF ABSENCE

8.00 Sick leave benefits as herein stated are sponsored by the County to protect the Employee in the event of an unavoidable illness or injury not covered by the Alberta Workers' Compensation Act.

8.01.1 At any time an Employee is absent, it is the responsibility of the Employee to report such absence to his direct supervisor, receptionist, voice mail or anyone taking responsibility of reporting to the appropriate supervisor within one hour of the time stipulated **as** the start time for that shift. Failure to comply with the procedure of this clause, shall result in loss of pay for the shift the Employee was to have worked, unless the Employee has a reasonable explanation.

8.01.2 (i) A Regular Employee, upon hire, shall be entitled to a maximum of ten (10) working days per calendar year of leave with pay for any casual illness, which may cause the Employee to be absent from work for a period of three (3) consecutive work days or less. Up to two (2) days of unused casual illness leave per calendar year shall be carried over and may be used in the next calendar year. The maximum paid casual illness leave in a calendar year is twelve (12) days including the carry over.

(ii) A Temporary Employee after the completion of the standard probationary period shall be entitled to a maximum of four (4) working days per calendar year of leave with pay for any casual illness, which may cause the Employee to be absent from work for a period of three (3) consecutive work days or less. Temporary Employees with more than six (6) months of service in the current calendar year shall be entitled to an additional two (2) working days in the current calendar year, of leave with pay for any casual illness.

8.01.3 Each day or portion of a day of absence due to casual illness used within a calendar year, shall be deducted from the remaining casual illness leave entitlement for that calendar year.

8.01.4 In any case, an Employee may be required to provide proof of illness upon return to work, where it can be shown that reasonable doubt exists in respect to the purpose of an absence claimed to be due to illness. Such proof may take the form of a medical certificate or a sworn statutory declaration. The Employer may also require the Employee to submit proof of attendance at a medical, dental or optical appointment when time off from work is granted to attend such appointments.

8.01.5 Time off of two (2) hours or less for doctors appointments will result in no loss of casual illness or regular time,

8.02.1 Each Regular Employee will be entitled to leave of absence with pay for General Illness in accord with the following scale. General Illness is defined as "any illness which causes an Employee to be absent from work for a period of more than three (3) consecutive work days". Such absences require that a medical certificate signed by a medical doctor be submitted as soon as possible during the period of absence or immediately upon the Employee's return to work. For absences less than ten (10) working days, a sworn statutory declaration from the Employee will be acceptable in lieu of a medical certificate.

8.02.2 Sick leave entitlement for illness longer than three (3) working days shall be as follows:

(i) First Year Twenty (20) working days with full pay after the successful completion of the probationary period;

(ii) Second Year Thirty-five (35) working days with full pay;

(iii) Third & Subsequent Years Sixty-five (65) working days with full pay up to a maximum of ninety (90) consecutive calendar days.

- 8.02.3 When a day designated as a Paid Holiday under Clause 9.01.1 falls within a period of General Illness, it will be considered as a paid holiday.
- 8.02.4 An Employee is not eligible to receive sick leave benefits if the absence is due to: an **injury** while in the employ of any other Employer that is covered by Workers Compensation Benefits, or while **gainfully** employed in a business, nor is he eligible for any sick leave benefits for any subsequent absence caused by that injury. In such cases, Clause 8.04 shall not apply.
- 8.03.1 Transfers, promotions, demotions and/or reclassification shall not affect sick leave entitlement of any Employee.
- 8.03.2 Sick leave entitlement will not be affected while the Employee is in receipt of Alberta Workers' Compensation benefits.
- 8.04 Regular Employees who are eligible to receive Workers' Compensation benefits shall receive full pay from the County for a period not to exceed six (6) months provided that all Workers' Compensation payments are assigned to the County for that period.

Leaves of Absence

- 8.05.1 Other Leaves of Absence, without pay, may be granted at the sole discretion of the County upon written application by the affected Employee at least seven (7) days prior to the beginning date of the applied for Leave of Absence. To be eligible for such leave, an Employee shall have completed the regular period of probation and must have his application endorsed or approved by the Department Head. The application shall include the reason for the request as well as the dates of the requested Leave of Absence. Such approval should not be unreasonably withheld. Replacements for staff on leave of absence shall be by appointment for periods of ten (10) working days or less and by competition for periods greater than ten (10) working days.
- 8.05.2 In unusual circumstances or by mutual agreement, the requirement stated in Clause 8.05.1 for application to be made seven (7) days prior to the commencement of the requested leave of absence may be waived. Application for such waiver is to be made directly to the Department Head.
- 8.05.3 In the case of an Employee who takes a leave of absence under the provisions of Clause 8.05.1, the benefits and conditions to which that Employee is entitled as a result of length of service in the County shall not be adversely affected as a result of having been granted such leave of absence.

8.05.4 An Employee on such approved leave may not engage in other employment for gain while on such leave without the express written consent of the County.

Court and Jury Duty

8.06 Leave of Absence shall be provided an Employee who is required to serve **as** a juror, or is subpoenaed **as** a witness in any court proceeding. Payment will be the difference between the Employee's regular earnings and such remuneration or allowance he may receive for such duty or service. The Employee shall present proof of such duty or service and the amount of remuneration or allowance received.

Bereavement Leave

8.07.1 **An** Employee shall be granted Bereavement Leave of Absence with pay for not more than five **(5)** consecutive days because of the death of spouse (includes common-law), child, parent, brother, sister, parent of spouse, guardian, son-in-law, daughter-in-law, grandchild or any other relative who is a member of the Employee's household.

8.07.2 Leave of absence for one (1) full day, with pay, shall be granted to attend the funeral of a **grand-parent, grandparent-in-law, brother-in-law or sister-in-law, if** the funeral is on a work day.

8.07.3 Upon Written application, additional Compassionate or Bereavement Leave of Absence with pay, due to exceptional circumstances, may be granted an Employee **at** the discretion of the Chief Administrative Officer.

8.07.4 One (1) day of leave may be granted without **loss** of pay or benefits **to** attend **as** a pallbearer or mourner for a deceased Employee. Where the family of a deceased Employee requests pallbearers from the Union, the County may grant the necessary leave with pay for up to six **(6)** pallbearers.

Compassionate Leave

8.07.5 **An** Employee shall be granted Compassionate Leave **of** Absence with pay for not more than five **(5)** consecutive days because of the critical illness of a member of his immediate family as per Clause 8.07.1 or any other relative who is a member of the Employee's household. The Employee shall provide the County with a letter from the attending physician concerning the fact of the critical illness.

8.08 One (1) day leave with pay will be allowed for an Employee to be present at the birth or adoption proceeding of **an** Employee's child, providing such occurrence **is** on a scheduled work day.

Maternity Leave

8.09.1 Maternity Leave will be granted to permanent Employees in accordance with the Employment Standards Code. Employees must have been employed with Strathcona County for fifty-two (**52**) consecutive weeks. The **maternity** leave is not more than fifteen (**15**) weeks starting at any time during the twelve (12) weeks immediately before the estimated date of delivery. The Employee must give **six** (6) weeks written notice of the date she intends to begin leave and four (**4**) weeks notice of the date she intends to return to work.

Health Related Portion of the Maternity Leave

- 8.09.2
- a) During the two-week Employment Insurance waiting period, Strathcona County will top-up salary to ninety-five percent (95%) of the Employee's regular earnings. Verification that Employees are in receipt of employment insurance benefits is necessary to provide the top-up benefit. A medical certificate must be provided to Human Resources, confirming the date the child was born and the duration of the leave that the physician indicates is health related. During the health-related portion of the maternity leave Strathcona County will top-up salary to ninety-five percent (**95%**) of the Employees regular earnings. The benefit coverage that the Employee has at the time of her leave will continue during the health related portion of the absence. At the end of this period, parental leave will commence, and benefit coverage will continue if the Employee pays both Employer and Employee portions of the cost of the premiums.
 - b) When a pregnancy interferes with the performance of duties or the Employer has a concern for the Employee's health, the Employer may reassign the Employee's duties at no loss of pay, or by notice in writing to the Employee, require them to commence sick leave under Clause 8.02.1.

Parental Leave

- 8.09.3
- a) Permanent Employees who have been employed with Strathcona County for fifty-two (52) consecutive weeks are entitled to parental leave without pay for a maximum of thirty-seven (37) weeks. The Employee must give at least six weeks written notice of the date they intend to begin parental leave and four weeks notice of the date they intend to return to work. During that time they may receive benefit coverage by paying the Employee and Employer portions of the cost of the premiums.
 - b) Employees wishing to return to work prior to the agreed return date may do so with two (2) weeks' notice.

Adoption Leave

- 8.09.4
- a) The Employer will grant adoption leave to permanent Employees who are adopting a child. The Employee must have been employed with Strathcona County for fifty-two **(52)** consecutive weeks. Written notice of leave must be provided to the Employer at least two **(2)** weeks before Employees can reasonably expect to obtain custody of the child.
 - b) Adoption leave consists of not more than thirty-seven **(37)** consecutive weeks of leave without pay within fifty two **(52)** weeks after the child is placed with the adoptive parents. During that time they may receive benefit coverage by paying the Employee and Employer portions of the cost of the premiums.
 - c) If Employees cannot provide at least two **(2)** weeks' written notice, they must notify the Employer immediately after receiving notice of the adoption.
 - d) Only one parent **of** a child referred to in Clause 8.09.4(b) will be granted adoption leave under this clause.

Shared Leave

- 8.09.5 If both parents are Employees of Strathcona County parental leave may be taken wholly by one of the Employees or be shared by both. Only one parent will be granted parental leave at a time.

Anniversary Date

- 8.09.6 Employees who have been on maternity, parental or adoption leave will have their anniversary date adjusted for evaluation and increment purposes only. They will not earn vacation leave during this period, the exception being for maternity health related reasons.

Additional Leave

- 8.09.7 Leave of absence without pay beyond the approved maternity, parental or adoption leave, may be granted upon written application.

ARTICLE 9 - HOLIDAYS AND VACATIONS

9.01.1 Employees shall be entitled to one (1) day's paid leave for each of the following specified or general holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Christmas Floater
Canada Day	Boxing Day
1st Monday in August	

Any other day designated as a General Holiday by the Lieutenant Governor in Council under the Employment Standards Code.

9.01.2 Employees shall receive the recognized specified or general holidays for which they are eligible, with pay, or other days with pay in lieu of such holidays, or pay in lieu as approved by the **County**, providing they are available for work immediately preceding and following the days or an otherwise approved leave of absence, or they provide a medical certificate attesting to their illness on the day prior or following the general holiday.

9.01.3 The provisions for pay in lieu of such specified or general holidays referred to in Clause 9.01.1 and 9.01.2 shall be based on the number of regular hours which would have been worked had that day been a regular working day.

9.01.4 In the event a specified or general holiday falls on an Employee's regular day off, an additional day with pay shall be granted in lieu of that day.

9.01.5 If any of the above specified or general holidays should occur during an Employee's vacation, such vacation shall be extended by one day or an additional day with pay shall be granted in lieu of that day.

9.01.6 Temporary Employees, upon hire, shall be eligible for specified or general holidays as per Clause 9.01.2.

9.02.1 Regular vacation leave shall be taken by Employees after receiving **written** authorization from the County or its designated official who shall consider the wishes and application of the Employee. Length of regular service with the County shall be the determining factor in resolving any dispute or conflict regarding preference for the time at which vacations are to be taken. Changes in vacation scheduling shall be authorized in writing.

Summer Vacation Schedules

9.02.2 Employees must submit summer vacation applications to the Manager or his designate by March 15th of each year. The Employer will post schedules, as approved by the Manager, by May 1st of each year.

9.03.1 Annual vacation entitlement with pay, shall be as follows:

Vacation Leave

- (i) an Employee who has completed less than eight (8) years of service shall earn vacation leave at the rate of four point sixty-two (4.62) hours per bi-weekly period of continuous service [fifteen (15) days per year] or five point two (5.20) hours per bi-weekly period of continuous service if based on the forty-five (45) hour work week;
- (ii) an Employee who has completed eight (8) years but less than seventeen (17) years of service shall earn vacation leave at the rate of six point fifteen (6.15) hours per bi-weekly period of continuous service [twenty (20) days per year] or six point ninety-two (6.92) hours per bi-weekly period of continuous service if based on the forty-five (45) hour work week;
- (iii) an Employee who has completed seventeen (17) years of service but less than twenty three (23) years shall earn vacation leave at the rate of seven point seven (7.70) hours per bi-weekly period of continuous service [twenty-five (25) days per year] or eight point sixty-seven (8.67) hours per bi-weekly period of continuous service if based on the forty-five (45) hour work week.
- (iv) an Employee who has completed twenty three (23) years of service shall earn vacation leave at the rate of nine point twenty-three (9.23) hours per bi-weekly period of continuous service [thirty (30) days per year] or ten point thirty-nine (10.39) hours per bi-weekly period of continuous service if based on the forty-five (45) hour work week.

9.03.2 If Employees become ill on an annual vacation leave for more than three (3) consecutive days paid vacation days, the applicable days will be deemed general illness, and they will have the applicable number of vacation days reinstated upon application and provision of a medical certificate.

9.04 The number of days of vacation leave which may be accumulated by an Employee is limited to the number he can earn in eighteen (18) months continuous service; however, an Employee may earn accumulated vacation leave based on twenty-three (23) months service, only if the months in excess of eighteen (18) months earned are taken as follows:

- a) must be taken between March 15 and April 30 of each year. By May 1st of each year, vacation days accumulated by the Employee cannot exceed the number he can earn in eighteen (18) months continuous service.
- b) must be taken between October 15 and November 30 of each year. By December 1st of each year, vacation days accumulated by the Employee cannot exceed the number he **can** earn in eighteen (18) months continuous service.

9.05 Vacation leave may be taken the calendar year it is **earned**. However, vacation leave may not be taken until it has been earned. The vacation leave may be granted **as** follows:

- (i) in one continuous period;
- (ii) **as** single days off or some other combination;
- (iii) if an Employee earns vacation at a rate of four point sixty-two (4.62) hours per bi-weekly period of continuous service, one (1) week vacation leave may be taken **as** single days off or some other combination provided the total does not exceed five work days in any calendar year;
- (iv) if an Employee earns vacation at a rate of six point fifteen (6.15) hours per bi-weekly period of continuous service or seven point seven (7.70) hours per bi-weekly period of continuous service, two (2) weeks vacation leave may be taken as single days off or some other combination provided the total does not exceed ten (10) work days in any calendar year.
- (v) if an Employee earns vacation at a rate of nine point twenty-three (9.23) hours per bi-weekly period of continuous service, three (3) weeks vacation leave may be taken as single days off or some other combination provided the total does not exceed fifteen (15) work days in any calendar year.

9.06 **An** Employee will not be permitted to receive cash payment in lieu of vacation leave. Temporary Employees shall have vacation pay added to their bi-weekly pay cheques.

9.07 **An** Employee who does not complete one full year of service shall be entitled to vacation pay in accordance with the Employment Standards Code and regulations thereunder.

9.08 The Christmas Floater holiday shall be observed to give five (5) consecutive days off including the weekend **as** follows:

- (i) on December 24 when Christmas Day falls on a Tuesday, a Thursday, a Friday or Saturday;

- (ii) on December 27 when ~~Christmas~~ Day falls on a Monday or a Wednesday;
- (iii) on December 28 when ~~Christmas~~ Day falls on a Sunday.

9.09

- (i) Temporary Employees will receive vacation pay at four percent (**4%**) of their gross regular earnings during their first five hundred (500) working days of accumulated service.
- (ii) Temporary Employees will receive vacation pay at six percent (**6%**) of their regular earnings after five hundred (500) working days of accumulated service.
- (iii) If a Temporary Employee has a break in service greater than eighteen (18) months then vacation pay shall accrue at four percent (**4%**) of their gross regular earnings as per Clause 9.09(i) above.

9.10

Any Employee who has been placed in a classification with a **higher** rate of pay during the calendar year, and prior to the Employee's annual vacation leave, shall receive pro-rated pay during that vacation leave.

ARTICLE 10 - GENERAL WAGE ADMINISTRATION

10.01.1 The rates of pay for all Employee members of the Union excluding Apprentices, covered by the Agreement shall be **as** specified in the attached Schedule **A**.

10.01.2 An Employee is entitled to the rates indicated in Schedule **A** in the following way:

- (i) to Step One (1) upon hiring;
- (ii) to Step Two (**2**) upon completion of the five hundred (500) hours of work in the classification and recommendation of the appropriate supervisor;
- (iii) to Step Three (3) upon completion of an additional fifteen hundred (1500) hours of work in the classification and the recommendation **of** the appropriate supervisor;
- (iv) an appropriate form will be completed and placed in the Employee's personnel file when the wage rate is amended.

10.01.3 Should an Employee not be recommended by the appropriate supervisor for advancement as **per** Clause 10.01.2 (ii) or (iii), the Administration shall advise that Employee of the reasons in writing, and in addition:

- (i) what action must be taken in order for the wage to be advanced;
- (ii) in the event that the wage will not be advanced, what alternate action the administration intends to take.

10.01.4 **An** Employee affected by Article 10.01.3 may file a grievance for a failure to be recommended for an increase.

Pay Periods

10.02.1 The rate **of** pay established in Schedule A shall apply during the term of this Agreement. Employees shall be paid bi-weekly. On each pay day, each Employee shall be provided with an itemized statement of his wages, overtime and other earnings and deductions.

Benefit Plans

10.03.1a The County shall contribute on behalf of all participating Employees in group insurance and benefit plans, which provide minimum benefit levels agreed upon **by** the County and the Union at rates outlined in the following clauses:

- (i) The County shall pay seventy five percent (**75%**) of the total premium for each Union member participating in the Strathcona County Benefit Plan • Life, Accidental Death and Dismemberment and Long Term Disability Insurance. All **members** of the Union hired after July 1, 1978, shall be members of the said plan **as** a condition of employment;
- (ii) The County shall pay seventy five percent (75%) of the total premium for each Union member participating in the Extended Health Care option **of** the Strathcona County Employee Benefit Plan;
- (iii) The **County** shall pay seventy five percent (75%) of the total premium for each Union member participating in the Dental option of the Strathcona County Employee Benefit Plan;
- (iv) The County shall pay seventy five percent (75%) of the total **premium** for each eligible Union member enrolled in the Alberta Health Care Insurance Plan through the Strathcona County.

Pension Plan

10.03.1b The County participates in the Local Authorities Pension Plan. Participation in **this** plan is compulsory for "Regular Employees" after they have completed one (1) year of service or immediately if transferring from another Local Authority Board Employer.

10.03.2 In the event that the **County** should undertake to transfer group insurance and benefit plans from one carrier to another, it is agreed that the **Union** will be consulted prior to the negotiation **of** such coverage.

- 10.03.3 The County shall make payroll deductions as follows:
- (i) the County shall deduct legislated Revenue Canada deductions and Local Authorities Pension Plan contributions as required from each bi-weekly pay cheque;
 - (ii) commencing in February of 1990 the current authorized deductions for Canada Savings Bonds will be taken equally on the first and second pay cheques each month until paid in full. Subsequent issues of Canada Savings Bonds will be deducted on a bi-weekly basis;
 - (iii) the Employee contribution of Alberta Health Care Insurance premiums, Union dues and other payroll deductions will be deducted from the first bi-weekly pay cheque each month;
 - (iv) the Employee contribution to the Strathcona County Employee Benefit Plan will be deducted from the second bi-weekly pay cheque each month.

Benefits For Temporary Employees

- 10.03.4 To be eligible to participate in the Strathcona County Employee Benefit plans, Temporary Employees must meet the following conditions:
- (i) all Temporary Employees who have been employed for twelve (12) consecutive months or more shall receive the same benefits as Regular Employees;
 - (ii) an exception to the above shall be made for Temporary Employees replacing Regular Employees on long term disability. A Temporary Employee in this situation will be eligible for benefits after six (6) consecutive months of employment.

Apprenticeship

- 10.04.1 **An** Employee commencing employment with the County under a contract of Apprenticeship shall be paid the product of the appropriate percentage established in regulations issued pursuant to the Manpower Development Act and the appropriate tradesman classification or pay grade.
- 10.04.2 Notwithstanding the provisions of the previous clause establishing Apprenticeship rate of pay, the County may increase the established percentage for any Apprentice under contract by either five percent (5%) or ten percent (10%). In the event such an increase is awarded, the County will advise the Union in Writing within thirty (30) calendar days of taking such action.

10.04.3 Apprenticed Employees when absent from their regular duties in order to receive additional required training related to their Apprenticeship, shall continue to receive their regular wages **as** determined by the Agreement; but, any allowances or grants received from any other agency for attending such training shall be refunded or assigned to the County.

Acting Incumbent

10.05.1 Any member of the Union may be appointed for one or more days **as** a supervisor and such appointment will not cause the member to be disqualified from the Union.

10.05.2 Persons appointed Leadhands on a temporary basis shall be paid a premium of one dollar and ten cents (\$1.10) per hour for one complete shift or longer.

10.05.3 If a Foreman is appointed **as** a Project Foreman they shall not be entitled to Project Foreman premium pay.

If any Employee is appointed temporary Area Coordinator, they shall receive a premium of one dollar and seventy cents (\$1.70) per hour in addition to their regular wage rate for one complete shift or longer.

10.06.1 Any member of the Union may be appointed for a period of time to the position of temporary Coordinator and such appointment will not cause the member to be disqualified from the Union.

10.06.2 Persons other than Foremen, appointed **as** Project Foremen shall be paid a premium of one dollar and seventy cents (\$1.70) per hour in addition to their regular wage rate for one complete shift or longer.

10.06.3 Notwithstanding the premium in Clauses 10.05.2, 10.05.3 and 10.06.2, **an** Employee appointed to Leadhand or Project Foreman shall not receive an hourly rate of pay that is less than the "County Department Union Employees" that he is responsible for.

Flagperson

10.07 The Employer may hire Temporary Employees **as** Flagperson at a rate in accordance with Schedule A. Should such Employees be assigned to any **other** work they shall be paid in accordance with Clause 6.11.1. No one shall be regularly assigned duties **as** a Flagperson until they have successfully completed **an** approved Flagperson's training course. Employees taking the Flagperson training shall be paid the appropriate rate of pay while training.

ARTICLE 11 - HOURS OF WORK AND OVERTIME

11.01.1 The prescribed regular hours of work for an Employee, other than those referred to in Clause 11.02.1 following, shall be eight (8) hours in any one (1) day or forty (40) hours in any one (1) calendar week or five (5) working day period. Hours worked in excess of the above shall be calculated **as** overtime hours and shall be paid accordingly. Notwithstanding the above, when an established schedule provides a pattern that is irregular, the forty (40) hours in one (1) calendar week or five (5) working day period shall mean average over a two (2) week period.

Overtime

11.01.2 The overtime pay rates shall be calculated at the rate of time and one-half (1.5) the regular pay rate for all hours worked beyond eight (8) hours in a day, except for the on call Water and Wastewater Operator who shall receive double time (2X) the regular rate for all hours worked beyond ten (10) hours in one day.

11.01.3 An Employee may bank overtime hours at the rate it is earned; up to the time equivalent of eighty (80) regular hours per calendar year. **An** Employee may request to be paid out for banked hours up to the time equivalent of eighty (80) regular hours per calendar year. Banked hours may be taken **as** time off by Employees after receiving written authorization from the County or its designated official who shall consider the wishes and application of the Employee. Up to forty (40) banked regular hours may be carried forward into the next calendar year. Banked hours cannot exceed the time equivalent of one hundred and twenty (120) regular hours at any one time.

11.02.1 For those Employees who are engaged in road construction, road maintenance or the removal of snow **from** roads or any of those undertakings, for the purpose of calculating overtime, their regular day shall consist of a twenty-four (24) hour period beginning at midnight. The maximum number of hours of work at regular rates of pay shall be those prescribed or allowed under the Employment Standards Code and Regulations thereunder, but shall not exceed:

- (i) Ninety (90) hours bi-weekly, except where permitted under the Employment Standard Code;
- (ii) Eighty (80) hours bi-weekly during the period November 01 to April 30, inclusive;
- (iii) only hours actually worked, paid vacation (including general holidays) and banked time used to supplement hours are used in accumulation of overtime. Sick leave or other paid or unpaid absences are not included.

11.02.2 For those Employees specified in Clause 11.02.1 from May 1 to October 31, overtime rates shall be calculated at the rate of time and one-half (1.5) the regular pay rate for all hours worked beyond nine (9) hours in a day. This article only comes into effect when actually scheduled to work nine (9) hours a day.

Shift and Weekend Premiums

11.03 (i) A shift premium of seventy-five (\$.75) cents per hour shall be paid to all Union Employees for those hours worked between seventeen hundred (1700) hours and zero seven hundred (0700) hours Monday to Friday and for all hours worked on Saturday and Sunday.

Effective **January 1, 2004** a shift premium of eighty-five (\$.85) cents per hour shall be paid to all Union Employees for those hours worked between seventeen hundred (1700) hours and zero seven hundred (0700) hours Monday to Friday and for all hours worked on Saturday and Sunday.

Effective **January 1, 2005** a shift premium of one dollar (\$1.00) per hour shall be paid to all Union Employees for those hours worked between seventeen hundred (1700) hours and zero seven hundred (0700) hours Monday to Friday and for all hours worked on Saturday and Sunday.

(ii) At no time shall shift premium be included with the Employee's regular rate of pay for purposes of computing overtime payments, other premium payments, or any Employee benefits.

Call Out

11.04.1 When an Employee is called from home to work overtime, the Employee shall be paid a minimum of three (3) hours pay at the appropriate overtime rates plus the appropriate shift differential from the time of arrival at the work site or shop, **as** directed by the appropriate designated County supervisor. For call outs of four (4) or more hours that **run** into the regular scheduled shift, the Employee shall work a minimum of twelve (12) consecutive hours unless otherwise mutually agreed. For call outs of less than four (4) hours that **run** into the regular scheduled shift, the regular shift hours will not be reduced unless otherwise mutually agreed.

Early Reporting

11.04.2 (i) When an Employee is requested prior to the conclusion of a shift, to report for work more than two (2) hours earlier than his regularly scheduled shift, that Employee shall be paid the regular overtime rate for those hours worked prior to the time scheduled for the commencement of the regular shift. **The** total of the early reporting hours worked and regular shift hours worked will not be less than the number of regularly scheduled hours.

If requested to report early on the second shift the early reporting hours will be at the overtime rate. If requested for a third consecutive shift, Clause 11.04.3 will apply.

- (ii) When an Employee is requested prior to the conclusion of a shift to report up to two (2) hours earlier or up to two (2) hours later for the next regular shift, that Employee shall not receive the overtime rate for the earlier or later reporting period. The total of the earlier reporting hours worked and regular shift hours worked, will not be less than the number of regularly scheduled hours. If requested to report earlier or later on the second **shift** the earlier or later reporting hours will be at the overtime rate. If requested for a third consecutive shift, Clause 11.04.3 will apply.

11.04.3 (i) When an Employee is required to change from one shift to another **shift**, the Employer will provide at least twenty four (24) hours written notice and ten (10) hours off between **shifts**.

- (ii) If the twenty four (24) hours written notice and ten (10) hours off between shifts is not provided to the Employee, the Employee will be paid at the rate of time and one half (1.5) the regular rate of pay for the hours **of** the first shift worked.

11.04.4 **An** Employee shall be paid for or expected to work for a minimum of three (3) hours if the regular shift **is** cancelled or rescheduled and the Employee was not notified of such cancellation or rescheduling on or before the day prior to the cancelled or rescheduled shift.

1.04.5 When an Employee calls in ill for a work period affected by the preceding Clause 11.04.4, that Employee will be paid only for the minimum of three (3) hours that he would have been paid had he reported for work in the regular fashion. This clause shall not apply in cases in which the Employee provides proof of attendance at either medical, dental or optical appointments. In such cases, the Employee will be paid for either the half-day or full-day as appropriate to the circumstances and **as** provided in Clause 8.01.2.

11.05.1 When **an** Employee is scheduled to be immediately available and on-call to provide emergency service or other similar call-outs, the Employee shall be paid a minimum of one (1) hour's pay at the regular rate for each day he is so scheduled.

11.05.2 When an Employee is scheduled as in the preceding Clause 11.05.1 on a Saturday, Sunday or general holiday as per Clause 9.01.1, that Employee shall be paid a minimum of two (2) hours pay at the regular rate for each day **so** scheduled.

Work Break

- 11.06 All Employees shall be entitled to one fifteen (15) minute work break in each half day worked, or in any overtime work period in excess of two (2) hours. Such work break shall be taken at the work site and the time of such break shall be approved by the immediate supervisor of each Employee. The work break shall be considered part of a work hour for the purposes of the preceding paragraphs.

ARTICLE 12 - GENERAL

- 12.01.1 The parties agree that there shall be a Liaison Committee established for the purpose of discussing and dealing with matters of mutual concern. The Committee shall consist of not less than two (2) representatives **of** both the County and the Union.
- 12.01.2 On the part of the County, one of the members will be the Department Head (Human Resources) or his designate; and, on the part of the Union, one of the members will be the Grievance Director or his designate.
- 12.02 Where the Liaison Committee determines, or accepts a recommendation from the Safety Committee, that coveralls or other such items should be provided for the protection of the Employee's personal garments, such items should be provided, and replaced, upon approval of the designated official.
- 12.03 The Liaison Committee shall meet not less than once each month, but such meetings may be waived by mutual consent.
- 12.04.1 The rules of procedure for the Liaison Committee meetings shall be developed and agreed upon by the Committee itself and the recorded minutes **of** each meeting will be signed by a representative of each group.
- 12.04.2 The Chairmanship of the Committee will alternate in presiding over the meetings between the officials referred to in Clause 12.01.2.
- 12.05 The Liaison Committee shall not have jurisdiction over wages or any matter of collective bargaining including the amending or administering **of this Agreement**. The Committee shall also not supersede the lawful activities of any other committee of the County or the Union and shall not have the power or authority to bind either Party to any decisions reached in their discussions. The Committee shall have only the power to make recommendations to the County or to the Union with respect to its decisions.

12.06.1 Notwithstanding the foregoing, the Committee may be authorized in writing by both parties to examine any agreed upon problem and to reach a mutual agreement concerning that problem and such agreement may then become an interim procedure which will remain in effect until the signing **of the** succeeding Collective Agreement.

In such cases, the agreement shall become an addendum to the existing Collective Agreement once it is signed by representatives of each Party.

12.06.2 Notwithstanding Clause 12.05, the Liaison Committee may review job descriptions and/or classifications pursuant to Clause 5.07.1, 5.07.2 and 5.07.3.

12.07 Within one (1) month of the ratification of this Agreement, the Department Head (Human Resources) shall convene a meeting of all supervisory personnel to review the contract in an attempt to achieve consistency and fairness. The Union will be invited to be represented at this meeting.

ARTICLE 13 – OCCUPATIONAL HEALTH AND SAFETY

13.01 Each Employee and each supervisor shall take reasonable care for the protection of public and Employee health and safety in the operation of equipment and the storage or handling of materials and substances.

13.02 The Employee shall immediately notify his/her supervisor in the event that an incident either results in a **"near miss"** or a workplace accident resulting in a **loss** or injury.

13.03 Where the Employer requires an Employee to undergo compulsory medical examination(s), the cost of such examination(s) shall be paid for by the Employer.


13.04 Protective clothing and safety equipment shall be provided by the Employer, **and worn by the Employee, as** required by the Occupational Health and Safety Act and regulations thereto at no cost to the Employee. All uniforms, clothing and equipment supplied by the Employer shall be **maintained** and remain the property of the Employer.

13.05 The corporate Occupational Health and Safety Committee shall be composed of representatives of the Employer and Employees, one of whom is appointed by the Union as a representative **of** the local Chapter. The Committee shall meet regularly to discuss, communicate and make recommendations on health and safety matters.

**ALBERTA UNION OF
PROVINCIAL EMPLOYEES
LOCAL 118/009**

STRATHCONA COUNTY

per

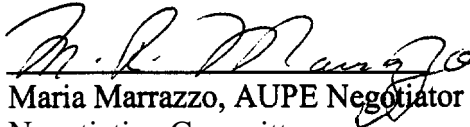


Dan McLennan, President
AUPE

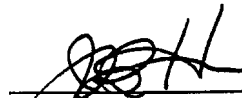


Vern Hartwell, Mayor
Strathcona County

per

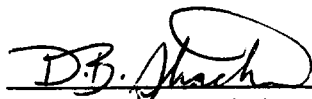


Maria Marrazzo, AUPE Negotiator
Negotiating Committee
AUPE



Denise Exton, Manager
Legislative & Legal Services
Strathcona County

per



Brad Strachan, Chairman
Negotiating Committee
AUPE Local 118, Chapter 009



Peter Sikora, Chairman
Negotiating Committee
Strathcona County

DATE: 17/JUNE/03

Letter of Understanding

Between

Strathcona County

and


The Alberta Union of Provincial Employees
Local 118, Chapter 009

Re: Field Mechanic Premium

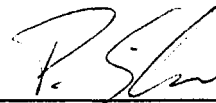
It is hereby agreed between Strathcona County and the Alberta Union of Provincial Employees (Local 118, Chapter 009) that the following premium will apply to Field Mechanics:

Mechanics appointed to a seasonal Field Mechanic assignment shall be paid a premium of one dollar and ten cents (\$1.10) per hour for one (1) complete shift or longer.

Dated at Sherwood Park, Alberta this 17 day of JUNE, 2003.


17/JUNE/03

Dan McLennan, President
Alberta Union of Provincial Employees



Peter Sikora, Chairman
Negotiating Committee
Strathcona County

Schedule A

Job Code	Position	January 1, 2003		
3001	Flagperson	9.23	9.58	
3002	Labourer I	11.15	11.58	
3003	Labourer II	13.21	13.67	
3004	Labourer III	14.63	15.03	15.30
3005	Pickup/Courier Driver	14.06	14.42	
3006	Survey Aide I	13.87	14.30	
3007	Survey Aide II	15.02	15.41	15.83
3008	PW Tech I	17.88	18.34	18.81
3009	PW Tech. II	20.84	21.10	21.36
3010	Concrete Worker I	17.50	17.90	18.33
3011	Concrete Worker II	18.42	18.96	19.50
3012	Truck Driver I	15.93	16.32	16.66
3013	Truck Driver II	16.95	17.38	17.79
3014	Truck Driver III	18.57	18.98	19.45
3015	Operator I	15.93	16.37	16.61
3016	Operator II	18.08	18.50	18.91
3017	Operator III	19.28	19.82	20.34
3018	Yardperson	19.16	19.67	20.19
3019	Operations Foreman	24.11	24.64	25.19
3020	W & WW Operators	17.35	18.86	19.75
		21.23	22.28	23.78
3021	W & WW Foreman	24.68	25.68	26.61
3022	W & WW Electrician	25.70	26.70	27.62
3023	Vehicle Serviceman I	17.11	17.38	17.66
3024	Vehicle Serviceman II	19.00	19.44	19.86
3025	Partsman I	18.26	18.75	19.16
3026	Partsman II	19.69	20.24	20.78
3027	Welder	19.77	20.62	21.53
3028	Small Engine Mechanic	17.64	18.14	18.66
3029	Mechanic	22.54	23.47	24.42
3030	V & E Foreman	24.47	25.13	25.75
3031	Sign Person	19.16	19.67	20.19
3032	Gravel Checker	16.62	17.05	17.32
3033	Utilities Facilities Maint. Tech.	30.75	31.85	32.94
3034	W & WW Labourer	11.58	13.67	15.30
3035	PW Project Foreman	21.04	21.58	22.10
3036	PW Leadhand	20.42	20.96	21.48
3130	Transit Mechanic	22.54	23.47	24.42

Schedule A

Job Code	Position	January 1, 2004		
3001	Flagperson	9.51	9.87	
3002	Labourer I	11.48	11.93	
3003	Labourer II	13.61	14.08	
3004	Labourer III	15.07	15.48	15.76
3005	Pickup/Courier Driver	14.48	14.85	
3006	Survey Aide I	14.29	14.73	
3007	Survey Aide II	15.47	15.87	16.30
3008	PW Tech I	18.42	18.89	19.37
3009	PW Tech. II	21.47	21.73	22.00
3010	Concrete Worker I	18.03	18.44	18.88
3011	Concrete Worker II	18.97	19.53	20.09
3012	Truck Driver I	16.41	16.81	17.16
3013	Truck Driver II	17.46	17.90	18.32
3014	Truck Driver III	19.13	19.55	20.03
3015	Operator I	16.41	16.86	17.11
3016	Operator II	18.62	19.06	19.48
3017	Operator III	19.86	20.41	20.95
3018	Yardperson	19.73	20.26	20.80
3019	Operations Foreman	24.83	25.38	25.95
3020	W & WW Operators	17.87	19.43	20.34
		21.87	22.95	24.49
3021	W & WW Foreman	25.42	26.45	27.41
3022	W & WW Electrician	26.47	27.50	28.45
3023	Vehicle Serviceman I	17.62	17.90	18.19
3024	Vehicle Serviceman II	19.57	20.02	20.46
3025	Partsman I	18.81	19.31	19.73
3026	Partsman II	20.28	20.85	21.40
3027	Welder	20.36	21.24	22.18
3028	Small Engine Mechanic	18.17	18.68	19.22
3029	Mechanic	23.22	24.17	25.15
3030	V & E Foreman	25.20	25.88	26.52
3031	Sign Person	19.73	20.26	20.80
3032	Gravel Checker	17.12	17.56	17.84
3033	Utilities Facilities Maint. Tech.	31.67	32.81	33.93
3034	W & WW Labourer	11.93	14.08	15.76
3035	PW Project Foreman	21.67	22.23	22.76
3036	PW Leadhand	21.03	21.59	22.12
3130	Transit Mechanic	23.22	24.17	25.15

Schedule A

Job Code	Position	July 1, 2004		
3001	Flagperson	9.60	9.97	
3002	Labourer I	11.60	12.05	
3003	Labourer II	13.74	14.22	
3004	Labourer III	15.22	15.64	15.92
3005	Pickup/Courier Driver	14.63	15.00	
3006	Survey Aide I	14.43	14.88	
3007	Survey Aide II	15.63	16.03	16.47
3008	PW Tech I	18.60	19.08	19.57
3009	PW Tech. II	21.68	21.95	22.22
3010	Concrete Worker I	18.21	18.62	19.07
3011	Concrete Worker II	19.16	19.72	20.29
3012	Truck Driver I	16.57	16.98	17.33
3013	Truck Driver II	17.63	18.08	18.51
3014	Truck Driver III	19.32	19.74	20.23
3015	Operator I	16.57	17.03	17.28
3016	Operator II	18.81	19.25	19.67
3017	Operator III	20.06	20.62	21.16
3018	Yardperson	19.93	20.46	21.00
3019	Operations Foreman	25.08	25.63	26.21
3020	W & WW Operators	18.05	19.62	20.55
		22.09	23.18	24.74
3021	W & WW Foreman	25.67	26.71	27.68
3022	W & WW Electrician	26.74	27.78	28.73
3023	Vehicle Serviceman I	17.80	18.08	18.37
3024	Vehicle Serviceman II	19.77	20.22	20.66
3025	Partsman I	19.00	19.51	19.93
3026	Partsman II	20.48	21.06	21.62
3027	Welder	20.57	21.45	22.40
3028	Small Engine Mechanic	18.35	18.87	19.41
3029	Mechanic	23.45	24.42	25.40
3030	V & E Foreman	25.46	26.14	26.79
3031	Sign Person	19.93	20.46	21.00
3032	Gravel Checker	17.29	17.74	18.02
3033	Utilities Facilities Maint. Tech.	31.99	33.13	34.27
3034	W & WW Labourer	12.05	14.22	15.92
3035	PW Project Foreman	21.89	22.45	22.99
3036	PW Leadhand	21.24	21.80	22.35
3130	Transit Mechanic	23.45	24.42	25.40

*Schedule A of the Collective Agreement allows for a wage re-opener January 1, 2005. Either party to this Agreement may serve notice to re-open wages in Schedule A **only**. Notice to re-open will be in writing in accordance with the Labour Relations Code.

SCHEDULE B

EQUIPMENT	MINIMUM OF CLASSIFICATION RATE PAID
Non Finishing Packers (Rubber Roller, Pad Foot Operator and combination for non finishing work)	Operator I – Step 1
Finishing Packer (Smooth Drum Rollers and combination for finishing work)	Operator I
Bobcat	Operator II
Cat and Dozer	Operator II
Cat and Scraper	Operator II
Graders	Operator II
Loaders	Operator II
Single Axle Truck	Truck Driver I
Tandems	Truck Driver II
Street Sweepers	Operator II
815 Packer Dozer	Operator II
Sign Truck (Single Axle with Manlift)	Truck Driver II
Track Hoe	Operator III + \$.20/hour
Landfill Compaction Equipment	Operator II
Truck Plow	Operator II
Sander	Truck Driver II
Snow Blower	Operator II
Snow Loader	Operator II
Tractor-Trailer	Truck Driver III
Pulvi-Mixer (Recycler)	Operator II
Patch Master	Operator II

FLAGPERSON

Kind and Level of Work

The position of Flagperson is intended only for Temporary or Part-time Employees who are hired to perform traffic control and provide information to the motoring public travelling through a dedicated work area. Such Employees must possess a valid Alberta Motor Vehicle Operator's Licence, unless specifically exempted for some valid reason.

The Employee may perform a variety of basic tasks **as** assigned on a day-to-day basis that will usually be performed under the supervision of other Regular Employees, e.g., Leadhand or Foreman.

Flagpersons must be able to respond and relay information to the travelling public in a quick, courteous manner, They will at all times, be expected to wear white coveralls, orange hard hat and a fluorescent, reflective vest which will be supplied by the Employer.

Flagpersons should be familiar with the use of a standard "stop/go" paddle.

Typical Duties

Flagpersons may expect to be assigned regular traffic control duties as required in areas throughout the County.

LABOURER1

Kind and Level of Work

The position of Labourer I is intended only for Temporary or Part-time Employees who are hired to perform unskilled work of a seasonal or casual nature which requires a minimum of previous work experience. A valid Alberta Motor Vehicle Operator's Licence would be an asset.

The Employee may perform a variety of basic tasks as assigned on a day-to-day basis and will usually be performed under the supervision of other regular labourers, Leadhand, a Foreman, or other such supervisory persons.

Typical Duties

A Labourer I may expect to be assigned duties such as routine clean-up, vehicle washing, road patching, brush removal, sign erection and repair, fencing, loading vehicles, painting, Flagperson duties, etc.

LABOURER II

Kind and Level of Work

The position of Labourer II is the intermediate level of work and requires a minimum of previous work experience. The person **performs a** variety of tasks in ordinary day-to-day work **as** assigned. The tasks will be performed under the supervision of a Leadhand, a Foreman, a tradesman or some **other** supervisory person.

Possession of a valid Alberta Motor Vehicle Operator's licence.

Typical Duties

Labourers at this level may be assigned such duties **as** routine clean up, road patching, brushing, piling, vehicle and shop clean-up, sign erection, erection of fencing, labour work at landfill sites, etc.

LABOURER III

Kind and Level of Work

The position of Labourer III includes all of those requirements of a Labourer II, but requires a more skilled and experienced worker. The person may be called upon periodically to drive vehicles or operate light equipment. May also periodically be required to oversee the work of one or more Employees at the lower labourer levels as assigned and supervised by a Leadhand, tradesman, Foreman or other supervisor. Such a person may also be expected to work on his own without direct supervision.

Typical Duties

Duties as outlined for Labourer II and supplemented above.

Required Experience, Skills, etc.

Must possess a valid Alberta Motor Vehicle Operator's Licence. Most such persons will have a minimum of one year of employment with the County.

PARTS PICK-UP/COURIER DRIVER

Kind and Level of Work

The Parts Pickup/Courier Driver will be responsible to the Shop Foreman or parts department. The person will be responsible for routine or emergency pick up of parts and materials **used** by all County Departments. Courier delivery of letters and confidential matter from County Administration is also required.

Knowledge and Abilities

The individual in this position should possess a working knowledge of the City of Edmonton and County road networks.

Must be capable of operating 1/2 and 1 ton pickup trucks both standard and automatic shifts.

Must possess a valid Class 5 Alberta Motor Vehicle Operator's Licence. Must be bondable.

SURVEY-AIDE I

Kind and Level of Work

This is the beginning level technical work in support of a surveying program.

Persons in this class are employed to act as chainmen with survey crews during preliminary and construction surveys. Incumbents are expected to become familiar with all phases of routine survey work. This classification is differentiated from the Survey-Aide II class by the emphasis on survey chainman duties rather than survey rod placement. The work of persons in this classification is performed under close supervision and direction in order to ensure the accuracy of the survey being performed and adherence to instruction and standards.

Typical Duties

- Chains and measures during preliminary construction surveys;
- Cleans the survey route by slashing and ice and snow removal and aids in the establishment of the route by proper stake placement;
- Assists in the maintenance and care of survey equipment;
- May be called upon to assist with minor routine calculations;
- Performs related work as required and directed by his supervisor;
- May be re-assigned general labour duties whenever survey work is not being carried out.

Education and Experience

To be considered, the applicant should have completed a general high school program or have an equivalent combination of both education and related work experience. Must possess a valid Alberta Motor Vehicle Operator's Licence.

SURVEY-AIDE II

Kind and Level of Work

This is the routine and elementary support work level of the technical survey program in the engineering and related fields.

Persons in this class are employed to act primarily **as** rodmen and occasionally chairmen with a survey crew in providing assistance in placing stakes, maintaining and taking readings from various installation; to assist with the routine testing of materials and to do simple sketching, data simplifications and other related manual or elementary technical support work.

Typical Duties

- Rods and chains during preliminary and construction surveys, including slashing, ice **and** snow removal and staking;
- Assists in the maintenance and care of assigned survey equipment and any vehicle assigned;
- Assists with survey route reductions; calculations or quantities and preparation of preliminary sketches, **drafts** and profiles, cross-sections or similar projects as instructed;
- Assists other technicians or technologists in materials testing;
- Performs other related work as required and directed by his supervisor;
- May be re-assigned general or other labour duties whenever survey work is not being carried out.

Education and Experience

This classification requires a minimum of six (6) months of work **as** a Survey-Aide I **as** well **as** completion of a general high school program or have an equivalent combination of both education and other related work experience.

Must possess a valid Alberta Motor Vehicle Operator's Licence. Experience in this classification may provide an opportunity for the Employee to become qualified for the related position of instrumentman on survey crew; therefore, the Employee will be expected to become familiar with the operation of the transit and level, and to assist **as** required in some of the less complex calculations.

PUBLIC WORKS TECHNICIAN I

Kind and Level of Work

This is routine technical work consisting of drafting, engineering surveys, maintenance of survey equipment or other related duties in support of the engineering program. Routines are clearly defined and assignments tend to be of a repetitive nature, of normal technical complexity, and are performed in accordance with standard procedures.

The Technician I is a subordinate to the Survey Crew Chief and **as** a member of the crew is required to share instrumentation, rodding and other miscellaneous, related duties. The Technician I will act as survey crew chief when required (normally when the crew chief is absent due to illness, otherwise engaged or on holidays - approximately 30 - 50 working days/year).

This class provides an opportunity for an Employee with several elements of accredited technical school, courses (i.e. surveying and drafting), a good understanding of technical procedures, practices and the requirements of engineering **staff** and some relevant experience to gain **further** experience in the area **of** designated technical skill such as survey instrumentation, drafting or design work. Work is supervised and checked on completion **for** accuracy, quality, judgement, and adherence to instructions and standards.

Typical Duties

- The Technician I is required to operate automatic levels, transits and total station survey equipment for establishing lines and levels, This duty includes field recording of survey data, either manually or by electronic data recorder. (35%)
- The Technician I is required to operate an optic prism or standard rod **for** coordinate determination and measure distances by using a standard surveyors steel chain. (35%)
- The Technician I will assist the crew chief in compiling legal plans, checking mathematical calculations for survey orientation, baselines, grade sheets, field note reductions, grade slopes and others related to survey. (10%)
- The Technician I, when requested, will download and edit electronically stored field data to a micro computer work station using a p.c. based text editor, EMXS translator software and Autocad.
- Editing requires a logical step by step transfer (checking and correcting) of recorded survey data to useable raw design data. This work is normally checked by the Crew Chief (7%)
- The Technician I as part of daily activities performs crew support duties such as cutting trees for line, planting pins and hubs, driving the crew cab, maintaining and cleaning equipment and hand shovelling to locate pins, etc. (7%)
- Assist project technicians by checking design calculations and by drafting plans, profiles, cross-sections for engineering drawings including drainage and roadway projects. (5%)

Required Experience, Skills and Education

The Technician I should have a Grade 12 certificate and Mathematics 30. The incumbent should also have obtained satisfactory experience (normally two years) in engineering, topographic or construction layout surveys with accredited college courses in surveying/drafting, micro computers, applicable software and engineering. **A** graduate survey technician with limited experience **from** an accredited college may **also** qualify **as this** is an entry level position. Must possess a valid Alberta Motor Vehicle Operator's Licence.

PUBLIC WORKS TECHNICIAN II

Kind and Level of Work

This classification is distinguished from the Technician I class level on the basis of the complexity, variety and independence with which they are able to perform their particular technical function. They may serve as a qualified draftsman, survey crew chief, inspector of engineering work standards, etc. They will be capable of independently performing more complex and technical work functions. Although initial assignments may be closely supervised, they will work with increasing independence on projects assigned by the engineers or other senior supervisors.

Required Experience and Skills

Previous satisfactory experience in the particular technical field assigned. Graduation from an Institute of Technology in a field related to the work assignment; or vocational or high school graduation supplemented by accredited courses related to the position assignment and two years of directly applicable experience. Must possess a valid Alberta Motor Vehicle Operator's Licence.

CONCRETE WORKER I

Kind and Level of Work

The position of Concrete Worker I is intended **as** a skilled position which requires considerable previous work experience in the trade. The person will be expected to set concrete forms for curbs and gutters, sidewalk, drain basins and outlets and other related structures or construction. The person will be able to float, trowel, groove, edge and brush concrete in conformance with specifications and plans may be expected to place reinforcing steel, etc. in accordance with drawings.

Such person may also be expected to oversee the work of one or more Employees at lower classification levels assigned to assist in any particular project. Such person will be supervised by a Leadhand, Project Foreman or Foreman.

Requirement

Must possess a valid Alberta Motor Vehicle Operator's Licence. **Any** person appointed to **this** position will have considerable experience in such work and will be expected to exhibit such skills and expertise immediately upon assignment.

CONCRETE WORKER II

Kind and Level of Work

This position is recognized as being a skilled position which considerable previous experience as a Concrete Worker I.

Such person may also be expected to oversee the work of one or more Employee at lower or equal classification levels assigned to assist in any particular project. Such person will be supervised by a Foreman or Project Foreman.

Requirement

Must possess a valid Alberta Motor Vehicle Operator's Licence. Will have a high level of knowledge, skills and abilities in the practice of concrete placement and finishing together with a high level of initiative. Will also possess a high level of inter-personal skills which will enable him to supervise other workers and to train and instruct them in their duties. This level of worker will possess the skills and abilities required to assume higher level supervision.

TRUCK DRIVER I

Kind and Level of Work

This is routine work in the operation of vehicles used in maintenance and construction by the County and will include the transportation of materials, equipment and sometimes passengers.

The vehicle operated will most usually be described **as** light duty trucks of 13,650 kg or 30,000 pounds **gross** vehicle weight or less. **This** will include stake, enclosed van units and other single axle vehicles. Specific assignments and instruction are received from supervisors **as** required, but the driving function is normally performed without close immediate supervision. The driver's performance is reviewed and evaluated in terms of care exercised in driving and maintaining the machine, and the promptness **of** assigned work performance.

Typical Duties

- Pick-up and deliver a variety of equipment, materials, supplies, etc.
- Transports men and tools to work sites and takes the vehicle to County shop periodically for washing, servicing and mechanical checks in which he may be expected to assist as directed.

Knowledge, Abilities and Skills

Some experience in the operation of a number **of** different types of light automotive vehicles. Must possess an appropriate and valid Alberta Vehicle Operator's Licence. Some knowledge of the basic servicing **of** a vehicle. Ability to carry out written or oral instruction and to record pickup, delivery and trip information. Sufficient physical strength to permit the lifting and moving of moderately heavy objects. Ability to tarp and tie down loads. Will supervise and participate in loading and unloading of vehicle and can be expected to oversee work of other persons as assigned to the specific task being performed. Knowledge of standard practices related to preventative maintenance and circle checks used in the operation **of** the equipment.

TRUCK DRIVER II

Kind and Level of Work

This is routine work in the operation of moderately heavy vehicles used in maintenance and construction and will include the transportation of materials, equipment, machinery and sometimes passengers.

The type, power and size of the vehicles operated will vary but are in excess of 13,650 kg or 30,000 pounds gross vehicle weight and will include tandem trucks. Specific assignments are received from a supervisor **as** required, but the vehicle operation is normally performed without close immediate supervision. The driver performance is reviewed and evaluated in terms of care exercised in driving and maintaining the vehicle and the promptness of assigned work performance.

Typical Duties

- As per Truck Driver I.
- Will supervise and participate in loading and unloading of the vehicle and can be expected to oversee the work of other persons **as** assigned to the specific task being performed.
- Performs related work as required.

Knowledge, Abilities and Skills

Considerable experience in the operation of a number of different types of automotive equipment. Must possess an appropriate (Class 3) and valid Alberta Motor Vehicle Operator's Licence. Sufficient physical strength to permit the lifting and moving of moderately heavy objects. Ability to tarp and tie down loads. Knowledge of standard practices related **to** preventive maintenance and circle checks used in the operation of the equipment. Other requirements as per Truck Driver I.

TRUCK DRIVER III

Kind and Level of Work

This is responsible work in the operation of heavy duty automotive vehicles, equipment, and materials used in transportation, road maintenance and construction work.

The type, power and size of the vehicles and equipment varies, but generally the units are in excess of 13,650 kg or 30,000 pounds gross vehicle weight and will include tractor trailer units requiring a Class I Operator's Licence to operate. These drivers are responsible for the safe and efficient handling of expensive mobile equipment and are required to exhibit initiative and good judgement in loading, hauling and unloading all types and sizes of materials, supplies, machines and equipment. Specific assignments are received from a superior **as** the occasion requires, but the work is normally performed without close immediate supervision. Work **performance** is reviewed and evaluated in terms of the care exercised in driving and operating the unit assigned.

Typical Duties

Operates heavy duty trucks such as low or high bed tractor trailer units. Is capable of loading and unloading heavy duty construction and maintenance equipment of all types. Loads, transports and unloads supplies, materials, equipment and machinery at work sites, in storage yards, shops, etc. Is capable of performing miscellaneous duties at the operator level or in the servicing of his own and other equipment. Is able to maintain records related to the assigned work.

Knowledge, Abilities and Skills

Considerable experience in heavy duty vehicle operation. Knowledge of approved methods of transporting, including loading, unloading, towing and winching operations. Sufficient physical strength to permit the lifting and moving of moderately heavy objects. Ability to tarp and tie down loads. Knowledge of standard practices related to preventative maintenance and circle checks used in the operation of the equipment. Will supervise and participate in loading and unloading of vehicle and can be expected to oversee work of other persons **as** assigned to the specific task being performed. Must possess an appropriate and valid Alberta Vehicle Operator's Licence (Class I) as required for the position assignment.

OPERATOR I

Kind and Level of Work

This is the beginning or entry level of Employees being trained or acting **as** back-up operators on smaller or lighter type industrial equipment used by the County in the maintenance and construction of streets and roads or other related duties. The work is routine and specific assignments are received from supervisors, Leadhands or Foremen **as** the occasion demands. Work is generally performed under supervision but may require periodic assignment without close supervision. All work performed will be reviewed and evaluated in terms of care exercised in performing the assigned task and the promptness with which the job or jobs are done.

Performs related work as required and may be required to oversee the performance of labour type Employees **as** assigned.

Knowledge, Abilities and Skills

Must possess a valid Alberta Motor Vehicle Operator's Licence. Knowledge of the rules of safe operation and of the precautions to be taken to avoid accidents with the type of equipment assigned. Some knowledge of the servicing of the equipment assigned. Ability to carry out written or oral instructions and to maintain simple records of the tasks assigned. Will exhibit **an** increasing ability in the operation of the equipment assigned.

OPERATOR II

Kind and Level of Work

This is the classification of operators capable of performing routine assignments in the operation of heavy equipment used in road and street maintenance and construction. The type, power and size of the equipment varies, but the successful operation of each requires considerable care and attention **as well as** experience. The work assignments are received from superiors **as** the occasion demands, but is normally performed without close supervision. The work is reviewed and evaluated in the terms of case exercised in operating and maintaining the machine and the promptness and completeness with which assigned work is performed. Initiative and responsibility will be exhibited by the operator **as well as** an understanding of the capabilities of the machine being operated.

Typical Duties

Able to operate one or more pieces or varieties of heavy duty equipment such **as** caterpillar tractors, motor graders, multi-use packer graders, snow plows, heavy loaders, etc.

Knowledge, Abilities and Skills

Will have considerable experience in the operation of such heavy duty equipment **as** assigned. Will have the knowledge, skill and ability to operate the equipment safely and be able to avoid accidents with the type of equipment assigned. Will have the knowledge and ability and be able to exhibit same in the maintenance and servicing of the equipment at the job site or when the equipment is in the shop for repair, servicing or maintenance. Will have the ability to carry out written or oral instructions and maintain equipment records and work reports **as** required by the assignment. Will be responsible from time to time to oversee the work of other Employees in the performance of support or related work **as** assigned. Will exhibit a high level of initiative and responsibility in the operation of this equipment and in the performance of his duties. Must possess a valid Alberta Motor Vehicle Operator's Licence.

OPERATOR III

Kind and Level of Work

This level of operator is capable of and may be expected at all times to operate several pieces of heavy duty maintenance and construction equipment **as** operated by those at the Operator II level. However, this level of operator will have exhibited an ability to completely "finish" assigned work with at least one of the types of equipment he is capable of operating. This classification of operator will have the ability to teach and instruct operators of a lower classification in the use of such equipment.

The work assignments will be received **from** superiors but the work will normally be performed without close supervision and should require little review and evaluation.

Knowledge, Abilities and Skills

A high level of all of the knowledge, abilities and skills outlined for the Operator II level with exhibited ability to "finish" with at least one of the pieces of equipment used within the County. Considerable knowledge of the operations, care and servicing of the assigned equipment and the ability to train and instruct other persons in the operation of such equipment. The ability to demonstrate a high level of work performance and initiative. This level of operator should possess the skills and abilities to assume higher level supervision. Must possess a valid Alberta Motor Vehicle Operator's Licence.

YARD PERSON

Kind and Level of Work

This is a varied manual/clerical work in the Strathcona Public Services storage yard and associated storage area or warehouse.

This Employee reports to the Supervisor, Materials Management.

Duties will focus on handling, receiving, distribution and control of goods, materials and equipment *so* as to meet the operational and procedural needs of **ALL** users of the yards and related facilities.

Typical Duties

- internal walkways and roadway kept free of snow, ice and other debris and maintained in a safe condition
- surface drainage systems maintained in a functional manner. Operation of and familiarity with the scale
- yard appurtenances, including signs, scale, lights, plug rails, fences and gates monitored for proper service and assist in arrangements made for repair or maintenance
- ensure goods, material and equipment storage conforms to intended plans as far as storage location and positioning
- loading and unloading of distributed or received goods, materials or equipment
- assist in monitoring and recording changes to inventoried items **through** use of manual *or* computer tracking systems. Examples would include, but not be limited to:
 - ◇ sand, salt
 - ◇ gravel, cold mix, culverts and sandbags
- shared responsibility for monitoring of the warehouse and building area (those areas devoted to goods, materials and equipment) and assist in operation and maintenance of the area. Examples are:
 - ◇ ensure goods, materials and equipment in the *genera2* storage area, yard area, general services area and tool crib area are stored, distributed, maintained and secured in accordance with intended plans
 - ◇ ensure yard and storage areas are kept clean
 - ◇ issue and record inventory for goods, materials, and equipment in the general storage, general services yard and tool crib areas.
- ability to instruct, advise and direct staff from time to time in the performance of general duties
- monitor, control and record movement of non-inventory products and equipment

- monitor, control and ensure minimum levels of product **and** equipment to meet Operational **and** Emergency Response Policy requirements for SPSY departments
- must be aware of WHIMIS procedures

Knowledge, Abilities and Skills

The person assigned must possess a valid Alberta Motor Vehicle Operator's Licence. Must also be able to operate loaders, forklifts **and** other equipment required to move or load stored goods, materials or equipment. Experience and ability to complete **and** maintain necessary administrative records by manual or computer techniques is required.

OPERATIONS FOREMAN

Description and Activities

The Operations Foreman is required to plan, schedule and delegate assigned work crews and/or contractors and to ensure that Department guidelines and productivity standards are achieved. This person is responsible for providing the Coordinator with the status of all assignments. A requirement of this position is to monitor roads and sidewalks to ensure safe travelling for all users and to assist in the issuing of Road Use Agreements. This person is responsible for ordering materials and supplies and to provide work cost estimates for internal and external customers within the limits of financial authority. This Foreman handles customer concerns by telephone or in person, and ensures all matters are dealt with in a timely and professional manner. This person completes daily activity cards to ensure proper completion and is required to assume responsibility for an additional related activity as assigned by the Coordinator. The Operations Foreman may be required to fill in for the Coordinator during their absence, and must also be available for emergency 24 hour call out during scheduled weekend on-call rotation.

One of the duties of the Operations Foreman is to assess subordinates' performance through annual scheduled evaluations, and to advise and assist them in career development. This person also organizes and conducts "tailgate meetings" on a regular basis to ensure Occupational Health and Safety standards are adhered to. This person is responsible for completion of appropriate accident/incident forms as well as assisting with investigations as required.

The Operations Foreman is required to assist the Coordinator with capital works planning and budgeting, and to assist Engineering and Environmental Planning with annual road infrastructure assessments. This Foreman directs Project Foremen during the summer months with regard to Special Projects and road maintenance, and is further required to work with the Project Foremen with respect to the hiring and orientation of seasonal staff, and play a role in the discipline of staff.

The Operations Foreman is also involved in working with the Vehicle and Equipment Branch to schedule equipment repairs on a daily basis. A further duty is to assist the Public Works Operations Department in advising the Vehicle and Equipment Branch of future equipment needs.

Required Experience and Skills

This position requires extensive experience in the road construction and maintenance field, **as** the person assigned must have considerable knowledge of all equipment and materials used. **This** person must be able to analyze and adjust to emergency situations, communicate effectively both written and orally, help train others in proper construction and maintenance procedures, be knowledgeable of the Collective Agreement, have a knowledge of the Occupational Health and Safety Guidelines and be mechanically inclined. They must have a knowledge of Strathcona County policies and by-laws, and a working knowledge of other Department roles within the Corporation. They should have a basic computer literacy and be in possession of a minimum Class 5 Alberta Motor Vehicle Operator's Licence. **This** person should have a Grade XII **high** school Diploma and 5 to 10 years experience in road construction and maintenance and possess a Standard First Aid Certificate, WHMIS Certificate, Service First training, Excellence training and be willing to obtain a Public Works Foreman Certificate through C.P.W.A.

WATER & WASTEWATER OPERATORS

Kind and Level of Work

Operators shall be involved in the day to day operation and maintenance of the County water distribution, water treatment, wastewater collection and wastewater treatment facilities. Operators work under the direction of the **Leadhand** or supervisor but may be expected to work on their own without supervision and in some cases be expected to assume such roles during the absence of the regular incumbent **as so** directed by the senior supervisor or administration.

Operators may be expected to work **shifts** throughout the year in order to provide adequate or required daily inspection services of the various water and wastewater facilities operated by the County. Operators must also expect to be scheduled for stand-by duties for after regular hour call out or emergencies as requested.

Steps 1 and 2 are beginning level of skilled work within the Water and Wastewater Operations. Steps 3 and 4 are the intermediate level, Steps 5 and 6 are for the senior level of skilled worker within the Water and Wastewater Operations. A Senior Operator is also expected to instruct and train lower level operators and to exhibit leadership during assignments.

Typical Duties

- e Inspect reservoir facilities, pumphouses, lift stations, etc. and their associated control and alarm systems, recording any applicable readings;
- e Operate water treatment pumphouses in the prescribed manner, adjust pumping rates and chlorination, and apply chemicals **as** prescribed to maintain a satisfactory high quality of water;
- e Inspect contract construction related to the takeover of County water and sewer systems as directed by the supervisor or appropriate engineer;
- e Inspect water conditions in the several County systems, including the taking of water and sewer samples for analysis;
- e Flush, clean and maintain water, storm and sanitary lines, mains and facilities, including hydrants and valves associated with such systems;
- e Maintain and repair all pumping equipment and lift stations, together with the associated starters, electrical fuses and controls related to such equipment;
- Install, remove, repair, read and record or calibrate commercial and residential water meters;
- Maintain both yards and properties associated with County water and wastewater facilities and installations and oversee the work of junior operators assigned to such duties;
- e Monitor and operate wastewater stabilization ponds and sewage flow equipment within the prescribed guidelines and standards **of** the County and Alberta Environment;
- e Inspect and maintain storm and sanitary sewer catch basins, manholes and mains;

- Monitor and maintain storm detention ponds, inlets and outlets, including the taking and analysis of bacterial samples, chemical analysis, etc.;
- Operate the flusher-vacuum truck and instruct junior operators of such operation.

Required Experience, Abilities and Skills

Persons employed in any Water & Wastewater Operator position must possess a valid class 3 Alberta Motor Vehicle Operators Licence. Incumbents must also be capable of maintaining good public relations during contacts with system customers, members of the general public and other County Employee's while performing their assigned duties.

Step Progression

- | | |
|---------------|---|
| <u>Step 1</u> | Minimum probation of three months. |
| <u>Step 2</u> | Operator must successfully complete the Step 1 probationary period and possess Alberta Environment Operators Certificate for Water Distribution I, Wastewater Collection I, Wastewater Treatment I, and Water Treatment I. |
| <u>Step 3</u> | Operators must possess Alberta Environment Operators Certificate for Water Distribution II, Wastewater Collection II, Wastewater Treatment I, Water Treatment I and one year of experience at Step 2. |
| <u>Step 4</u> | One year experience of Step 3. |
| <u>Step 5</u> | Operators must possess Alberta Environment Operators Certificate for Water Distribution III, Wastewater Collection III, Wastewater Treatment I, Water Treatment I and one year of experience at Step 4. |
| <u>Step 6</u> | One year experience at Step 5. |

New Employees possessing the appropriate qualifications may be engaged with their initial three month probation at Steps 2 and 4 as applicable for their qualifications and experience.

Employees that fail to maintain their technical qualifications will be reduced to the level for which they are qualified until they regain their original qualification. When the qualification is regained they shall be returned to the step qualified for with the experience seniority previously held.

WATER & WASTEWATER FOREMAN

Kind and Level of Work

This is the highest level of work within the Water & Wastewater Operations. This person works on their own and receives direction from the Water & Wastewater Supervisor **as** required, and assumes such roles in their absence. **This** person directs operation personnel in daily and routine tasks and acts **as** liaison between management and such staff.

Typical Duties

Corresponds with public orally and in writing, on issues of debate. Submits written monthly and yearly reports to Alberta Environment, **as** well **as** monitoring compliance of licensing agreements. Instruction and training of junior Employees. Inspection of new infrastructures for County acceptance. Review monthly **lift** station data charts. Liaison with other county Departments on matters of mutual concern. Assists with year end budget reports **as** required. Uses MM42 program to monitor infrastructure equipment and inventory. Deals with contractors and suppliers **as** required. Monitors vibration analysis data for preventative maintenance. Evaluation of junior personnel. Produce unscheduled work orders.

Required Experience and Skills

This person **has** considerable experience in Water & Wastewater and must possess Water Distribution III, Wastewater Collection III, Water Treatment I, certification. Will also possess a valid Alberta Motor Vehicle Operators Licence.

WATER & WASTEWATER ELECTRICIAN/INSTRUMENTATION/OPERATOR

Kind and Level of Work

This is a skilled Journeyman level of work in the installation, alteration, maintenance and repair of electrical, instrumentation systems and equipment.

Work in this class involves the application of standard electrical trade practices in the installation, renovation, maintenance of all electrical instrumentation systems of Strathcona County, Water and Sewer system. Work is normally performed with no immediate supervision but is checked during completion for general workmanship and compliance with established standards and applicable regulations and codes.

Typical Duties

- Test and inspect all types **of** electrical equipment and systems **as** part **of** a preventative maintenance program.
- Install, maintain and repair electrical equipment such as alarm systems, lighting systems, power outlets, building lights, breakers, electric motors, breakers, control panels and other electrical appliances and outlets.
- Operate tools and testing equipment used in the electrical trade.

Knowledge, Abilities and Skills

- Considerable knowledge of the methods, materials, tools and practices used in the electrical trade.
- Considerable knowledge of codes and regulations applicable to the electrical Trade.
- Ability to work from work orders, oral instruction and blueprints.
- Ability to diagnose, locate and correct difficulties in electrical systems, appliances, machinery, equipment and controls.
- Ability to work with other personnel in the department
- Skill in the care and use of the tools and equipment used in the electrical trade.

Experience and Education

Experience **as** a skilled electrician, completion of tenth school grade and an approved Apprenticeship Program in the electrical trade.

Possession of a current electrical Journeyman's certificate.

Experience with Quindar, Bristol, CANA Drive Controls an asset.

Must possess a valid Alberta Motor Vehicle Operator's Licence.

WATER AND WASTEWATER LABOURER

Kind of Work

This position of Water and Wastewater Labourer is intended for the development of an individual towards a career in the water and wastewater field. The "level of work" would develop an unskilled to semi-skilled Employee towards the practical application skills required by a Water and Wastewater Operator. Such Employees must possess a valid Class 5 Motor Vehicle Licence and may be requested to provide a current drivers abstract. In the development of the skills required to ultimately attain Water and Wastewater Operators Certification, the Employee may be required to undertake tasks in the field with limited supervision from Project Leadhand, Foreman or Coordinators. Employee development will occur on an individual basis and the degree of confidence the supervisor has in the Employee will reflect in the individual progress evaluation.

Typical Duties

The Employee will be introduced to all of the typical duties of a Water and Wastewater Operator. Through educational practical experience (on the job undertakings) the Employee will attain the knowledge required to successfully move into positions of higher responsibility.

Step Progression

- Step I** Junior introductory level of entry into the field. The Employee will enter the field of water and wastewater for the entire seasonal period at which time he/she will be exposed to the field work undertakings in the water and wastewater field. Typically the position will be expanded to one or two of the field **work** undertakings of water distribution, wastewater collection or wastewater treatment.
- Step II** Complete one season in the introductory level (Step I), minimum of 500 hours in Step I water and wastewater fields. The Employee will now be exposed to additional field work undertakings to broaden their knowledge base in the water and wastewater field. Undertakings will broaden to all three fields, but may be of limited exposure depending on the seasonal work load.
- Step III** Complete two seasons of seasonal work (Step II), minimum of 1500 hours in Step II the water and wastewater field. The Employee has a basic understanding and knowledge in the seasonal undertakings and will be utilized to expand his/her knowledge. **This** position will be further expanded to fulfill a Water and Wastewater Operator position on occasion, to broaden their knowledge in the field.

Opportunity exists in the fourth season for the transition from a Step III Waste and Wastewater Labourer position to a Water and Wastewater Operator I based on the competency of the individual. If the individual **has** the field experience, minimum education level for a Water and Wastewater Operator I combined with communication skills in dealing with the public and supervisory **staff**, the individual's immediate supervisor may make a recommendation for the individual to be eligible for Operator I **step** pay. This individual may be **asked** to take on-call responsibilities on occasion.

Advancement of a temporary staff member will be limited to a Step I Water and Wastewater Operator regardless of years of experience.

UTILITIES FACILITIES MAINTENANCE TECHNOLOGIST

Typical Duties

- Supervise the operation and maintenance of water and sewer facilities and provide design comments on facility upgrades including electrical, instrumentation, mechanical, heating, ventilation and structural to ensure that essential water and sewer services are maintained.
- Develop, design, maintain and edit documented programs and specification, including implementing and administering contracts for SCADA system upgrades to improve operational efficiencies.
- Develop and implement a preventative maintenance program for all of the facilities providing water and wastewater services to our customers. Monitor and update the JDE plant and equipment work order module to ensure maintenance needs are met in a timely fashion.
- Supervise, coordinate, direct, hire, train, evaluate performance and authorize payroll, overtime, **shift** changes and holidays for staff within this section.
- Issue purchase orders, monitor and approve expenditures for supplies, materials and contractors involved in operational budget programs.
- Liaise with other utility companies on a variety of control and data collection issues.

Knowledge, Skills and Abilities

- Master electrician with a strong instrumentation background in Programmable Logic Control programming.
- Working knowledge of mechanical, structural and HVAC systems.
- Project management skills including; contract-management, purchasing, supervision, costing and scheduling.
- Knowledge and ability to undertake projects within the scope of the working environment covered by Union contracts.
- Ability to recognize unsafe work practices and provide direction on procedures to be employed.
- Looking after the SCADA system of a water and wastewater utility (third largest community in Alberta), requires a high level of stress at times (average of two (2) after hours calls per week).
- The job requires multi-tasking ability in directing contractors and staff while monitoring **the** effects of their undertakings.
- A large part **of** the job consists of designing, programming, testing and supervising and is not very physically demanding, however mental effort consists of some situations resulting in periods of work without breaks and occasional overtime.

WATER AND WASTEWATER OPERATIONS FOREMAN

Typical Duties

- Plan, schedule and coordinate the activities of staff to meet the construction crews schedules while ensuring maximum productivity and safe working conditions, in a timely and effective manner.
- Assist in hiring, train, supervise, assign duties, discipline and monitor performance of staff reporting to this position, within policy and budgetary parameters.
- Coordinate and monitor the supply of materials, tools and equipment to ensure efficient and effective operations.
- Provide input, implement and monitor the pertinent quality management system and OH & S policies and procedures to achieve a safe, efficient and environmentally responsible operation.
- Maintain excellent public relations and on-site communication with residents, the *general* public, other departments and personnel as well as any external contractors involved with project.
- On occasion, the Foreman may be required to assist the crews by operating equipment, etc. to meet program objectives.

Knowledge, Skills and Abilities

- **This** position requires 5 - 7 years of experience in water and wastewater repair work including “trenchless technology” and horizontal directional drilling practices.
- Must possess a valid Class 3 Alberta Motor Vehicle Operator’s License, Air Brake Ticket and experience with truck mounted fold up crane.
- Extensive knowledge of all aspects of horizontal directional drilling equipment, including the operation of drilling, truck mounted fold up cranes, backhoe, certified in electrofusion and butt fusion equipment, skid steer loader, reading blueprints, trenching and shoring, drilling fluids and mud systems, utility locates, confined space entry and Digitrak Drill Head Locator.
- Extensive knowledge and experience (minimum 5 years) in adjusting drilling practices, drilling fluids and downhole tooling to match existing geological conditions as established by the Geotechnical survey.

VEHICLE SERVICEMAN I

Kind and Level of Work

This is routine maintenance and service work performed on automotive or heavy duty motor equipment in the shop.

Employees in this class perform tasks of limited complexity under the supervision or subject to review by supervisors, Leadhands or qualified journeymen. Instructions are received from supervisors who may or may not participate in the work being performed. Although such Employees may work with some independence when routines are learned, their work is generally subject to frequent inspection and examination.

Typical Duties

Dispense gas and oil at a garage, shop or service centre; check radiators and fan belts, batteries, and tires; lubricate and check levels of lubrication; record performed service and maintenance on work orders.

Perform general clean-up duties related to the work assigned or in the shop or service centre for the various trades.

Move vehicles as required for maintenance and servicing.

Knowledge, Skills and Abilities

Must possess a valid Alberta Motor Vehicle Operator's Licence. Will possess a good knowledge of the basic operation and servicing of all types of vehicles and equipment used in the County. Will exhibit initiative while servicing such vehicles and equipment and be able to identify prospective defaults or other conditions which may cause vehicle and equipment break-downs.

Experience and Education

Previous experience in basic service work of related nature. May have formal courses at the high school or vocational level related to automotives, etc.

SERVICEMAN II

Typical Duties

This classification of serviceman is capable of performing all of the requirements of the lower level of Vehicle Serviceman I, but performs service, minor repair and preventative maintenance tasks of a more complex level under less supervision.

Such Employees are assigned on a regular basis to perform their duties within the shop or service centre environment and out in the field, and are therefore expected to exhibit a higher level of initiative and skill in the performance of their tasks. These Employees will also be expected to supply required hand tools and an appropriate toolbox.

Serviceman II will be required to perform light and heavy equipment repair, service, towing, boosting and refuelling tasks out in the field as well as in the shop or service centre.

Knowledge and Abilities

- e Possess a thorough knowledge of the operation and servicing requirements of all types of vehicles and heavy equipment used in Strathcona County
- e Ability to identify and communicate prospective mechanical defaults and conditions which may cause vehicle and equipment breakdowns
- e Exhibit preventative maintenance initiatives while completing oil change, lubrication and servicing needs with limited supervision
- The ability to follow verbal and written instructions, document all repair requirements
- e Communicate, plan and deliver required field refuelling and servicing needs to all user divisions according to crew schedules while maintaining a superior level of customer service
- e Sufficient physical strength and dexterity required to work on various types of vehicles/equipment and lift moderately heavy objects. Ability to operate and maintain a tandem axle field refuelling/service unit, field refuelling trailer and document a daily log of fuel usage as per legislated requirements
- Meet and operate within Provincial Environmental Standards
- Ability to operate tow truck and perform 12 & 24 volt boosting and winching requirements
- e On a required basis, operate tractor/trailer unit to deliver heavy equipment in a safe and efficient manner

Experience and Education

- Extensive experience in such work **as well as** formal courses at the high school, vocational or technical school or an equivalent combination of progressive experience and education.
- Must possess a valid **Class 1** Alberta Motor Vehicle Operator's Licence with "Q" air brake endorsement
- Must be able to obtain a Transportation of Dangerous Goods and Propane Refuelling Certificate

PARTSMAN I

Typical Duties

- e Assist in operation of the Materials Management Central warehouse.
- e Purchase materials, goods and services for County Departments according to County purchasing policies and procedures using the following criteria: quantity, quality, timeliness and cost;
- e Order and issue materials and parts to County staff at SPSY and satellite maintenance facilities, i.e. Firehall, RP&C shop and Josephburg shop;
- e Responsible for maintaining a safe and clean work area;
- e Complete necessary shipping and receiving documentation for in coming or out going parts and supplies;
- e Assist in the mid and end of year inventories;
- e Assist in the processing and inputting of Central Warehouse documents
- e Dispatch courier to pick up all parts and supplies not delivered by vendors;
- e Assist in manifesting courier Bills of Lading to units accordingly;
- e Complete other related duties as assigned.

Knowledge and Abilities

- e the ability to communicate with large user client groups;
- e the ability to work with minimum supervision;
- e the ability to determine which **parts** may be obtained from jobbers or O.E.M. dealers;
- e the ability to relate detailed parts descriptions/specifications by telephone or fax;
- e the ability to deal with the public;
- e must possess working knowledge **of** auto, truck and heavy duty equipment;
- e familiarity with the operation of warehousing and office equipment
- e must possess leadership abilities and be a self starter;
- e must possess computerized inventory control experience;
- e must be aware of WHMIS procedures;
- e must possess a valid Alberta Motor Vehicle Operator's Licence.

Education and Experience

- e minimum **high** school education or related work experience;
- e possession of an Alberta Journeymen's Certificate **an** asset but not necessary.
- e training in and experience with computerized inventory control systems **an** asset.

PARTSMAN II

Typical Duties

- oversee the operation of the Materials Management Central Warehouse.
- purchase materials, goods, and services for County Departments according to County purchasing policies and procedures using the following criteria: quantity, quality, timeliness and cost;
- order and issue materials and parts to County staff at SPSY and satellite maintenance facilities, i.e. firehall, RP&C shop and Josephburg shop.
- maintain adequate inventory levels of parts, supplies and materials **as** required by County departments;
- physical assessment (measurements) of parts required for inoperational vehicles and equipment;
- document all data entry for purchase and issuance of parts and sublets;
- insure proper steps are followed to complete accurate month end billing;
- complete required processing of documentation resulting **from** additional seasonal Vehicle and Equipment leases;
- conduct mid and end of year inventory;
- complete necessary shipping and receiving documentation for incoming and outgoing parts and supplies;
- dispatch courier company for all parts and supplies not delivered by vendors;
- manifest courier bills of lading to units accordingly;
- other related duties **as** assigned.

Knowledge and Abilities

- the ability to communicate with a large user client group;
- the ability to communicate hourly with the supervisor;
- the ability to work with minimum supervision;
- the ability to determine which parts may be obtained from jobbers or O.E.M. dealers;
- the ability to relate detailed parts descriptions / specifications by telephone or fax;
- the ability to deal with the public;
- a working knowledge of automotive, truck, heavy duty and agricultural equipment;
- must possess leadership abilities and be a self starter;
- must possess computer experience;
- must be aware of WHMIS procedures;

- must possess a valid Alberta Motor Vehicle Operator's Licence.

Education and Experience

- high school graduate;
- must possess a Journeyman **parts** certificate;
- must be familiar with computerized fleet maintenance;
- **training** in and experience with computerized inventory control systems;
- must have a minimum **of** five years fleet maintenance experience.

WELDER

Kind and Level of Work

This is skilled Journeyman work performed in the trade of welding.

Employees in this class apply the standard knowledge, skills and practices of the trade in which they are qualified and employed. They are capable of working **from** blueprints, sketches, written and oral instructions **from** supervisors or foremen. May be expected to oversee and direct assistants or Apprentices **as** assigned. Normally work without immediate close supervision, but work is evaluated and rated on the basis of promptness and quality. Work may be checked during progress and on completion.

Experience and Education

Completion of an approved Apprenticeship in the trade **and** possession of a second class Journeyman certificate. Must possess a valid Alberta Motor vehicle Operator's Licence.

SMALL ENGINE MECHANIC

Kind and Level of Work

The small engine mechanic will be responsible to the Central Supply Services - Vehicle and Equipment Branch Shop Foreman. He will be responsible for the repair, maintenance and storage of all small engine equipment.

Other duties would include the operation of the Vehicle and Equipment Branch Tool Crib.

Knowledge and Abilities

The individual in this position should be capable of working with a minimum of supervision.

Must possess a working knowledge of small engines and be familiar with special tools used in the mechanic trade.

A small engine course certificate is required.

Must possess a valid Alberta Motor Vehicle Operator's Licence.

MECHANIC

Typical Duties

- apply the standard knowledge, skills and practices of the trade in which they are qualified and employed;
- must be able to perform all maintenance, service and repair work on all vehicles and equipment used within Strathcona County;
- be capable of working independently and with limited immediate supervision;
- capability to direct assistants and Apprentices as assigned;
- submit written detailed documentation when vehicle and equipment repairs are completed;
- complete all assigned work with the utmost quality and speed.

Knowledge and Abilities

- a thorough knowledge of vehicle and heavy equipment repair practices;
- procedures and preventative maintenance requirements;
- the knowledge to order replacement parts;
- the ability to work with limited supervision;
- the ability to work with a large staff;
- the ability to train Apprentices;
- the ability to perform to written or oral instructions.

Education and Experience

- completion of an approved Apprenticeship in the trade and possession of a certificate of licence either as an automotive mechanic or a heavy duty mechanic;
- e possession of a valid Class 2 or 3 Alberta driver's licence;
- Q endorsement (air brake);
- the ability to achieve Provincial CVIP (Commercial Vehicle Inspection Program) status.

VEHICLE AND EQUIPMENT FOREMAN

Typical Duties

- assist the Shop Supervisor in the supervision of the staff on a daily basis **as** a working member of the crew;
- ultimately responsible for the afternoon shift operation;
- responsible for mechanical assistance to user departments in the shop and as required in the field;
- responsible at the conclusion of the shift for the security of the shop and the yard;
- provide written documentation of all late shift activities and status reports of work in progress on vehicle and equipment repairs;
- authorize and approve all parts and supply orders;
- completion of all assigned work with the utmost quality;
- maintain the Occupational Health & Safety standards on a daily basis and provide training and safety talks on a monthly basis;
- provide input to performance evaluations as requested;
- apply the standard knowledge, skills and practices of the trade;
- assume shop supervisor's responsibilities in the absence of the incumbent.

Knowledge and Abilities

- a thorough knowledge of vehicle and heavy equipment fleet repair practices;
- the ability to direct/complete cost effective repair practices;
- capable of working independently and with limited supervision;
- knowledge of computerized fleet maintenance systems;
- knowledge of service office practices and procedures;
- knowledge of parts department/inventory control practices;
- the ability to work with a large staff;
- the ability to train Apprentices;

Education and Experience

- completion of an approved Apprenticeship in the trade and possession of a certificate of licence either as an automotive mechanic or a heavy duty mechanic;
- fleet maintenance experience;
- possession of a valid Class 2 or 3 Alberta drivers licence;
- Q endorsement (air brakes).
- the ability to achieve Provincial CVIP (Commercial Vehicle Inspection Program) **status**.

SIGN PERSON

Kind and Level of Work

- Plan daily traffic sign repair and maintenance activities **as** directed by the Operations Supervisor.
- Provide on-site assistance, direction, and leadership of work crews performing activities **as** assigned by the Operations Supervisor.
- Ensure completion and conformance to acceptable standards for assigned work activities.
- Investigate and respond, as directed, to sign knockdowns, vandalized signs or signs otherwise in need of immediate attention.
- Ensure material inventories are maintained to provide necessary resources for seasonal signing activities.
- Maintain sign installation and inventory records.
- Provide assistance, **as** directed by the Operations Supervisor, for other related activities.

Knowledge, Abilities and Skills

The successful candidate will possess the ability to direct and assist small crews in the completion of work activities related to the maintenance of the vast sign inventory within Strathcona County. Familiarity with acceptable material control procedures including stock control, purchasing and receiving is a further requirement. The sign person must have a good understanding of municipal signing standards and their implementation.

Must possess a valid Alberta Motor Vehicle Operator's Licence permitting operation **of** the single axle sign truck is a necessity. Candidates must possess computer literacy to allow maintenance of the sign recording system or be willing to enroll in courses to obtain these skills.

GRAVEL CHECKER

Kind and Level of Work

The gravel checker will be responsible to the Leadhand, Foreman and/or the Project Foreman. This person will be responsible to measure and monitor the spreading of aggregate materials onto **County** roadways. This is a seasonal position.

Typical Duties

- Ensure work site is properly signed.
- Calculate and stake the distance required for each load to be spread.
- Sign and collect all haul cards.
- Ensure work orders are completed with all locations recorded along with proper codes.
- Ensure truckers use proper haul routes.
- Ensure truckers are within the allowable axle weights.
- Monitor conformance of truckers to **County** policy.

Knowledge, Abilities and Skills

The individual in this position should be capable of working with a minimum of supervision, must possess a valid Alberta Motor Vehicle Operators Licence and should be comfortable with simple mathematical calculations.

TEMPORARY LEADHAND

This is the beginning level of supervisory work in any of the crews or shops covered by this Agreement.

Employees assigned this function will serve to assist Foremen in the supervision of the work of the crew or may assist by supervising a portion of the crew or a very small crew performing their assigned duties. These persons are considered members of the crew itself and are themselves normally under the supervision of a Project Foreman, Foreman, Shop Supervisor or Area Coordinator. Their work will be periodically evaluated through discussion and direct observation by senior supervisory personnel. The work will be performed with limited responsibility and independence and a higher authority is to be contacted whenever matters of a difficult or unusual nature arise.

Must possess a valid Alberta Motor Vehicle Operator's Licence.

NOTE: The persons appointed to Leadhand positions continue to be eligible for membership in the Union.

PROJECT FOREMAN

This level of supervision is assigned to Employees qualified to supervise and/or manage designated special projects under the direct administration of a Foreman, an engineer or authorized member of any Branches or departments covered by this Agreement. Such assignments are interim in nature and are valid only for the length of time required to complete the specific project in question.

Once the project is completed the Employee reverts to his regular classification.

Employees assigned will be very experienced and skilled in all aspects of the project being undertaken and will demonstrate that skill **as** well **as** their ability to supervise and manage **the** work of the crew appointed to the project. Example of such special projects would be road construction, road oiling and/or resurfacing, trenching or excavating for water or sewage projects, and other such specialized projects.

Must possess a valid Alberta Motor Vehicle Operator's Licence.