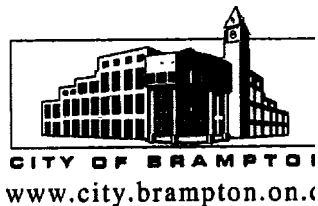


2002 - 2005 COLLECTIVE AGREEMENT

BETWEEN

THE CORPORATION  
OF THE CITY OF BRAMPTON



AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL #831 (OUTSIDE AND OFFICE UNIT)



APRIL 1, 2002 - MARCH 31, 2005

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**INDEX****2002 – 2005 COLLECTIVE AGREEMENT****CUPE LOCAL #831 (OUTSIDE AND OFFICE UNIT)**

<b><u>SUBJECT</u></b>	<b><u>ARTICLE</u></b>	<b><u>PAGE</u></b>
Arbitration	10	13
Bereavement Leave	19.03	32
Credit Union Deductions	30	48
Discipline & Records	8	9
Duration	35	51
General Purpose	1	1
Grievance Committee	7	7
Grievance Procedure	9	10
Health & Safety Committee	7	9
Hours of Work & Overtime – Office Unit	14	26
Hours of Work & Overtime – Outside Unit	14	20
Illness/Disability Plan – Office Unit	22.03	35
Inclement Weather	31	48
Information to the Union	32	49
Injury Allowance	23	39
Insurance	20	34
Job Assignments	12	16

**INDEX - CUPE LOCAL #831 (OUTSIDE AND OFFICE UNIT)**

<b><u>SUBJECT</u></b>	<b><u>ARTICLE</u></b>	<b><u>PAGE</u></b>
Job Postings	13	19
Joint Job Evaluation Programme	25	40
Jury & Witness Duty Leave	19.04	33
Labour-Management Committee	7	7
Leave of Absence	19	30
Letters of Understanding and Intent		114
Long-Term Disability Plan – Office Unit	22.04	39
Management Rights	6	5
Meal Allowance – Office Unit	16.03	29
Meal Allowance – Outside Unit	16.02	29
Negotiating Committee	7	7
Parking	33	49
Pay Day	24	40
Payment for Holidays	18	29
Pension Plan	21	35
Personal Leave	19.01	30
Phone-in	15	28
Pregnancy, Parental & Adoption Leave	19.05	33
Protective Wear	28	46

**INDEX - CUPE LOCAL #831 (OUTSIDE AND OFFICE UNIT)**

<b><u>SUBJECT</u></b>	<b><u>ARTICLE</u></b>	<b><u>PAGE</u></b>
Public Affairs Leave	19.06	34
Rates of Pay	34	49
Recognition	2	2
Relationship	3	4
Rest Periods	17	29
Schedule 1A, 1B & 1C: Rates of Pay – Outside Unit		
2002		54
2003		58
2004		62
Schedule 2A, 2B & 2C: Rates of Pay – Office Unit		
2002		66
2003		71
2004		76
Schedule 3 – Joint Job Evaluation Programme		81
Schedule 3 a) – Memorandum of Implementation of a Joint Job Evaluation Programme		83
Schedule 3 b) – Manual of Procedures		86
Schedule 4 - Apprenticeship program for Motor Vehicle Mechanic "A"		96
Schedule 5 – Equipment List		98
Schedule 6 – Overtime Call-in Procedures		103
Seniority	11	14
Shift Premium	16.01	28

**INDEX - CUPE LOCAL #831 (OUTSIDE AND OFFICE UNIT)**

<b><u>SUBJECT</u></b>	<b><u>ARTICLE</u></b>	<b><u>PAGE</u></b>
Short-term Disability Plan – Office Unit	22.03	35
Sick Leave Plan – Outside Unit	22	35
Steward Representation	7	8
Strikes & Lockouts	5	5
Tool Allowance	27	45
Uniforms	29	47
Union Bulletin Boards	7	6
Union Leave	19.02	31
Union Representation	7	6
Union Security/ Check Off	4	5
Vacation	26	40

**Expiry Date: March 31, 2005**

**THIS AGREEMENT** made this 16<sup>th</sup> day of August, 2002

**Between:**

**THE CORPORATION OF THE CITY OF BRAMPTON**

Hereinafter referred to as “the Corporation”

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES**

**AND ITS LOCAL 831 (Outside and Office Unit)**

Hereinafter referred to as “the Union”

#### **ARTICLE 1 - GENERAL PURPOSE**

It is the desire of both parties to this Agreement to establish and maintain harmonious relations and conditions of employment between the Corporation and the Union, to promote co-operation and understanding between the Corporation and its staff, to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, and to promote the morale, well-being and security of all employees within the bargaining unit.

Therefore, it is now thought desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn **up** in this Agreement,

Now, therefore, this Agreement witnesseth that the parties hereto, in consideration of the mutual covenants hereinafter contained, agree, each with the other, as follows:

**ARTICLE 2 – RECOGNITION**

- 2.01
  - a) The Corporation recognizes the Union as the exclusive collective bargaining agent of all outside and office employees of the Corporation, as referred to in the wage classifications contained in Schedule “1A” & “2A”, save and except forepersons and supervisors and those above the rank of foreperson and supervisor, persons regularly employed for not more than twenty-four (24) hours per week, temporary employees, students, and persons covered by subsisting collective agreements.
  - b) The above clause is not meant to expand or contract the bargaining rights of the Union as a result of the combination of the Outside and Office bargaining units. This does not preclude the addition of classifications to Schedule 1A and 2A.
- 2.02 A permanent full time regular employee shall be defined as an employee other than a temporary employee or a student who works more than twenty-four (24) hours per week on a regularly scheduled basis and as such is a member of the bargaining unit.
- 2.03
  - a) The term “temporaryemployee” shall be defined as an employee hired:
    - i) to replace a regular employee who is on vacation, an approved leave of absence, a compensable or non-compensable sickness or accident, is temporarily transferred to another position with the Corporation, or  
  
**OFFICE UNIT**
    - ii) for a term or task of not more than six (6) months unless the parties mutually agree to an extension.  
  
**OUTSIDE UNIT**
    - iii) for a term of not more than six (6) months in any consecutive twelve (12) month period unless the parties mutually agree to an extension. Any temporary employee retained under this sub-paragraph for more than six (6) months in any twelve (12) consecutive month period, without mutual agreement, the Corporation will post the position as a permanent position within the bargaining unit.

**ARTICLE 2 – RECOGNITION (continued)**

## 2.03 continued

- b) i) The temporary employee shall not be a member of the bargaining unit.
- ii) The termination of a temporary employee shall be at the sole discretion of the Corporation.
- iii) The Corporation is not precluded from hiring part-time employees or students.
- iv) The hiring of a temporary employee to work in a classification as outlined in Schedule 1A or 2A shall not cause the lay-off of regular employees in that classification.
- v) An employee hired as a temporary employee shall be advised at the time of his hiring of his temporary status and the estimated duration of his employment. The Corporation shall advise the Union of the hiring of temporary employees, the task to be performed and the anticipated duration.

**OUTSIDE UNIT**

- vi) A temporary employee in the Outside Unit shall be paid fifteen percent (15%) per hour less than the job rate for the applicable classification as per Schedule 1A for the term of employment with the Corporation.

**OFFICE UNIT**

- vii) A temporary employee in the Office Unit shall be paid the start rate for the applicable classification as per Schedule 2A for the term of employment with the Corporation.

2.04 Students shall be defined as an employee hired on a co-operative training program from any educational institute, or students employed at any time during the period between February 1 and September 15 or during winter school breaks and other times mutually agreed upon by the parties.

2.05 In this Agreement, wherever the masculine gender is used it shall be construed to be the masculine or feminine, as the context requires. Also in this agreement, wherever the term 'employee' is used it shall be construed to mean permanent, full-time, regular employee unless otherwise identified.



**ARTICLE 2 – RECOGNITION (continued)**

2.06 The articles of the collective agreement will apply to both the Outside and Office work units unless specifically indicated otherwise. Specifically, the subheadings “Outside Unit” or “Office Unit” preceding an article, or the reference to “outside employees” or “office employees” within an article, shall denote a provision applying either to the Outside work unit or to the Office work unit, respectively.

**ARTICLE 3 – RELATIONSHIP**

3.01 The parties agree that there shall be no discrimination, interference, restraint or coercion against any employee for reasons of age, sex, race, colour, religious affiliation, sexual orientation, national origin or membership in or connection with the Union and that membership in the Union will not be discouraged.

3.02 The Union agrees that there will be no intimidation, interference, restraint or coercion exercised or practised upon employees of the Corporation, or by any of its members or representatives, and that there will be no solicitation for membership or other Union activity at the place which an employee works during his working hours, except as is provided for under this agreement.

3.03 Supervisory and Management personnel shall not work on jobs normally performed by bargaining unit personnel to such an extent that it will cause the lay-off of persons within the bargaining unit except in cases of emergency or when regular qualified employees are not immediately available.

3.04 Orientation  
A member of the Union executive will be provided a time period up to one (1) hour by the Human Resources staff during the Corporation’s Phase I orientation process for the purpose of presenting a Union Orientation program to bargaining unit employees.

**ARTICLE 4 - UNION SECURITY/CHECK OFF**

- 4.01 All employees in the bargaining unit shall be required to pay regular monthly Union dues as a condition of employment. The Union shall notify the Corporation in writing of the amount of such dues. The Corporation agrees to deduct the above dues from the employee's first pay in each month.
- 4.02 Following adequate notice, in writing by the Union, the Corporation agrees to deduct assessments levied by the Union from its members, from the same pay as dues are deducted.
- 4.03 All sums deducted, together with a record of those from whom deductions have been made, and the amount shall be forwarded to the Financial Secretary of Local Union 831, not later than ten (10) working days following such deduction.
- 4.04 The Union shall indemnify and save the Corporation harmless with respect to all amounts deducted and remitted under this Article.

**ARTICLE 5 -- NO STRIKES AND LOCKOUTS**

- 5.01 The Corporation agrees that it will not cause or direct any lock out of its employees during the term of this Agreement.
- 5.02 The Union agrees that there will be no strike, picketing, slowdown or stoppage of work, either complete or partial, that will interfere with service during the term of this Agreement.

**ARTICLE 6 - MANAGEMENT RIGHTS**

- 6.01 The Union recognizes that it is the right of the Corporation to generally manage the affairs of the Municipality including the right to maintain order, discipline and efficiency, to hire, discharge, transfer, promote, demote and suspend employees provided that a claim of discriminatory promotion, demotion or transfer, or a claim that an employee who has completed his probationary period has been discharged or disciplined without reasonable cause may be the subject of a grievance and dealt with as hereinafter provided.
- 6.02 The Corporation agrees that the exercise of such rights shall not be inconsistent with the provisions of this Agreement.

**ARTICLE 7 - UNION REPRESENTATION**

- 7.01           a)       The Union will notify the Corporation in writing of the names of members of committees, and of any changes from time to time made therein. The Corporation shall not be asked to recognize any member of the Committee until such notification from the Union has been received.
- b)       The Union shall have the right at any time to have the assistance of a National Representative of the Union in all matters covered by this agreement.

7.02           The Corporation agrees that, where permission has been granted to representatives of the Union to leave their employment temporarily in order to carry out negotiations with the Corporation, up to and including Mediation, or with respect to a grievance, they shall suffer no loss of regular pay for time so spent.

7.03           Union Bulletin Boards

The Corporation will provide bulletin boards for exclusive union use in each of the following work areas:

- City Hall – 1 on each floor
- Williams Parkway Service Complex - 2
- Sandalwood Parkway Service Complex
- Orenda Road Service Centre – 2
- Operating Facilities
- Satellite Yards
- Animal Services
- Parking Enforcement
- Civic Centre
- And any new facilities or yards

7.04           The Departments of the Corporation, for the purposes of this Agreement, are as follows:

- Community Services
- **Planning, Design and Development**
- Works and Transportation
- Legal Services
- **Management Services**
- **Finance**
- **Business Development and Public Relations**
- City Manager's Office

**ARTICLE 7 - UNION REPRESENTATION (continued)**7.05 Negotiating Committee

- a) The Corporation will recognize a negotiating committee of not more than six (6) employees, plus the President of the Local Union. The Corporation will deal with the said committee in all matters that are properly the subject of negotiation during the term of this Agreement.
- b) The Corporation agrees that the negotiating committee shall have the right to have assistance of a duly accredited representative of the National Union in negotiations with the Corporation.

7.06 Labour-Management Committee

- a) The Corporation and the Union will appoint up to four (4) persons each, which shall include the president or his designate of the Local to act as members of a Labour-Management Committee. Each party shall designate one of its appointees to act as a Co-Chairperson who, as such, will be the contact person for his nominees. Each party will advise the Corporation's Human Resources Division of the names of its appointees and Co-Chairpersons, which shall be communicated to all employees and senior management. Notwithstanding the process of selecting committee members described above, the parties may by mutual agreement on an ad hoc basis, when deemed necessary, select more than four (4) persons each to review a specific matter.
- b) Except in an emergency situation, the Committee will not meet more often than once every three (3) months. The co-chairpersons shall exchange agendas at least one week before regular meetings.
- c) While it is understood that the Committee will determine its own procedures, it is agreed and understood that agenda items or any other matters will not include matters which could be processed as an employee or policy grievance under the provisions of the Collective Agreement. Nor will the committee have any authority to attempt to amend the Collective Agreement in any manner.

7.07 Grievance Committee

The Corporation acknowledges the right of the Union to appoint or otherwise select a Grievance Committee of four (4) employees to assist employees in presenting their grievances to representatives of the Corporation.

**ARTICLE 7 - UNION REPRESENTATION (continued)**

7.08 For the purposes of representation under Article 9 (Grievance Procedure) there shall be a Steward, elected or appointed by the Union, to represent each geographical area as outlined in this article. Before leaving their regular duties to engage in processing of grievances, the Steward shall obtain permission to leave his work from the foreperson or immediate supervisor.

It is understood that the taking of such time away from regular duties shall be kept to a minimum and that permission shall not be unreasonably sought or withheld. If permission is granted, the matter will be dealt with expeditiously and the Steward shall report to their foreperson or immediate supervisor immediately upon returning to work. The Corporation reserves the right to limit such time, if the time requested is unreasonable.

7.09 The bargaining unit shall have two (2) Chief Shop Stewards in addition to the steward complement in article 7.10. It is understood that Chief Shop Stewards shall be permitted to temporarily represent any areas/zones as required when a steward is unavailable or when vacancies occur.

7.10 Steward Representation

The following numbers of stewards shall represent the geographical areas indicated below:

- Williams Parkway Service Complex - two Stewards
- Sandalwood Parkway Service Complex – two Stewards
- Parks, Orenda Road Service Centre - two Stewards
- Animal Shelter - one Steward
- City Hall and 33 Queen St. W. - up to five Stewards.  
Only one steward elected or appointed per floor. It is understood the stewards may represent anywhere in this geographical area.
- Parking Enforcement - one Steward
- Arenas & Facilities, East of Dixie Road - one Steward
- Arenas & Facilities, West of Dixie Road - one Steward

Stewards shall be elected or appointed from the geographical area they represent. In the event the Union cannot find a replacement steward, then the original steward shall continue to represent such area/zone until the end of the official term.

7.11 The number of stewards may be altered by agreement in writing between the parties.

**ARTICLE 7 - UNION REPRESENTATION (continued)**7.12 Health and Safety Committee

The Union and the Corporation share a mutual interest in having a safe and healthy workplace. The parties agree to recognize a Joint Health and Safety Committee comprised of equal representation from both Union and Management.

**ARTICLE 8 – DISCIPLINE & RECORDS**

- 8.01 An employee who has completed his probationary period and who is called to a meeting by his Supervisor or other Management person for the purpose of receiving written disciplinary action, a disciplinary suspension or discharge shall be advised of the purpose of the meeting and shall have the right to request the presence of a Union representative. All lesser disciplinary action shall be conducted on a one-to-one basis between the immediate supervisor and the affected employee.
- 8.02 A copy of any written disciplinary action which is placed in the employee's **file of reference** will be given to the employee and at the employee's request a copy will be provided to the union.
- 8.03 Copies of any disciplinary action which have been placed in an employee's **file of reference** shall be removed from the file when the employee has completed two (2) years with a clear disciplinary record, from the date of last occurrence.
- 8.04 An employee shall have the right to request an appointment for the purpose of inspecting his **employee file of reference, which is housed in Human Resources. This file will contain all matters pertaining to the employee's employment and is the official corporate employee file of reference.** An employee may have a Union Representative present during the review. Any expired documents related to Article 8.03 will be provided to the employee during the file inspection.

**ARTICLE 9 - GRIEVANCE PROCEDURE**

- 9.01 a) A grievance under this Agreement shall be defined as any dispute concerning the interpretation, application, administration or alleged violation of this Agreement.
- b) The parties expressly agree that this Article does not apply in the event of the layoff, or failure to recall from layoff or discharge for any reason of a probationary employee.

9.02 If an employee has a complaint, he shall discuss it with his immediate supervisor. In order to be considered a grievance, such discussion must take place within ten (10) working days after the circumstances giving rise to the complaint first occurred or originated. The supervisor shall communicate his reply to the complainant within four (4) working days after the initial discussion. Failing settlement, the complaint may be filed as a grievance in accordance with the following procedure:  
(Note: In cases where the employee's immediate supervisor is the Department Head, the procedure shall commence at Step 2.)

Step 1 Within five (5) working days following the decision of the immediate supervisor, the complainant employee and/or the appropriate Steward, shall present a signed, dated, written grievance to his Division Director or designate. The nature of the grievance, the Article(s) of the Agreement that has been allegedly violated, misapplied or misinterpreted and the relief or remedy sought shall be clearly set out in the grievance. The Division Director or designate shall give the employee a written answer to the grievance within five (5) working days and a copy of the answer will be sent to the Steward representing the aggrieved employee.

Step 2 Failing settlement in Step 1, as set forth above, within four (4) working days following receipt of the reply in Step 1, the employee, with the assistance of a Chief Shop Steward or designate, present the grievance to the employee's Department Head or designate. The Department Head will discuss the grievance with the employee, the appropriate steward and a Chief Shop Steward or designate. A written answer will be given to the grievor and the grievance Committee member by the Department Head within five (5) working days of the discussion.

**ARTICLE 9 - GRIEVANCE PROCEDURE (continued)**

## 9.02 continued

- Step 3 Failing settlement in Step 2, the Chairperson of the Union's Grievance committee may, within four (4) working days following receipt of the reply in Step 2, arrange for a meeting to review the matter in dispute. The meeting shall be attended by the City Manager or his designate, and other management representatives when deemed appropriate by the Corporation, the Grievor, a Chief Shop Steward, the Union President or his designate and the Chairperson of the Union's Grievance Committee. In the event of a dispute of facts the Union will have the right to bring in the steward that filed the grievance. Such meeting will be held within five (5) working days of the request by the Chairperson of the Grievance Committee. It is understood that a National Representative of the Union may be present at this meeting should his presence be requested by either party. The City Manager or his designate shall issue his written reply to the grievor and the Chairperson of the Union's Grievance committee within five (5) working days of the meeting.
- 9.03 If final settlement of the grievance is not attained in Step 3, and if the grievance is one which concerns the interpretation or alleged violation of this Agreement, either party may refer the grievance to arbitration as provided in Article 10 of the Agreement provided that the request for arbitration is made within ten (10) working days after receipt of the reply in Step 3.
- 9.04 Should any grievance not be submitted within the time limits specified in this Article, it will be considered to have been settled on the basis of the corporation's last reply to the grievance. If no written answer has been given to the grievance within the time limits specified, the employee shall be entitled to process the matter to the next stage including arbitration.
- 9.05 The time limits fixed in the grievance procedure may be extended by mutual agreement in writing between the parties. Saturdays, Sundays and holidays will not be counted in determining the time in which any action is to be taken.
- 9.06 Discharge Procedure  
A claim by an employee who has completed his probationary period that he has been discharged without reasonable cause, shall be treated as a grievance if a written statement of such grievance is lodged with the City Manager or his delegate within four (4) working days after the employee is discharged. Such grievance shall commence at Step 3 of the grievance procedure.



**ARTICLE 9 - GRIEVANCE PROCEDURE (continued)**

- 9.07      Union Policy Grievance  
 The Union may file a "Policy Grievance" at Step 3 of the grievance procedure. A "Policy Grievance" may not be used to by-pass the regular grievance procedure. A policy grievance is defined as one which alleges a misinterpretation or violation of a provision of this Agreement and which, because of the nature or scope of the subject matter, could not otherwise be instituted as an individual employee grievance commencing at Step 1. Such policy grievance shall be filed, in writing, within ten (10) working days of the initial incident giving rise to the complaint. The grievance must be signed by the Union President or his designate and the Chairperson of the Union's Grievance Committee.
- 9.08      Corporation Policy Grievance  
 The Corporation shall have the right to lodge a grievance with the Union concerning the meaning, application or interpretation of any provision of this Agreement commencing at Step 3 of the grievance procedure. The grievance shall be filed, in writing, with the Union President or his designate by the City Manager or his designate within ten (10) working days of the initial incident giving rise to the complaint. A meeting shall be held between representatives of the Corporation and the Union within seven (7) working days of filing of the grievance. The grievance shall be answered, in writing, by the Union President or his designate within ten (10) working days of such meeting.
- 9.09      Any step of the Grievance Procedure may be waived by mutual agreement in writing between the parties.
- 9.10      A grievance arising out of a job posting for a position in another Department, as defined in Paragraph 7.04, shall be submitted to the Human Resources Division to be directed to the appropriate supervisor for disposition at Step 1.
- 9.11      Decisions arrived at between the Corporation and the Union on the disposition of any specific employees, Union or Corporation grievance shall be final and binding upon the Corporation, the Union and the employee or employees concerned.
- 9.12      With mutual agreement the Corporation and the Union may utilise the services of a Grievance Mediator, satisfactory to the parties, to resolve outstanding grievances. The cost of the mediator's services will be shared on a fifty percent (50%) basis.

**ARTICLE 10 – ARBITRATION**

- 10.01 A properly constituted grievance, as defined in Article 9 - Grievance Procedure which has been properly carried through all the requisite steps of the Grievance Procedure, including referral to arbitration, as outlined in Article 9 and which has not been settled, may be referred to a single Arbitrator, or by mutual agreement, to a Board of Arbitration, at the written request of either of the parties hereto.
- 10.02 a) The Board of Arbitration shall be composed of one (1) person appointed by the Corporation, one (1) person appointed by the Union and the third (3rd) person to act as Chairperson chosen by the other two (2) members of the Board.
- b) Within fourteen (14) working days of the written request by either party for a single arbitrator or Board of Arbitration, the other party shall nominate an arbitrator or its nominee to the Board. The parties or nominees shall endeavour to agree as soon as possible to the single arbitrator or Chairperson respectively.
- 10.03 Should the parties fail to agree on a single Arbitrator or the nominees fail to agree on a Chairperson, the Ministry of Labour of the Province of Ontario shall be asked to nominate a person to act as single arbitrator, or Chairperson, in accordance with the provisions of the Ontario Labour Relations Act.
- 10.04 No person may be appointed as an arbitrator who has been involved in any attempt to negotiate or settle the grievance.
- 10.05 The decision of the arbitrator or the Board of Arbitration, including any decision as to whether the matter is arbitrable, shall be final and binding upon the parties and upon any employee affected by it. In the absence of a unanimous decision, the majority decision shall be accepted as the decision of the Board. In the event there is no majority decision, the decision of the Chairperson will be final.
- 10.06 The Arbitrator or the Board of Arbitration shall not have jurisdiction to amend, alter, modify or add to, any of the provisions of this Agreement, or to substitute any new provision in lieu thereof, nor to give any decision inconsistent with the terms and provision of this Agreement.
- 10.07 The Arbitrator or Board of Arbitration shall have no jurisdiction to hear a layoff, failure to recall from layoff or discharge grievance put forth by or on behalf of a probationary employee.

**ARTICLE 10 – ARBITRATION (continued)**

- 10.08 The Board of Arbitration shall have the power to dispose of the discharge or discipline grievance of an employee who has completed his probationary period by any arrangement which, in its opinion, is just and equitable.
- 10.09 Each of the parties hereto will bear the fee and expenses of the nominee appointed by it and the parties will equally share the fee and expenses of the single Arbitrator or the Chairperson of the Board of Arbitration.
- 10.10 Time limits fixed in this Article may be extended by mutual agreement in writing between the Union and the Corporation.

**ARTICLE 11 - SENIORITY**

- 11.01 The purpose of this Article is to provide employees with as large a measure of security as possible, based on their continuous service with the Corporation.
- 11.02 a) A permanent full time regular employee shall be considered a probationary employee until he has worked a total of sixty (60) days from his last date of hire or longer if mutually agreed upon by the parties, and during this period he shall have no seniority rights. It is expressly understood by both parties that during the probationary period an employee shall be considered as being employed on a trial basis and may be discharged at any time at the sole discretion of the Corporation. The discharge of a probationary employee shall not be the subject of a grievance and/or an arbitration pursuant to this Agreement. Temporary employees will not acquire seniority under this Collective Agreement.
- b) A probationary employee on the Outside Unit wage schedule 1A will be paid one dollar (\$1) per hour less than the job rate. A probationary employee in the Office Unit will be paid at the start rate for the position.
- 11.03 On successful completion of the probationary period, a permanent full time regular employee shall be placed on regular staff, his name shall be placed on the seniority list and the employee's seniority date shall be his last date of hire.
- 11.04 Employees acquiring seniority on the same date shall be added to the seniority list in order of the **date and time** of receipt of their employment application. **In the event that the date and time are identical seniority shall be based on alpha order according to the last name.**
- 11.05 Seniority shall operate on a bargaining unit wide basis.

**ARTICLE 11 – SENIORITY (continued)**

- 11.06 The Corporation agrees to supply the Union with a seniority list twice yearly. The list will show the employee's current classification, department and seniority date. Such lists will be sent to the **Union Stewards as well as the executive** and posted on all job posting bulletin boards by January 15 and July 15 of each year.
- 11.07 Seniority shall be used in determining preference or priority for promotions, transfers, layoffs and recalls, provided the employee concerned has the skill and ability to satisfactorily perform the work in question.
- 11.08 When undertaking a lay-off such lay-offs shall be in reverse order of seniority provided the remaining employees can satisfactorily perform the required work. Recalls from lay-offs shall take place in reverse order to lay-offs.
- 11.09 An employee shall lose seniority and his employment shall be deemed to be terminated for the following reasons:
- a) Voluntary resignation.
  - b) Discharge for just cause.
  - c) Failure to return to work, except for verified medical reasons acceptable to the Corporation, after layoff within five **(5)** working days after proper notification by registered letter at the last address provided by the employee to the Corporation.
  - d) Lay-off in excess of twelve (12) months.
  - e) Absence from work without leave of absence being granted by, or an explanation being given satisfactory to, the Corporation for a continuous absence of three (3) working days or over.
- 11.10 No employee shall be transferred out of the bargaining unit without his consent. Any employee who is transferred outside the bargaining unit to another CUPE 831 bargaining unit and is subsequently returned to the bargaining unit shall be credited with all seniority previously acquired within any one of the Corporation's two **(2)** CUPE 831 bargaining units.
- Employees returning to CUPE 831 who have remained an employee of the Corporation shall be treated in the following way, Their new seniority date shall be established by counting back from the date of re-entry into the bargaining unit, all of the previously credited bargaining unit seniority. The employee shall not use such seniority to displace another employee at the time of his return. The employee's total corporate service credits, union and non-union, shall be retained by him for the purpose of pension, vacation entitlement and any other related benefits.

## ARTICLE 12 – JOB ASSIGNMENTS

- 12.01 The Corporation will, whenever possible, provide temporary job assignments which are valued and paid a higher rate than entry-level to full time regular employees provided such employees have the qualifications and skills to perform such jobs efficiently and effectively from day one without training.
- 12.02 a) For the purpose of this agreement, the "transfer" of employees shall be the movement of employees from one department (as defined in Article 7, paragraph 7.04) to another department.
- b) For the purpose of this agreement, the "re-assignment" of employees shall be the movement of employees from one job or location to another job or location within a department (as defined in Article 7, paragraph 7.04).
- 12.03 In cases of temporary and seasonal transfers of bargaining unit personnel from one department to another, where such transfers are for an anticipated duration of one month or more, employees in the classification concerned who have the skill and ability to satisfactorily perform the work will be offered the transfer on the basis of seniority. **If** there are no volunteers, the Corporation will assign the least senior employee in the classification concerned. The Corporation will select employees for transfers of less than one-month duration.

### **OUTSIDE UNIT**

- 12.04 In the case of re-assignment, if there are insufficient volunteers within the applicable classification, the Corporation may re-assign employees to any work location within their department, and within their job classification, at any time, on a temporary or permanent basis without regard to seniority.

### **OUTSIDE UNIT**

- 12.05 a) In the event a department (excluding Maintenance and Operations Division of the Works and Transportation Department), as defined in Article 7, paragraph 7.04, chooses to assign work normally performed by a higher paid job grade within an area of work within said Department, the following procedure shall apply:
- Job Assignments to a higher paid classification or job within an employee's area of work will be governed by seniority, provided the employees concerned have relatively equal ability to perform the work required.

**ARTICLE 12 – JOB ASSIGNMENTS (continued)**

12.05 continued

- b) In the event there is a job assignment to a higher paid classification within an area of work within the Maintenance and Operations Division of the Works and Transportation Department, the Corporation shall assign the upgrade in order of seniority in the next lower appropriate classification from the upgrade, provided the employee is qualified and able to perform the required work. In the event none of the employees in the next lower appropriate classification are qualified or able to perform the upgrade, the Corporation shall assign the upgrade in order of seniority within the area of work, provided the employee is qualified and able to perform the required work.
  
- c) For the purposes of paragraphs (a) and (b) above, the phrase “area of work” means:
  - 1. Works & Transportation
    - a) Maintenance & Operations
      - > Within a yard
      - > City-wide for weekend road patrol purposes
      - > Traffic Section, or
      - > Fleet Section
    - b) Animal Services
  
  - 2. **Legal Services**
    - a) **Enforcement**
      - > **Parking Enforcement**
      - > **Municipal Law Enforcement**

ARTICLE 12 -- JOB ASSIGNMENTS (continued)

12.05 c) continued

- 3. Community Services
  - a) Parks Maintenance & Operations
    - 1. Summer: April 1 to November 14
      - 4 districts – ~~NE~~, NW (including Cemetery), SE, SW (including Parks Service Center)
      - Horticultural Services
      - Urban Forestry/Landscape Construction
    - ii. Winter: November 15 to March 31
      - Outdoor Artificial Ice Rinks
      - Urban Forestry/Landscape Construction
      - 2 Parks Maintenance Districts
        - East = (N.E., S.E.)
        - West = (N.W including Cemetery, S.W including Parks Service Centre)
      - Horticultural Services Section
- b) Within a Facility family

OUTSIDE UNIT

- 12.06 a) Employees performing duties of any higher rated position than presently occupied for periods of one hour or more shall receive the higher job rate of pay for each full hour or part thereof, if more than one hour is worked in the higher paid job grade.
- b) An employee who is assigned to perform the work of another employee in a higher job grade for a continuous period of thirty (30) days or more, including weekends and paid holidays, shall be paid vacation pay entitlements, time off in lieu of overtime, bereavement leave, sick leave and paid holidays at the rate specified in (a) above provided that such time off is taken during the temporary upgrade.

OFFICE UNIT

- 12.07 a) An employee who is assigned to perform the work of another employee in a higher job grade for one week (a week may include a paid holiday) or more shall be paid at the equivalent incremental step to his current job grade.

**ARTICLE 12 – JOB ASSIGNMENTS (continued)**

12.07 continued

- b) An employee who is assigned to perform the work of another employee in a higher job grade for a continuous period of thirty (30) days or more, including weekends and paid holidays, shall be paid vacation pay entitlements, time off in lieu of overtime, bereavement leave, sick leave and paid holidays at the rate specified in (a) above provided that such time off is taken during the temporary upgrade.**

12.08 An employee who may be temporarily re-assigned to a lower paid job grade or a job that pays less than the employee’s current rate shall continue to receive their higher current rate during such temporary re-assignment.

**ARTICLE 13 – JOB POSTINGS**

13.01 It is recognized that it is the policy of the Corporation to promote from within the ranks of its employees whenever possible.

13.02 a) The term “vacancy”, as used in this Agreement, shall be defined as an opening in one of the job classifications as set out in Schedule 1A and 2A or a new position appropriate for this collective agreement.

b) In the event a new job is created, or when a job vacancy which comes within the scope of this agreement occurs is to be filled, notice of such vacancy shall be posted internally for a period of five (5) working days on bulletin boards located in a conspicuous place in each Department, so that all employees may have the opportunity of making application. Such notice shall include the nature of the position, the knowledge and education required for the position, the qualifications, ability and skills required, and the salary range. In order to be eligible for the posted vacancy, an employee must apply within the five- (5) working day period.

c) If the position is not to be posted within thirty (30) working days, the Corporation shall advise the Union of their intention, (i.e. redundancy, etc).

13.03 The Corporation may temporarily fill the job vacancy pending the selection of a candidate to fill the position. Where operationally feasible, the Corporation may fill the vacancy within the Division using a temporary upgrade.

13.04 The Corporation will conduct interviews in seniority order, which may include relevant job related tests of applicants.



**ARTICLE 13 – JOB POSTINGS (continued)**

13.05 The Corporation shall advise the successful applicant within twenty (20) working days from the closing of the posting and each applicant shall be advised in writing of the name of the person selected.

If the Corporation has been unable to complete their selection process within the twenty (20) working day period, the applicants shall be advised in writing of the reasons for the delay in making the decision.

13.06 a) In the event there is no qualified applicant for the posted position, the Corporation may, at its discretion, select one of the applicants who has been preparing for qualification, for a trial period of twenty (20) working days. If during such trial period such employee is unable or unlikely to qualify for the new position, he shall return to his former position at his former rate. The position of the employee on a trial period shall not be posted until the employee on trial has successfully qualified for the originally posted position. The Corporation may temporarily fill the position of the employee on trial during this period.

b) In the event an employee is selected for a trial period under a) above to a higher classification, such individual shall be paid a rate ½ way between his prior rate and the classified rate (to the nearest cent) for the period of the trial. Thereafter the employee shall receive the classified rate.

13.07 The Corporation is not required to post the job of an employee which has been reevaluated through the joint job evaluation maintenance program to a higher or lower job grade and where a vacancy does not exist.

**OUTSIDE UNIT**

13.08 Except for promotions to higher paid jobs, no employee will be eligible for more than two (2) job changes under this article during any period of twenty-four (24) consecutive months

**ARTICLE 14 – HOURS OF WORK AND OVERTIME**

**OUTSIDE UNIT**

14.01 No Guarantee

The Corporation does not guarantee to provide work to any employee for regularly assigned hours, or for any other hours.

**ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)****OUTSIDE UNIT**

14.02

Days and Hours of Work

- a) Employees, other than Facilities General Operators, Caretakers, Municipal Law Enforcement Officers, Animal Services and Parking Enforcement personnel shall normally work forty (40) hours a week in five (5) consecutive days, Monday to Friday. The parties to this agreement may, by mutual agreement, change the weekly work schedule to forty (40) hours in a week of four (4) consecutive days for a section, a division, a department or the entire bargaining unit. Days off work for sickness and/or paid holidays shall be paid at the appropriate rate as above, eight (8) hours for an eight (8) hour shift or ten (10) hours pay for a ten (10) hour shift.
- b) **Kennel Attendants may be required to work a normal work week of Tuesday to Saturday inclusive, on a rotating basis.**
- c) Facilities General Operators, Caretakers, Municipal Law Enforcement Officers, Animal Services and Parking Enforcement personnel may be assigned to work one hundred and sixty (160) hours in each four (4) week period, (i.e. over two (2) pay periods).

**OUTSIDE UNIT**

14.03

Overtime Regulations

- a) Employees other than Facilities General Operators, Caretakers, Municipal Law Enforcement Officers, Animal Services and Parking Enforcement personnel shall be paid an overtime premium at the rate of one and one-half (1 1/2) times regular rates for all time worked in excess of eight (8) hours per day or ten (10) hours per day, dependent upon the shift arrangement, and for all time worked on Sundays. Overtime at time and one-half (1 1/2) will be paid for hours worked on the sixth (6th) consecutive day in the employee's workweek.
- b) Facilities General Operators shall be paid at the rate of one and one-half (1 1/2) times regular rates for all authorized hours worked in excess of one hundred and sixty (160) hours over a four (4) week period, forty-four (44) in a week or on Sundays. Failure to provide at least twelve (12) hours rest between shifts which are being changed shall result in payment of overtime at one and one-half (1 1/2) times regular rates for all hours worked on that shift.

**ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)**

14.03 continued

**OUTSIDE UNIT**

- c) Caretakers, Municipal Law Enforcement Officers, Animal Services and Parking Enforcement personnel shall be paid at the rate of one and one-half times (1 1/2) the regular rate for all authorized hours worked in excess of one hundred and sixty (160) hours in each four (4) week period (i.e., over two (2) pay periods).

**OUTSIDE UNIT**

- 14.04 Employees other than Caretakers, Municipal Law Enforcement Officers, Animal Services and Parking Enforcement personnel shall be paid an overtime premium at the rate of two (2) times regular rates for all hours worked on the seventh (7th) day in a work week where an employee works seven (7) consecutive days.

**OUTSIDE UNIT**

- 14.05 An Animal Services employee who is scheduled for "week-end emergency service" shall be paid a stand-by allowance of **fifty dollars (\$50)**. In addition to this stand-by allowance, such employee shall be paid for all actual hours worked during the week-end stand-by period at one and one-half (1 1/2) times their regular rate. Work performed on "emergency service" during any paid holiday specified in Article 18, will be paid at the applicable rate for hours worked.

**OUTSIDE UNIT**

- 14.06 There shall be no pyramiding of overtime premium and any other premium.

**OUTSIDE UNIT**

- 14.07 a) Call-in  
A call-in is a situation in which an employee is called in to work after leaving the job site at the end of his regular shift for work to occur prior to the start of his next scheduled shift. An employee who works eight (8) hours on "call-in" shall have the option of declining to work his originally scheduled shift. In such circumstances, he shall not be paid for that originally scheduled shift. However, where he does perform work on the originally scheduled shift, he shall be paid for work on that shift at his regular straight time rate.

Assignments of call-in work will be governed by the provisions of Article 14.08(ii).

A "call-in" is not a shift change.

**ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)**

14.07 continued

**OUTSIDE UNIT**b) Shift Change

An employee should be given as much prior notice as possible before changing his shift hours of work. The minimum time of such notice must be eight (8) hours and there must be a minimum time spread of eight (8) hours between shifts with the exception of Facility General Operators. Failure to provide eight (8) hours notice and eight (8) hours minimum time spread between shifts will require the Corporation to pay the appropriate overtime premium for that shift.

c) Overtime Situations Not Covered by the Collective Agreement

Overtime situations that are not covered by this Collective Agreement shall be treated as "CALL-INS" and the "CALL-INLIST" will be used for selecting the appropriate employee. If the employee being requested to work is called in from home he shall be paid as specified in the agreement - if the employee is contacted for such overtime work prior to the end of his shift, then the overtime pay will be calculated in the same manner as it is for a person who is extending his normal shift into overtime hours, with no 3 hour minimum payable.

**OUTSIDE UNIT**

14.08

Distribution of Overtime

The Corporation shall determine the most efficient method of operation for each Department including the determination of whether to authorize and offer overtime. In the event overtime is authorized, it shall be offered as follows:

i) Extension of the Work DayAll Departments Except Community Services

Authorized overtime immediately following completion of a regular shift shall be initially offered to the employee assigned to the job on the shift. If the employee does not wish the overtime, the Corporation shall offer the overtime work to an employee in the area of work as defined in Article 12 Job Assignments, who is qualified to perform the work required. The employee shall be paid at the rate of time and one half (1-1/2) for all authorized overtime hours worked subject to paragraph 14.03.

**ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)**

14.08 i) continued

**OUTSIDE UNIT**Community Services

Authorized overtime, immediately following completion of a regular shift, which is anticipated by Management to be less than three (3) hours in duration, shall be initially offered to the employee assigned to the job on the shift. If the employee does not wish the overtime and the work to be performed is anticipated by Management to be less than three (3) hours, the Corporation shall offer the overtime work to an employee who is qualified to perform the work required. If the work to be performed is anticipated by management to be for more than three (3) hours in duration, the work opportunity shall be treated as a call-in. The employee shall be paid at the rate of time and one half (1-1/2) for all authorized overtime hours worked subject to paragraph 14.03.

- ii) Call-in
  - a) The Corporation shall offer authorized call-in overtime work to qualified employees within the Department except where the Corporation, at its sole discretion, determines if there is an emergency or a time situation which would make such assignments impractical.
  - b) The Corporation shall post twice yearly, in the Maintenance and Operations Division of the Works and Transportation Department, and the Parks Maintenance and Operations Division and Facilities Division of the Community Services Department, a list in order for employees to indicate their availability for voluntary overtime assignments, Employees will not be compelled to standby, but they must be certain that their immediate supervisor has their correct contact number.
  - c) In the event that the Corporation offers call-in overtime, it shall be offered as follows, unless otherwise indicated in Schedule 6. Call-in overtime will be offered on a rotational basis, based on seniority, to employees within the appropriate job classification. If there are insufficient volunteers, the Corporation shall have the work performed in any manner it sees fit.
  - d) An employee who is absent from work due to lay off, suspension, leave, vacation, illness or injury shall not be offered call-in overtime from the completion of his last shift worked until the completion of his first shift after he has returned to work, subject to Article 26. An employee on Union leave, is eligible to be offered call-in overtime.

**ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)**

14.08 ii) continued

**OUTSIDE UNIT**

- e) Payment for overtime will commence at the actual time the employee reports to the assigned work place, not from the time the supervisor contacts him regardless of the time of day or night.
- f) Employees called in for overtime shall be paid a minimum of three (3) hours at one and one-half (1- 1/2) times the appropriate rate.
- g) A monthly list shall be posted in the Maintenance and Operations Division of the Works and Transportation Department, and the Parks Maintenance and Operations Division and Facilities Division of the Community Services Department, showing the following:
  - Name
  - Classification
  - Qualifications
  - Date Overtime Offered
  - Disposition
  - Date Overtime Worked

**OUTSIDE UNIT**

14.09

Lieu Time

- a) Time off regular work hours in lieu of overtime payment may be allowed by the Division Director or designate. If time off is granted, it may be taken at non-peak or slower work periods as determined by the Division Director or designate. Such time shall be calculated at appropriate overtime premiums.
- b) When an employee requests lieu time rather than overtime payment, it must be done no later than the end of the authorized overtime period. All hours worked in one (1) work period must be either paid for or scheduled lieu time off – it is not permissible to split the time.
- c) Lieu time off work shall be paid for at the employee's regular rate of pay in effect at the time it is taken regardless of whether the employee was earning a higher or lower rate of pay when the overtime was actually worked.

ARTICLE 14 - HOURS OF WORK AND OVERTIME (continued)

14.09 continued

OUTSIDE UNIT

- d) Lieu time is to be used in the calendar year accumulated. Lieu time carryover is limited to 7 days, additional carryover will only be granted under extenuating circumstances as approved by the Department Head or designate. Lieu time not used or carried over shall be paid out at the end of the calendar year.

OFFICE UNIT

14.10

No Guarantee

The Corporation does not guarantee to provide work to any employee for regularly assigned hours, or for any other hours.

OFFICE UNIT

14.11

Days and Hours of Work

- a) The normal hours of work for employees, shall be five (5) seven (7) hour days for a total of thirty-five (35) hours Monday through Friday inclusive.
- b) The normal hours of work for Clerk II's (IWT098 and IWT219) shall be five (5) eight (8) hour days for a total of forty (40) hours Monday through Friday inclusive.

OFFICE UNIT

14.12

Overtime Regulations

- a) Except as provided in sub-paragraphs (b) and (c) below, authorized overtime will be paid at the rate of time and one-half (1-1/2) for all time worked in excess of hours specified in Clause 14.11 above and for all time worked on a Sunday, and at the rate of two (2) times regular rates for all hours worked on the seventh (7th) day in a work week where an employee works seven (7) consecutive days.
- b) An employee required to attend Council, Planning and Building or similar meetings outside their regular scheduled working hours shall be paid a minimum of two (2) hours at time and one-half (1-1/2).

**ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)**

14.12 continued

**OFFICE UNIT**

- c) An employee recalled to perform overtime work after he has left work for the day will be paid a minimum of three (3) hours at time and one-half (1-1/2).
- d) All overtime work shall be voluntary except that when work is required to be performed on an overtime basis and there are no volunteers, Management may assign such work to persons who normally perform and are qualified to perform such work but assignments under this clause will be made in reverse order of seniority, that is commencing with the least senior of such qualified employees.

**OFFICE UNIT**

- 14.13 An employee should be given as much prior notice as possible before changing his shift hours of work. The *minimum* time of such notice must be twenty-four (24) hours.

**OFFICE UNIT**

14.14

**Lieu Time**

- a) Time off regular work hours in lieu of overtime payment may be allowed by the Division Director or designate. If time off is granted, it may be taken at non-peak or slower work periods as determined by the Division Director or designate. Such time shall be calculated at appropriate overtime premiums.
- b) When an employee requests lieu time rather than overtime payment, it must be done no later than the end of the authorized overtime period. All hours worked in one (1) work period must be either paid for or scheduled lieu time off – it is not permissible to split the time.
- c) Lieu time off work shall be paid for at the employee's regular rate of pay in effect at the time it is taken regardless of whether the employee was earning a higher or lower rate of pay when the overtime was actually worked.
- d) **Lieu time is to be used in the calendar year accumulated. Lieu time carryover is limited to 7 days, additional carryover will only be granted under extenuating circumstances as approved by the Department Head or designate. Lieu time not used or carried over shall be paid out at the end of the calendar year.**



## ARTICLE 14 - HOURS OF WORK AND OVERTIME (continued)

**14.15** In the event of time changes in the Spring and Fall employees will be paid on the basis of hours worked.

## ARTICLE 15 – PHONE IN

## OUTSIDE UNIT

- 15.01
- a) When unable to report for work at their scheduled time, employees are required to advise an appropriate supervisor or designated reporting system at one-half (1/2) hour prior to the beginning of the assigned shift, where practical, giving reasons for such inability and, if possible, an estimate of the time they may be away from work.
  - b) Employees returning to work after an absence of one (1) week or a longer period are required to advise an appropriate supervisor or designated reporting system of the date of their return by at least 12:00 o'clock noon of the day prior to estimated return.
  - c) Exceptions to the above rules will only be allowed in exceptional circumstances.

## OFFICE UNIT

- 15.02
- When unable to report for work at their normal time, employees are required to advise their immediate supervisor or such other person as may be designated by the department heads of such inability from one-half (1/2) hour prior to office opening to one (1) hour after the office opens. Employees returning to work after an absence in excess of one (1) week, are required to advise their immediate supervisor at least two (2) days prior to estimated return. Exceptions to the above rules will be allowed under exceptional circumstances.

## ARTICLE 16 - SHIFT PREMIUM AND MEAL ALLOWANCE

16.01 Shift Premium

A shift premium shall be paid for the shift work starting after 12 noon and preceding 5:00 a.m. There shall be no shift premium where another premium applies.

Effective July 1, 2002 the shift premium shall be **\$.60**

Effective April 1, 2003 the shift premium shall be **\$.65**

Effective April 1, 2004 the shift premium shall be **\$.70**

**ARTICLE 16 - SHIFT PREMIUM AND MEAL ALLOWANCE (continued)****OUTSIDE UNIT**

16.02

Meal Allowance

A meal allowance of ten dollars (\$10) shall be paid for each authorised four (4) consecutive hours of overtime worked.

**OFFICE UNIT**

16.03

Meal Allowance

Employees required to work more than two (2) hours overtime beyond their regular daily shift shall receive a meal allowance of ten dollars (\$10).

16.04

Meal allowance will be paid out on a monthly basis.

**ARTICLE 17 - REST PERIODS**

17.01

Coffee breaks and rest periods will be strictly controlled so as to prevent abuse. Coffee breaks or rest periods, in any case, will be limited to ten (10) minutes per half shift.

**ARTICLE 18 – PAYMENT FOR HOLIDAYS**

18.01

The following paid holidays shall be granted to each eligible active employee who has completed his probationary period subject to the provisions set out herein:

- |                    |                         |
|--------------------|-------------------------|
| - New Year's Day   | - The Employee's last   |
| - Good Friday      | scheduled ½ shift       |
| - Easter Monday    | prior to Christmas Day. |
| - Canada Day       | - Christmas Day         |
| - Victoria Day     | - Boxing Day            |
| - Civic Holiday    | - The Employee's last   |
| - Labour Day       | scheduled ½ shift       |
| - Thanksgiving Day | prior to New Year's Day |
| - Remembrance Day  |                         |

18.02

If the Corporation proclaims or declares a holiday on a regular working day, such proclaimed or declared holiday will become a paid holiday in addition to the holidays set out above. **Employees will receive no less than the provisions of the *Employment Standards Act*, as amended.**

18.03

Where any of the above holidays fall on a Saturday or Sunday, another day shall be designated by the Corporation as a holiday in lieu of the holiday falling on these days.

**ARTICLE 18 -- PAYMENT FOR HOLIDAYS (continued)**

## 18.03 continued

The Corporation shall post on all bulletin boards a list of the above-noted holidays by December 15th of the previous year.

- 18.04 a) Eligible employees shall receive pay at their basic rate for their normally scheduled daily hours for each paid holiday. Should the Corporation designate another day as the paid holiday, holiday pay will only be paid on the designated holiday and not on the paid holiday **unless otherwise provided for in this Collective Agreement.**

**OFFICE UNIT**

- b) To be eligible, employees must be at work on the required shift immediately prior to and subsequent to the holiday concerned unless the employee is absent on either of the required shifts or part thereof due to vacation, illness or approved leave of absence provided such absence has not exceeded thirty (30) days.

- 18.05 In the event a paid holiday falls within an employee's vacation period, or on a scheduled day off, the employee shall be entitled to compensating time off with pay.

- 18.06 For any work performed on the paid holiday, employees shall receive double time for all hours actually worked. For any work performed on the designated holiday, employees shall receive double time for all hours actually worked. Should an employee work on the paid holiday and the designated holiday, the employee shall receive double time for all hours actually worked on the paid holiday and the designated holiday.

**ARTICLE 19 - LEAVE OF ABSENCE**19.01 Personal Leave

- a) The Department Head may grant leave of absence without pay to any employee for legitimate personal reasons. During such leave of absence, if granted in writing, seniority shall continue to accumulate as though the employee were actually at work in his regular occupation. All requests for leave of absence shall be made in writing as early as possible.

**ARTICLE 19 - LEAVE OF ABSENCE (continued)**

## 19.01 continued

- b) Employees on an approved unpaid leave of absence for one (1) month or less will retain full uninterrupted benefit coverage, specifically:
  - i) Life Insurance coverage for one (1) month, premiums to be paid by the Corporation;
  - ii) Full continuation of Health, Dental and Vision coverage, premiums to be paid by the Corporation;
  - iii) Full continuation of Long-term Disability (LTD) benefits for one (1) month provided the employee pays the applicable premium in advance to the Corporation. After one (1) month unpaid leave of absence, LTD will be discontinued;
  
- c) Employees on approved unpaid leave of absence for more than one (1) month and up to twelve (12) months will have the opportunity to continue their existing Health, Dental and Vision coverage, uninterrupted, provided the employee pays the applicable premium in advance to the Corporation.

## 19.02

Union Leave

- a) Leave of absence without pay, without loss of seniority and without loss of benefits will be granted to employees to attend functions of the Union, such as Union conventions and safety related functions, provided the City Manager shall make the final decision as to whether an employee can be reasonably spared from his duties for this purpose. Such permission shall not be unreasonably withheld. The bargaining unit shall be provided an average of eighty-five (85) days of leave per collective agreement year to be used anytime during the term of the collective agreement.
  
- b) An employee's regular daily wages and benefits premiums shall be paid by the Corporation while in attendance at Union functions described above. The Union shall reimburse the Corporation for such gross wages paid out.

**ARTICLE 19 - LEAVE OF ABSENCE** (continued)

## 19.02 continued

- c) Notwithstanding the provisions of clause 11.09 (d) herein, a leave of absence without remuneration or benefits, unless arrangements are made for CUPE National to reimburse the Corporation for such wages and benefits, up to two (2) years may be granted to no more than one (1) employee for the purpose of working in an official capacity for the National Office of the Canadian Union of Public Employees. All requests for such leave must be made in writing to the Corporation's Director of Human Resources and be signed by the Union and the employee concerned at least thirty (30) days prior to the requested commencement date of such leave. Any reply will be given in writing.

Request for return to work must be made with thirty (30) days prior notice to the Director of Human Resources and no later than the first day of the twenty-fourth (24th) month of such leave of absence. An employee who does not return to work by the end of the twenty-fourth (24) month shall be terminated from the Corporation's employ.

It is understood and agreed that the Corporation has the sole discretion in terms of whether or not the position vacated will be filled and if so, the position may be filled by a temporary or full-time person in accordance with the terms of this collective agreement.

## 19.03

Bereavement Leave

- a) Full-time regular employees will be allowed a leave of absence with full pay for five (5) working days in the event of a death in their immediate family. Immediate family shall mean spouse, common-law spouse, parent, brother, sister, child, step-child, grandparent, grandchild, ward and legal guardian.
- b) A common-law spouse shall be defined as a relationship with a member of the opposite sex with whom the employee is living in a husband and wife relationship, or a same-sex relationship.
- c) Full-time regular employees will be allowed a leave of absence with full pay for three (3) working days in the event of a death of their parent-in-law, step-brother, step-sister, step-parent.
- d) Full-time regular employees will be allowed a leave of absence with full pay for one (1) working day in the event of a death of their spouse's grandparent, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

**ARTICLE 19 - LEAVE OF ABSENCE (continued)**

19.03 continued

- e) **additional leave without pay, without loss of seniority, may be granted at the discretion of the Corporation.**

19.04

Jury and Witness Duty Leave

In the event that an employee is called for jury duty or as a witness in any court, except as a witness on his own behalf, the Corporation shall pay the employee his regular pay for each day the employee is required to be absent from work, without loss of seniority, provided that he:

- a) notifies the Corporation immediately upon notification that he will be required to attend on jury or witness duty;
- b) presents proof of service to the Corporation requiring such attendance;
- c) presents proof of payment received and promptly repays the amount (other than expenses paid to him) which he receives for such attendance; and
- d) reports to work when not required at court.

Time spent by an employee required to serve as a court witness in any matter arising out of his employment shall be considered as time worked at the appropriate rate of pay.

Where an employee is charged with a criminal or statutory offence directly related to his duties, while on duty, and is subsequently acquitted of such charges or the charges are withdrawn, the employee will be reimbursed for any loss of regular wages incurred as a result of such charges. **Where an employee is acquitted of such charges, the employee will be reimbursed for any reasonable legal expenses provided the Corporation is given an itemized account of all time and expenses.**

19.05

Pregnancy, Parental & Adoption Leave

Pregnancy, Parental & Adoption leaves of absences shall be governed by the Corporate policy #BEN 89301 as amended/improved during the term of this collective agreement. During the period of these leaves the Corporation shall continue to maintain all Group Insurance Benefits and Service entitlement as stated in the Collective Agreement.

**ARTICLE 19 - LEAVE OF ABSENCE (continued)**19.06 Public Affairs Leave

The Corporation recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Corporation shall allow leave of absence, without pay and without loss of benefits, so that the employee may be a candidate in federal, provincial or municipal elections.

**ARTICLE 20 – INSURANCE**

20.01 The Corporation shall pay, on behalf of all eligible, full-time, regular Employees, the full one hundred percent (100%) cost of the premiums of the following benefits, subject to the terms, conditions and regulations of the policy and plan:

- a) Ontario Health Insurance Plan (O.H.I.P.)
- b) Extended Health Care Plan (including Global Medical Assistance)
- c) Group Life Insurance for an amount equivalent to double (2 times) the employee's yearly gross pay taken to the higher \$1,000.00 for normal death and an amount equivalent to three (3 times) the employee's yearly gross pay taken to the higher \$1,000.00 in the event of accidental death.
- d) A Dental Plan equivalent to the Blue Cross #9 Comprehensive Dental Plan, including space maintainers, Orthodontic services Rider #3 (50-50 co-insurance with **\$2000 (effective July 1, 2003)** Lifetime maximum), and Major Restorative (50-50 co-insurance with **\$1500 (effective July 1, 2003)** per person annual limit, July 1 - June 30) based upon the O.D.A. Fee Schedule as follows:

**2001 ODA fee schedule effective July 1, 2002**

**2002 ODA fee schedule effective April 1, 2003**

**2003 ODA fee schedule effective April 1, 2004**

- e) Vision Care Plan - equivalent to the Blue Cross Vision Care Plan.  
**Effective May 22, 2002                      \$250/24**  
**Effective April 1, 2004                      \$300/24**
- f) Prescription Drug Plan - .35 cent per Prescription Drug Plan.

20.02 Only regular, full time employees shall be entitled to any of the Corporation's paid benefits identified in this article and Article 21 below.

## ARTICLE 21 - PENSION PLAN

21.01 The Corporation agrees to continue in operation the present Pension Plan with cost apportioned between the Corporation and employees as set out in the Plan.

Normal retirement is on the employee's sixty-fifth (65th) birthday, but employees, upon request may be given further employment on a year by year basis at the discretion of the Corporation.

## ARTICLE 22 - SICK LEAVE PLAN

### OUTSIDE UNIT

22.01 An Employee who has completed his probationary period of sixty (60) days worked shall be credited with one and one-half (1 1/2) days sick leave per month and shall be allowed an accumulative sick leave credit of one and one-half (1 1/2) days per month thereafter. On severance for any reason, except on discharge for cause, after six (6) years of coverage under this plan, any unused credit in this sick leave allowance shall be paid for in cash for one-half (1/2) the number of days standing to an employee's credit at the rate of pay of the employee immediately prior to the severance, and in any event, not in excess of one hundred and thirty (130) days.

### OUTSIDE UNIT

22.02 The Corporation reserves the right to require a doctor's certificate as justification for payment of sick leave in cases of absence which exceed three (3) working days. In cases where the Corporation has had cause, on at least two (2) occasions, to advise the employee of frequent absences, a certificate may be required for an absence of any duration. The employee will be allowed four (4) working days from the date of request to produce the certificate. **Provided there is no recurrence of frequent absences within a two (2) year period, the employee will no longer be required to provide notes for each and every absence.**

### OFFICE UNIT

22.03 Illness/Disability Plan

Weekly illness/disability benefits will be provided via two separate benefits plans. The first plan to provide coverage in the event of a legitimate claim for illness/disability will be a "Short Term Disability Plan" described below. The second plan, as described below also, will provide Long Term Disability (L.T.D) benefits for legitimate claims - such L.T.D. benefits, when approved by the insurance carrier, will provide an extension of monthly benefits if an illness/disability continues on past the limitation of the Short Term Disability Plan.



**ARTICLE 22 - SICK LEAVE PLAN (continued)**

## 22.03 continued

An employee may request Union representation when discussing his short-term disability or long-term disability claim(s) with Human Resources staff. Upon request, an employee may review the contents of his medical file in the presence of an appropriate Human Resources staff member.

**OFFICE UNIT**

- a) Short Term Disability Plan
- i. A short term disability plan will be provided to eligible full time, regular employees who will not be required to pay any monthly premium costs.
  - ii. A new employee shall commence coverage under the plan on the first day of the fourth (4th) month after date of commencement of employment.
  - iii. Benefits will be paid as follows:  
Absences of one (1) or two (2) working days in duration for an illness or injury will be regarded as "incidental absence" and will not require medical certification on Corporation medical forms. A qualified employee will receive full pay for incidental absences. However, an employee's attendance and punctuality are essential to the efficient operation of his department. If an employee's attendance record indicates an unsatisfactory number of these one (1) or two (2) working day absences, the Corporation will require medical verification on its medical forms and will follow-up appropriately as required. Absence for illness/injury which extend beyond two (2) working days will require medical verification on appropriate forms to be provided by the employee from his doctor.

These medical verification forms are to be obtained from the Human Resources Division and must be returned there before weekly/daily benefits are authorised for payment.

An employee will receive pay as per the following service schedule from the first day of verified medical absence for the first three (3) absences of three (3) or more consecutive days within a twelve (12) calendar month period. If the frequency of absence is greater than the three (3) provided for here in a twelve (12) calendar month period, the employee will suffer loss of pay as follows:

- 4th absence in a 12 calendar month period - employee will not be paid for 1st day of absence.
- 5th and subsequent absences in a 12 calendar month period - employee will not be paid for the first two days of absence.

**ARTICLE 22 - SICK LEAVE PLAN (continued)**

## 22.03 a) continued

Benefits under this section for other than the whole week shall be paid on a basis of 1/5 of the weekly benefit for each working day the employee is disabled.

**OFFICE UNIT**

Short Term Illness/Disability benefits are not payable:

- i. during any period of paid holidays, vacations with pay, leave of absence, suspensions;
- ii. for any disability covered under the Workplace Safety and Insurance Act or similar legislation, or
- iii. at the date of layoff if the disability started within two months of the day of layoff and notice of layoff was given prior to the occurrence of the disability.

In all other cases, the S.T.D. benefits will continue after layoff until the earlier of recovery or the end of the 15 weeks of entitlement under the S.T.D. plan.

Subject to Article 26 – Vacation, if an employee becomes injured or sick while on vacation, his vacation will be stopped at that point and a claim for weekly benefits will be allowed provided medical verification is provided on the appropriate forms. At the completion of the disability period the employee may request his immediate supervisor to re-schedule the unused vacation period at a mutually acceptable future time period.

Benefits will be applicable for up to fifteen (15) weeks for each separate period of illness/disability on a variable scale, time-wise, depending on length of service with the Corporation. The salary benefit is set out below.

Periods of absence separated by less than two (2) weeks of continuous full-time employment will be subject to the fifteen (15) week maximum benefit period. If subsequent absence arises from causes unrelated to the previous disability, the fifteen (15) week maximum benefit period is reinstated.

**ARTICLE 22 - SICK LEAVE PLAN (continued)**

22.03 continued

**OFFICE UNIT**

Length of Service	Full Weekly Salary (Shift Premiums, Overtime or any other bonuses not included )	2/3 of Weekly Salary
Less than 3 months	Nil	Nil
3 months but less than 1 yr.	Nil	15 weeks
1 year but less than 2 yrs	2 weeks	13 weeks
2 years but less than 3 yrs	3 weeks	12 weeks
3 years but less than 4 yrs	4 weeks	11 weeks
4 years but less than 5 yrs	5 weeks	10 weeks
5 years but less than 6 yrs	6 weeks	9 weeks
6 years but less than 7 yrs	7 weeks	8 weeks
7 years but less than 8 yrs	8 weeks	7 weeks
8 years but less than 9 yrs	9 weeks	6 weeks
9 years but less than 10 yrs	10 weeks	5 weeks
10 years but less than 11 yrs	11 weeks	4 weeks
11 years but less than 12 yrs	12 weeks	3 weeks
12 years but less than 13 yrs	13 weeks	2 weeks
13 years but less than 14 yrs	14 weeks	1 week
14 years or more	15 weeks	Nil

**ARTICLE 22 - SICK LEAVE PLAN (continued)****OFFICE UNIT**22.04 Long Term Disability Plan (L.T.D.)

This disability benefit is an extension of the Short Term Disability Plan only. It becomes effective from the 15th week (105 calendar days) of commencement of short term disability and provides 2/3rds of an employee's salary at time of commencement of disability up to a maximum of \$4,000 per month until the employee returns to work, reaches retirement, or is deceased, whichever first occurs. Payment is not automatic and requires the employee to show proof of continuing disability. Application must be made one month prior to cessation of Short Term Disability. The monthly premium cost of this plan is fully paid for by the employee.

See details in Group Insurance booklet.

Vacation Pay Entitlement For Employees On Extended Sick Leave and L.T.D. Benefit

Employees who may be off work on one or more occasions on legitimate short term disability during the vacation qualifying year – **January 1<sup>st</sup> to December 31<sup>st</sup>** - shall be entitled to receive their full vacation pay as per Article 26.

Employees whose disability may be severe enough to extend onto the L.T.D. plan coverage during the vacation qualifying year, more than fifteen (15) weeks, but not severe enough to be classified as a permanent disability with an indefinite unknown return to work date, shall also be entitled to their full vacation pay as per this collective agreement.

Employees who become disabled and who use up their Short Term Disability entitlement and subsequently qualify for L.T.D. benefit will receive their appropriate vacation pay credits for the period commencing with the previous **January 1st** and up to the expiration date of the short term disability period which precedes the L.T.D. benefits for the permanent disability. Thereafter, vacation pay as such is discontinued. The disabled employee is receiving the appropriate L.T.D. monthly benefit which provides income coverage for the entire year.

**ARTICLE 23 - INJURY ALLOWANCE**

23.01 An employee who is injured while at work and as a result of such injury is deemed as medically unfit to complete the working day or shift, shall receive pay at regular rate for time lost on the day that such injury is sustained.

**ARTICLE 24 - PAY DAY**

- 24.01 Employees shall receive an itemized statement and shall be paid by direct deposit on alternate Thursdays no later than 4 p.m. The Union shall be consulted prior to any change to the pay-day or pay period.

**ARTICLE 25 - JOINT JOB EVALUATION PROGRAMME**

- 25.01 In accordance with a Memorandum of Agreement dated February 15, 1991, a new Joint Job Evaluation Programme, effective January 1, 1991, between the Corporation and the Union was established.
- 25.02 The Memorandum of Implementation of a Job Evaluation Programme between the Corporation of The City of Brampton and The Canadian Union of Public Employees and its Local 831 (Outside and Office Unit) and the Job Evaluation Manual of Procedures for the Corporation of The City of Brampton and The Canadian Union of Public Employees and its' Local 831 (Outside and Office Unit), shall be printed in a separate booklet referred to as Schedule 3 and shall be part of the collective agreement.
- 25.03 "Red Circled" Employees:  
As of January 1, 1991, all employees in those jobs where the new job rate, as found in Schedules 1A and 2A, is lower than the previously existing job rate shall have their existing higher job rates frozen. These "Red-Circled" employees shall continue to receive their higher previously existing job rate for as long as they remain in the jobs which they held as of January 1, 1991. Such employees shall continue to receive any job rate adjustments as negotiated from time to time between CUPE Local 831 (Outside and Office Unit) and the Corporation. Such adjustments shall be calculated upon the then existing job rates, which job rates are inclusive of previous years' adjustments. Any red-circled employees will be referenced in Schedules 1B and 2B.

**ARTICLE 26 - VACATION**

- 26.01 The Corporation recognizes the need for rest and recreation on the part of its employees and has therefore, provided the Vacation Plan outlined in the following paragraphs. Vacations are allowed as a period of change and rest for the good of the employee and the Corporation alike. Therefore, continuous service without vacation, but with extra compensation, is not regarded as good policy, and no employee may make such election.

**ARTICLE 26 – VACATION (continued)**

- 26.02 Entitlement for annual vacation shall be based upon the length of continuous service on **December 31st** in the vacation year. Vacation shall be scheduled during the period January 1st to December 31st each year.
- 26.03 Both parties recognize the mutual benefits of employees taking vacation entitlement during the calendar year. Vacation carryover is not encouraged. Carryover will be granted under extenuating circumstances as approved by the Department Head or designate.
- 26.04 Employees within the bargaining unit shall be granted vacations as indicated below and the vacation wages/salaries paid for scheduled vacation periods shall be based upon an employee's regular base hourly rate of pay. Vacation pay calculations will not include shift premiums, overtime premiums, alternate pay, or any other premiums, except as otherwise provided.
- 26.05 Employees leaving the employ of the Corporation during the vacation year shall have their vacation wages adjusted on a pro-rata basis in accordance with the employee's entitlement under this plan.
- 26.06 **All** deductions normally made from an employee's regular pay shall be deducted from the vacation pay.
- 26.07 Full annual vacation pay entitlement will not be paid out in advance. Employees will normally receive pay for time worked or pay for vacation earned on their regularly scheduled pay days.
- 26.08 Vacation entitlement will be deducted on an hour for hour basis.
- 26.09 The third, fourth, fifth and sixth weeks of vacation entitlement may not necessarily be taken contiguous with an employee's first two weeks.
- 26.10 Where an employee qualifies for sick leave or bereavement during his period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, as may be mutually agreed upon. To qualify for sick leave on vacation an employee must be ordered to bed for a period of three (3) days or more, by a qualified medical doctor, or be hospitalized. Employees must provide a medical certificate in a form acceptable to the Corporation.

**ARTICLE 26 – VACATION (continued)**

- 26.11 In the event of a Statutory Holiday falling within any employee’s vacation period, he shall then be entitled to another day off with full pay.
- 26.12 An employee’s vacation time off shall be defined as the period commencing at the end of his last scheduled work shift prior to the commencement of a scheduled vacation period and ending at the beginning of his first scheduled work shift immediately after the conclusion of his scheduled vacation period.
- 26.13 An employee shall not be eligible for any overtime call-in during the time period he is away from work on vacation unless he specifically indicates, in writing, to his foreperson or immediate supervisor, prior to commencing his vacation, that he will be available and wishes to be called.

**OUTSIDE UNIT**

26.14 Vacation Entitlement

A vacation week shall consist of five (5) eight-(8) hour working days. A vacation day shall consist of one (1) eight-(8) hour working day.

- i) Employees with less than one (1) year of continuous service as of **December 31st** of any year shall receive one (1) day per month of service to a maximum of ten (10) days entitlement and shall be paid eight (8) hours for each vacation day at the employee’s regular base rate of pay.
- ii) Employees with one (1) year but less than two (2) years of continuous service as of **December 31st** of any year shall receive a vacation of ten (10) working days and shall be paid eighty (80) hours at the employee’s regular base rate of pay.
- iii) Employees with two (2) years but less than ten (10) years of continuous service as of **December 31st** of any year shall receive a vacation of fifteen (15) working days and shall be paid one hundred and twenty (120) hours at the employee’s regular base rate of pay.
- iv) Employees with ten (10) years but less than **seventeen (17)** years of continuous service as of **December 31st** of any year shall receive a vacation of twenty (20) working days and shall be paid one hundred sixty (160) hours at the employee’s regular base rate of pay.

**ARTICLE 26 – VACATION (continued)**

26.14 continued

**OUTSIDE UNIT**

- v) Employees with **seventeen (17)** years but less than **twenty-four (24)** years of continuous service as of **December 31st** of any year shall receive a vacation of twenty-five (25) working days and shall be paid two hundred (200) hours at the employee's regular base rate of pay.
- vi) Employees with **twenty-four (24)** years or more of continuous service as of **December 31st** of any year shall receive a vacation of thirty (30) working days and shall be paid two hundred and forty (240) hours at the employee's regular base rate of pay.

**OUTSIDE UNIT**

26.15

Employees are required to submit their preferred vacation time off to their foreperson or supervisor by March 15th of each year for the current year. Written confirmation will be given to the employee by April 15th of each year for the current year. In scheduling the vacation of employees, preference in the choice of dates of vacation will be given to employees having regard to their respective length of continuous service with the Corporation, provided that, in the opinion of the Corporation, it does not interfere with proper and efficient service and operation.

Employees who submit their vacation requests to their foreperson or supervisor after March 15th shall have such requests placed at the bottom of the seniority list for consideration regardless of their seniority status with the Corporation.

An employee will not be permitted to use his seniority status for the purpose of bumping an employee with less seniority out of a vacation time period that was established on the March 15th deadline.

Vacation time off requested after the March 15th deadline will be scheduled at the Corporation's discretion.

An employee shall not lose his scheduled vacation period if his job title and/or work location changes.



**ARTICLE 26 – VACATION (continued)**

**OFFICE UNIT**

26.16

Vacation Entitlement

A vacation week shall consist of five (5) seven-(7) hour working days for employees, except for those employees in the classifications in Schedule 2A that are indicated as forty (40) hours per week, whose vacation week shall consist of five (5) eight (8) hour working days.

A vacation day shall consist of one (1) seven (7) hour working day for employees, except for those employees in the classifications in Schedule 2A that are indicated as forty (40) hours per week, whose vacation day shall consist of one (1) eight (8) hour working day.

- i) Employees with less than one (1) year of continuous service as of **December 31st** of any year shall receive one (1) vacation day per month of service to a maximum of ten (10) days entitlement. Employees shall be paid seven (7) or eight (8) hours per vacation day, depending on their classification, at the employee’s regular base salary.
- ii) Employees with one (1) year but less than two (2) years of continuous service as of **December 31st** of any year shall receive a vacation of ten (10) working days and shall be paid two (2) weeks salary at the employee’s regular base weekly salary.
- iii) Employees with two (2) years but less than ten (10) years of continuous service as of **December 31st** of any year shall receive a vacation of fifteen (15) working days and shall be paid three (3) weeks at the employee’s regular base weekly salary.
- iv) Employees with ten (10) years but less than **seventeen (17)** years of continuous service as of **December 31st** of any year shall receive a vacation of twenty (20) working days and shall be paid four (4) weeks at the employee’s regular base weekly salary.
- v) Employees with **seventeen (17)** years but less than **twenty-four (24)** years of continuous service as of **December 31st** of any year shall receive a vacation of twenty-five (25) working days and shall be paid five (5) weeks at the employee’s regular base weekly salary.

**ARTICLE 26 -- VACATION (continued)**

26.16 continued

**OFFICE UNIT**

vi) Employees with **twenty-four (24)** years or more of continuous service as of **December 31st** of any year shall receive a vacation of thirty (30) working days and shall be paid six (6) weeks at the employee's regular base weekly salary.

**OFFICE UNIT**

26.17 In scheduling the vacation of employees, preference in the choice of dates of vacations will be given to employees having regard to their respective length of continuous service with the Corporation, provided that, in the opinion of the Corporation, it does not interfere with proper and efficient service and operation.

**ARTICLE 27 - TOOL ALLOWANCE**

**OUTSIDE UNIT**

27.01 Employees classified as Service Advisor, Lead Hand Mechanic, Welder-Mechanic, Welder, Motor Vehicle Mechanic "A", Small Engine Mechanic "A", or Small Engine Mechanic "B" and an apprentice when applicable, will be required to supply the necessary hand tools to meet the normal requirements of their duties under their classification at their own expense.

**OUTSIDE UNIT**

27.02 The Corporation will pay employees so classified who have completed their probationary period a tool allowance annually, by August 1st in each calendar year.

**Effective August 1, 2002, the annual Tool Allowance shall be four hundred and seventy five dollars (\$475).**

**Effective August 1, 2003, the annual Tool Allowance shall be five hundred dollars (\$500).**

**Effective August 1, 2004, the annual Tool Allowance shall be five hundred and twenty five dollars (\$525).**

**OUTSIDE UNIT**

27.03 The Corporation's tool insurance policy covers the loss of an employee's tool chest and personal tools which are required by Corporation policy to perform his job, subject to an annual inventory of tools being provided. It is the employee's responsibility to update the inventory as required.

**ARTICLE 28 – PROTECTIVE WEAR**

- 28.01 The Occupational Health and Safety Act of Ontario, as amended, requires that where a worker is exposed to injury to head, eyes and/or feet such worker shall wear protection appropriate in the circumstances.
- 28.02 The Corporation shall supply without expense to employees protective wear as required. Said protective wear shall remain the property of the Corporation and must be returned to the Corporation on termination, or when an employee requests a replacement item. The protective wear will include:
- Hard Hats - to be supplied as required and replaced as specified by governmental standards – date for replacement shown inside brim of each hat;
  - Hard Hat Liners – to be supplied as required, once per year under the supervisor's control;
  - Rubber Boots (Safety) – to be supplied as required. The old boots must be presented for inspection prior to replacement;
  - Eye Protection – Plano Safety Glasses will be supplied as required – C.S.A. Standard Z94.3-92.
- 28.03 The Corporation shall provide the sum of **one hundred and sixty dollars (\$160)** per annum by separate cheque, payable prior to July 1 each year, to each employee normally required to wear safety footwear. These employees are required to purchase and wear appropriate footwear at all times while at work. New employees who receive their first shoe allowance less than six (**6**) months prior to the next July 1st issue date shall not receive another shoe allowance until the second July 1st in their term of employment and thereafter shall receive such allowance annually as indicated above.
- 28.04 All safety footwear - rubber boots, safety boots or safety shoes shall be equivalent to or exceed the Grade 1 green patch standard as outlined in the Canadian Standard Association's Standard on protective Footwear Z195-M92 unless such other standards are established and published by the Joint Health and Safety Committee.

**ARTICLE 29 - UNIFORMS**

29.01 The Corporation will meet with a committee of Union representatives for the purpose of discussing the uniform items, quality, method of procurement and distribution, delivery, and cost. Such meeting shall occur at least three (3) months prior to the tendering of the contract.

**OFFICE UNIT**

- 29.02
- a) The Corporation shall provide uniform items of clothing to those employees required to wear a uniform while performing Corporation business. Such issued items must not be worn during off-duty hours.
  - b) The following items will be issued once every two years, or more often if required due to excessive wear/damage. Coats replaced in a period of less than two (2) years must be presented to the Supervisor for assessment.
    - One (1) Spring/Fall Jacket
    - One (1) Winter Coat
    - Rainwear and gloves will be supplied when required
  - c) These items will bear City of Brampton identification patches for identification purposes.

**OUTSIDE UNIT**

- 29.03
- a) Employees who have completed the probationary period shall be issued **four (4) pairs of pants and four (4) shirts** annually, by July 1st of each year.
  - b) Striped coveralls or overalls will be provided as required. Employees will be required to turn in their old coveralls/overalls after this first issue of striped clothing to receive future issues of such clothing.
  - c) New employees who receive their first clothing issue less than six (6) months prior to the next July 1st issuance date shall not receive another clothing issue until July 1st in their second year of employment and thereafter shall receive future issues as indicated in this clause.
  - d) Those employees who have received two (2) complete issues of the clothing described in the first sentence of this clause, that is, after two (2) years of continuous service, may select other items of work clothing during the annual clothing issuance period up to the value of the clothing described herein. The other items of work clothing are, but not necessarily limited to, summer golf shirts and winter parka. Employees may revert to regular work clothing issue in any year.

**ARTICLE 29 – UNIFORMS (continued)**

**OUTSIDE UNIT**

29.04 Employees who have received an issue of clothing, which includes footwear under any of the above paragraphs, must wear such clothing while at work for the Corporation. However, any issued clothing or uniform which identifies the employee as an employee of the Corporation may be worn only when the employee is:

- a) going directly to work; or
- b) at work; or
- c) going directly home from work and at no other times or in other public places.

**OUTSIDE UNIT**

29.05 Each mechanic will receive a winter weight coat for the purpose of performing outside duties when called away from their normal place of work. Such coats will be replaced as deemed necessary by the immediate supervisor.

**ARTICLE 30 - CREDIT UNION DEDUCTIONS**

30.01 The Corporation shall, upon receipt of proper authorization from any employee in the Bargaining Unit, provide payroll deductions for the Metro Power Credit Union Limited in accordance with the agreement with that Credit Union.

**ARTICLE 31 - INCLEMENT WEATHER**

31.01 During inclement weather, work on inside projects may be carried on as designated by the foreperson or immediate supervisor. The decision as to what constitutes inclement weather will be made by the foreperson or immediate supervisor.

No employee shall normally be transported in the back of a truck.

**ARTICLE 32 – INFORMATION TO THE UNION**

- 32.01 The Human Resources Division will provide the Collective Agreement in printed and/or electronic format upon request. The Collective Agreement and amendments will be posted on all job posting bulletin boards.
- 32.02 The Corporation will make all Corporate Policies that affect CUPE members readily accessible.
- 32.03 The Corporation will provide an organization chart to the President of the Union indicating the Department and Division’s supervisory structure. The organization chart will be provided by January 15 of each year.
- 32.04** Corporation will make the terms of benefit coverage readily accessible to all employees in printed or electronic format upon request and amendments will be distributed to all employees with the pay stub.

**ARTICLE 33 – PARKING**

- 33.01 Employees shall be entitled to purchase a Brampton Transit pass at 50% of the prevailing rate, or a parking pass at a Corporate parking facility, subject to availability at 50% of the prevailing monthly rate or 100% of the annual rate, whichever is the lesser. Any change to the prevailing parking rates will be preceded by thirty (30) days written notice. All employees will receive parking free while on training. Employees requiring their vehicle for work will receive free parking as per the corporate policy at a Corporate parking facility.

**ARTICLE 34 – RATES OF PAY**

- 34.01 The parties agree that the rate of pay set forth in the appropriate work unit pay schedules attached hereto shall be paid to the employees covered by this agreement.

Pay Schedules will be as follows:

- Outside:        Schedule 1A – Rates of Pay  
                      Schedule 1B – Red Circled Rates of Pay  
                      Schedule 1C – Out of Schedule Rates of Pay
- Office:            Schedule 2A – Rates of Pay  
                      Schedule 2B – Red Circled Rates of Pay  
                      Schedule 2C – Out of Schedule Rates of Pay

**ARTICLE 34 – RATES OF PAY (continued)**

**34.02** All current Out-of-Schedule rates are guaranteed until March 31, 2005 unless otherwise agreed between the parties.

**34.03** Each new employee shall, at the time of hiring, receive a letter stating his salary and classification according to the applicable work unit pay schedule.

For specific reference, see:

- ♦ Probationary Rates – see “Seniority” article
- ♦ Temporary Upgrades – see “Job Assignments” article

**OFFICE UNIT**

**34.04** Schedule 2A, 2B and 2C will apply subject to the following.

a) All persons commencing a job within the Office Unit shall be paid on an incremental system as is detailed in Schedule 2A of this agreement.

The incremental system will provide for a start rate, a first increase after the first six months of service, a second increase after twelve months of service, and a third and final increase after eighteen months of service.

b) Any employee who voluntarily posts for, and is the successful candidate for a job in the same or lower rated job grade shall commence being paid at the same step that he had achieved in his current job grade.

c) Any employee who is promoted from a lower rated job grade to a higher rated job grade shall have his wage rate increased to at least the start rate in the higher rated classification. Such increase shall be a minimum of 5% of the employee’s current rate or to the next incremental step of the higher classification, whichever is greater.

d) Any employee who is demoted to a lower rated job grade shall commence being paid in the range of the lower rated job grade at the same step which he had achieved in the higher rated job grade prior to his demotion.

e) Notwithstanding the above, no employee may earn more than the then existing job rate for any given job grade.

**34.05** When transferring between bargaining units/non-union, wages will increase by 10% or to the next highest step, whichever is greater. In the event of long-term upgrades, coverage will be as per 12.06 b) or 12.07 b). The home collective agreement will prevail for other terms and conditions.

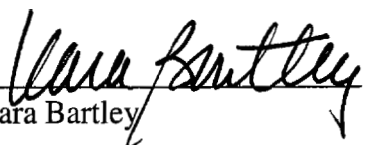
**ARTICLE 35 – DURATION**

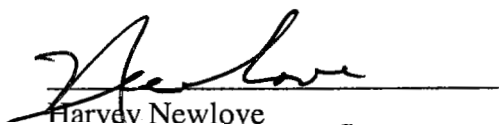
- 35.01 This Agreement shall be in effect from **April 1, 2002** until **March 31, 2005** and unless either party gives notice in writing to the other party to the terms of this Agreement, that amendments are required, or that the party intends terminating the Agreement, then it shall automatically continue in effect until **March 31, 2006** and from year to year thereafter.
- 35.02 Notice that amendments are required may only be given within the ninety (90) day period prior to the expiration date of the collective agreement or any succeeding anniversary date. The Agreement shall continue in operation, after giving notice, in accordance with the provisions of the Ontario Labour Relations Act.
- 35.03 The parties hereto agree to meet for the purpose of negotiations within fifteen (15) days or such time as may be agreed upon after the giving of such notice and shall negotiate in good faith.
- 35.04 It is understood that during the negotiations following upon notice of termination or notice of amendment, either party may bring forward counter-proposals arising out of or related to the original proposals.

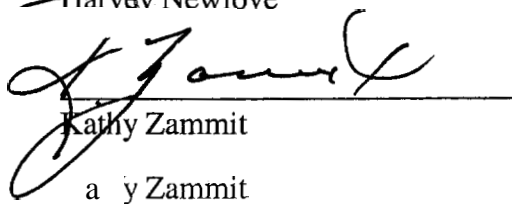


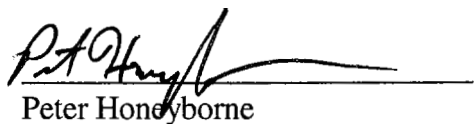
This agreement was reached between the following bargaining committees on May 11, 2002, and was ratified by the Union membership on May 15, 2002 and by City Council on May 22, 2002.

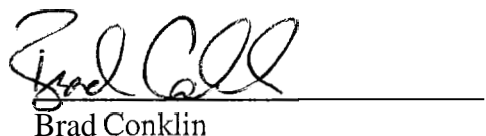
**For the Corporation:**

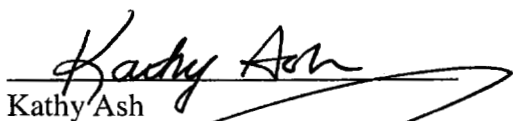
  
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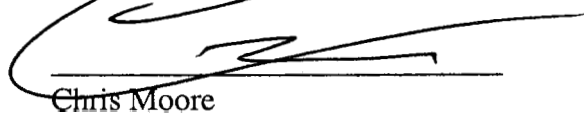
  
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Kathy Zammit  
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Peter Honeyborne

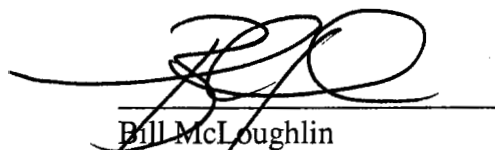
  
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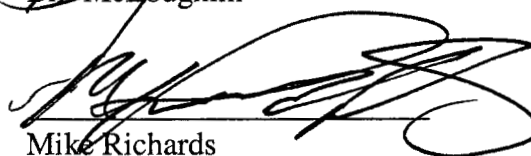
  
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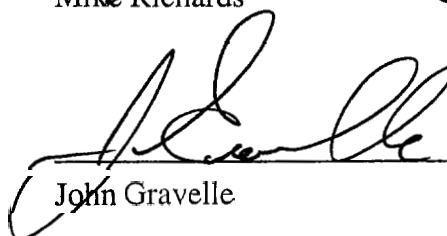
  
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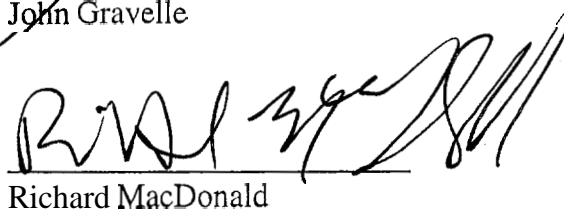
  
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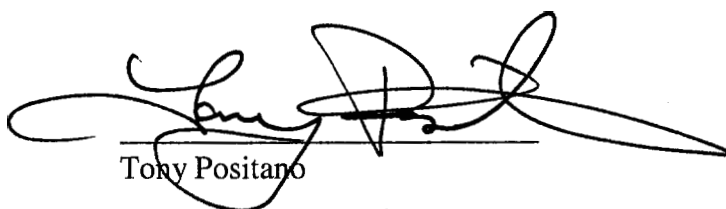
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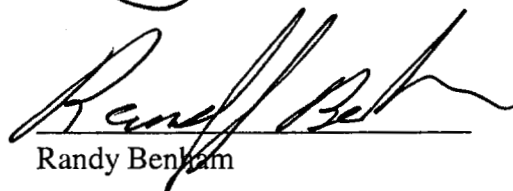
  
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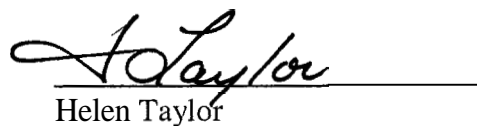
  
Mike Richards

  
John Gravelle

  
Richard MacDonald

  
Tony Positano

  
Randy Benham


  
Helen Taylor

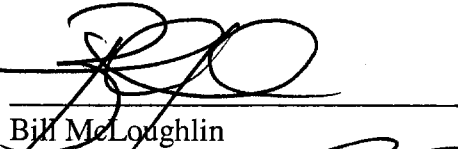
  
Ralph Carnovale, CUPE National  
Representative

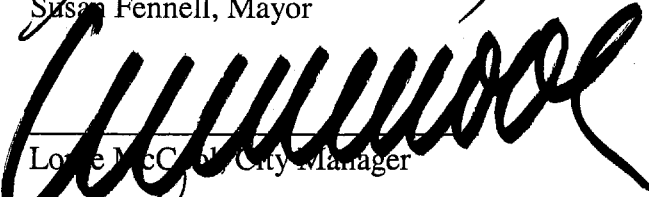
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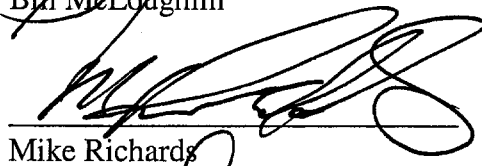
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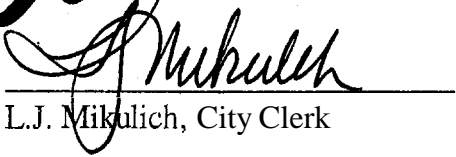
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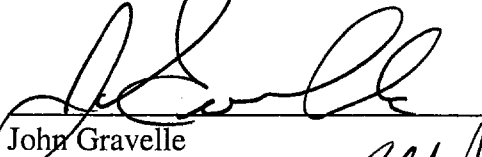
  
\_\_\_\_\_  
Susan Fennell, Mayor

  
\_\_\_\_\_  
Bill McLoughlin

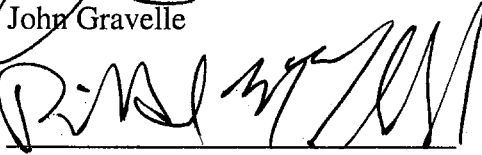
  
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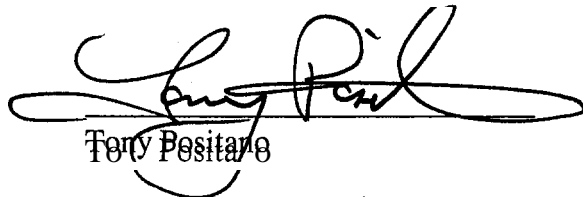
  
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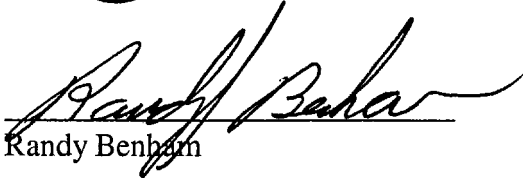
  
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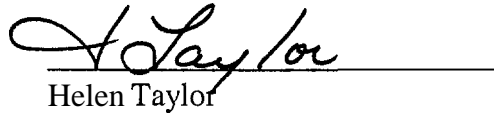
  
\_\_\_\_\_  
John Gravelle

Document execution authorized  
by By-Law 137-2002

  
\_\_\_\_\_  
Richard MacDonald

  
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Tony Positano

  
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Randy Benham

  
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Helen Taylor

  
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Ralph Carnovale, CUPE National  
Representative

**SCHEDULE "1A"  
OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	June 3, 2002 Hourly 3%	June 3, 2002 ANNUALIZED 3%*
<b>GRADE 1</b>						
0-290	Caretaker	SCS024	Community Services	Facilities & Programs	\$ 16.82	\$ 34,985.60
	Labourer - Garage	SWT082	Works & Transportation	Maintenance & Operations/Fleet	\$ 16.82	\$ 34,985.60
<b>GRADE 2</b>						
291-320	Parking Lot Attendant	SWT033	Works & Transportation	Maintenance & Operations/Traffic	\$ 17.10	\$ 35,568.00
<b>GRADE 3</b>						
321-350	Parkskeeper I	SCS256	Community Services	Parks Maintenance & Operations	\$ 17.38	\$ 36,150.40
	Meter Maintenance Person	SWT028	Works & Transportation	Maintenance & Operations/Traffic	\$ 17.38	\$ 36,150.40
<b>GRADE 4</b>						
351-380	Garage/General Helper	SCS204	Community Services	Parks Maintenance & Operations	\$ 17.66	\$ 36,732.80
	Parkskeeper II - District	SCS104	Community Services	Parks Maintenance & Operations	\$ 17.66	\$ 36,732.80
	Kennel Attendant	SWT090	Works & Transportation	Admin & Special Services/Animal Control	\$ 17.66	\$ 36,732.80
	Yardperson	SWT137	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 17.66	\$ 36,732.80
	Yardperson	SWT111	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 17.66	\$ 36,732.80
	Garage/General Helper	SWT083	Works & Transportation	Maintenance & Operations/Fleet	\$ 17.66	\$ 36,732.80
<b>GRADE 5</b>						
381-410	Telephone Control Dispatch	SWT128	Works & Transportation	Admin & Special Services/Animal Control	\$ 17.94	\$ 37,315.20
	Parkskeeper II - Horticulture	SCS149	Community Services	Parks Maintenance & Operations	\$ 17.94	\$ 37,315.20
	Stockkeeper	SWT014	Works & Transportation	Maintenance & Operations/Fleet	\$ 17.94	\$ 37,315.20
<b>GRADE 6</b>						
411-440	Lead Hand /Caretaker	SCS011	Community Services	Facilities & Programs	\$ 18.22	\$ 37,897.60
<b>GRADE 7</b>						
441-470	Grower I - Greenhouse	SCS115	Community Services	Facilities & Programs	\$ 18.50	\$ 38,480.00
	Lead Hand Stockkeeper	SWT250	Works & Transportation	Maintenance & Operations/Fleet	\$ 18.50	\$ 38,480.00
	Parts Advisor	SWT112	Works & Transportation	Maintenance & Operations/Fleet	\$ 18.50	\$ 38,480.00
	Gardener II - Civic Centre	SCS190	Community Services	Parks Maintenance & Operations	\$ 18.50	\$ 38,480.00
	Parking Enforcement Officer	SLS069	Legal Services	Enforcement	\$ 18.50	\$ 38,480.00
	Labourer - Crew	SWT194	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 18.50	\$ 38,480.00
<b>GRADE 8</b>						
471-500	Parkskeeper III/Stockkeeper	SCS114	Community Services	Parks Maintenance & Operations	\$ 18.78	\$ 39,062.40
	Labourer - Traffic	SWT139	Works & Transportation	Maintenance & Operations/Traffic	\$ 18.78	\$ 39,062.40
	Kennel Attendant	SWT065	Works & Transportation	Admin & Special Services/Animal Control	\$ 18.78	\$ 39,062.40
	Maintenance Handyperson	SCS172	Community Services	Facilities & Programs	\$ 18.78	\$ 39,062.40
	Truck Driver - Traffic	SWT140	Works & Transportation	Maintenance & Operations/Traffic	\$ 18.78	\$ 39,062.40
	Parking Enforcement/Lead Hand	SLS027	Legal Services	Enforcement	\$ 18.78	\$ 39,062.40
	Grower II	SCS108	Community Services	Facilities & Programs	\$ 18.78	\$ 39,062.40
<b>GRADE 9</b>						
501-530	Welder-Fleet	SWT265	Works & Transportation	Maintenance & Operations/Fleet	\$ 19.06	\$ 39,644.80
	Truck Driver -Road Patrol	SWT138	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 19.06	\$ 39,644.80
	Animal Control Officer	SWT146	Works & Transportation	Admin & Special Services/Animal Control	\$ 19.06	\$ 39,644.80
	Parkskeeper IV - Horticulture	SCS116	Community Services	Parks Maintenance & Operations	\$ 19.06	\$ 39,644.80
<b>GRADE 10</b>						
531-560	Parkskeeper III - District	SCS105	Community Services	Parks Maintenance & Operations	\$ 19.34	\$ 40,227.20
	Maintenance Handyperson	SWT113	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 19.34	\$ 40,227.20
	Gardener II - Greenhouse	SCS134	Community Services	Facilities & Programs	\$ 19.34	\$ 40,227.20
	Animal Farm Technician	SCS067	Community Services	Facilities & Programs	\$ 19.34	\$ 40,227.20
	Gardener I	SCS106	Community Services	Parks Maintenance & Operations	\$ 19.34	\$ 40,227.20

**SCHEDULE "1A"**  
**OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	June 3, 2002 Hourly 3%	June 3, 2002 ANNUALIZED 3%*
<b>GRADE 11</b>						
561-590	Parkskeeper IV - Chinguacousy Park	SCS142	Community Services	Facilities & Programs	\$ 19.62	\$ 40,809.60
	Small Engine Mechanic B	SCS205	Community Services	Parks Maintenance & Operations	\$ 19.62	\$ 40,809.60
	Sign Maker	SWT093	Works & Transportation	Maintenance & Operations/Traffic	\$ 19.62	\$ 40,809.60
	Municipal Law Enf. Officer	SLS127	Legal Services	Enforcement	\$ 19.62	\$ 40,809.60
	Truck Driver/Road Crew	SWT195	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 19.62	\$ 40,809.60
	Maintenance Handyperson	SCS212	Community Services	Facilities & Programs	\$ 19.62	\$ 40,809.60
	Maintenance Handyperson -Signs	SCS171	Community Services	Parks Maintenance & Operations	\$ 19.62	\$ 40,809.60
<b>GRADE 12</b>						
591-620	Operator "A"	SWT197	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 19.90	\$ 41,392.00
	Parkskeeper IV - District	SCS148	Community Services	Parks Maintenance & Operations	\$ 19.90	\$ 41,392.00
	Maintenance Handyperson	SCS214	Community Services	Facilities & Programs	\$ 19.90	\$ 41,392.00
	Gardener II -District	SCS107	Community Services	Parks Maintenance & Operations	\$ 19.90	\$ 41,392.00
<b>GRADE 13</b>						
621-650	Facility General Operator	SCS085	Community Services	Facilities & Programs	\$ 20.18	\$ 41,974.40
	Arborist I	SCS162	Community Services	Parks Maintenance & Operations	\$ 20.18	\$ 41,974.40
	Small Engine Mechanic "A"	SCS174	Community Services	Parks Maintenance & Operations	\$ 20.18	\$ 41,974.40
	Lead Hand/Mechanic	SWT198	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.18	\$ 41,974.40
	Building Maintenance Operator	SCS009	Community Services	Facilities & Programs	\$ 20.18	\$ 41,974.40
	Operator "B"	SWT196	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 20.18	\$ 41,974.40
	Mechanic "A"	SWT080	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.18	\$ 41,974.40
	Agricultural Chemical Specialist	SCS170	Community Services	Parks Maintenance & Operations	\$ 20.18	\$ 41,974.40
	Mechanic/Welder	SWT185	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.18	\$ 41,974.40
<b>GRADE 14</b>						
651-680	Arborist II	SCS164	Community Services	Parks Maintenance & Operations	\$ 20.46	\$ 42,556.80
	Service Advisor	SWT079	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.46	\$ 42,556.80
<b>GRADE 15</b>						
681-710	Maintenance Person	SWT258	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.74	\$ 43,139.20
	Parkskeeper V -District	SCS063	Community Services	Parks Maintenance & Operations	\$ 20.74	\$ 43,139.20
	Gardener III -District	SCS298	Community Services	Parks Maintenance & Operations	\$ 20.74	\$ 43,139.20
	Landscaper (Construction)	SCS236	Community Services	Parks Maintenance & Operations	\$ 20.74	\$ 43,139.20
	Landscaper (Horticultural)	SCS237	Community Services	Parks Maintenance & Operations	\$ 20.74	\$ 43,139.20
	Cemetery Operator	SCS025	Community Services	Parks Maintenance & Operations	\$ 20.74	\$ 43,139.20
<b>Premium Rate</b>						
REDUNDANT	Lead Hand Mechanic	SWT198	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.26	\$ 44,220.80
	Service Advisor	SWT079	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.26	\$ 44,220.80
	One Person Equipment Operator (Sch. 5)		Works & Transportation	Maintenance & Operations/Fleet	\$ 22.90	\$ 47,632.00
<b>Note:</b>	<b>Annualized salary is for information purposes only *</b>					

**SCHEDULE "1B"**  
**RED CIRCLED POSITIONS**  
**OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	INCUMBENT(S)	DIVISION	June 3, 2002	
					Hourly 3%	Annualized* 3%
<b>GRADE 5</b>						
381-410	Stockkeeper	SCP014	William Gilbert	Treasury/Central Stores	\$19.10	\$39,728.00
<b>GRADE 6</b>						
411-440	Lead Hand Caretaker	SCS011	John Dupe	Facilities & Programs/Facilities	\$18.54	\$38,563.20
<b>GRADE 7</b>						
441-470	Lead Hand Stockkeeper	SFN250	Bob Modeland	Works & Transporation	\$20.12	\$41,849.60
<b>GRADE 8</b>						
471-500	Maintenance Handyperson	SCS172	Geoff Emery	Parks Maintenance & Operations	\$19.09	\$39,707.20
<b>GRADE 9</b>						
<b>GRADE 13</b>						
621-650	**					
<b>Note:</b>	Annualized salary is for information purposes only *					
	Mechanic "A" moved to Out of Schedule Rate 1C **					

**SCHEDULE "1C"**  
**OUT OF SCHEDULE RATE POSITIONS**  
**OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Effective June 3, 2002	
					Hourly 3%	Annualized* 3%
<b>GRADE 7</b> 441 - 470	Parking Enforcement Officer	SWT069	Legal Services	Enforcement	\$20.40	\$42,432.00
<b>GRADE 8</b> 471 - 500	Parking Control/Lead Hand	SWT027	Legal Services	Enforcement	\$20.66	\$42,972.80
<b>GRADE 11</b> 561 - 590	Municipal Enforcement Officer	SLS127	Legal Services	Enforcement	\$22.21	\$46,196.80
<b>GRADE 13</b> 621-650	Mechanic "A"	SWT080	Works & Transportation	Maintenance & Operations/Fleet	\$23.17	\$48,193.60

**Note:** Annualized *salary* is for information purposes only \*  
 Out of Scheduled rates at May 22, 2002 guaranteed to March 31, 2005  
 Mechanic rates inclusive of across the board increase

**SCHEDULE "1A"  
OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	April 7, 2003 Hourly 3%	April 7, 2003 ANNUALIZED 3%*
<b>GRADE 1</b>						
0-290	Caretaker	SCS024	Community Services	Facilities & Programs	\$ 17.32	\$ 36,025.60
	Labourer - Garage	SWT082	Works & Transportation	Maintenance & Operations/Fleet	\$ 17.32	\$ 36,025.60
<b>GRADE 2</b>						
291-320	Parking Lot Attendant	SWT033	Works & Transportation	Maintenance & Operations/Traffic	\$ 17.61	\$ 36,628.80
<b>GRADE 3</b>						
321-350	Parkskeeper I	SCS256	Community Services	Parks Maintenance & Operations	\$ 17.90	\$ 37,232.00
	Meter Maintenance Person	SWT028	Works & Transportation	Maintenance & Operations/Traffic	\$ 17.90	\$ 37,232.00
<b>GRADE 4</b>						
351-380	Garage/General Helper	SCS204	Community Services	Parks Maintenance & Operations	\$ 18.19	\$ 37,835.20
	Parkskeeper II - District	SCS104	Community Services	Parks Maintenance & Operations	\$ 18.19	\$ 37,835.20
	Kennel Attendant	SWT090	Works & Transportation	Admin & Special Services/Animal Control	\$ 18.19	\$ 37,835.20
	Yardperson	SWT137	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 18.19	\$ 37,835.20
	Yardperson	SWT111	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 18.19	\$ 37,835.20
	Garage/General Helper	SWT083	Works & Transportation	Maintenance & Operations/Fleet	\$ 18.19	\$ 37,835.20
<b>GRADE 5</b>						
381-410	Telephone Control Dispatch	SWT128	Works & Transportation	Admin & Special Services/Animal Control	\$ 18.48	\$ 38,438.40
	Parkskeeper II - Horticulture	SCS149	Community Services	Parks Maintenance & Operations	\$ 18.48	\$ 38,438.40
	Stockkeeper	SWT014	Works & Transportation	Maintenance & Operations/Fleet	\$ 18.48	\$ 38,438.40
<b>GRADE 6</b>						
411-440	Lead Hand /Caretaker	SCS011	Community Services	Facilities & Programs	\$ 18.77	\$ 39,041.60
<b>GRADE 7</b>						
441-470	Grower I - Greenhouse	SCS115	Community Services	Facilities & Programs	\$ 19.06	\$ 39,644.80
	Lead Hand Stockkeeper	SWT250	Works & Transportation	Maintenance & Operations/Fleet	\$ 19.06	\$ 39,644.80
	Parts Advisor	SWT112	Works & Transportation	Maintenance & Operations/Fleet	\$ 19.06	\$ 39,644.80
	Gardener II - Civic Centre	SCS190	Community Services	Parks Maintenance & Operations	\$ 19.06	\$ 39,644.80
	Parking Enforcement Officer	SLS069	Legal Services	Enforcement	\$ 19.06	\$ 39,644.80
	Labourer - Crew	SWT194	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 19.06	\$ 39,644.80
<b>GRADE 8</b>						
471-500	Parkskeeper III/Stockkeeper	SCS114	Community Services	Parks Maintenance & Operations	\$ 19.35	\$ 40,248.00
	Labourer - Traffic	SWT139	Works & Transportation	Maintenance & Operations/Traffic	\$ 19.35	\$ 40,248.00
	Kennel Attendant	SWT065	Works & Transportation	Admin & Special Services/Animal Control	\$ 19.35	\$ 40,248.00
	Maintenance Handyperson	SCS172	Community Services	Facilities & Programs	\$ 19.35	\$ 40,248.00
	Truck Driver - Traffic	SWT140	Works & Transportation	Maintenance & Operations/Traffic	\$ 19.35	\$ 40,248.00
	Parking Enforcement/Lead Hand	SLS027	Legal Services	Enforcement	\$ 19.35	\$ 40,248.00
	Grower II	SCS108	Community Services	Facilities & Programs	\$ 19.35	\$ 40,248.00
<b>GRADE 9</b>						
501-530	Welder-Fleet	SWT265	Works & Transportation	Maintenance & Operations/Fleet	\$ 19.64	\$ 40,851.20
	Truck Driver -Road Patrol	SWT138	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 19.64	\$ 40,851.20
	Animal Control Officer	SWT146	Works & Transportation	Admin & Special Services/Animal Control	\$ 19.64	\$ 40,851.20
	Parkskeeper IV - Horticulture	SCS116	Community Services	Parks Maintenance & Operations	\$ 19.64	\$ 40,851.20
<b>GRADE 10</b>						
531-560	Parkskeeper III - District	SCS105	Community Services	Parks Maintenance & Operations	\$ 19.93	\$ 41,454.40
	Maintenance Handyperson	SWT113	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 19.93	\$ 41,454.40
	Gardener II - Greenhouse	SCS134	Community Services	Facilities & Programs	\$ 19.93	\$ 41,454.40
	Animal Farm Technician	SCS067	Community Services	Facilities & Programs	\$ 19.93	\$ 41,454.40

**SCHEDULE "1A"  
OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	April 7, 2003 Hourly 3% ANNUALIZED 3%*
	Gardener I	SCS106	Community Services	Parks Maintenance & Operations	\$ 19.93
<b>GRADE 11</b>					
	Parkkeeper IV - Chinguacousy Park	SCS142	Community Services	Facilities & Programs	\$ 20.22
	Small Engine Mechanic B	SCS205	Community Services	Parks Maintenance & Operations	\$ 20.22
	Sign Maker	SWT093	Works & Transportation	Maintenance & Operations/Traffic	\$ 20.22
	Municipal Law Enf. Officer	SLS127	Legal Services	Enforcement	\$ 20.22
	Truck Driver/Road Crew	SWT195	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 20.22
	Maintenance Handyperson	SCS212	Community Services	Facilities & Programs	\$ 20.22
	Maintenance Handyperson -Signs	SCS171	Community Services	Parks Maintenance & Operations	\$ 20.22
<b>GRADE 12</b>					
	Operator "A"	SWT197	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 20.51
	Parkkeeper IV - District	SCS148	Community Services	Parks Maintenance & Operations	\$ 20.51
	Maintenance Handyperson	SCS214	Community Services	Facilities & Programs	\$ 20.51
	Gardener II - District	SCS107	Community Services	Parks Maintenance & Operations	\$ 20.51
<b>GRADE 13</b>					
	Facility General Operator	SCS085	Community Services	Facilities & Programs	\$ 20.80
	Arborist I	SCS162	Community Services	Parks Maintenance & Operations	\$ 20.80
	Small Engine Mechanic "A"	SCS174	Community Services	Parks Maintenance & Operations	\$ 20.80
	Lead Hand/Mechanic	SWT198	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.80
	Building Maintenance Operator	SCS009	Community Services	Facilities & Programs	\$ 20.80
	Operator "B"	SWT196	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 20.80
	Mechanic "A"	SWT080	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.80
	Agricultural Chemical Specialist	SCS170	Community Services	Parks Maintenance & Operations	\$ 20.80
	Mechanic/Welder	SWT185	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.80
<b>GRADE 14</b>					
	Arborist II	SCS164	Community Services	Parks Maintenance & Operations	\$ 21.09
	Service Advisor	SWT079	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.09
<b>GRADE 15</b>					
	Maintenance Person	SWT258	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.38
	Parkkeeper V - District	SCS063	Community Services	Parks Maintenance & Operations	\$ 21.38
	Gardener III -District	SCS298	Community Services	Parks Maintenance & Operations	\$ 21.38
	Landscaper (Construction)	SCS236	Community Services	Parks Maintenance & Operations	\$ 21.38
	Landscaper (Horticultural)	SCS237	Community Services	Parks Maintenance & Operations	\$ 21.38
	Cemetery Operator	SCS025	Community Services	Parks Maintenance & Operations	\$ 21.38
<b>Premium Rate</b>					
	Lead Hand Mechanic	SWT198	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.90
	Service Advisor	SWT079	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.90
	One Person Equipment Operator (Sch. 5)			Maintenance & Operations/Fleet	\$ 23.51
<b>Note:</b>	Annualized salary is for information purposes only *				



**SCHEDULE "1B"**  
**RED CIRCLED POSITIONS**  
**OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	INCUMBENT(S)	DIVISION	April 7, 2003	
					Hourly 3%	Annualized* 3%
GRADE 5						
381-410	Stockkeeper	SCP014	William Gilbert	Treasury/Central Stores	\$19.67	\$40,913.60
GRADE 6						
411-440	Lead Hand Caretaker	SCS011	John Dupe	Facilities & Programs/Facilities	\$19.10	\$39,728.00
GRADE 7						
441-470	Lead Hand Stockkeeper	SEN250	Bob Modeland	Works & Transporation	\$20.72	\$43,097.60
GRADE 8						
471-500	Maintenance Handyperson	SCS172	Geoff Emery	Parks Maintenance & Operations	\$19.66	\$40,892.80
GRADE 9						
501-530	Welder-Fleet	SWT265	David Murphy	Works & Transportation/Fleet Services	\$19.66	\$40,892.80
GRADE 13						
621-650	**					
<b>Note:</b>	Annualized salary is for information purposes only *					
	Mechanic "A" moved to Out of Schedule Rate 1C **					

**SCHEDULE "1C"**  
**OUT OF SCHEDULE RATE POSITIONS**  
**OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Effective April 7, 2003	
					Hourly 3%	Annualized* 3%
GRADE 7 441 - 470	Parking Enforcement Officer	SWT069	Legal Services	Enf	\$21.01	\$43,700.00
GRADE 8 471 - 500	Parking Control/Lead Hand	SWT027	Legal Services	Enforcement	\$21.28	\$44,262.40
GRADE 11 561 - 590	Municipal Enforcement Officer	SLS127	Legal Services	Enforcement	\$22.88	\$47,590.40
GRADE 13 621-650	Mechanic "A"	SWT080	Works & Transportation	Maintenance & Operations/Fleet	\$25.07	\$52,145.60

Mechanic rates inclusive of across the board increase

**SCHEDULE "1A"  
OUTSIDE UNIT CUPE LOCAL #831**

<b>POINTS</b>	<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>	<b>April 5, 2004 Hourly 3%</b>	<b>Effective April 5, 2004 ANNUALIZED*</b>
<b>GRADE 1</b>						
<b>0-290</b>	Caretaker	SCS024	Community Services	Facilities & Programs	\$ 17.84	\$ 37,107.20
	Labourer - Garage	SWT082	Works & Transportation	Maintenance & Operations/Fleet	\$ 17.84	\$ 37,107.20
<b>GRADE 2</b>						
<b>291-320</b>	Parking Lot Attendant	SWT033	Works & Transportation	Maintenance & Operations/Traffic	\$ 18.14	\$ 37,731.20
<b>GRADE 3</b>						
<b>321-350</b>	Parkskeeper I	SCS256	Community Services	Parks Maintenance & Operations	\$ 18.44	\$ 38,348.96
	Meter Maintenance Person	SWT028	Works & Transportation	Maintenance & Operations/Traffic	\$ 18.44	\$ 38,348.96
<b>GRADE 4</b>						
<b>351-380</b>	Garage/General Helper	SCS204	Community Services	Parks Maintenance & Operations	\$ 18.74	\$ 38,970.26
	Parkskeeper II - District	SCS104	Community Services	Parks Maintenance & Operations	\$ 18.74	\$ 38,970.26
	Kennel Attendant	SWT090	Works & Transportation	Admin & Special Services/Animal Control	\$ 18.74	\$ 38,970.26
	Yardperson	SWT137	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 18.74	\$ 38,970.26
	Yardperson	SWT111	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 18.74	\$ 38,970.26
	Garage/General Helper	SWT083	Works & Transportation	Maintenance & Operations/Fleet	\$ 18.74	\$ 38,970.26
<b>GRADE 5</b>						
<b>381-410</b>	Telephone Control Dispatch	SWT128	Works & Transportation	Admin & Special Services/Animal Control	\$ 19.04	\$ 39,603.20
	Parkskeeper II - Horticulture	SCS149	Community Services	Parks Maintenance & Operations	\$ 19.04	\$ 39,603.20
	Stockkeeper	SWT014	Works & Transportation	Maintenance & Operations/Fleet	\$ 19.04	\$ 39,603.20
<b>GRADE 6</b>						
<b>411-440</b>	Lead Hand /Caretaker	SCS011	Community Services	Facilities & Programs	\$ 19.34	\$ 40,227.20
<b>GRADE 7</b>						
<b>441-470</b>	Grower I - Greenhouse	SCS115	Community Services	Facilities & Programs	\$ 19.64	\$ 40,851.20
	Lead Hand Stockkeeper	SWT250	Works & Transportation	Maintenance & Operations/Fleet	\$ 19.64	\$ 40,851.20
	Parts Advisor	SWT112	Works & Transportation	Maintenance & Operations/Fleet	\$ 19.64	\$ 40,851.20
	Gardener II - Civic Centre	SCS190	Community Services	Parks Maintenance & Operations	\$ 19.64	\$ 40,851.20
	Parking Enforcement Officer	SLS069	Legal Services	Enforcement	\$ 19.64	\$ 40,851.20
	Labourer - Crew	SWT194	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 19.64	\$ 40,851.20
<b>GRADE 8</b>						
<b>471-500</b>	Parkskeeper III/Stockkeeper	SCS114	Community Services	Parks Maintenance & Operations	\$ 19.94	\$ 41,475.20
	Labourer - Traffic	SWT139	Works & Transportation	Maintenance & Operations/Traffic	\$ 19.94	\$ 41,475.20
	Kennel Attendant	SWT065	Works & Transportation	Admin & Special Services/Animal Control	\$ 19.94	\$ 41,475.20
	Maintenance Handyperson	SCS172	Community Services	Facilities & Programs	\$ 19.94	\$ 41,475.20
	Truck Driver - Traffic	SWT140	Works & Transportation	Maintenance & Operations/Traffic	\$ 19.94	\$ 41,475.20
	Parking Enforcement/Lead Hand	SLS027	Legal Services	Enforcement	\$ 19.94	\$ 41,475.20
	Grower II	SCS108	Community Services	Facilities & Programs	\$ 19.94	\$ 41,475.20
<b>GRADE 9</b>						
<b>501-530</b>	Welder-Fleet	SWT265	Works & Transportation	Maintenance & Operations/Fleet	\$ 20.24	\$ 42,099.20
	Truck Driver -Road Patrol	SWT138	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 20.24	\$ 42,099.20
	Animal Control Officer	SWT146	Works & Transportation	Admin & Special Services/Animal Control	\$ 20.24	\$ 42,099.20
	Parkskeeper IV - Horticulture	SCS116	Community Services	Parks Maintenance & Operations	\$ 20.24	\$ 42,099.20
<b>GRADE 10</b>						
<b>531-560</b>	Parkskeeper III - District	SCS105	Community Services	Parks Maintenance & Operations	\$ 20.54	\$ 42,723.20
	Maintenance Handyperson	SWT113	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 20.54	\$ 42,723.20
	Gardener II - Greenhouse	SCS134	Community Services	Facilities & Programs	\$ 20.54	\$ 42,723.20
	Animal Farm Technician	SCS067	Community Services	Facilities & Programs	\$ 20.54	\$ 42,723.20
	Gardener I	SCS106	Community Services	Parks Maintenance & Operations	\$ 20.54	\$ 42,723.20

**SCHEDULE "1A"**  
**OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	April 5, 2004 Hourly 3%	Effective April 5, 2004 ANNUALIZED*
<b>GRADE 11</b>						
<b>561-590</b>	Parkskeeper IV - Chinguacousy Park	SCS142	Community Services	Facilities & Programs	\$ 20.84	\$ 43,347.20
	Small Engine Mechanic B	SCS205	Community Services	Parks Maintenance & Operations	\$ 20.84	\$ 43,347.20
	Sign Maker	SWT093	Works & Transportation	Maintenance & Operations/Traffic	\$ 20.84	\$ 43,347.20
	Municipal Law Enf. Officer	SLS127	Legal Services	Enforcement	\$ 20.84	\$ 43,347.20
	Truck Driver/Road Crew	SWT195	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 20.84	\$ 43,347.20
	Maintenance Handyperson	SCS212	Community Services	Facilities & Programs	\$ 20.84	\$ 43,347.20
	Maintenance Handyperson -Signs	SCS171	Community Services	Parks Maintenance & Operations	\$ 20.84	\$ 43,347.20
<b>GRADE 12</b>						
<b>591-620</b>	Operator "A"	SWT197	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 21.14	\$ 43,971.20
	Parkskeeper IV - District	SCS148	Community Services	Parks Maintenance & Operations	\$ 21.14	\$ 43,971.20
	Maintenance Handyperson	SCS214	Community Services	Facilities & Programs	\$ 21.14	\$ 43,971.20
	Gardener II -District	SCS107	Community Services	Parks Maintenance & Operations	\$ 21.14	\$ 43,971.20
<b>GRADE 13</b>						
<b>621-650</b>	Facility General Operator	SCS085	Community Services	Facilities & Programs	\$ 21.44	\$ 44,595.20
	Arborist I	SCS162	Community Services	Parks Maintenance & Operations	\$ 21.44	\$ 44,595.20
	Small Engine Mechanic "A"	SCS174	Community Services	Parks Maintenance & Operations	\$ 21.44	\$ 44,595.20
	Lead Hand/Mechanic	SWT198	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.44	\$ 44,595.20
	Building Maintenance Operator	SCS009	Community Services	Facilities & Programs	\$ 21.44	\$ 44,595.20
	Operator "B"	SWT196	Works & Transportation	Maintenance & Operations/Roads & Operations	\$ 21.44	\$ 44,595.20
	Mechanic "A"	SWT080	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.44	\$ 44,595.20
	Agricultural Chemical Specialist	SCS170	Community Services	Parks Maintenance & Operations	\$ 21.44	\$ 44,595.20
	Mechanic/Welder	SWT185	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.44	\$ 44,595.20
<b>GRADE 14</b>						
<b>651-680</b>	Arborist II	SCS164	Community Services	Parks Maintenance & Operations	\$ 21.74	\$ 45,219.20
	Service Advisor	SWT079	Works & Transportation	Maintenance & Operations/Fleet	\$ 21.74	\$ 45,219.20
<b>GRADE 15</b>						
<b>681-710</b>	Maintenance Person	SWT258	Works & Transportation	Maintenance & Operations/Fleet	\$ 22.04	\$ 45,843.20
	Parkskeeper V -District	SCS063	Community Services	Parks Maintenance & Operations	\$ 22.04	\$ 45,843.20
	Gardener III -District	SCS298	Community Services	Parks Maintenance & Operations	\$ 22.04	\$ 45,843.20
	Landscaper (Construction)	SCS236	Community Services	Parks Maintenance & Operations	\$ 22.04	\$ 45,843.20
	Landscaper (Horticultural)	SCS237	Community Services	Parks Maintenance & Operations	\$ 22.04	\$ 45,843.20
	Cemetery Operator	SCS025	Community Services	Parks Maintenance & Operations	\$ 22.04	\$ 45,843.20
<b>Premium Rate</b>						
<b>REDUNDANT</b>	Lead Hand Mechanic	SWT198	Works & Transportation	Maintenance & Operations/Fleet	\$ 22.55	\$ 46,913.85
	Service Advisor	SWT079	Works & Transportation	Maintenance & Operations/Fleet	\$ 22.55	\$ 46,913.85
	One Person Equipment Operator (Sch. 5)		Works & Transportation	Maintenance & Operations/Fleet	\$ 24.14	\$ 50,211.20

**SCHEDULE "1B"**  
**RED CIRCLED POSITIONS**  
**OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	INCUMBENT(S)	DIVISION	April 5, 2004	
					Hourly 3%	Annualized* 3%
<b>GRADE 5</b>						
381-410	Stockkeeper	SCP014	William Gilbert	Treasury/Central Stores	\$20.26	\$42,140.80
<b>GRADE 6</b>						
411-440	Lead Hand Caretaker	SCS011	John Dupe	Facilities & Programs/Facilities	\$19.67	\$40,913.60
<b>GRADE 7</b>						
441-470	Lead Hand Stockkeeper	SFN250	Bob Modeland	Works & Transportation	\$21.34	\$44,387.20
<b>GRADE 8</b>						
471-500	Maintenance Handyperson	SCS172	Geoff Emery	Parks Maintenance & Operations	\$20.25	\$42,120.00
<b>GRADE 9</b>						
501-530	Welder-Fleet	SWT265	David Murphy	Works & Transportation/Fleet Services	\$20.25	\$42,120.00
<b>GRADE 13</b>						
621-650	**					
<b>Note:</b> Annualized salary is for information purposes only *						
Mechanic "A" moved to Out of Schedule Rate 1C **						

**SCHEDULE "1C"**  
**OUT OF SCHEDULE RATE POSITIONS**  
**OUTSIDE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Effective April 5, 2004	
					Hourly 3%	Annualized* 3%
<b>GRADE 7</b> 441 - 470	Parking Enforcement Officer	SWT069	Legal Services	Enforcement	\$21.64	\$45,011.20
<b>GRADE 8</b> 471 - 500	Parking Control/Lead Hand	SWT027	Legal Services	Enforcement	\$21.92	\$45,593.60
<b>GRADE 11</b> 561 - 590	Municipal Enforcement Officer	SLS127	Legal Services	Enforcement	\$23.57	\$49,025.60
<b>GRADE 13</b> 621-650	Mechanic "A"	SWT080	Works & Transportation	Maintenance & Operations/Fleet	\$27.00	\$56,160.00

**SCHEDULE "2A"**  
**OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	June 3, 2002 - 3%				
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS	THEREAFTER	ANNUALIZED*
0-290	Clerk II	IPB081	Planning, Design & Development	Building/Plans & Permits	506.64	536.45	566.25	596.05	30,994.60
<b>GRADE 2</b>									
291-320	Clerk Typist	IPB285	Planning, Design & Development	Business Services	523.90	554.72	585.53	616.35	32,050.20
	Clerk Typist	ILS102	Legal Services	Administration - Clerk's	523.90	554.72	585.53	616.35	32,050.20
	Clerk Typist	IPB099	Planning, Design & Development	Business Services	523.90	554.72	585.53	616.35	32,050.20
<b>GRADE 3</b>									
321-350	Micrographics/Filing Clerk	ILS302	Legal Services	Administration - Clerk's	541.15	572.99	604.82	636.65	33,105.80
	Senior Typist	IFN044	Finance	Purchasing & Materials Management	541.15	572.99	604.82	636.65	33,105.80
	Administrative Clerk	ILS188	Legal Services	Administration - Clerk's	541.15	572.99	604.82	636.65	33,105.80
	Clerk II	IPB029	Planning, Design & Development	Building/Zoning Services	541.15	572.99	604.82	636.65	33,105.80
	Clerk I	ICS244	Community Services	Parks Maintenance & Operations	541.15	572.99	604.82	636.65	33,105.80
	Senior Bookkeeper	TWT156	Works & Transportation	Admin & Special Services/Administration	541.15	572.99	604.82	636.65	33,105.80
<b>GRADE 4</b>									
351-380	Courier	IFN021	Finance	Purchasing & Materials Management	558.41	591.26	624.10	656.95	34,161.40
	Senior Typist	IFN053	Finance	Purchasing & Materials Management	558.41	591.26	624.10	656.95	34,161.40
	Clerk I - Revenue	IFN010	Finance	Treasury Services	558.41	591.26	624.10	656.95	34,161.40
	Clerk I	IPB059	Planning, Design & Development	Building/Plans & Permits	558.41	591.26	624.10	656.95	34,161.40
	Vital Statistics Clerk	ILS283	Legal Services	Administration - Clerk's	558.41	591.26	624.10	656.95	34,161.40
	Secretary	IFN006	Finance	Purchasing & Materials Management	558.41	591.26	624.10	656.95	34,161.40
	Senior Stenographer	IWT202	Works & Transportation	Maintenance & Operations/Fleet	558.41	591.26	624.10	656.95	34,161.40
	Records Clerk	ILS227	Legal Services	Administration - Clerk's	558.41	591.26	624.10	656.95	34,161.40
	Clerk I - Revenue	IFN076	Finance	Treasury Services	558.41	591.26	624.10	656.95	34,161.40
	Clerk I	IWT217	Works & Transportation	Admin & Special Services/Administration	558.41	591.26	624.10	656.95	34,161.40
	Records Clerk	ICS226	Community Services	Administration	558.41	591.26	624.10	656.95	34,161.40
	Stenographer	IWT123	Works & Transportation	Administration	558.41	591.26	624.10	656.95	34,161.40
	Senior Typist	IFN155	Finance	Purchasing & Materials Management	558.41	591.26	624.10	656.95	34,161.40
	Clerk II - Compliance	IPB216	Planning, Design & Development	Building/Plans & Permits	558.41	591.26	624.10	656.95	34,161.40
	Secretary	IWT211	Works & Transportation	Admin & Special Services/Administration	558.41	591.26	624.10	656.95	34,161.40
<b>GRADE 4A</b>									
351-380	Clerk II	IWT219	Works & Transportation	Maintenance & Operations(Wms Pkwy)	638.18	675.72	713.26	750.80	39,041.60
	Clerk II	IWT098	Works & Transportation	Maintenance & Operations(Sandalwood)	638.18	675.72	713.26	750.80	39,041.60
<b>GRADE 5</b>									
381-410	Enforcement Clerk	ILS160	Legal Services	Enforcement	575.66	609.53	643.39	677.25	35,217.00
	Records & Document Clerk	IPB325	Planning, Design & Development	Business Services	575.66	609.53	643.39	677.25	35,217.00
	Clerk I	IFN001	Finance	Treasury Services	575.66	609.53	643.39	677.25	35,217.00
	Senior Cost Clerk	IWT120	Works & Transportation	Admin & Special Services/Administration	575.66	609.53	643.39	677.25	35,217.00
	Information Officer	IMS023	Management Services	Information Technology	575.66	609.53	643.39	677.25	35,217.00
	Stenographer	IFN157	Finance	Treasury Services	575.66	609.53	643.39	677.25	35,217.00
	Senior Typist	IMS184	Planning, Design & Development	Community Design, Parks Planning & Development	575.66	609.53	643.39	677.25	35,217.00
	Printer II/Courier	IFN051	Finance	Purchasing & Materials Management	575.66	609.53	643.39	677.25	35,217.00
	Inspections Clerk	IPB318	Planning, Design & Development	Building/Inspections	575.66	609.53	643.39	677.25	35,217.00
	Engineering Assistant	IWT173	Works & Transportation	Engineering & Development Service	575.66	609.53	643.39	677.25	35,217.00
	Clerk I	ICS055	Community Services	Asset Management	575.66	609.53	643.39	677.25	35,217.00
	Secretary/Property	ICS231	Community Services	Asset Management	575.66	609.53	643.39	677.25	35,217.00
	Senior Clerk	IFN097	Finance	Purchasing & Materials Management	575.66	609.53	643.39	677.25	35,217.00
	Filing/Data Entry Clerk	ILS301	Legal Services	Administration - Courts	575.66	609.53	643.39	677.25	35,217.00

**SCHEDULE "2A"**  
**OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	June 3, 2002 - 3%				
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS	THEREAFTER	ANNUALIZED*
	Administration Clerk - Licensing/Permits	ILS286	Legal Services	Administration - Licensing	575.66	609.53	643.39	677.25	35,217.00
	Clerk II	IPB022	Planning, Design & Development	Building/Plans & Permits	575.66	609.53	643.39	677.25	35,217.00
	Clerk Assets	ICS255	Community Services	Asset Management	575.66	609.53	643.39	677.25	35,217.00
	Senior Stenographer	IWT119	Works & Transportation	Administration	575.66	609.53	643.39	677.25	35,217.00
	Clerk I	ICS003	Community Services	Facilities & Programs	575.66	609.53	643.39	677.25	35,217.00
	Clerk I	IFN225	Finance	Tax	575.66	609.53	643.39	677.25	35,217.00
	Secretary	IWT095	Works & Transportation	Admin & Special Services/Administration	575.66	609.53	643.39	677.25	35,217.00
	Legislative Coordinator	ILS182	Legal Services	Administraton - Clerk's	575.66	609.53	643.39	677.25	35,217.00
	Clerk I	IFN110	Finance	Tax	575.66	609.53	643.39	677.25	35,217.00
	Data Control Clerk	IWT122	Works & Transportation	Admin & Special Services/Administration	575.66	609.53	643.39	677.25	35,217.00
<b>GRADE 6</b>									
<b>411-440</b>	Recreation Clerk	ICS068	Community Services	Facilities & Programs	592.92	627.80	662.67	697.55	36,272.60
	Clerk I	IFN281	Finance	Tax	592.92	627.80	662.67	697.55	36,272.60
	Clerk I	IFN073	Finance	Tax	592.92	627.80	662.67	697.55	36,272.60
	Senior Bookkeeper	IFN048	Finance	Treasury Services	592.92	627.80	662.67	697.55	36,272.60
	Senior Clerk	ICS152	Community Services	Administration	592.92	627.80	662.67	697.55	36,272.60
	Senior Bookkeeper - Tax	IFN037	Finance	Tax	592.92	627.80	662.67	697.55	36,272.60
	Data Control Clerk	ICS262	Community Services	Administration	592.92	627.80	662.67	697.55	36,272.60
	Senior Secretary	ICS072	Community Services	Facilities & Programs	592.92	627.80	662.67	697.55	36,272.60
	Intermediate Accountant	IWT121	Works & Transportation	Admin & Special Services/Administration	592.92	627.80	662.67	697.55	36,272.60
	Dev. Admin Assistant	IFN300	Finance	Treasury Services	592.92	627.80	662.67	697.55	36,272.60
<b>GRADE 7</b>									
<b>441-470</b>	Legislative Coordinator	ILS251	Legal Services	Administraton - Clerk's	610.17	646.07	681.96	717.85	37,328.20
	Clerk I	IFN046	Finance	Treasury Services	610.17	646.07	681.96	717.85	37,328.20
	Accounting Assistant	IFN038	Finance	Treasury Services	610.17	646.07	681.96	717.85	37,328.20
	Data Entry Clerk	ICS064	Community Services	Administration	610.17	646.07	681.96	717.85	37,328.20
	Licence Inspector	ILS141	Legal Services	Enforcement	610.17	646.07	681.96	717.85	37,328.20
	Provincial Offences Accounts Specialist	IFN295	Finance	Treasury Services	610.17	646.07	681.96	717.85	37,328.20
	Inspections Clerk II	IPB306	Planning, Design & Development	Building/Inspections	610.17	646.07	681.96	717.85	37,328.20
	POA Collections Clerk	IFN294	Finance	Treasury Services	610.17	646.07	681.96	717.85	37,328.20
	Revenue Accounts Specialist	IFN013	Finance	Treasury Services	610.17	646.07	681.96	717.85	37,328.20
	Cashier I	IFN071	Finance	Treasury Services	610.17	646.07	681.96	717.85	37,328.20
	Inspections Clerk I	IPB018	Planning, Design & Development	Building/Inspections	610.17	646.07	681.96	717.85	37,328.20
	Clerk I	IFN094	Finance	Tax	610.17	646.07	681.96	717.85	37,328.20
	Senior Clerk	IBD232	Business Development & Public Relations	Economic Development	610.17	646.07	681.96	717.85	37,328.20
	Senior Cashier	IFN034	Finance	Treasury Services	610.17	646.07	681.96	717.85	37,328.20
	Permit Application Clerk	IPB062	Planning, Design & Development	Building/Plans & Permits	610.17	646.07	681.96	717.85	37,328.20
	Assessment Clerk	IFN228	Finance	Tax	610.17	646.07	681.96	717.85	37,328.20
	Senior Secretary	ICS159	Community Services	Facility Dev & Prp Mgmt/Parks Maintenance & Oper	610.17	646.07	681.96	717.85	37,328.20
	Senior Bookkeeper	ICS091	Community Services	Administration	610.17	646.07	681.96	717.85	37,328.20
	Accountant II	IFN220	Finance	Treasury Services	610.17	646.07	681.96	717.85	37,328.20
<b>GRADE 8</b>									
<b>471-500</b>	Facility Clerk	ICS088	Community Services	Facilities & Programs	627.43	664.34	701.24	738.15	38,383.80
	Printer I	IFN039	Finance	Purchasing & Materials Management	627.43	664.34	701.24	738.15	38,383.80
	Recording Clerk	IPB218	Planning, Design & Development	Building/Plans & Permits	627.43	664.34	701.24	738.15	38,383.80



SCHEDULE "2A"  
OFFICE UNIT CUPE LOCAL #831

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	June 3, 2007 - 3%				
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS	THEREAFTER	ANNUALIZED*
<b>GRADE 9</b>									
501-530	Courtroom Clerk/Reporter	ILS288	Legal Services	Administration - Courts	644.68	682.61	720.53	758.45	39,439.40
	Court Administration Clerk	ILS287	Legal Services	Administration - Courts	644.68	682.61	720.53	758.45	39,439.40
	Senior Clerk	IFN036	Finance	Treasury Services	644.68	682.61	720.53	758.45	39,439.40
	Clerk I	IFN074	Finance	Tax	644.68	682.61	720.53	758.45	39,439.40
	Clerk I	IFN075	Finance	Tax	644.68	682.61	720.53	758.45	39,439.40
<b>GRADE 10</b>									
531-560					661.94	700.88	739.81	778.75	40,495.00
<b>GRADE 11</b>									
561-590					679.19	719.15	759.10	799.05	41,550.60
<b>GRADE 12</b>									
591-620					696.45	737.42	778.38	819.35	42,606.20
<b>GRADE 12A</b>									
591-620					795.94	842.76	889.58	936.40	48,692.80
<b>GRADE 13</b>									
621-650					713.70	755.69	797.67	839.65	43,661.80
<b>GRADE 14</b>									
651-680					730.96	773.96	816.95	859.95	44,717.40

**SCHEDULE "2B"  
 RED CIRCLED POSITIONS  
 OFFICE UNIT CUPE LOCAL #831**

						<b>Effective June 3, 2002 - 3%</b>	
						<b>Weekly - Annualized *</b>	
<b>POINTS</b>	<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>INCUMBENT(S)</b>	<b>DIVISION</b>			
351-380	Secretary	IFN006	Eunice Duda	Purchasing & Materials	\$691.94	\$35,981.00	

**SCHEDULE "2C"**  
**OUT OF SCHEDULE RATE POSITIONS**  
**OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Effective June 3, 2002 - 3%	
					Hourly	Annualized *
441 - 470	License Inspector	ILS141	Legal Services	Enforcement	\$22.21	\$40,416.38
<b>Note:</b> Annualized salary is for information purposes only *						

SCHEDULE "2A"  
OFFICE UNIT CUPE LOCAL #831

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	April 7, 2003 - 3%				
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS	THEREAFTER	ANNUALIZED*
<b>GRADE 1</b>									
<b>GRADE 2</b>									
291-320	Clerk Typist	IPB285	Planning, Design & Development	Business Services	539.67	571.41	603.16	634.90	33,014.80
	Clerk Typist	ILS102	Legal Services	Administration - Clerk's	539.67	571.41	603.16	634.90	33,014.80
	Clerk Typist	IPB099	Planning, Design & Development	Business Services	539.67	571.41	603.16	634.90	33,014.80
<b>GRADE 3</b>									
321-350	Micrographics/Filing Clerk	ILS302	Legal Services	Administration - Clerk's	557.52	590.31	623.11	655.90	34,106.80
	Senior Typist	IFN044	Finance	Purchasing & Materials Management	557.52	590.31	623.11	655.90	34,106.80
	Administrative Clerk	ILS188	Legal Services	Administration - Clerk's	557.52	590.31	623.11	655.90	34,106.80
	Clerk II	IPB029	Planning, Design & Development	Building/Zoning Services	557.52	590.31	623.11	655.90	34,106.80
	Clerk I	ICS244	Community Services	Parks Maintenance & Operations	557.52	590.31	623.11	655.90	34,106.80
	Senior Bookkeeper	IWT156	Works & Transportation	Admin & Special Services/Administration	557.52	590.31	623.11	655.90	34,106.80
<b>GRADE 4</b>									
351-380	Courier	IFN021	Finance	Purchasing & Materials Management	575.37	609.21	643.06	676.90	35,198.80
	Senior Typist	IFN053	Finance	Purchasing & Materials Management	575.37	609.21	643.06	676.90	35,198.80
	Clerk I - Revenue	IFN010	Finance	Treasury Services	575.37	609.21	643.06	676.90	35,198.80
	Clerk I	IPB059	Planning, Design & Development	Building/Plans & Permits	575.37	609.21	643.06	676.90	35,198.80
	Vital Statistics Clerk	ILS283	Legal Services	Administration - Clerk's	575.37	609.21	643.06	676.90	35,198.80
	Secretary	IFN006	Finance	Purchasing & Materials Management	575.37	609.21	643.06	676.90	35,198.80
	Senior Stenographer	IWT202	Works & Transportation	Maintenance & Operations/Fleet	575.37	609.21	643.06	676.90	35,198.80
	Records Clerk	ILS227	Legal Services	Administration - Clerk's	575.37	609.21	643.06	676.90	35,198.80
	Clerk I - Revenue	IFN076	Finance	Treasury Services	575.37	609.21	643.06	676.90	35,198.80
	Clerk I	IWT217	Works & Transportation	Admin & Special Services/Administration	575.37	609.21	643.06	676.90	35,198.80
	Records Clerk	ICS226	Community Services	Administration	575.37	609.21	643.06	676.90	35,198.80
	Stenographer	IWT123	Works & Transportation	Administration	575.37	609.21	643.06	676.90	35,198.80
	Senior Typist	IFN155	Finance	Purchasing & Materials Management	575.37	609.21	643.06	676.90	35,198.80
	Clerk II - Compliance	IPB216	Planning, Design & Development	Building/Plans & Permits	575.37	609.21	643.06	676.90	35,198.80
	Secretary	IWT211	Works & Transportation	Admin & Special Services/Administration	575.37	609.21	643.06	676.90	35,198.80
<b>GRADE 4A</b>									
351-380	Clerk II	IWT219	Works & Transportation	Maintenance & Operations(Wms Pkwy)	657.56	696.24	734.92	773.60	40,227.20
	Clerk II	IWT098	Works & Transportation	Maintenance & Operations(Sandalwood)	657.56	696.24	734.92	773.60	40,227.20
<b>GRADE 5</b>									
381-410	Enforcement Clerk	ILS160	Legal Services	Enforcement	593.22	628.11	663.01	697.90	36,290.80
	Records & Document Clerk	IPB325	Planning, Design & Development	Business Services	593.22	628.11	663.01	697.90	36,290.80
	Clerk I	IFN001	Finance	Treasury Services	593.22	628.11	663.01	697.90	36,290.80
	Senior Cost Clerk	IWT120	Works & Transportation	Admin & Special Services/Administration	593.22	628.11	663.01	697.90	36,290.80
	Information Officer	IMS023	Management Services	Information Technology	593.22	628.11	663.01	697.90	36,290.80
	Stenographer	IFN157	Finance	Treasury Services	593.22	628.11	663.01	697.90	36,290.80
	Senior Typist	IMS184	Planning, Design & Development	Community Design, Parks Planning & Development	593.22	628.11	663.01	697.90	36,290.80
	Printer II/Courier	IFN051	Finance	Purchasing & Materials Management	593.22	628.11	663.01	697.90	36,290.80
	Inspections Clerk	IPB318	Planning, Design & Development	Building/Inspections	593.22	628.11	663.01	697.90	36,290.80
	Engineering Assistant	IWT173	Works & Transportation	Engineering & Development Service	593.22	628.11	663.01	697.90	36,290.80
	Clerk I	ICS055	Community Services	Asset Management	593.22	628.11	663.01	697.90	36,290.80
	Secretary/Property	ICS231	Community Services	Asset Management	593.22	628.11	663.01	697.90	36,290.80

SCHEDULE "2A"

OFFICE UNIT CUPE LOCAL #831

April 7, 2003 - 3%

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	APRIL 7, 2003 - 3%		
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS THEREAFTER ANNUALIZED*
	Administration Clerk - Licensing/Permits	ILS286	Legal Services	Administration - Licensing	593.22	628.11	697.90
	Clerk II	IPB022	Planning, Design & Development	Building/Plans & Permits	593.22	628.11	697.90
	Clerk Assets	ICS255	Community Services	Asset Management	593.22	628.11	697.90
	Senior Stenographer	IWT119	Works & Transportation	Administration	593.22	628.11	697.90
	Clerk I	ICS003	Community Services	Facilities & Programs	593.22	628.11	697.90
	Clerk I	IFN225	Finance	Tax	593.22	628.11	697.90
	Secretary	IWT095	Works & Transportation	Admin & Special Services/Administration	593.22	628.11	697.90
	Legislative Coordinator	ILS182	Legal Services	Administration - Clerk's	593.22	628.11	697.90
	Clerk I	IFN110	Finance	Tax	593.22	628.11	697.90
	Data Control Clerk	IWT122	Works & Transportation	Admin & Special Services/Administration	593.22	628.11	697.90
411-440	Recreation Clerk	ICS068	Community Services	Facilities & Programs	611.07	647.01	718.90
	Clerk I	IFN281	Finance	Tax	611.07	647.01	718.90
	Clerk I	IFN073	Finance	Tax	611.07	647.01	718.90
	Senior Bookkeeper	IFN048	Finance	Treasury Services	611.07	647.01	718.90
	Senior Clerk	ICS152	Community Services	Administration	611.07	647.01	718.90
	Senior Bookkeeper - Tax	IFN037	Finance	Tax	611.07	647.01	718.90
	Data Control Clerk	ICS262	Community Services	Administration	611.07	647.01	718.90
	Senior Secretary	ICS072	Community Services	Facilities & Programs	611.07	647.01	718.90
	Intermediate Accountant	IWT121	Works & Transportation	Admin & Special Services/Administration	611.07	647.01	718.90
	Dev. Admin Assistant	IFN300	Finance	Treasury Services	611.07	647.01	718.90
GRADE 7	Legislative Coordinator	ILS251	Legal Services	Administration - Clerk's	628.92	665.91	739.90
	Clerk I	IFN046	Finance	Treasury Services	628.92	665.91	739.90
	Accounting Assistant	IFN038	Finance	Treasury Services	628.92	665.91	739.90
	Data Entry Clerk	ICS064	Community Services	Administration	628.92	665.91	739.90
	Licence Inspector	ILS141	Legal Services	Enforcement	628.92	665.91	739.90
	Provincial Offences Accounts Specialist	IFN295	Finance	Treasury Services	628.92	665.91	739.90
	Inspections Clerk II	IPB306	Planning, Design & Development	Building/Inspections	628.92	665.91	739.90
	POA Collections Clerk	IFN294	Finance	Treasury Services	628.92	665.91	739.90
	Revenue Accounts Specialist	IFN013	Finance	Treasury Services	628.92	665.91	739.90
	Cashier I	IFN071	Finance	Treasury Services	628.92	665.91	739.90
	Inspections Clerk I	IPB018	Planning, Design & Development	Building/Inspections	628.92	665.91	739.90
	Clerk I	IFN094	Finance	Tax	628.92	665.91	739.90
	Senior Clerk	IBD232	Business Development & Public Relations	Economic Development	628.92	665.91	739.90
	Senior Cashier	IFN034	Finance	Treasury Services	628.92	665.91	739.90
	Permit Application Clerk	IPB062	Planning, Design & Development	Building/Plans & Permits	628.92	665.91	739.90
	Assessment Clerk	IFN228	Finance	Tax	628.92	665.91	739.90
	Senior Secretary	ICS159	Community Services	Facility Dev & Prp Mgmt/Parks Maintenance & Oper	628.92	665.91	739.90
	Senior Bookkeeper	ICS091	Community Services	Administration	628.92	665.91	739.90
	Accountant II	IFN220	Finance	Treasury Services	628.92	665.91	739.90
GRADE 8							
	Facility Clerk	ICS088	Community Services	Facilities & Programs	646.77	684.81	760.90
	Printer I	IFN039	Finance	Purchasing & Materials Management	646.77	684.81	760.90
	Recording Clerk	IPB218	Planning, Design & Development	Building/Plans & Permits	646.77	684.81	760.90
471-500							
	Facility Clerk	ICS088	Community Services	Facilities & Programs	646.77	684.81	760.90
	Printer I	IFN039	Finance	Purchasing & Materials Management	646.77	684.81	760.90
	Recording Clerk	IPB218	Planning, Design & Development	Building/Plans & Permits	646.77	684.81	760.90
GRADE 9							

**SCHEDULE "2A"**  
**OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	April 7, 2003 - 3%				
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS	THEREAFTER	ANNUALIZED*
501-530	Courtroom Clerk/Reporter	ILS288	Legal Services	Administration - Courts	664.62	703.71	742.81	781.90	40,658.80
	Court Administration Clerk	ILS287	Legal Services	Administration - Courts	664.62	703.71	742.81	781.90	40,658.80
	Senior Clerk	IFN036	Finance	Treasury Services	664.62	703.71	742.81	781.90	40,658.80
	Clerk I	IFN074	Finance	Tax	664.62	703.71	742.81	781.90	40,658.80
	Clerk I	IFN075	Finance	Tax	664.62	703.71	742.81	781.90	40,658.80
<b>GRADE 10</b>									
531-560					682.47	722.61	762.76	802.90	41,750.80
<b>GRADE 11</b>									
561-590					700.32	741.51	782.71	823.90	42,842.80
<b>GRADE 12</b>									
591- 620					718.17	760.41	802.66	844.90	43,934.80
<b>GRADE 12A</b>									
591-620					820.76	869.04	917.32	965.60	50,211.20
<b>GRADE 13</b>									
621-650					736.02	779.31	822.61	865.90	45,026.80
<b>GRADE 14</b>									
651-680					753.87	798.21	842.56	886.90	46,118.80

Note: Annualized salary is for information purposes only \*

**SCHEDULE "2B"**  
**RED CIRCLED POSITIONS**  
**OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	INCUMBENT(S)	DIVISION	Effective April 7, 2003 - 3%	
					Weekly	Annualized *
351-380	Secretary	IFN006	Eunice Duda	Purchasing & Materials	\$712.60	\$37,055.00
<b>Note:</b> Annualized salary is for information purposes only *						

**SCHEDULE "2C"**  
**OUT OF SCHEDULE RATE POSITIONS**  
**OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Effective April 7, 2003 - 3%	
					Hourly	Annualized *
<b>GRADE 7</b>						
441 - 470	License Inspector	ILS141	Legal Services	(Enforcement	\$22.88	(\$41,641.60
<b>Note:</b> Annualized salary is for information purposes only *						



**SCHEDULE "2A"  
OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	April 5, 2004 - 3%				ANNUALIZED*
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS	THEREAFTER	
<b>GRADE 1</b>									
0-290	Clerk II	IPB081	Planning, Design & Development	Building/Plans & Permits	537.58	569.21	600.83	632.45	32,887.40
<b>GRADE 2</b>									
291-320	Clerk Typist	IPB285	Planning, Design & Development	Business Services	556.03	588.74	621.44	654.15	34,015.80
	Clerk Typist	ILS102	Legal Services	Administration - Clerk's	556.03	588.74	621.44	654.15	34,015.80
	Clerk Typist	IPB099	Planning, Design & Development	Business Services	556.03	588.74	621.44	654.15	34,015.80
<b>GRADE 3</b>									
321-350	Micrographics/Filing Clerk	ILS302	Legal Services	Administration - Clerk's	574.47	608.27	642.06	675.85	35,144.20
	Senior Typist	IFN044	Finance	Purchasing & Materials Management	574.47	608.27	642.06	675.85	35,144.20
	Administrative Clerk	ILS188	Legal Services	Administration - Clerk's	574.47	608.27	642.06	675.85	35,144.20
	Clerk II	IPB029	Planning, Design & Development	Building/Zoning Services	574.47	608.27	642.06	675.85	35,144.20
	Clerk I	ICS244	Community Services	Parks Maintenance & Operations	574.47	608.27	642.06	675.85	35,144.20
	Senior Bookkeeper	IWT156	Works & Transportation	Admin & Special Services/Administration	574.47	608.27	642.06	675.85	35,144.20
<b>GRADE 4</b>									
351-380	Courier	IFN021	Finance	Purchasing & Materials Management	592.92	627.80	662.67	697.55	36,272.60
	Senior Typist	IFN053	Finance	Purchasing & Materials Management	592.92	627.80	662.67	697.55	36,272.60
	Clerk I - Revenue	IFN010	Finance	Treasury Services	592.92	627.80	662.67	697.55	36,272.60
	Clerk I	IPB059	Planning, Design & Development	Building/Plans & Permits	592.92	627.80	662.67	697.55	36,272.60
	Vital Statistics Clerk	ILS283	Legal Services	Administration - Clerk's	592.92	627.80	662.67	697.55	36,272.60
	Secretary	IFN006	Finance	Purchasing & Materials Management	592.92	627.80	662.67	697.55	36,272.60
	Senior Stenographer	IWT202	Works & Transportation	Maintenance & Operations/Fleet	592.92	627.80	662.67	697.55	36,272.60
	Records Clerk	ILS227	Legal Services	Administration - Clerk's	592.92	627.80	662.67	697.55	36,272.60
	Clerk I - Revenue	IFN076	Finance	Treasury Services	592.92	627.80	662.67	697.55	36,272.60
	Clerk I	IWT217	Works & Transportation	Admin & Special Services/Administration	592.92	627.80	662.67	697.55	36,272.60
	Records Clerk	ICS226	Community Services	Administration	592.92	627.80	662.67	697.55	36,272.60
	Stenographer	IWT123	Works & Transportation	Administration	592.92	627.80	662.67	697.55	36,272.60
	Senior Typist	IFN155	Finance	Purchasing & Materials Management	592.92	627.80	662.67	697.55	36,272.60
	Clerk II - Compliance	IPB216	Planning, Design & Development	Building/Plans & Permits	592.92	627.80	662.67	697.55	36,272.60
	Secretary	IWT211	Works & Transportation	Admin & Special Services/Administration	592.92	627.80	662.67	697.55	36,272.60
<b>GRADE 4A</b>									
351-380	Clerk II	IWT219	Works & Transportation	Maintenance & Operations(Wms Pkwy)	677.62	717.48	757.34	797.20	41,454.40
	Clerk II	IWT098	Works & Transportation	Maintenance & Operations(Sandalwood)	677.62	717.48	757.34	797.20	41,454.40
<b>GRADE 5</b>									
381-410	Enforcement Clerk	ILS160	Legal Services	Enforcement	611.36	647.33	683.29	719.25	37,401.00
	Records & Document Clerk	IPB325	Planning, Design & Development	Business Services	611.36	647.33	683.29	719.25	37,401.00
	Clerk I	IFN001	Finance	Treasury Services	611.36	647.33	683.29	719.25	37,401.00
	Senior Cost Clerk	IWT120	Works & Transportation	Admin & Special Services/Administration	611.36	647.33	683.29	719.25	37,401.00
	Information Officer	IMS023	Management Services	Information Technology	611.36	647.33	683.29	719.25	37,401.00
	Stenographer	IFN157	Finance	Treasury Services	611.36	647.33	683.29	719.25	37,401.00
	Senior Typist	IMS184	Planning, Design & Development	Community Design, Parks Planning & Development	611.36	647.33	683.29	719.25	37,401.00
	Printer II/Courier	IFN051	Finance	Purchasing & Materials Management	611.36	647.33	683.29	719.25	37,401.00
	Inspections Clerk	IPB318	Planning, Design & Development	Building/Inspections	611.36	647.33	683.29	719.25	37,401.00
	Engineering Assistant	IWT173	Works & Transportation	Engineering & Development Service	611.36	647.33	683.29	719.25	37,401.00
	Clerk I	ICS055	Community Services	Asset Management	611.36	647.33	683.29	719.25	37,401.00
	Secretary/Property	ICS231	Community Services	Asset Management	611.36	647.33	683.29	719.25	37,401.00
	Senior Clerk	IFN097	Finance	Purchasing & Materials Management	611.36	647.33	683.29	719.25	37,401.00
	Filing/Data Entry Clerk	ILS301	Legal Services	Administration - Courts	611.36	647.33	683.29	719.25	37,401.00

**SCHEDULE "2A"**  
**OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	April 5, 2004 - 3%				
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS	THEREAFTER	ANNUALIZED*
	Administration Clerk - Licensing/Permits	ILS286	Legal Services	Administration - Licensing	611.36	647.33	683.29	719.25	37,401.00
	Clerk II	IPB022	Planning, Design & Development	Building/Plans & Permits	611.36	647.33	683.29	719.25	37,401.00
	Clerk Assets	ICS255	Community Services	Asset Management	611.36	647.33	683.29	719.25	37,401.00
	Senior Stenographer	IWT119	Works & Transportation	Administration	611.36	647.33	683.29	719.25	37,401.00
	Clerk I	ICS003	Community Services	Facilities & Programs	611.36	647.33	683.29	719.25	37,401.00
	Clerk I	IFN225	Finance	Tax	611.36	647.33	683.29	719.25	37,401.00
	Secretary	IWT095	Works & Transportation	Admin & Special Services/Administration	611.36	647.33	683.29	719.25	37,401.00
	Legislative Coordinator	ILS182	Legal Services	Administraton - Clerk's	611.36	647.33	683.29	719.25	37,401.00
	Clerk I	IFN110	Finance	Tax	611.36	647.33	683.29	719.25	37,401.00
	Data Control Clerk	IWT122	Works & Transportation	Admin & Special Services/Administration	611.36	647.33	683.29	719.25	37,401.00
<b>GRADE 6</b>									
<b>411-440</b>	Recreation Clerk	ICS068	Community Services	Facilities & Programs	629.81	666.86	703.90	740.95	38,529.40
	Clerk I	IFN281	Finance	Tax	629.81	666.86	703.90	740.95	38,529.40
	Clerk I	IFN073	Finance	Tax	629.81	666.86	703.90	740.95	38,529.40
	Senior Bookkeeper	IFN048	Finance	Treasury Services	629.81	666.86	703.90	740.95	38,529.40
	Senior Clerk	ICS152	Community Services	Administration	629.81	666.86	703.90	740.95	38,529.40
	Senior Bookkeeper - Tax	IFN037	Finance	Tax	629.81	666.86	703.90	740.95	38,529.40
	Data Control Clerk	ICS262	Community Services	Administration	629.81	666.86	703.90	740.95	38,529.40
	Senior Secretary	ICS072	Community Services	Facilities & Programs	629.81	666.86	703.90	740.95	38,529.40
	Intermediate Accountant	IWT121	Works & Transportation	Admin & Special Services/Administration	629.81	666.86	703.90	740.95	38,529.40
	Dev. Admin Assistant	IFN300	Finance	Treasury Services	629.81	666.86	703.90	740.95	38,529.40
<b>GRADE 7</b>									
<b>441-470</b>	Legislative Coordinator	ILS251	Legal Services	Administraton - Clerk's	648.25	686.39	724.52	762.65	39,657.80
	Clerk I	IFN046	Finance	Treasury Services	648.25	686.39	724.52	762.65	39,657.80
	Accounting Assistant	IFN038	Finance	Treasury Services	648.25	686.39	724.52	762.65	39,657.80
	Data Entry Clerk	ICS064	Community Services	Administration	648.25	686.39	724.52	762.65	39,657.80
	Licence Inspector	ILS141	Legal Services	Enforcement	648.25	686.39	724.52	762.65	39,657.80
	Provincial Offences Accounts Specialist	IFN295	Finance	Treasury Services	648.25	686.39	724.52	762.65	39,657.80
	Inspections Clerk II	IPB306	Planning, Design & Development	Building/Inspections	648.25	686.39	724.52	762.65	39,657.80
	POA Collections Clerk	IFN294	Finance	Treasury Services	648.25	686.39	724.52	762.65	39,657.80
	Revenue Accounts Specialist	IFN013	Finance	Treasury Services	648.25	686.39	724.52	762.65	39,657.80
	Cashier I	IFN071	Finance	Treasury Services	648.25	686.39	724.52	762.65	39,657.80
	Inspections Clerk I	IPB018	Planning, Design & Development	Building/Inspections	648.25	686.39	724.52	762.65	39,657.80
	Clerk I	IFN094	Finance	Tax	648.25	686.39	724.52	762.65	39,657.80
	Senior Clerk	IBD232	Business Development & Public Relations	Economic Development	648.25	686.39	724.52	762.65	39,657.80
	Senior Cashier	IFN034	Finance	Treasury Services	648.25	686.39	724.52	762.65	39,657.80
	Permit Application Clerk	IPB062	Planning, Design & Development	Building/Plans & Permits	648.25	686.39	724.52	762.65	39,657.80
	Assessment Clerk	IFN228	Finance	Tax	648.25	686.39	724.52	762.65	39,657.80
	Senior Secretary	ICS159	Community Services	Facility Dev & Prp Mgmt/Parks Maintenance & Oper	648.25	686.39	724.52	762.65	39,657.80
	Senior Bookkeeper	ICS091	Community Services	Administration	648.25	686.39	724.52	762.65	39,657.80
	Accountant II	IFN220	Finance	Treasury Services	648.25	686.39	724.52	762.65	39,657.80
<b>GRADE 8</b>									
<b>471-500</b>	Facility Clerk	ICS088	Community Services	Facilities & Programs	666.70	705.92	745.13	784.35	40,786.20
	Printer I	IFN039	Finance	Purchasing & Materials Management	666.70	705.92	745.13	784.35	40,786.20
	Recording Clerk	IPB218	Planning, Design & Development	Building/Plans & Permits	666.70	705.92	745.13	784.35	40,786.20

SCHEDULE "2A"  
OFFICE UNIT CUPE LOCAL #831

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	April 5, 2004 - 3%				ANNUALIZED*
					FIRST 6 MONTHS	SECOND 6 MONTHS	THIRD 6 MONTHS	THEREAFTER	
<b>GRADE 9</b>									
501-530	Courtroom Clerk/Reporter	ILS288	Legal Services	Administration - Courts	685.14	725.45	765.75	806.05	41,914.60
	Court Administration Clerk	ILS287	Legal Services	Administration - Courts	685.14	725.45	765.75	806.05	41,914.60
	Senior Clerk	IFN036	Finance	Treasury Services	685.14	725.45	765.75	806.05	41,914.60
	Clerk I	IFN074	Finance	Tax	685.14	725.45	765.75	806.05	41,914.60
	Clerk I	IFN075	Finance	Tax	685.14	725.45	765.75	806.05	41,914.60
<b>GRADE 10</b>									
531-560					703.59	744.98	786.36	827.75	43,043.00
<b>GRADE 11</b>									
561-590					722.03	764.51	806.98	849.45	44,171.40
<b>GRADE 12</b>									
591- 620					740.48	784.04	827.59	871.15	45,299.80
<b>GRADE 12A</b>									
591-620					846.26	896.04	945.82	995.60	51,771.20
<b>GRADE 13</b>									
621-650					758.92	803.57	848.21	892.85	46,428.20
<b>GRADE 14</b>									
651-680					777.37	823.10	868.82	914.55	47,556.60

**SCHEDULE "2B"  
RED CIRCLED POSITIONS  
OFFICE UNIT CUPE LOCAL #831**

POINTS	JOB TITLE	JOB CODE	INCUMBENT(S)	DIVISION	Effective April 5, 2004 - 3%	
					Weekly	
<b>GRADE4</b>						
351-380	Secretary	IFN006	Eunice Duda	Purchasing & Materials	\$733.94	\$38,165.00
<b>Note:</b> Annualized salary is for information purposes only *						

**SCHEDULE "2C"**  
**OUT OF SCHEDULE RATE POSITIONS**  
**OFFICE UNIT CUPE LCOAL # 831**

POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Effective April 5, 2004 - 3%	
					Hourly	Annualized *
441 - 470	License Inspector	ILS141	Legal Services	Enforcement	\$23.57	\$42,897.40
<b>Note:</b> Annualized <i>salary</i> is for information purposes only *						

### **SCHEDULE 3**

#### **Joint Job Evaluation Programme**

The contents herein are titled Schedule 3(a) "Memorandum of Implementation of A Job Evaluation Programme Between The Corporation Of The City of Brampton and The Canadian Union of Public Employees, and its Local #831 (Outside and Office Unit)" AND Schedule 3(b) "Job Evaluation Manual of Procedures for The Corporation of The City of Brampton and The Canadian Union of Public Employees, and its Local #831, (Outside and Office Unit).

This schedule is supplemental to, and shall be part of, the Collective Agreement currently in effect between the Corporation of The City of Brampton and The Canadian Union of Public Employees, Local #831 (Outside and Office Unit).

Current salary/wage schedules referred to in the Memorandum of Implementation are found in the Collective Agreement between the Corporation of The City of Brampton and The Canadian Union of Public Employees, Local #831 (Outside and Office Unit).

A. Solski, C.A.,  
Chief Administrative Officer

Frank A. Kovrig  
Director of Human Resources



150 Central Park Drive,  
Brampton, Ont. L6T 2T9  
(416) 793-4110  
Fax: (416) 793-2992

The Corporation Of The City Of Brampton  
Administration and Finance Department  
Human Resources Division

*February 15*, 1991

Mr. William McLoughlin,  
President, C.U.P.E. Local 831, (Office Unit)  
The Corporation of the City of Brampton


Dear Mr. McLoughlin;

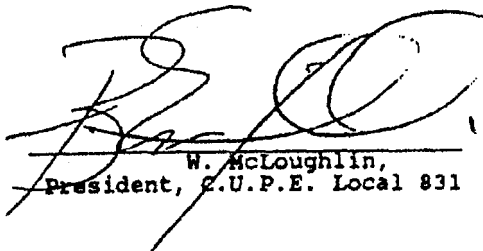
**LETTER OF UNDERSTANDING**  
Re: Job Evaluation System

The parties agree that the documents referred to as:

1. Memorandum of Implementation of A Job Evaluation Programme, between the Corporation of the City of Brampton and the Canadian Union of Public Employees and its Local 831 (Office Unit), and
2. Job Evaluation Manual of Procedures For The Corporation of The City of Brampton and The Canadian Union of Public Employees, and its Local 831 (Office Unit),

will be treated as if they form part of the Collective Agreement.

  
A. Solski,  
Chief Administrative Officer

  
W. McLoughlin,  
President, C.U.P.E. Local 831

/lk

### **SCHEDULE 3(a)**

#### **Memorandum of Implementation of a Joint Job Evaluation Programme**

Pursuant to the approval of the Memorandum of Agreement of February 11, 1987, the Negotiating Committees of the parties have negotiated and reached agreement on terms and conditions, as set out in this Memorandum of Implementation, which constitutes settlement of all matters with respect to the implementation and maintenance of a job evaluation programme applying to all jobs coming within CUPE Local #831.

The undersigned representatives of the parties do hereby agree to recommend to their respective principals the complete acceptance of the terms and conditions set out in this Memorandum of Implementation and the attached Manual of Procedures, and the Rating Manual.

The parties herein agree that the job ratings and wage grades established and agreed upon by the parties shall be implemented January 1, 1991 in accordance with the following terms and conditions:

1. The parties have agreed upon a Job Evaluation Manual of Procedures which shall be supplemental to the Letter of Understanding dated February 11, 1987. The Manual of Procedures is established as an aid to the parties to establish and maintain the Job Evaluation Programme, specifically for the purpose of providing and maintaining the basis of an equitable wage structure and the method by which job descriptions and job ratings shall be maintained to meet new and changing conditions and work requirements.
2. The parties have agreed upon a Rating Manual for Job Evaluation and Wage Administration, which shall be supplemental to the Letter of Understanding dated February 11, 1987. The Rating Manual contains basic guides used in analyzing and evaluating the content of a job.
3. The parties agree that this Memorandum of Implementation applies to all jobs performed by employees coming within the Outside and Office Unit and the Professional and Technical Unit of CUPE Local #831, and further agree that except as provided in Section 7(a) of this Manual of Implementation, no basis shall exist for an incumbent employee in the bargaining unit to claim that a wage rate inequity exists.
4. a) Effective from the date of installation, the Salary/Wage Schedules in the Outside and Office Unit and Professional and Technical Unit current Collective Agreements between the parties shall be amended in accordance with the applicable Salary/Wage Schedules appended to this Memorandum of Implementation.



4.
  - b) Such wage grades established for each job and/or group of similar value, as set out in the appended Salary Schedule, shall apply to an incumbent employee during such time as the employee is assigned to perform the duties of the job except in the case where an employee is red-circled.
  - c) For all jobs where the existing wage rates are equal to the new wage grade, as set out in the appended salary schedule, the existing wage rate for such jobs shall be cancelled and replaced by the appropriate equal wage grade.
  - d) For all jobs where the incumbent(s)' existing wage rates are higher than the new wage grade, as set out in the appended salary schedule, the existing wage rates for such jobs shall be cancelled and replaced by the appropriate lower wage grade. Incumbents in these jobs as of January 1, 1991 shall be "Red-Circled" and their wage rates shall be administered in accordance with the provisions contained in this Memorandum of Settlement.
  - e) For all jobs where the incumbent(s)' existing wage rate(s) are below the new wage grade, as set out in the appended salary schedule, the existing wage rate for such jobs shall be cancelled and replaced by the appropriate higher wage grade. Incumbents in these jobs as of January 1, 1991 shall be "Green-Circled" and their wage rates shall be administered in accordance with the provisions contained in this Memorandum of Settlement.
5. The Corporation shall continue to supply the union with a list of all positions. Such list shall contain the following information:
  - a) Job title and job description.
  - b) Job rating and wage grade resulting from job evaluation.
6.
  - a) Subject to the Matter of Agreement agreed to by the parties, the Joint Job Evaluation Committee described therein shall continue in existence following the installation of the Job Evaluation Programme and until the investigation and determination of the appeals and arbitration proceedings lodged under Section 7 of this Memorandum of Implementation is completed by the Joint Job Evaluation Committee, and the outcome of each finally installed. The union members on the Joint Job Evaluation Committee being on leave of absence from time to time, with pay, shall retain all their rights under the Collective Agreement being retained.

6. b) Following the completion of the Job Evaluation Implementation, including the final disposition of all appeals resulting from installation of the Job Evaluation Programme, the union members of the Joint Job Evaluation Committee shall continue on leave of absence with pay, and with all their rights of the Collective Agreement for such duration of time as is necessary to discharge the unions' responsibility under the Job Evaluation Manual of Procedures.
7. a) Within twenty five working (25) days of the receipt of their job rating and all necessary forms and documents following the ratification of the Job Evaluation Programme, employees who disagree with the rating that has been established for the job in which they are classified, or Department Heads who disagree with a rating that has been established for a job classification may lodge an appeal with the Joint Job Evaluation Committee, requesting a review of the rating of the job. The appeal shall state in writing the reason(s), why the incumbent(s) or Department Head(s) disagree with the rating of the job.
  - b) Each appeal shall be submitted to the Human Resources Division in writing on an official appeal form agreed to by the Joint Job Evaluation Committee. Human Resources shall forward the appeal to the Committee for review and the affected employee(s) or departmenthead(s) shall be notified of such appeal in writing. The appeal reply shall be made in writing on an official appeal decision form agreed to by the Joint Job Evaluation Committee.
  - c) The decision of the Joint Job Evaluation Committee on an appeal shall be communicated to both the incumbents and Department Head(s) in writing.
  - d) The decision of the Joint Job Evaluation Committee, on an appeal, shall be considered final and binding upon the parties and the employee concerned without further recourse.
  - e) The Union shall have made available to it, a Master Rating Sheet, for each unit, which in turn will be made available to persons submitting appeals.
  - f) A position that is appealed (in accordance with 7a)) shall not have its existing wage rate adjusted until the appeal decision has been made by the Joint Job Evaluation Committee. A wage rate adjustment that may result from an appeal shall be made effective January 1, 1991.
8. Any mathematical or clerical errors made in the preparation, the establishment or the application of the job descriptions, job rating wage grades or wage rates which are not otherwise in dispute shall be corrected to conform to the provisions of this Memorandum.

## **SCHEDULE 3(b)**

### **Manual of Procedures**

for

**OUTSIDE & OFFICE and PROFESSIONAL & TECHNICAL BARGAINING UNITS**

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This Manual of Procedures is supplemental to and forms part of the current Collective Agreement.

#### ARTICLE 1 - PURPOSE

In accordance with the Matter of Agreement between the parties dated February 15, 1991 on the implementation of a Joint Job Evaluation Programme, this Manual of Procedures is established recognizing the Job Evaluation Programme agreed to and providing an ongoing maintenance program consistent with the original agreement. Specifically for the purpose of providing and maintaining the basis of an equitable wage structure and providing the method by which job descriptions and job ratings shall be maintained to meet changing conditions and work requirements.

#### ARTICLE 2 - DEFINITIONS

The following definitions are to apply to the terms used herein and throughout the Job Evaluation Programme:

Benchmark Job	or "Key Jobs" are a representative selection of job activities chosen from the classifications covered by the Plan. These are used as a basis for comparison and guides for maintaining relativity of rating under the rating manual.
Collective Agreement	The Collective Agreement currently in effect between the Corporation and the union
Employee	An employee of the Corporation in the bargaining unit for which CUPE Local #831 is the recognized bargaining agent as defined in the Collective Agreement.
Factors	The major criteria, i.e. experience, responsibility, working conditions, etc. as set out in the Rating Manual to measure all jobs covered by this Job Evaluation Programme.

Factor Degrees	The actual measurement levels within each factor.
Green Circled	The wage rate an employee is receiving that is lower than the wage rate that has been established for the job in accordance with the Job Evaluation Programme.
Incumbent	An employee who has been appointed or promoted to a job. (An employee is an incumbent in one job only).
Job	A group or range of duties or tasks assigned to and performed by the incumbent(s).
Job Analysis	The process of determining and recording the tasks and duties comprising a job and the required knowledge, responsibility, effort and the working conditions involved in the performance of that job, through the use of questionnaires, observation and study.
Job Description	The official record of the principle tasks and duties of a job.
Job Evaluation	The process of studying and analyzing a job to obtain detailed information about the content of the job, the preparation of a job description and the rating of the job by use of the Rating Manual to determine the relationship of the job to other jobs covered by this Job Evaluation Programme.
Job Rating	The selected degree levels, points, reasons for the rating and the total points established for a job in accordance with the Rating Manual which becomes the official rating for the job.
Joint Job Evaluation Committee	<p>The Joint Committee appointed by the parties to deal with matters relating to the rating of jobs and the designating of appropriate wage grades as governed by this Manual of Procedures and the Rating Manual. The Corporation and the union shall each appoint four representatives to the Joint Job Evaluation Committee. Each party may elect as a representative, a consultant or advisor. The parties may designate one (1) Chief Spokesperson, however, all voting Committee members have the equal right to speak in Committee sessions. Each party shall also appoint one (1) alternate member</p> <p>The Joint Committee will require a quorum of 6 for any meetings, of which at least 3 must be Union representatives.</p>

The Joint Committee shall operate on a majority vote basis, where 6 of 8 members must agree on any factor rating, or procedural motion. Once 6 votes are achieved, consensus on the rating shall be considered to have been achieved.

Any Committee member has the right to Abstain from voting for the following reasons only:

- a) The member is an incumbent of the position under evaluation;
- b) The member believes that he/she may be too close to the position to ensure objectivity in rating;

Any Committee member who wishes to abstain because he/she believes that the position information is insufficient to submit an accurate rating, shall request that further information be obtained (from the incumbent and/or supervisor) to ensure that the rating process is not impeded.

The union members of the Committee and any alternates appointed by the union shall be granted leave of absence with pay and without loss of seniority for periods of time spent working on the Committee as approved by the Director of Human Resources. These members shall continue to have all the rights and privileges of the Collective Agreement including access to the grievance procedure, promotional opportunities and salary increments to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of the job the member held prior to an appointment to the Committee. Such leave of absence shall be of sufficient duration to allow the union to discharge its responsibilities as provided in this Manual.

Out of Schedule Rate

A wage rate paid to an employee, for a specific purpose and for a specified period of time, that is in excess of the maximum rate that is determined for the job in accordance with the Job Evaluation Programme.

Points

The numerical expression adapted for measurement of each degree within each factor.

Rating	The Rating Manual contains the basic guidelines for analyzing and evaluating the content of a job from the job information questionnaire and job description
Red Circled	The wage rate an employee is receiving that is in excess of the wage rate that has been established for the job in accordance with the Job Evaluation Programme.
Total Points	The sum of all points allotted to each job for all factors as determined in accordance with the Rating Manual.
Wage Grade	The designation in the Wage Rate Schedule for a particular salary level or salary range.
Wage Grade Differential	The difference between the maximum wage rates in the Wage Rate Schedule.
Wage Grade Increments	The wage rate steps for a particular wage grade as set forth in the Wage Rate Schedule.
Wage Rate Schedule	The wage grades and levels as set forth in the Collective Agreement.

### ARTICLE 3 - FACTORS OF JOB DESCRIPTION AND RATING

- 3.1 The job description and job information questionnaire serve to record the basis from which the job is rated and, to compare and judge changes in job content which results, from time to time, from new or changed circumstances or requirements of the job.
- 3.2 The job description, job information questionnaire and the contents therein are for the purposes of rating a job and assigning the job into the proper wage grade for application of the Wage Rate Schedule.
- 3.3 A job description reflects the major duties and responsibilities required for proper evaluation and shall not be construed as a detailed description of all the work requirements inherent to the job,

3.4 The rating of jobs on the basis of job content involves certain basic determinations being made with respect to the skill, effort, responsibility, and working conditions involved in each job. In order to reduce possible errors of personal judgement into practical but reasonable working limits, such determinations and considerations are subdivided and refined into an analysis and rating of each job to assess the relative worth on the basis of specific factors which are to be determined by the Joint Job Evaluation Committee and which will be listed in the rating manual.

1. Education
2. Experience
3. Judgement
4. Consequence of Error
5. Physical Skill and Effort
6. Direction of Others
7. Contacts
8. Working Conditions
9. Safety of Others

3.5 Job ratings serve to:

- a) group jobs having relatively equivalent point values into the same grade,
- b) provide the basis from which to gauge equitable wage rate relationships between the jobs,
- c) form the foundation from which to measure changes in job content,
- d) enable the assignment of jobs into their proper wage grade in the Wage Rate Schedule.

3.6 In making the determinations necessary for the rating of a job from the job's content, certain basic characteristics are considered to be inherent in the performance of all jobs and are not considered in the evaluation of any job in this programme. These characteristics are honesty, integrity, normal discretion, reasonable care and attention, ordinary tact and common courtesy.

- 3.7 In the application of the Rating Manual the following general rules shall apply:
- a) It is the content of the job that is being analyzed, not the individual doing the job.
  - b) Jobs are to be evaluated without regard to existing wage rates.
  - c) Jobs are to be placed in the appropriate level in each factor by considering the specific requirements of each job, the factor definition, the description of each factor level.
  - d) Workload is not a consideration when evaluating a job.
  - e) No interpolation of factor degrees is to be made in the use of this programme.
  - f) The job description and rating of each job shall be relative to, consistent with, and conform to the job descriptions and ratings of all jobs in the bargaining unit.

**ARTICLE 4 - MAINTAINING THE JOB DESCRIPTIONS AND RATINGS**

- 4.1 It is important that the Corporation maintain accurate job descriptions and job ratings on an ongoing basis. Failure to do so will serve to damage the integrity of the Programme. The Corporation shall maintain accurate job descriptions of all jobs within the union and as new jobs are created and as responsibilities of existing jobs change, with copies forwarded to the Union.
- 4.2 Provisions for maintaining the job descriptions and job ratings and making the necessary adjustments that occur from time to time, as a result of a new or changed conditions, are as follows:
- a) The agreed upon job ratings for the respective job descriptions which are in effect from the effective date the Job Evaluation Programme is implemented, and any that may subsequently be agreed upon in accordance with this manual, shall continue in effect unless:
    - i) The job content is changed by the Corporation
    - ii) The job is deemed redundant by the Corporation



4.2 b) NEW JOB:

Whenever the Corporation decides to establish a new job, the following procedures shall apply:

- i) The Human Resources Division shall prepare a draft job description based on the Job Information Questionnaire, completed by the supervisor, for the new job. This detail shall be submitted to the Committee for evaluation.
- ii) In the event the Joint Committee cannot agree on the rating, a Corporation-set temporary wage rate for the new job shall be made effective until such time as agreement is achieved. The establishment of such temporary wage rate shall not serve to prejudice the Joint Committee in their continued attempts to reach agreement on the appropriate rating for the new job.
- iii) If the agreed upon rating results in a higher wage rate for the new job, retroactive pay shall be paid back to the time the position was filled at the established temporary rate.

c) CHANGED JOB CONTENT - APPEAL PROCESS

Whenever the Corporation changes a job, the Supervisor and employee shall submit a new and/or revised Job Information Questionnaire. Human Resources shall prepare a new draft job description for the job and shall submit this information to the Job Evaluation Committee for evaluation.

When an agreed upon change or accumulation of changes in the content of a job as indicated by a newly prepared job information questionnaire results in a change upwards or downwards in the wage grade of a job:

- i) The existing job description and rating of the job shall be replaced by a new job description (as approved by the incumbent and supervisor) and job rating taking into account the changes in job content and the new job description and job rating shall be deemed to have been established.
  - ii) The new job shall be reassigned to the appropriate wage grade and the reassignment shall become effective from the date that the employee and supervisor sign the Job Information Questionnaire.
- d) If a change in job content results in a lower evaluation and wage grade for a job, the incumbent of such job whose existing wage rate is thus higher than the established wage rate of the changed job shall be identified as being "Red-Circled". "Red-Circled" shall be administered in accordance with the provisions to be set out in the Collective Agreement governing such matters.

- e) If a change in job content results in a higher evaluation and wage grade for a job, the incumbent of such job whose existing wage grade is thus below the established wage rate of the changed job shall be identified as being "Green-Circled".
- f) The Corporation shall notify the union in writing within thirty (30) calendar days of any change in the identification details of a job, i.e. department, job title, wage grade.
- g) If the Corporation decides a job classification is dormant or redundant, the union shall be notified, in writing, within thirty (30) calendar days of such decision. If a job classification is declared redundant, the decision to remove the job classification from the Collective Agreement shall be made during the subsequent negotiation period.
- h) In the event an out-of-schedule rate for a job classification is introduced by the Corporation the union shall be notified and it shall continue in effect until the Corporation decides that the conditions which gave rise to it no longer exists. After 90 calendar days notice, the wage rate for the job classification shall be the evaluated rate. All employees to whom this clause is applicable shall be notified accordingly.

#### ARTICLE 5 - DESCRIBING AND RATING A JOB

5.1 The procedure for describing a job shall be as follows:

- a) The Human Resources Division shall prepare a job description in accordance with the requirements of this manual from the information provided in the questionnaire supplied to and completed by each incumbent. Where information is not available, the Human Resources Division will determine the means by which such information shall be obtained.
- b) Copies of the draft job description will be forwarded to the incumbent(s) and supervisor for their review and comment. The incumbent and/or supervisor shall indicate concurrence, or suggest changes then return the draft job description and any changes to the Human Resources Division.
- c) The substance of any comments on the draft job description shall be considered, investigated and analyzed and if such comments warrant, a revised job description shall be prepared.

- 5.1 d) The supervisor and incumbent will be given the opportunity of reviewing and commenting, as is necessary, on the revised draft job description. When agreement is reached this job description and the Job Information Questionnaire will be used to evaluate the job by the Joint Committee.
- e) If there is still disagreement by either the incumbent(s) or the supervisor concerning the responsibilities/duties of the job as described in the draft job description, the Joint Committee may interview the incumbent and supervisor. If agreement is still not achieved, the respective Department Head shall make final determination for the disposition of the disagreement, after duly considering the recommendations of the Committee.
- f) Once final determination has been made, the draft job description shall be signed by the incumbent and supervisor and shall be recognized by the parties as the official job description.

5.2 The procedure for rating a job shall be as follows:

- a) The Joint Committee shall attempt to reach agreement on the rating of the job based on the procedures outlined on **page 87**. If agreement is so reached, the rating of the job shall be confirmed in writing and signed by the Union's and Corporation's representatives on the Joint Committee and shall be recognized by the parties as the official rating for the job.
- b) If the incumbent(s) and/or department head(s) of the job disagree with the job rating, an appeal may be lodged by the incumbent(s) and/or department head(s) with the Joint Committee within twenty-five (25) working days of the receipt of the job rating. Appeal forms and procedures will be provided to the incumbent(s) and/or department head(s) by the Human Resources Division. The appeal shall state, in writing, the reason or reasons why the incumbent(s) and/or department head(s) disagree(s) with the rating of the job. Appeal forms, approved by the Joint Committee will be provided to the incumbents and/or department head(s) by the Human Resources Division, Upon completion of the appeal forms, the incumbent(s) and/or department head(s) shall return the appeal form to Human Resources for submission to the Joint Committee. Human Resources shall forward the appeal to the Committee for review and the affected employee(s) or department head(s) shall be notified of such appeal in writing.
- c) The Joint Committee shall consider the appeal and inform the incumbent(s) and/or department head(s) of their decision on the appeal. Such appeal decision shall be made in writing on the official appeal decision form. Such decision shall be considered final and binding upon the parties and the employee(s) affected.

- 5.3 In the event the Committee is unable to agree upon the rating for a job, the following procedure shall apply:
- a) The Corporation shall apply a temporary rating for the job
  - b) The Corporation shall provide the union with a copy of the job description and such temporary rating.
  - c) The union within thirty (30) calendar days following receipt of the copy of the job description and such temporary rating, may lodge a grievance with the Corporation at the 3rd step of the Grievance Procedure in the Collective Agreement. Such grievance shall state the Union's particular reasons for disagreeing with the temporary rating of the job and state, what, in the Union's opinion, is the correct rating and rating level, the particular reason for such rating and the numerical point values of any disputed factors.
  - d) In the event the parties do not resolve the matter in dispute at the 3rd step of the Grievance Procedure, the union may submit the matter to arbitration in accordance with the provisions of the Grievance Procedure in the Collective Agreement.
  - e) All relevant job evaluation documentation shall be available for presentation as evidence at the arbitration hearing.

#### ARTICLE 6 - APPLYING THE JOB EVALUATION AND RATING

- 6.1 The job descriptions and ratings determined in accordance with this Manual(s) of Procedures, the Rating Manual(s) and such Manual(s) as may be developed and agreed to by the parties will determine the assignment of each job covered by this Programme to appropriate wage grades according to provisions to be set out in the Collective Agreement governing such matters.

The current Collective Agreement establishes the wage schedule for the wage grades and sets forth the necessary provisions to enable application of the wage schedule to each job and the appropriate wage rate to each employee in the bargaining unit.

**SCHEDULE 4 - APPRENTICESHIP PROGRAM FOR  
MOTOR VEHICLE MECHANIC "A"**

- a) The Corporation may hire an employee in an apprenticeship program for Motor Vehicle Mechanics "A". Such employee must satisfy the conditions as outline in the Apprenticeships and Tradesmen's Qualification Act, as amended from time to time, as administered by the Ontario Ministry of Skills Development. The Corporation requires that applicants for apprenticeship contracts must have a Grade 12 graduation certificate with a solid foundation in Mathematics, English and Sciences - school marks for each of these subjects should be 65% or better. The applicants shall supply transcripts of actual school marks and other information required.
- b) Apprentices will be covered by the terms of this collective agreement except as modified in this Schedule 4.
- c) In the event an apprentice fails to progress to the next period in the program, the Corporation has the right to terminate the employee. The apprentice shall not have the right to grieve or arbitrate his termination in these circumstances.
- d) In the event that an existing member of the Bargaining Unit has been the successful applicant for an apprenticeship vacancy, and he fails to progress to the next period in the program, the Corporation shall allow the employee to bid for the next available bargaining unit vacancy for which he qualifies via the job posting process. Said reinstatement shall be made without loss of seniority or benefits.
- e) The rate of wages to be paid the apprentice (s) shall be as follows:
  - i) 1st period of apprenticeship- 65% of the journeymen mechanic's rate
  - ii) 2nd period of apprenticeship- 70% of the journeymen mechanic's rate
  - iii) 3rd period of apprenticeship- 80% of the journeymen mechanic's rate
  - iv) 4th period of apprenticeship- 85% of the journeymen mechanic's rate
  - v) 5th period of apprenticeship- 90% of the journeymen mechanic's rate
- f) An employee shall not progress to the next pay level until he has successfully completed both the practical and academic components of the preceding period.

SCHEDULE 4 - APPRENTICESHIP PROGRAM FOR  
MOTOR VEHICLE MECHANIC "A"

(Continued)

- g) When an apprentice has to attend school as part of his training, the Corporation shall continue to pay his regular weekly wages.

Such weekly wages shall be equivalent to the level of straight time wages, being paid to him just prior to the commencement of the training period.

- h) Apprentices shall not be permitted to apply for job postings.

- i) The apprentice is responsible for the payment of any and all application/licence fees related to the apprenticeship program.

- j) Tool Allowance

An apprentice's tool allowance shall not be paid in full as per Article 27 of the collective agreement. Apprentices shall receive:

- 65% of tool allowance during 1st period
- 70% of tool allowance during 2nd period
- 80% of tool allowance during 3rd period
- 85% of tool allowance during 4th period
- 90% of tool allowance during 5th period

## SCHEDULE 5 – EQUIPMENT LIST

### WORKS & TRANSPORTATION DEPARTMENT:

Equipment operated by the Works & Transportation Department shall fall into certain categories for the purposes of wage payment to the Operators of such equipment.

If the initial placement of new or additional equipment into the above mentioned categories is not agreeable to the union, the parties will meet within a week of such placement to discuss and mutually agree on a category. If agreement cannot be reached, the matter will be forwarded by the union to Step 3 of the grievance procedure.

For the purposes of clarification, categories are indicated hereunder:

**Operator “A” plus \$3.00/hr**

**One Person Truck Plow with Wing  
One Person Road Grader with Wing  
One Person Loader with Wing**

**Operator “A”:**

Loader Backhoe  
Street Sweeper  
Eductor/Flusher  
Motor Grader  
Hydraulic Excavator  
Trailers exceeding 4,600 kg. G.V.W.

**Operator “B”:**

Sander  
Truck with Plow & Wing  
Street Flusher  
Front end Loader with or without attachments  
Asphalt Distributor Trailer  
Skid Steer Loader with or without attachments  
Leaf Vacuum  
Hydraulic Boom Truck  
Fuel Truck  
Chipper  
Stacker/Screeners  
Conveyor  
Tilt & Load Truck  
Aerial Lift Hoist  
Emulsifier Trailer

SCHEDULE 5 – EQUIPMENT LIST  
(Continued)

**Truck Driver:**

Trucks – all sizes

Truck with Plow – all sizes

Sidewalk Tractor with attachments (Plow, sander, snowblower and sweeper)

Loader – when loading own truck

Trailers not exceeding 4,600 kg. G.V.W.

Portable Steamer

Towed Steamer

Water Truck

Tractor with Mowers

Ride-on Sweeper

Directional Signboard

Line Grinder

Line Painter

Sod Cutter

Truck Mounted Sprayers

Water Cooled Concrete Saw & Truck

4 wheel and 6 wheel ATV's

**Labourer:**

Walk Behind Snowblower

Walk Behind Gravely

Walk Behind Sidewalk Sweeper

Back Pack Sprayers



SCHEDULE 5 – EQUIPMENT LIST  
(Continued)

**COMMUNITY SERVICES DEPARTMENT:**

Equipment operated by the Community Services Department shall fall into certain categories for the purposes of wage payment to the Operators of such equipment.

If the initial placement of new or additional equipment into the above mentioned categories is not agreeable to the union, the parties will meet within a week of such placement to discuss and mutually agree on a category. If agreement cannot be reached, the matter will be forwarded by the union to Step 3 of the grievance procedure.

For the purposes of clarification, categories are indicated hereunder:

**Parkskeeper III / Gardener I**

Hedge Trimmer  
 All lawnmowers  
 Stringtrimmers  
 Hand operated fertilizer spreaders  
 Walk behind self-propelled rotary mowers and attachments  
 Rototillers (walk behind)  
 Leaf blower  
 Post hole augers – hand held gas powered and mechanical  
 Field markers – dry application  
 Tri-plex and ride-on garden tractor with attachments  
 Rollers walk behind and tow behind or self-propelled  
 Sod cutter  
 Ice edger  
 Generators  
 Skill saws  
 Electric drills  
 All types of tractor  
 Snow blowers  
 Fertilizer spreaders  
 Scarifier  
 York rake  
 Aerator  
 Mott mowers  
 Ski trail groomer  
 Rotovator  
 Chainsaws  
 Gill

SCHEDULE 5 –EQUIPMENT LIST  
(Continued)

**Parkskeeper III / Gardener I (continued)**

Rhino blade  
 Snowmobile  
 Back pack sprayers  
 Trailer up to and including 3,628 kg  
 Trucks – all sizes  
 Sidewalk sweepers  
 Air compressors  
 Large plows  
 Snow plows mounted on 4x4 trucks  
 Sand blaster  
 Cement mixer  
 Sidewalk sander  
 Chipper (feeding brush and hauling)  
 Overseeder  
 Self-propelled rotary mower up to and including a 9' deck  
 Directional sign board  
 Tru-play  
 Top Dresser  
 Water Pumps  
 Tractor Drawn Ice Resurfacer  
 4 or 6 wheel ATV's  
 Front-end loader and Backhoe for the occasional short duration of loading trucks.  
 Tow-behind Sprayer  
**Mad Vac**

**Parkskeeper IV / Gardener II**

Trailer over 3,628 kg up to and including 4,600 kg  
 Sander attachments on trucks  
 Water trucks  
 Loaders  
 Chipper (operator in charge)  
 Field marker – wet application  
 Ski hill groomer  
 Hydraulic packer truck  
 Self-propelled rotary mower with more than 9' deck  
 Hydraulic Crane Truck

**Parkskeeper V**

Trailers over 4,600 kg  
 Backhoe

SCHEDULE 5 – EQUIPMENT LIST  
(Continued)

**Arborist I**

Aerial Truck

Chipper

Chainsaws with Attachments

Hydraulic Crane Truck

Parkskeeper III equipment

**Arborist II**

Aerial Truck (operator in charge )

Parkskeeper IV equipment

**Landscaper (Construction and Horticultural)**

Trailers over 4,600 kg

Backhoe

Aerial Truck (ground controls only)

## SCHEDULE 6 - OVERTIME CALL-IN PROCEDURES

### 6A - Maintenance & Operations Division, Works & Transportation Department

#### i) Winter (the second Monday in November to the second Friday in April):

Winter call-ins in the Maintenance & Operations Division of the Works & Transportation Department will be carried out as follows:

The Corporation will post lists in each yard for employees to indicate their availability for voluntary overtime assignments. Employees will not be compelled to standby, but they must be certain that their foreperson has their correct contact number.

- Step 1: Overtime shall be offered, on a rotational basis, to employees within the appropriate job classification within a yard who have indicated a desire to be called.
- Step 2: In the event that there are insufficient volunteers, the Corporation shall offer the overtime work, on a rotational basis, to qualified employees in the next appropriate lower classification within the yard.
- Step 3: In the event that there are still insufficient volunteers, the Corporation shall offer the overtime work on a rotational basis to the other qualified employees within the yard.
- Step 4: In the event that there are still insufficient volunteers, the Corporation shall offer the overtime work to the employees in the appropriate classification in the other yard on a rotational basis as outlined in Steps 1, 2 and 3 above.
- Step 5: In the event that there are still insufficient volunteers, the Corporation shall offer the overtime work to qualified employees in the department without regard to seniority.
- Step 6: In the event that there are still insufficient volunteers, the Corporation shall have the work performed in any manner it sees fit, including, but not limited to, the assignment of work in reverse order of seniority to qualified employees of the bargaining unit within the section of the department.

For the purposes of winter call-in overtime, the Operator “A” and Maintenance Handyman classifications will be included, in seniority order, with the Operator “B” classification; Truck Drivers – Road Patrol, Traffic (seasonally reassigned only), and Road crew will be placed in seniority order in one classification; and Yard Persons, Labourer – Traffic (seasonally reassigned only) and Labourer – Crew will be placed in seniority order, in one classification.

## SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES

(Continued)

**ii) Summer Call-In (the Saturday following the end of the Winter Call-in, to the Sunday prior to the start of the Winter Call-in):**

Summer call-ins in the Maintenance & Operations Division of the Works & Transportation Department will be carried out as follows:

The Corporation will post one list for employees to indicate their availability for overtime assignments. Employees will not be compelled to standby, but they must be certain that their foreperson has their correct contact number.

- Step 1: Overtime shall be offered, on a rotational basis, to employees within the appropriate job classification who have indicated a desire to be called.
- Step 2: In the event that there are insufficient volunteers, the Corporation shall offer the overtime work, on a rotational basis, to qualified employees within the next appropriate lower classification.
- Step 3: In the event that there are still insufficient volunteers, the Corporation shall offer the overtime work on a rotational basis to other qualified employees.
- Step 4: In the event that there are still insufficient volunteers, the Corporation shall have the work performed in any manner it sees fit, including, but not limited to, the assignment of work in reverse order of seniority to qualified employees of the bargaining unit within the section of the department.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES  
(continued)

**6B – Parks Maintenance & Operations Division, Community Services Department**

**i) WINTER CALL-IN (November 16 – March 31)**

Overtime shall be offered on a rotational basis to Parks Maintenance & Operations Division employees, who have indicated a desire to be called, provided the employee has the necessary qualifications and skill to perform the work.

The rotation shall be as follows:

1. By area of work as defined as the names of volunteers in seniority order from the following :
  - OUTDOOR ARTIFICIAL ICE RINKS
  - URBAN FORESTRY & LANDSCAPE CONSTRUCTION SECTION
  - PARKS MAINTENANCE SECTIONS ( staff of Parks Maintenance Districts ( N.E., S.E., N.W., S.W. ) , Horticultural Services Section, Urban Forestry & Landscape Construction , Outdoor Artificial Ice Rinks, Cemetery, and Parks Service Centre)
2. By the Parks Maintenance & Operations Division Call-in Overtime Master List.
3. In the event there are insufficient qualified volunteers from the areas of work and the master list, the Corporation shall have the right to have work performed in any manner it sees fit, including, but not limited to, assignment of work in reverse order of seniority to qualified bargaining unit employees from the Parks Maintenance & Operations Division Call-in Overtime Master List.

**OUTDOOR ARTIFICIAL ICE RINKS** --- defined as an Area of Work

In the event that overtime work is required, use the following order:

1. Qualified staff within that Area of Work in order of seniority on a rotational basis.
2. Other qualified staff from the Parks Maintenance & Operations Division Master List in order of seniority on a rotational basis.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES  
(continued)

**URBAN FORESTRY & LANDSCAPE CONSTRUCTION SECTION**--- defined as an Area of Work

In the event that emergency overtime tree work is required use the following order:

1. Qualified **Arborist** within that Area of Work in order of seniority on a rotational basis.
2. Other qualified staff within that Area of Work in order of seniority on a rotational basis.
3. Other qualified staff from the Parks Maintenance & Operations Division Master List in order of seniority on a rotational basis.

**PARKS MAINTENANCE SECTIONS**--- defined as an Area of Work

In the event that overtime work is required, use the following order:

1. Qualified staff within that Area of Work in order of seniority on a rotational basis.

**WORKS AND TRANSPORTATION DEPARTMENT**

In the event the Works and Transportation Department requires Parks Maintenance & Operations Division staff to perform call-in overtime work, the following procedure shall apply:

1. Works and Transportation supervisory staff shall call-in qualified Parks Maintenance & Operations Division staff as required in order of seniority on a rotational basis.
2. Works and Transportation supervisory staff shall fax a list of those Parks Maintenance & Operations Division staff who were called in, to the Parks Service Centre office the same day.
3. The Parks On-call person shall record only those staff who performed overtime work from the fax onto the Parks Maintenance & Operations Division Master List.
4. Parks Supervisory Staff must record and submit all Works and Transportation overtime labour hours on Parks Maintenance & Operations crew cards. Works and Transportation supervisory staff will record all Works and Transportation overtime equipment hours.

**NOTE: OVERTIME WORK DEEMED TO BE THREE (3) HOURS OR MORE IN DURATION SHALL BE RECORDED ON THE PARKS MAINTENANCE & OPERATIONS DIVISION CALL-IN OVERTIME MASTER LIST.**

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES  
(continued)

NOTE: ALL CALL - IN OVERTIME MUST BE RECORDED ON THE MASTER LIST AND A COPY OF THE LIST MUST BE POSTED.

NOTE: THERE SHALL BE ONE (1) MASTER LIST USED TO RECORD ALL PARKS MAINTENANCE & OPERATIONS DIVISION CALL-IN OVERTIME (including all overtime work performed for the Works and Transportation Department).

ii) Summer Call-in (April 1 to November 15)

Overtime shall be offered on a rotational basis to Parks Maintenance & Operations Division employees, who have indicated a desire to be called, provided the employee has the necessary qualifications and skill to perform the work.

The rotation shall be as follows:

1. By area of work as defined as the names of volunteers in seniority order from the following :
  - URBAN FORESTRY & LANDSCAPE CONSTRUCTION SECTION
  - HORTICULTURAL SERVICES SECTION
  - NORTH-EAST DISTRICT
  - SOUTH-EAST DISTRICT
  - NORTH-WEST DISTRICT (including Cemetery)
  - SOUTH-WEST DISTRICT (including Parks Service Centre)
2. By the Parks Maintenance & Operations Division Call-in Overtime Master List.
3. In the event there are insufficient qualified volunteers from the areas of work and the master list, the Corporation shall have the right to have work performed in any manner it sees fit, including, but not limited to, assignment of work in reverse order of seniority to qualified bargaining unit employees from the Parks Maintenance & Operations Division Call-in Overtime Master List.



SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES  
(continued)

**URBAN FORESTRY & LANDSCAPE CONSTRUCTION SECTION** --- defined as an Area of Work

In the event that emergency overtime tree work is required use the following order:

1. Qualified **Arborist** within that Area of Work in order of seniority on a rotational basis.
2. Other qualified staff within that Area of Work in order of seniority on a rotational basis.
3. Other qualified staff from the Parks Maintenance & Operations Division Master List in order of seniority on a rotational basis.

**HORTICULTURAL SERVICES SECTION** --- defined as an area of work

In the event that overtime work is required, use the following order:

1. Qualified staff within that area of work in order of seniority on a rotational basis from the Master List.
2. Other qualified staff in order of seniority on a rotational basis from the Master List.

**PARKS MAINTENANCE DISTRICTS** --- defined as four (**4**) separate areas of work:

In the event that overtime work is required, use the following order:

1. Qualified staff within each area of work in order of seniority on a rotational basis from the Master List.
2. Other qualified staff in order of seniority on a rotational basis from the Master List.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES  
(continued)

WORKS AND TRANSPORTATION DEPARTMENT

In the event the Works and Transportation Department requires Parks Maintenance & Operations Division staff to perform call-in overtime work, the following procedure shall apply:

1. Works and Transportation supervisory staff shall call-in qualified Parks Maintenance & Operations Division staff as required in order of seniority on a rotational basis.
2. Works and Transportation supervisory staff shall fax a list of those Parks Maintenance & Operations Division staff who were called in, to the Parks Service Centre office the same day.
3. The Parks On-call person shall record only those staff who performed overtime work from the fax onto the Parks Maintenance & Operations Division Master List.
4. Parks Supervisory Staff must record and submit all Works and Transportation overtime labour hours on Parks Maintenance & Operations crew cards. Works and Transportation supervisory staff will record all Works and Transportation overtime equipment hours.

NOTE: OVERTIME WORK DEEMED TO BE THREE (3) HOURS OR MORE IN DURATION SHALL BE RECORDED ON THE PARKS MAINTENANCE & OPERATIONS DIVISION CALL-IN OVERTIME MASTER LIST.

NOTE: ALL CALL - IN OVERTIME MUST BE RECORDED ON THE MASTER LIST AND A COPY OF THE LIST MUST BE POSTED.

NOTE: THERE SHALL BE ONE (1) MASTER LIST USED TO RECORD ALL PARKS MAINTENANCE & OPERATIONS DIVISION CALL-IN OVERTIME (including all overtime work performed for the Works and Transportation Department).

## SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES

(continued)

### **6C - Recreation & Facilities Division, Community Services Department**

The Master call-in list for Facility General Operators will be posted annually in mid-September. The list will be based on seniority, skills and qualifications to perform work within the facility team as indicated below. Every year thereafter in mid-September the list will be based on the continuation from the last operator contacted and again based on skills and qualifications to perform the work.

Call-in steps:

- Step 1: Contact full-time staff in rotation within the facility;
- Step 2: Contact full-time staff in rotation within the recognized facility team (as per diagram)– two (2) attempts at home/contact number to ensure correct phone number was dialed;
- Step 3: Contact temporary / part-time staff within the facility team from the identified part-time staff list;
- Step 4: Contact full-time staff in rotation from master East or West call-in list either at home twice or at base facility. Master call-in will be based on seniority order on implementation.

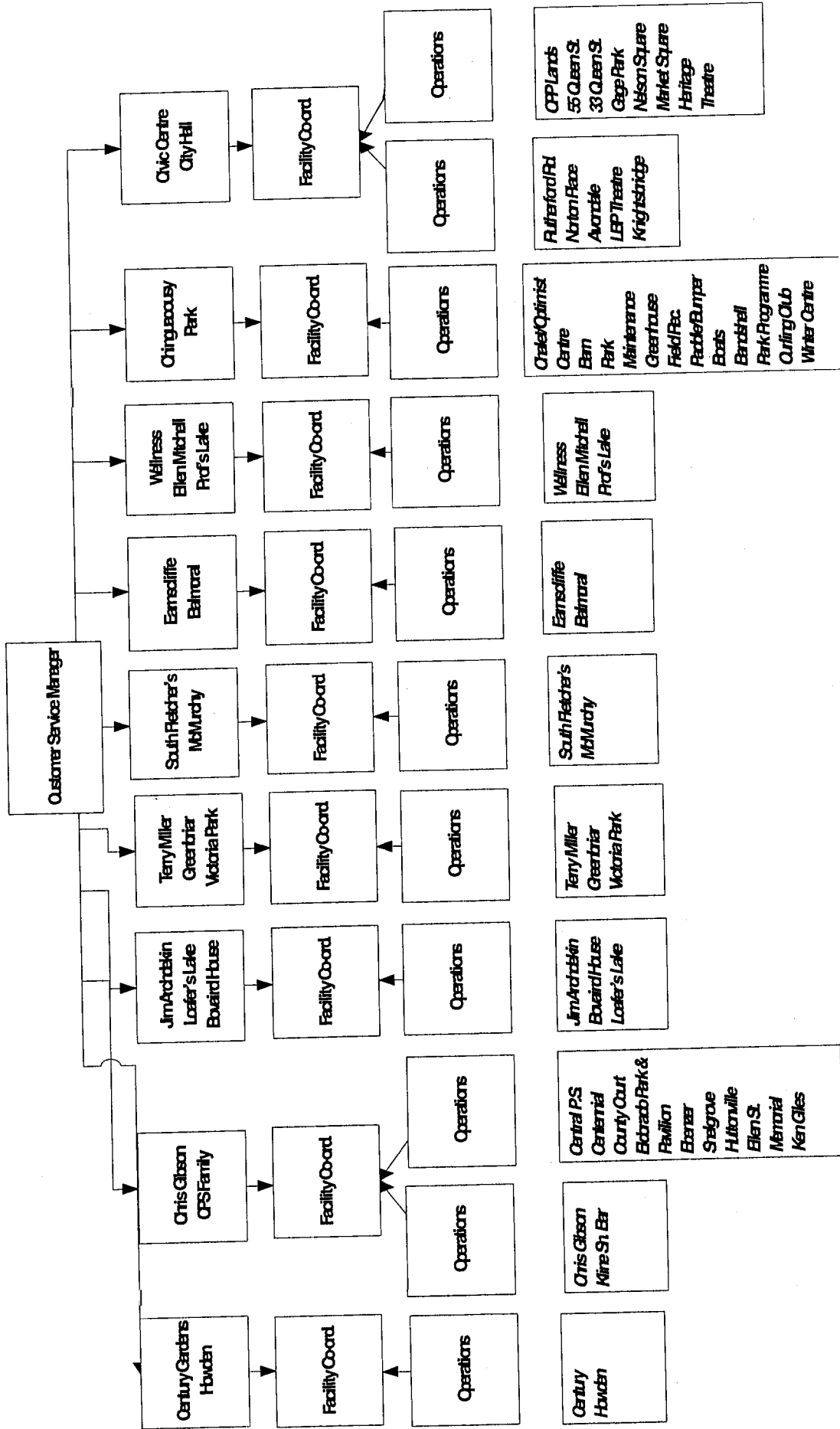
Conditions to be eligible:

- a) attending mandatory training and having the qualifications, skills necessary to perform the work;
- b) response time of 15-30 minutes unless otherwise agreed upon by the employee and supervisor;
- c) commitment to work all hours being offered unless mutually agreed upon by the employee and supervisor;
- d) constant decline of overtime will be reviewed by staff;
- e) team operation supervisor will maintain the call-in list for Steps 1, 2 and 3, and the master call-in list will be maintained by the 24 hour on duty operation supervisor. Both the team and the on-duty supervisor will post the list monthly at all facilities as per the collective agreement;
- f) Facility Operators reassigned to the Parks Maintenance & Operations Division for the summer season only will not be considered during the time they are in Parks Maintenance & Operations Division due to the fact they are on the Parks Maintenance & Operations Division call-in list;
- g) A maximum of 16 hours combined regular shift and overtime can be worked;
- h) If a Facility Operator is on their regular scheduled shift and is asked to work they must be next in line **due** to the fact they were on shift (staff cannot accept overtime if on regular shift);

**SCHEDULE 6 -- OVERTIME CALL-IN PROCEDURES**

(continued)

- i) If staff are contacted and offered overtime and decline then they will go to the bottom of the list unless they are on shift;
- j) Supervisor will call staff twice to ensure they dialed to correct number unless there is an answering machine at which time they will leave a message if there is no answer.



SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES  
(continued)

**6D – Parking Enforcement Section, Enforcement Division,  
Legal Services Department**

Two call-in lists will be compiled in order to determine overtime opportunities. Specifically, the first list will facilitate call-in overtime as necessary. The second list will be identical, however, will be used strictly for the purpose of offering call-in overtime on statutory holidays. Both lists will contain the names of Parking Enforcement Officers who have indicated a desire to be called, compiled in seniority order and both lists will be used on a rotational basis.

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)


Dear Mr. McLoughlin:

**LETTER OF UNDERSTANDING**  
**Transferring between Bargaining Units and Non-Union –**  
**Corporate Policy RCT#88109**


---

The above policy, as amended and amended/improved, shall apply to the members of this bargaining unit during the term of this Collective Agreement.

**For the Corporation**

  
Kara D. Bartley, Manager,  
Employee & Labour Advisory Services

**For the Union**

  
William McLoughlin, President,  
CUPE, Local #831

Letter #1

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mi. McLoughlin:

**LETTER OF UNDERSTANDING**  
**Employees' Share of E.I. Premium Reduction**

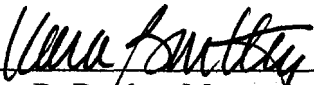
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The Corporation will apply annually to Human Resources Development Canada for the Employment Insurance (E.I.) premium reduction to take effect. The Corporation will notify the Union of the outcome of such application.

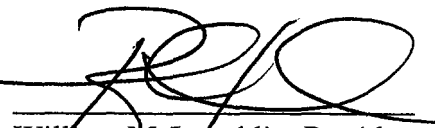
Should the Corporation's application be approved, the parties agree to the following with regard to the disposition of the employees' share of the E.I. premium reduction:

As soon as practical, in the first quarter of each year, the Corporation shall calculate the total employee share of the Employment Insurance premium reduction for the previous year for employees of CUPE Local #831, Outside and Office Unit. The Corporation shall then remit such amount to the Union.

**For the Corporation**

  
\_\_\_\_\_  
Kara D. Bartley, Manager,  
Employee & Labour Advisory Services

**For the Union**

  
\_\_\_\_\_  
William McLoughlin, President,  
CUPE, Local #831

Letter #2



June 20, 1999

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:

LETTER OF INTENT  
Corporate Labour Management Committee

---

The parties agree to develop a Corporate Labour Management Committee, composition will be up to a total of 8 representatives of the Corporation and up to a total of 8 representatives of the Union (representing Outside and Office and Pro-Tech). Meetings will be scheduled at the request of either party no less than semi-annually. Terms of reference to be mutually established once committee is constituted.

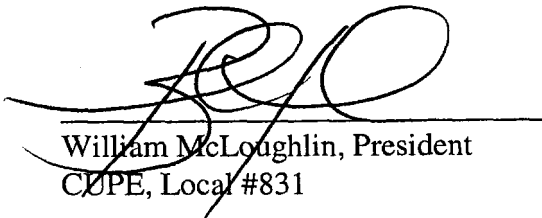
Yours truly,

The Corporation of the City of Brampton



Kara D. Bartley, Manager  
Employee & Labour Advisory Services

Acknowledged for the Union:



William McLoughlin, President  
COPE, Local #831

August 16, 2002  
Date

Letter #3

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:

**LETTER OF INTENT**  
**Corporate Policy: Employment Development and Education Policy #TRNP3602**


The above policy, as amended and improved, shall apply to the members of the bargaining unit during the term of this collective agreement. The parties will meet during the term of the collective agreement to discuss the application of the policy.

Yours truly,

The Corporation of the City of Brampton

  
Kara D. Bartley, Manager  
Employee & Labour Advisory Services

Acknowledged for the Union:

  
\_\_\_\_\_  
William McLoughlin, President  
CUPE, Local #831

August 14, 2002  
Date

Letter #4

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:

**LETTER OF INTENT**  
**Apprenticeship Program**

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The parties shall meet during the term of the collective agreement to amend the Apprenticeship program outlined in Schedule 4 to conform with the changes to the applicable legislation.

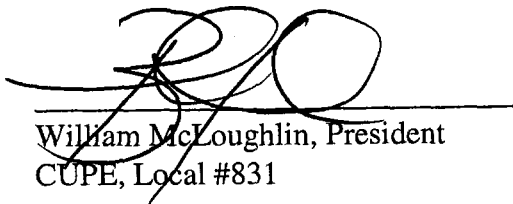
Yours truly,

The Corporation of the City of Brampton



Kara D. Bartley, Manager  
Employee & Labour Advisory Services

Acknowledged for the Union:



William McLoughlin, President  
CUPE, Local #831

August 16, 2002  
Date

Letter #5

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:


**LETTER OF UNDERSTANDING**  
**Temporary Job Postings**

---

Where the Corporation wishes to post a temporary job opportunity internally, the Corporation will meet with the Union to discuss the specifics prior to the opportunity being posted.

**For the Corporation**

**For the Union**

  
Kara D. Bartley, Manager,  
Employee & Labour Advisory Services

  
William McLoughlin, President,  
CUPE, Local #831

Letter #6

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

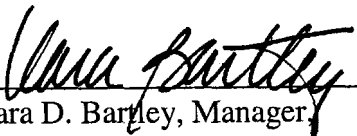
Dear Mr. McLoughlin:

**LETTER OF UNDERSTANDING**  
**Job Security**

---


This will confirm the understanding reached between the parties concerning the practice in the eventuality that layoffs should affect members of the bargaining unit in the future. The parties agree that if during the term of the collective agreement it becomes necessary to layoff a bargaining unit member, all reasonable efforts will be made by the parties to offer suitable alternate work according to his or her qualifications, wherever it may exist in the Corporation. To offer suitable alternate work, job postings may be waived, a suitable trial period may be provided, or related training or retraining opportunities may be necessary.

**For the Corporation**



Kara D. Bartley, Manager  
Employee & Labour Advisory Services

**For the Union**



William McLoughlin, President,  
CUPE, Local #831

Letter #7

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:

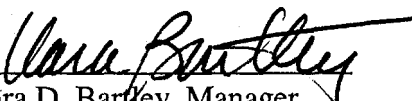
**LETTER OF UNDERSTANDING**  
**Parking Enforcement – Entitlements**

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The Parking Enforcement Officers receive the following entitlements while working 11/12-hour shifts:

Hours of Work:	36 or 44 hours per week; 11/12 hours per shift; at least 24 hours between shifts.
Stat. Holiday Overtime:	double time for 11/12 hours
Bereavement Leave:	<b>1, 3 or 5 shifts of 11/12 hours</b>
Shift Premium:	night shifts paid premium for entire 11/12 hours
Rest Periods:	1 hour paid meal break, 2 10-minute breaks
Paid Holidays:	11/12 hours holiday pay
Sick Leave:	12 hours per month, deducted hour for hour
Vacation:	80/120/160/200/240 hours (depending on years of service) deducted hour for hour.
Shift Change notice:	12 hours notice

**For the Corporation**

  
Kara D. Bartley, Manager,  
Employee & Labour Advisory Services

**For the Union**

  
William McLoughlin, President,  
CUPE, Local #831

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)


Dear Mr. McLoughlin:

**LETTER OF UNDERSTANDING**  
**Parking Lot Attendants – Hours of Work**


---

The parties agree that the weekly work schedule for Parking Lot Attendants will be forty (40) hours in a week of four (4) days. Days off work for sickness, bereavement, vacation and/or paid holidays shall be paid at the appropriate rate as above, ten (10) hours pay for a ten (10) hour shift. Sick leave credits will be accumulated at twelve (12) hours per month.

**For the Corporation**

  
Kara D. Bartley, Manager,  
Employee & Labour Advisory Services

**For the Union**

  
William McLoughlin, President,  
CUPE, Local #831

Letter #9

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:

**LETTER OF UNDERSTANDING**  
**Department of Works and Transportation- Maintenance and Operations Division**  
**Overtime- Pay/Lieu Time Split**


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This is to confirm an agreement reached between the parties, that those employees within the Roads and Operations area of the Maintenance and Operations Division of the Works and Transportation Department will be allowed to split overtime hours between lieu time off and paid overtime.

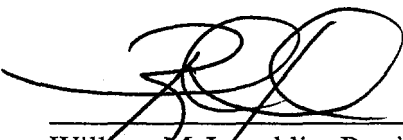
All provisions outlined in Article 14.09 (a), (c) and (d) of the Collective Agreement still apply.

For the purposes of this Letter, Article 14.09(b) will allow an employee to split overtime hours between lieu time off and paid overtime. All other provisions as outlined in Article 14.09(b) remain, specifically, an employee must make their request no later than the end of the authorized overtime period and overtime hours refer to all hours worked in one (1) work period.

**For the Corporation**

  
Kara D. Bartley, Manager  
Employee & Labour Advisory Services

**For the Union**

  
William McLoughlin, President  
CUPE, Local #831

Letter #10



May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:

**LETTER OF UNDERSTANDING**  
**Benefits for Pensioners**

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Pensioners may at their own expense, continue to maintain the coverage of any one or all of the following benefits for themselves and their spouses and/or dependents (the benefits plans listed provide the coverage as per the current collective agreement, article 20):

- Extended Health Care Plan (including Global Medical Assistance)
- Dental Plan
- Vision Care Plan
- Prescription Drug Plan

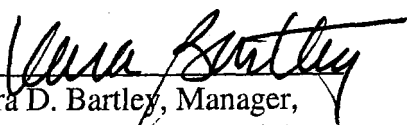
Pensioners may continue to pay for these benefits through the Corporation as long as they wish. A pensioner may cancel any one of the benefits, as time passes, but once cancelled, the benefit cannot be re-instated.

Upon death of the employee, an eligible spouse and/or dependents covered by benefits will remain on the plan until the end of the current present quarter, at which time coverage will be terminated.


The employee will be required to provide premium payments in advance on a quarterly basis. Failure to pay the premiums on time will result in permanent cancellation of the plan coverage.

Four post-dated cheques may be provided to the Corporation at the beginning of each calendar year to cover such quarterly payments.

**For the Corporation**

  
Kara D. Bartley, Manager,  
Employee & Labour Advisory Services

**For the Union**

  
William McLoughlin, President,  
CUPE, Local #831

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:

LETTER OF UNDERSTANDING  
Stand-by for Weekday Emergency Service - Animal Control

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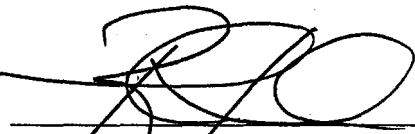
Further to the parties' discussions, regarding the stand-by allowance for weekday emergency service, on a without prejudice or precedent basis the parties agree that:

An Animal Services employee who is scheduled for "weekday emergency service" shall be paid a stand-by allowance of twenty-five dollars **(\$25)**. In addition to this stand-by allowance, such employee shall be paid for all actual hours worked during the weekday stand-by period at one and one-half (1½) times their regular rate.

For the Corporation

For the Union

  
Kara D. Bartley, Manager,  
Employee & Labour Advisory Services

  
William McLoughlin, President,  
CUPE, Local #831

Letter #12

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

Dear Mr. McLoughlin:

**LETTER OF INTENT**  
**Compressed Work Week Pilot Program**

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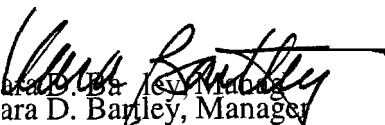
The Corporation of the City of Brampton supports the concept of Compressed Work Week for all full-time employees where operationally feasible.

The implementation of Compressed Work Week arrangements must be consistent with the Corporation's commitment to deliver quality customer service to its citizens, and to maintain internal service levels within and across departments. In some situations, the quality of service will be enhanced by extended hours of operation to the public. The Department Head will make the final determination as to the feasibility of the Compressed Work Week arrangement request.

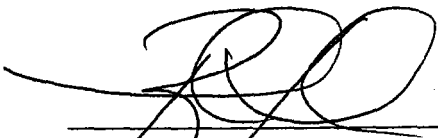
The parties agree to discuss during the term of the collective agreement the feasibility of implementing Compressed Work Week arrangements on a pilot project basis. **The Corporate Labour Management Committee will be the forum for the discussion.**

Yours truly,

The Corporation of the City of Brampton

  
Kara D. Bartley, Manager  
Employee & Labour Advisory Services

Acknowledged for the Union:

  
William McLoughlin, President  
CUPE, Local #831

August 16, 2002  
Date

May 11, 2002

Mr. William McLoughlin, President  
Canadian Union of Public Employees  
Local #831 (Outside and Office Unit)

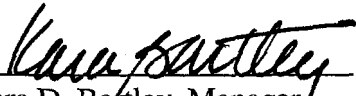
Dear Mr. McLoughlin,

**LETTER OF UNDERSTANDING**  
**Re: Amendment to Schedule 5 – Equipment List**  
**Works and Transportation Department**  
**New Equipment: Forklift**


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The parties agree, without prejudice and precedent, to add the Forklift to Schedule 5 – Equipment List, under the Truck Driver category, for the period of August 8, 2002 to March 31, 2005. Effective April 1, 2005, the Forklift will be transferred to the Operator B category and the collective agreement will be amended at that time.

**For the Corporation:**

  
Kara D. Bartley, Manager  
Employee & Labour Advisory Services

**For the Union:**

  
William McLoughlin, President,  
CUPE, Local #831

Letter #14