

COLLECTIVE AGREEMENT

BETWEEN

CITY OF



AND

**The Ottawa-Carleton Public Employees' Union
Local 503**

in affiliation with

The Canadian Union of Public Employees (C.L.C.)



Awarded July 22, 2021

Duration: January 1, 2020 to December 31, 2024

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PREAMBLE

Whereas it is the intent and purpose of this Agreement to recognize the community of interest between the Employer and the Union, in promoting the utmost co-operation between the Employer and its employees, consistent with the rights of both Parties.

And whereas it is the further intent of this Agreement to foster a friendly spirit which shall prevail at all times between the Employer and its employees and to this end this Agreement is signed in good faith by the two Parties. And whereas this Agreement is designed to set out clearly the rates of pay, hours of work and conditions of employment to be observed by the Employer and the Union.

DEFINITIONS FOR THE PURPOSES OF THIS AGREEMENT

1. Continuous Service:

Continuous service means unbroken service from the **employee's** last date of hire including authorized leaves of absence as set out below:

No employee shall be deemed to have ceased to be continually employed by reason only of being absent from work on statutory holidays, on parts of regular working days, or on any leave duly authorized under the provisions of this Agreement or because of layoff lasting not more than 90 calendar days, or because of absence due to an industrial accident under the terms of the *Workplace Safety and Insurance Act* of Ontario and consistent with the terms of this Agreement.

2. Substantive Position:

A substantive position is the regular ongoing position from which an **employee's** rights under the Collective Agreement are normally derived.

ARTICLE 1

RECOGNITION/SCOPE

1.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees of the Employer, including part-time, casual and temporary employees in accordance with the decision of the Ontario Labour Relations Board dated January 11, 2001, and the terms of the Memorandum of Agreement between the Ottawa Transition Board and all predecessor bargaining agents dated October 18, 2000, regarding bargaining unit scope.

See Appendix A.

ARTICLE 2

MANAGEMENT RIGHTS

2.1 The Union recognizes that, subject to the provisions of this Agreement, it is the function of the Employer:

- (i) to maintain order, discipline and efficiency;
- (ii) to classify positions;
- (iii) to hire, transfer and promote;
- (iv) to suspend, discharge or otherwise discipline employees for proper cause subject to the right of the employee concerned to lodge a grievance under the orderly procedure outlined in Article 16.

ARTICLE 3

RESPONSIBILITY OF THE EMPLOYER

3.1 The Employer recognizes the Union as the sole collective bargaining agency for all employees coming within the scope of this Agreement.

3.2 The Employer agrees not to interfere with the rights of its employees designated within the scope of the Agreement, and there shall be no discrimination, interference, restraint and coercion by the Employer, against any employee because of Union membership, or against any Union Representative because of Union activity within the provisions of this Collective Agreement.

- 3.3 The Employer agrees that during the life of this Agreement and during the period of negotiation of any revisions to this Agreement, or of a new agreement including the period of arbitration, there shall be no lockout.
- 3.4 The Employer agrees that every employee has a right to freedom from harassment in the workplace and to equal treatment with respect to employment without discrimination because of race, creed, colour, ancestry, age, sex, marital status, disability, sexual orientation, citizenship, place of origin, ethnic origin, record of offences, same-sex partnership status, family status in accordance with its Corporate Policy and the Ontario Human Rights Code. The Employer further agrees not to discriminate on the basis of political or religious affiliation, or place of residence.

The parties recognize that the transfer of employees from one work location to another does not constitute discrimination in accordance with Clause 3.4 above.

- 3.5 The Employer recognizes and accepts the provisions of this Agreement as binding upon itself and upon each of its authorized representatives and pledges that it and each of its duly authorized representatives will observe the provisions of this Agreement.
- 3.6 The Employer agrees that any public reports or recommendations to be made to any committee dealing with matters covered by this Agreement will be provided to the Secretary of the Union at the Union office, at the same time as they are sent to members of the Committee so as to afford the Union reasonable opportunity to consider them, and if necessary, to make its views known to the Committee and City Council. The Employer also agrees to provide the Union with all reports and recommendations to be dealt with by City Council at the same time as they are sent to the members of Council. Should the Union not make its views known prior to the Committee or Council dealing with the report or recommendation, this will not be construed as concurrence by the Union with the report or recommendation.
- 3.7 The Employer agrees to recognize the Union's Labour Representatives.

ARTICLE 4

RESPONSIBILITY OF THE UNION

- 4.1 The Union agrees that it will not intimidate or coerce employees into membership in the Union.

- 4.2 The Union agrees that membership solicitation and other Union activity not pertaining to this Agreement will not take place during working hours or on the premises of the Employer or on any work project the Employer may be engaged in.
- 4.3 The Union agrees that during the life of this Agreement and during the period of negotiation of any revision to this Agreement, or of any new agreement including the period of arbitration, there shall be no strike or other cessation of work.
- 4.4 The Union agrees that every employee has a right to freedom from harassment in the workplace and to equal treatment with respect to employment without discrimination because of race, creed, colour, ancestry, age, sex, marital status, disability, sexual orientation, citizenship, place of origin, ethnic origin, record of offences, same-sex partnership status, or family status in accordance with the Ontario Human Rights Code. The Union further agrees not to discriminate on the basis of political or religious affiliation, or place of residence.
- 4.5 The Union recognizes and accepts the provisions of this Agreement as binding upon itself, each of its duly authorized officers, representatives and employees represented by the Union, and pledges that it, and each of its duly authorized officers and representatives and employees represented by the Union, will observe the provisions of this Agreement.
- 4.6 The Union agrees that it will consider any reports or recommendations to the Council dealing with matters covered by the Agreement concerning the Union or its members and to express its opinion before the matter is to be dealt with by the Council when the Union deems it necessary to do so.

ARTICLE 5

HOURS OF WORK

5.1 Reporting

Employees shall report for duty at the place directed by the person in charge and shall go to and from such place on their own time within the limits of the City of Ottawa.

5.2 Standard Hours of Work (See Appendix E – Reference to Hours of Work)

The standard hours of work operative during the term of this agreement shall be as follows:

5.2.1 35-Hour/Week Salaried Employees

- (a) The standard daily working hours shall be seven (7) hours per day, scheduled in accordance with this agreement between the hours of 7:00 a.m. and 5:00 pm, with a maximum of one hour lunch in accordance with Clause 5.4
- (b) The standard work week shall be five (5) days thirty-five (35) hours per week, Monday to Friday.

5.2.2 Other Salaried Employees and Non-shift Wage Employees

- (a) The standard daily working hours for non-shift wage employees and salaried employees not included in 5.2.1 above shall be eight (8) hours per day, scheduled in accordance with this agreement, between the hours of 7:00 am and 5:00 pm with a maximum of one hour for lunch in accordance with Clause 5.4.
- (b) The standard work week shall be five (5) days forty (40) hours per week Monday to Friday. For non-shift employees it is recognized that Saturday and Sunday may form part of the standard five (5) day work week, providing that two (2) days off per week are scheduled consecutively.
- (c) Except as provided in Article 5.3 and Appendix B all hours regularly worked on a Sunday shall be paid at the rate of one and one-quarter times the **employees'** hourly rate.

5.2.3 Fixed-Shift Employees

- (a) The standard daily working hours for shift employees shall be seven (7), seven and one half (7.5), or eight (8) hours per day with a maximum of one (1) hour lunch in accordance with Clause 5.4. A regular shift shall be defined as part of a sixteen (16) hour or greater operation and not part of a rotating shift schedule.
- (b) The standard weekly hours shall be thirty-five (35), thirty-seven and one half (37.5), or forty (40) hours, five (5) days per week, normally Monday to Friday. It is recognized that Saturday and

Sunday may form part of the regular work week provided that the two days off are scheduled consecutively.

5.2.4 Rotating Shift Employees

The standard hours shall be an average of thirty-five (35), thirty-seven and one-half (37.5), or forty (40) hours per week on a 4 to 6 week cycle as the case may be with a maximum of one (1) hour lunch in accordance with Clause 5.4. Rotating shift shall be defined as part of a rotating shift schedule of a 16-hour or greater operation. The hours of starting and finishing of each shift shall be determined by the Employer. Normally an employee on a rotating shift will alternate through day, afternoon and night shifts as laid down in the shift schedule. Alternate arrangements in relation to the length of the cycle may be made by mutual agreement between the Employer and the Union.

5.2.5 Twelve hour Shift Operation

- (a) R.O. Pickard Environmental Centre and Lemieux and Britannia water filtration plants– See Article 38
- (b) Paramedic Service Employees– See Article 31
- (c) Shift Coordinators First Response and Customer Service Persons, First Response, Water Services Branch, Public Works and Environmental Services Department– See Letter of Understanding #12

*5.2.6 Employees Working in Surface Operations

Alternate Hours or Scheduling (Emergencies)

Notwithstanding the above normal hours of work, in the Surface Operations department, alternate shift schedules may be implemented without advanced notice or discussion due to winter emergencies (i.e. snow, ice storms, flooding) effective November 1 to April 30.

The Employer agrees that any change(s) in shift schedules shall continue to reflect the normal 8 hour day and 40 hour work week.

The Employer agrees that Article 5.9 shall continue to apply.

5.3 Exceptions to Standard Hours of Work above

(a) Employees in Long Term Care

The standard hours shall be seven and one-half (7.5) hours per day, with one-half (1/2) hour for lunch in accordance with clause 5.4, with two (2) consecutive days off every other weekend and will average seventy-five (75) hours bi-weekly.

For employees in Dietary, Laundry and Housekeeping the daily hours shall be worked between 6 a.m. and 10 p.m. For Activity Workers, the daily hours shall be worked between 8 a.m. and 10 p.m. For Rehab Assistants, the daily hours shall be worked between 7 a.m. and 7 p.m. For employees in Nursing, the daily hours shall consist of a regular day, afternoon, or night shift of seven and one-half (7.5) hours.

When the Employer changes the schedule/rotation of an employee, this change will not result in the employee working more than six days without 2 consecutive days off when transitioning into the new schedule/rotation.

(b) Traffic Computer Operations

A five (5) day work week, Monday to Friday, eight (8) hours per day to be worked between the hours of 6 am and 7 pm with a maximum of one (1) hour for lunch in accordance with Clause 5.4.

(c) Sign Night Shift

For employees assigned to the sign night shift, the hours will be Monday to Friday, eight (8) hours per day to be worked between the hours of 10 pm and 7 am with a one half (1/2) hour meal break in accordance with Clause 5.4.

(d) Day Care Centres (Teachers, Assistants and Supervisors)

A five (5) day week, Monday to Friday, seven (7) hours per day, thirty-five (35) hours per week to be worked between the hours of 7 am and 6 pm with one (1) hour for lunch in accordance with Clause 5.4.

*(e) Parks, Recreation and Culture Department

- (i) Parks and Recreation Staff – Program Staff and Program Coordinators

A five (5) day, forty (40) hour week, normally eight (8) hours per day which will provide for two (2) consecutive days off. It is recognized that daily hours may vary from the eight (8) hours but Article 6, Clause 6.1 shall apply only to the extent that the *Employment Standards Act* provisions are met or eighty (80) hours in a bi-weekly pay period are exceeded or the five (5) days per week are exceeded.

The hours of work to be determined by the Employer.

- (ii) Cultural Services Branch (Excluding Theatres)

A five (5) day, thirty-five (35) or forty (40) hour week, seven (7) or eight (8) hours per day which will provide for two (2) consecutive days off. It is recognized that daily hours may vary but Article 6, Clause 6.1 shall apply only to the extent that the *Employment Standards Act* provisions are met or eighty (80) hours in a bi-weekly pay period are exceeded or the five (5) days per week are exceeded.

The hours of work to be determined by the Employer.

- (iii) Theatre Employees – Meridian and Shenkman Theatres

The standard hours shall be an average of thirty-five (35) or forty (40) hours per week, with two consecutive days off. It is recognized that Saturday and Sunday may form part of the regular work week. Article 6, Clause 6.1 shall apply only to the extent that the *Employment Standards Act* provisions are met.

The hours of work to be determined by the Employer.

- (iv) Notwithstanding all hours of work provisions in Article 5, including the provision of two (2) consecutive days off, and at no additional cost to the Employer, all employees in the Parks, Recreation and Culture Department may have their hours of work modified for instances such as, but not limited to, the following: training purposes; during peak demand periods; and to accommodate

programming or special event requirements. Such modification shall only be implemented with mutual agreement between the affected employee and the Employer.

(f) Animal Control Officers

A five (5) day week, seven (7) hours per day providing for two (2) consecutive days off with up to one (1) hour unpaid lunch period.

The hours of starting and finishing of each shift shall be determined by the Employer.

5.4 Eating Period

(a) Eating period, as specified in this Article, is outside the limitation of the hours to be worked as imposed in the sections and is not paid time.

(b) Employees who are not permitted to leave the work location and who are required by the Employer to be available for work during the eating period will receive a one half (1/2) hour paid lunch period within the specified hours of work.

5.5 Rest Periods

Employees shall be entitled to a fifteen (15) minute rest period for each uninterrupted work period of three (3) hours, non-cumulative.

5.6 Daily working hours referred to in this Article are to be worked consecutively.

5.7 (a) The Parties to this Agreement recognize that the Employer may be required to alter the hours of work in relation to various operations.

(b) Where the Employer wishes to introduce a new shift operation, which shall require the starting and quitting times to be other than those specified in the Collective Agreement, the Employer will notify and discuss the new shifts with the Union.

5.8 Alterations to Standard Hours of Work

(a) During the term of the Collective Agreement, should the Employer wish to amend specific standard hours of work, the Employer shall discuss the matter in detail with the Union. The Parties to the Agreement shall

meet with the employees affected on the Employer's time (at a mutually agreeable time) to explain the proposal. After the explanation, the Employer's representatives shall leave and the Union shall be given the opportunity to meet with the members for purposes of discussion and to conduct a secret ballot.

Provided that more than 50% of the employees affected agree, the standard hours of work shall be amended on a trial basis until the end of the term of the Collective Agreement.

"Employees affected" shall be defined as those employees directly affected in the work unit who are members of the bargaining unit.

The Union and the Employer may jointly agree to end the trial on some other mutually agreeable date.

- (b) The Employer and an individual employee may mutually agree to a change in standard hours of work for that individual employee. The parties shall confirm such agreement in writing. Such agreements shall be authorized by the Union, however, the Union agrees that such authorization shall not be unreasonably withheld.

- (c) Hours of Work During a Declared State of Emergency or Pandemic

Subject to the Union's approval, the Department Head, Director or Manager may adjust the normal hours of work set out in the collective agreement on a temporary basis during a National, Provincial or Municipal declared state of emergency or pandemic. Any such adjustment to normal hours of work shall not derogate from the overtime or premium provisions of the collective agreement. The Union will not unreasonably deny a request made pursuant to this section.

*5.9 (a) Posting of Shift

The Employer agrees that, where possible, a schedule reflecting the changed hours of work for any employee shall:

- (i) Be posted at least one week (five (5) working days) prior to the commencement of the shift.
- (ii) Be five (5) consecutive days scheduled within a seven (7) calendar day period.

(b) Change of Posted Shift

- (i) Where an employee's shift has been changed and the notice of change of shift is less than one week, the Employer shall pay four (4) hours at straight time rates of the employee's regular salary in lieu of notice.
- (ii) An employee required to work a changed shift or who is ordered by the Employer to return to his/her regular day shift shall, for the balance of that week, receive or continue to receive seven percent (7%) premium pay.

- (c) In Surface Operations between November 1 and April 30, where an **employee's** shift has been changed and the notice of change of shift is less than three (3) calendar days, the Employer shall pay four (4) hours at straight time rates of the **employee's** regular salary in lieu of notice.

*5.10 Alternative Work Arrangements

5.10.1 Flexible Working Hours/Week

- (a) During the life of this Agreement flexible working hours may be introduced in part or in whole provided that:
 - (i) The normal daily working hours for all employees except regular shift and part-time, fall between the hours of 6 a.m. to 9 p.m.
 - (ii) They be consecutive and do not exceed the number of daily working hours provided for in this Agreement.
 - (iii) They be mutually agreed upon between the employees and the Employer.

5.10.2 Compressed Work Week

Notwithstanding the provisions of clause 5.2, upon request of an employee and the concurrence of the Employer and the Union, an employee may complete his or her weekly hours of employment in a period other than five (5) full days provided that over a period of

twenty-eight (28) calendar days the employee works an average of between thirty-five (35) and forty-two (42) hours per week as the case may be. Attendance reporting shall be mutually agreed between the employee and the Employer. In every twenty-eight (28) calendar day period such an employee shall be granted days of rest on such days as are not scheduled as a normal workday for the employee.

5.10.3 Reduced Work Week and Job Sharing

The City of Ottawa and CUPE Local 503 agree to the introduction of reduced work week option and job sharing within the City of Ottawa. These alternative work arrangements shall be governed in accordance with the terms detailed below. The parties agree to consult as required regarding the application and implementation of these provisions

(a) Reduced Work Week

It is agreed and understood that subject to operational requirements, the City of Ottawa may offer to its employees a reduced work week arrangement whereby employees can work a minimum of 80% and a maximum of 95% of weekly hours of work of a comparable full time employee.

All reduced work week arrangements shall be subject to operational requirements and the approval of the Employer and must be confirmed in writing to the employee prior to the commencement of such an arrangement.

All reduced work week arrangements shall last for twelve (12) months and employees wishing to renew such arrangements must make application in writing to the Employer one month prior to the date of renewal. The parties make no commitment that the reduced work week arrangement will be renewed.

The employee or the Employer may terminate any reduced work week arrangement during the term with thirty (30) days' notice.

(b) Job Share

For the purposes of this agreement job sharing is defined as two permanent salaried employees sharing one full-time

position equally, on a renewable twelve (12) month basis. All job share arrangements shall be subject to the approval of the Employer and must be confirmed in writing to the employee prior to the commencement of such an arrangement.

All job share arrangements shall last for twelve (12) months and employees wishing to renew such arrangements must make application in writing to the Employer on or before the end of the eleventh (11th) month of the job share arrangement. The parties make no commitment that job share arrangements will be renewed.

Employees must be at the same salary group as the job they are to share and must have the qualifications and ability to perform the duties of the job they are to share.

The job left open as a result of the job sharing arrangement shall be advertised and filled in accordance with the provisions of the collective agreement.

Job sharing employees and all other transferred, promoted or acting shall return to their former positions upon expiration of the agreement.

The parties make no commitment to accumulate service related benefits without adjustments.

Where a party to a job share arrangement wishes to terminate the arrangement prior to the expiration date, the employee shall provide his/her job share partner, the City with as much advance notice as possible but not less than thirty (30) days' notice. The City may terminate any job share during the term on the basis of operation/service concerns with thirty (30) days' notice to the employees affected.

- (c) Employees on a reduced work week or job share shall be entitled to the terms and conditions of the main Collective Agreement except as modified below:

Leaves

All leave entitlements, except bereavement leave, shall be prorated to reflect the employee's weekly hours of work in

relation to the normal full-time hours of work (e.g., an employee working four (4) days per week or 80% of the full-time hours, shall receive 80% of the respective vacation entitlement; i.e., four (4) days per entitled week).

Bereavement leave is not prorated and employees remain entitled to the number of days as described in Article 7 factored by their daily hours of work.

OMERS

The Employer and employee contributions are reduced to reflect the modified earnings of the employee. All other pension conditions are in accordance with the OMERS rules.

Insured Benefits

The Employer shall continue to share the cost of the benefit programs as described in Article 19. Long Term disability benefits, Life Insurance, and AD&D will be reduced to reflect the employee's modified earnings although all other benefits remain unchanged.

Statutory Holidays

Employees shall be paid 4.4% of their regular earnings in lieu of statutory holidays.

Overtime

Overtime shall be defined as the hours worked before or after a normal work week of a comparable full-time employee.

5.10.4 Telework

Telework is an alternate work arrangement where employees have approval to carry out some or all of their work duties away from their official workplace, on a regular basis, from a designated telework location (usually a home office).

Telework arrangements will be in accordance with the **Employer's** Telework Procedures, as amended from time to time, and a written telework agreement is required.

5.10.5 Reports - Alternative Work Arrangements

The Employer will provide an annual report in March of each year to the Union listing the names and personnel numbers of the employees who have been on an alternate work arrangement, in accordance with this agreement, in the previous calendar year. The report will also indicate the type of Alternate Work Arrangement the employees were on.

ARTICLE 6

PREMIUMS AND OVERTIME

- 6.1.1 (a) No employee shall work overtime unless authorized by the **employee's** manager or a person delegated by the manager. Overtime shall be defined as time worked before or after a normal work day or normal work week as well as time worked in excess of the normal hours of work.
- (b) No employee shall be required to work in excess of sixteen (16) hours in any twenty-four (24) hour period, or to exceed thirty-two (32) overtime hours in any bi-weekly pay period. It is recognized, however, that the limitation of thirty-two (32) overtime hours may be exceeded in those situations where it is deemed that an emergency exists which requires the employee to exceed the overtime limit.
- 6.1.2 All employees who are required to work overtime shall be paid as follows:
- (a) All overtime hours, with the exception of those worked on statutory or declared holidays, shall be paid at the rate of one and one-half (1 1/2) times the employee's hourly rate. For salaried employees, the **hourly rates shall be determined by dividing the employee's bi-weekly salary by the number of regular bi-weekly hours.** For wage employees, the hourly rate shall be the rate applicable for the work performed in accordance with the wage schedules set out in the Collective Agreement.
- (b) All overtime hours worked on statutory or declared holidays, shall be paid at the rate of two (2) times the **employee's** hourly rate. The appropriate hourly rate shall be calculated in the same manner as set out in (a) above.

*6.1.3 Overtime Meal Allowance

- (a) Subject to (c) below, all employees required to work unscheduled overtime in excess of three (3) hours contiguous with their regular or normal work day shall be provided with a meal allowance of thirteen dollars (\$13.00), and for each additional five (5) hours, shall be provided with a further meal allowance of thirteen dollars (\$13.00).
- (b) If an employee is placed On Call, and is called in to work and works for greater than 11 consecutive hours s/he shall be provided with the meal allowance.
- (c) Where a meal is provided by the Employer at no cost to the employee, the overtime meal allowance shall not be applicable.

6.1.4 All employees required to work on a statutory or declared holiday shall be paid one **day's** pay for the statutory or declared holiday and for the hours worked at time and one-half (1 1/2) except employees of Long Term Care as outlined in Article 7.10 (b).

6.1.5 All shift employees whose day off falls on a statutory or declared holiday, shall receive an additional **day's** pay, while the employees who are working shall receive two and one-half (2 ½) times the daily pay as well as two (2) times the hours worked in excess of the regular or normal daily hours except employees of Long Term Care as outlined in Article 7.10 (b).

*6.1.6 Time Off In Lieu of Overtime

- (a) On each occasion that an employee works overtime the employee shall elect to either be paid in cash or to bank the overtime to a maximum in the year of one hundred and twenty (120) hours straight time for the purpose of having time off in lieu of overtime.

Overtime will be paid in accordance with the overtime provisions if the employee does not elect time off in lieu. Requests in relation to overtime hours must be made to the employee's immediate supervisor and must be dated and signed.

- (b) Overtime hours which are banked for the purposes of time off in lieu as per 6.1.6 (a) are to be recorded and disposed of in the following manner:

- (i) Each overtime hour banked will be recorded as one and one-half (1 1/2) straight time hours.
- (ii) Time off in lieu of overtime is subject to a maximum of one hundred and twenty (120) straight time hours per calendar year. Such time off shall be at a mutually agreeable time and such requests for time off shall not be unreasonably withheld.
- (iii) Recorded time off in lieu of overtime not used in the calendar year in which it was earned shall, at the **employee's** request:
 - (1) be carried over into the following year, or
 - (2) be paid for at the **employee's** official hourly rate.
- (iv) Should the employee choose to carry these overtime hours into the following year, the employee shall only be entitled to bank sufficient further hours to provide time off to a maximum of one hundred and twenty (120) straight time hours in the new calendar year.
- (v) An employee may accumulate or opt to be paid or utilize the accumulated hours in his/her overtime bank at any time in a calendar year provided that his/her overtime bank never exceeds 120 straight time hours per year as set out in 6.1.6 (a).
- (c) In recognition of certain operational requirements, the Union and the Employer may mutually agree to:
 - (i) exceed the maximum annual bank of overtime hours set out in (a) and (b) above; and
 - (ii) utilize a different twelve month operational period for accumulation and liquidation of overtime hours.

All time off in lieu in excess of (a) and (b) above accrued pursuant to this clause 6.1.6(c) must be taken prior to the next twelve month period as agreed upon between the parties.

- (d) All overtime and time off in lieu shall be liquidated at the rate of pay at which it was earned.
- (e) Where during time off in lieu an employee experiences a loss that would otherwise qualify for bereavement leave under article 7.4,

they will be entitled to substitute bereavement leave to a maximum of the allowable time under 7.4 for the equivalent time of the time off in lieu taken, upon the employee's request and with the provision of reasonable documentation to substantiate the request. The period of time off in lieu that is converted to bereavement leave may be added to the time off in lieu period if mutually agreed upon between the employee and the Employer. In the event that there is no agreement, the time off in lieu shall be reinstated to the time off in lieu bank for use at a later date in accordance with the time off in lieu provisions in this agreement. Any reinstatement into the time off in lieu bank is subject to the cap under article 6.1.6 (b) (ii). If the cap has been exceeded the time off in lieu will be paid out. It is understood all provisions of 7.4 apply to the bereavement leave.

- (f) In the event that an employee experiences a serious illness or injury while on time off in lieu, the Employer shall substitute income protection for some or all of the time off in lieu taken so long as the serious illness or injury lasts for five (5) or more consecutive days and the conditions below are satisfied:
- The employee will be required to submit a satisfactory medical certificate by a qualified medical practitioner that, in addition to any other requirements for a medical certificate that the Employer may reasonably require in the circumstances, confirms that the illness or injury negatively impacted the Employee's time off in lieu and significantly restricted planned activities and
 - The employee must notify their manager at the commencement of the serious illness or injury or in exceptional circumstances where this is not possible, as soon as possible thereafter and apply for reinstatement of their time off in lieu.

Any approved reinstatement will be subject to the cap under article 6.1.6 (b) (ii). If the cap has been exceeded the time off in lieu will be paid out.

6.2 On-Call

6.2.1 On Call (Except Public Health Inspectors)

- (a) On Call Pay shall be defined as pay received by an employee as a result of the employee being available on a stand-by basis outside of the employee's normal working hours.
- (b) The period of On Call shall be construed as being from 5 p.m. to 7 a.m. the following morning. On Saturday the period of On Call shall be 7 a.m. Saturday to 7 a.m. Sunday, and on Sunday the period of On Call shall be from 7 a.m. Sunday to 7 a.m. Monday. In the case of a Statutory Holiday or declared holiday the period of On Call shall be as on Sunday, that is from 7 a.m. on the morning of the holiday until 7 a.m. on the following day.
- (c) Any employee placed On Call from Monday through Friday shall be entitled to receive two hours pay at straight time rates for each period of On Call and if called shall be paid at time and one-half (1-1/2) his/her regular rate plus any shift bonus applicable. The minimum payment for any call out shall be one hour in terms of the pay to be received.
- (d) An employee placed On Call on Saturday or Sunday shall be entitled to receive three hours pay at straight time rates for the period of On Call. This arrangement will also apply in the case of Statutory Holidays. If the employee is called he/she shall be entitled to receive payment for the hours worked at the rate of time and one-half his/her rate, including any shift bonus or other premium. The minimum payment shall be for one hour in terms of the pay to be received.
- (e) All employees whose names are posted On Call shall be paid the On Call rates. An employee who is called and works, but whose name has not been posted, shall receive the On Call pay as though his/her name had been posted.

6.2.2. On Call – Public Health Inspectors

- (a) On call pay shall be defined as pay received by an employee as a result of the employee being available on a stand-by basis outside of the employee's normal working hours. A "call out"

occurs when an employee is required to attend (or is “called out” to) a work location while on call.

- (b) The employee designated to be on call during the weekend will be paid eleven (11) hours at his/her regular hourly rate. In addition the employee designated to be on call may be scheduled for up to four consecutive hours work in total to be worked per weekend at straight time rates.
- (c) If called out employees shall be paid at one and one-half (1 ½) times, with the minimum payment to be one (1) hour in terms of the pay to be received per call out. For purposes of this agreement, a weekend is defined as a period between work-end Friday night and work commencement Monday morning.
- (d) Any employee placed on call between Monday and Thursday inclusive except on statutory or declared holidays shall be entitled to receive two (2) hours pay at straight time rates for each period of on call and if called out shall be paid at time and one-half (1 ½) his/her regular rate for each call out, with the minimum payment for any call out being one (1) hour in terms of the pay to be received. The period of on call from Monday to Thursday shall be construed as being from 5 p.m. to 7 a.m. the following morning.
- (e) In cases of a statutory or declared holiday the period of on call shall be from 7 a.m. on the morning of the holiday until 7 a.m. on the following day. Any employee placed on call on a statutory or declared holiday shall be entitled to receive four (4) hours pay at straight time rates for each period of on call. In addition, if an employee is called out he/she shall be entitled to receive payment for the hours worked at the rate of time and one-half his/her rate. The minimum payment shall be for one (1) hour in terms of the pay to be received.
- (f) All employees shall follow the approval process established by management prior to taking action on inquiries that do not require a call out. When an inquiry is such that it requires immediate response or action per the process, the employee shall be paid at the rate of one (1) hour for each hour of overtime worked. The minimum payment shall be ½ hour of pay at straight time, and responses to multiple inquiries will count cumulatively towards the ½ hour threshold. If an

employee exceeds ½ hour of total time worked on one or several inquiries, the employee will be paid straight time for actual time worked.

6.3 Premium Pay

6.3.1 Rotating Shift Employees

Any employee on the rotating shift schedule required to work on a rotating shift basis, will receive a premium of seven per cent (7%) of his/her regular rate for all shifts.

6.3.2 Rotating shift employees who do not rotate through day, afternoon and night shifts shall not receive the seven per cent (7%) per hour premium.

6.3.3 Where the Standard Hours of Work requires any employee to work hours between 7 p.m. and 7 a.m., the employee shall be paid the seven per cent (7%) premium for all regular hours worked provided that 50% or more of those regular hours fall between 7 p.m. and 7 a.m.

6.3.4 Work on Saturday and Sunday

All hours which fall within an employee's regular work hours or work week, which fall on Saturday and/or Sunday shall be subject to a seven per cent (7%) premium for all hours worked.

6.3.5 Parks, Recreation and Culture Department

Premium pay provisions do not apply to these employees.

6.4 Reporting Pay

In the event of an employee reporting for work in the ordinary course of his/her employment and not being able to perform his/her regular work because of inclement weather, he/she shall be provided with work to the end of the half shift or pay in lieu thereof.

ARTICLE 7

LEAVES

7.1 Vacation Leave

7.1.1 Vacation shall be earned and granted to employees as follows:

- (a) Three (3) weeks per year, which is earned at the rate of one and one-quarter ($1 \frac{1}{4}$) working days for each completed month of continuous service, if the employee has completed less than five (5) years of continuous employment.
- (b) Four (4) weeks per year, which is earned at the rate of one and two-thirds ($1 \frac{2}{3}$) working days for each completed month of continuous service, if the employee has completed five (5) years but less than sixteen (16) years of continuous employment.
- (c) Five (5) weeks per year, which is earned at the rate of two and one-twelfth ($2 \frac{1}{12}$) working days for each completed month of continuous service, if the employee has completed sixteen (16) but less than twenty-two (22) years of continuous employment.
- (d) Six (6) weeks per year which is earned at the rate of two and one-half ($2 \frac{1}{2}$) working days for each completed month of continuous service, if the employee has completed twenty-two (22) years but less than thirty (30) years of continuous employment.
- (e) Seven (7) weeks per year which is earned at the rate of two and nine-tenths ($2 \frac{9}{10}$) working days for each completed month of continuous service, if the employee has completed thirty (30) or more years of continuous employment.
- (f) An employee earns but is not entitled to receive vacation leave with pay during his/her probationary period.
- (g) After the completion of his/her probationary period, an employee may be granted vacation leave in excess of the earned credits to the extent of credits that would accumulate to the end of that year.
- (h) Vacation leave shall be taken at a time mutually agreed upon by the employee and his/her manager. Vacation will be scheduled in

accordance with the **section's vacation selection** process. In the event of multiple employees requesting vacation in the same timeframe, seniority shall be the tie-breaker.

*** (i) Excess Carry Over of Vacation Leave**

- a) Managers must notify employees by September 1st if they are in a position of excess carry over of vacation leave. Employees who are notified must submit leave requests by September 30th to utilize the excess on or before December 31st. Employees who have submitted vacation leave requests, shall be given priority by their Manager to ensure that excess leave will be utilized on or before December 31st. Failure by the Manager to permit the scheduling of the excess leave by December 31st will result in the payout of the excess leave by the end of March the following year.
- b) Consideration for such priority leave requests in (a) above will be granted in accordance with seniority.
- (j) If, in any year the Employer has been unable to grant all of the vacation leave earned by the employee in that year, the unused portion of vacation leave shall be carried over into the following year.
- (k) Employees are not permitted to carry over more vacation leave into the following year than the number of days of leave earned by them in that year.
- (l) If an employee has taken more leave than they have earned at the time when the **employee's** services are terminated for a reason other than redundancy, layoff, or death, the salary over-payment resulting from the use of unearned vacation leave shall be recovered from the employee by the Employer. The Employer shall be deemed to be authorized pursuant to the *Employment Standards Act, 2000* to make deductions from the **employee's** pay cheque in order to recover the overpayment, provided the employee has agreed in writing to a reasonable re-payment schedule.
- (m) When the employment of an employee terminates for any reason and the employee has earned, but, unused vacation leave, the employee or the estate of the deceased employee shall be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation leave by the daily rate of pay applicable to the employee immediately prior to the termination of employment.

When any employee retires, he/she shall be deemed to have earned vacation leave for the full year in which he/she retires. Refer to LOU #11 – Retiree Benefits for former RMOC and City of Ottawa employees.

7.1.2 Wage employees shall be paid the rate of pay of their substantive position while on vacation leave.

7.1.3 Twelve-hour shift employees are entitled to the same annual hours of annual leave as are eight (8) hour employees. However, for simplicity, deduction shall be translated into twelve (12) hour days.

An employee with three (3) weeks, times forty (40) hours of entitlement shall be credited with two (2) weeks of sixty (60) hours entitlement for deduction purposes. Deduction from such credit will be at twelve (12) hours for each such day taken.

7.1.4 Where during the vacation period an employee experiences a loss that would otherwise qualify for bereavement leave under article 7.4, s/he will be entitled to substitute bereavement leave to a maximum of the allowable time under 7.4 for the equivalent value of the vacation credits taken, upon the **employee's** request and with the provision of reasonable documentation to substantiate the request. The period of vacation that is converted to bereavement leave may be added to the vacation period if mutually agreed upon between the employee and the Employer. In the event that there is no agreement, the vacation credits shall be reinstated to the vacation bank for use at a later date in accordance with the vacation leave provisions in this agreement.

It is understood all provisions of 7.4 apply to the bereavement leave.

7.1.5 In the event that an employee experiences a serious illness or injury while on vacation, the Employer shall substitute income protection for some or all of the vacation leave taken so long as the serious illness or injury lasts for five (5) or more consecutive days and the remainder of this Article is satisfied.

The employee will be required to submit a satisfactory medical certificate by a qualified medical practitioner that, in addition to any other requirements for a medical certificate that the Employer may reasonably require in the circumstances, confirms that the illness or injury negatively impacted the **Employee's** vacation leave and significantly restricted planned activities.

The employee must notify their manager at the commencement of the serious illness or injury or in exceptional circumstances where this is not possible, as soon as possible thereafter and apply for reinstatement of his or her vacation leave credits.

7.2 Income Protection Plan

- 7.2.1 (a) All employees who are unable to perform their duties due to an illness or injury, other than one for which Workplace Safety and Insurance benefits are payable, shall be entitled to income protection in accordance with the following schedule:

<u>Length of Service</u>	<u>Full Salary (Weeks)</u>	<u>2/3's Salary (Weeks)</u>
Less than 3 months	1	0
3 months but less than 6 months	1	1
6 months but less than 12 months	1	16
1 year but less than 2 years	2	15
2 years but less than 3 years	3	14
3 years but less than 4 years	4	13
4 years but less than 5 years	5	12
5 years but less than 6 years	7	10
6 years but less than 7 years	9	8
7 years but less than 8 years	11	6
8 years but less than 9 years	13	4
9 years but less than 10 years	15	2
10 years or over	17	0

- (b) An employee's entitlement to any particular level of benefit in accordance with the schedule set out in (a) shall be based on his/her length of service with the Employer. The employee's anniversary date shall be the date on which the benefit level changes.
- (c) Wage employees shall be paid the rate of pay of their substantive position while on income protection.
- (d) Occurrence of Statutory or Declared Holidays during an employee's absence on the Income Protection Plan shall not reduce the number of days of income protection eligibility.

- (e) Where possible, employees who are absent from work due to illness or injury must notify their immediate supervisor of such absence no later than the employee's normal starting time on the day the employee begins his/her absence.
- (f) Employees who are entitled to leave of absence on account of non-occupational illness or injury may obtain it on production of satisfactory application to the **employee's** manager.
- (g) Each employee who is absent for a period of more than four (4) consecutive working days shall file with the application a satisfactory sick leave certificate from a qualified, health care provider. Each employee shall be allowed, if qualified, to apply for this leave of up to four (4) consecutive working days without a doctor's certificate provided that the total number of such uncertified days in any calendar year shall not exceed eight (8) days.
- (h) Employees, including employees absent as a result of an occupational illness or injury, will be required to produce any sick leave certificate necessary within the first fifteen (15) days of absence. It will be necessary to renew such certificate(s) twenty-five (25) days **thereafter, unless the employee's** manager is satisfied with the initial certificate indicating the total period of absence and probable date of return to work.
- (i) A qualified health care provider shall include but is not limited to a general practitioner, nurse practitioner, medical specialist, psychiatrist, registered clinical psychologist, physiotherapist, dentist, oral surgeon, midwife, or chiropractor.
- (j) Employees who do not have a prognosis to return to work by the end of the tenth (10) continuous week of absence must apply for Long Term Disability Insurance (LTDI) before the expiry of seventeen (17) weeks of income protection. The Employer will provide a copy of the LTDI applications to these employees though it remains the **employee's** responsibility to ensure the application is completed and submitted on time.
- (k) The forms required to complete the LTDI application will be available to employees **on the City's** intranet website (Ozone) and the LTDI **carrier's** website.

- 7.2.2 (a) In the case of an unrelated claim the potential seventeen (17) week period of income protection shall be reinstated provided the employee has returned to active employment and completed one regular day of work. It is understood that "one regular day of **work**" in the case of medical accommodations with reduced hours or modified work equates to the number of hours or the nature of the work agreed upon by the Employer for the duration of the accommodation.
- (b) In the case of a claim which is related to a previous claim the potential seventeen (17) week period of income protection shall be reinstated provided:
- (i) thirty (30) calendar days have elapsed from the cessation of the previous claim and the commencement of the related claim; and
 - (ii) the employee and the **employee's** health care provider are cooperating and complying with the requests of the Employer and the **Employer's** medical advisor(s) and the LTDI carrier made pursuant to the Employer's duty to accommodate. Such requests may include, but are not limited to, information on the employee's functional abilities. The information provided must be satisfactory to the Employer. Failure to comply with the above will result in the immediate cessation of income protection. Income protection will resume when the employee and/or the **employee's** health care provider provides medical documentation satisfactory to the Employer; and,
 - (iii) the employee has completed the LTDI application.
- (c) It is understood that the applicable number of days of 100% income protection shall only be available once in any calendar year.

*7.2.3 If it should appear to the Employer that any employee is making too frequent application for this leave, or that the correctness of a certificate is questionable, the matter shall be referred to the HR Business Services Branch for investigation and report.

7.2.4 The President of the Union may request that the Employer give special consideration to an employee in a situation where income protection is not available.

7.2.5 If an illness or injury can qualify as a reoccurrence under LTDI, the employee shall make an application to the insurance carrier. Claims that qualify as reoccurrences shall not be eligible for IPP benefits under articles 7.2.1 and 7.2.2.

7.2.6 Advance of IPP Credits Pending LTDI or WSIB decisions

Where an employee is awaiting a decision on a claim or on an appeal from the WSIB or the LTDI carrier as to that employee's entitlement to long term disability benefits or reoccurrence, or WSIA payments, the Employer may advance IPP benefits to the employee continuously notwithstanding that thirty (30) days have not elapsed from the cessation of the previous claim on the following conditions:

- (a) the employee continues to provide medical information satisfactory to the Employer that the employee continues to be unable to perform the duties of their position due to illness or injury. Such requests may include, but are not limited to, information on the employee's functional abilities;
- (b) where the employee's claim is allowed, the Employer will be entitled to be reimbursed from the employee's WSIB or LTDI payments the amount of IPP benefits advanced and may require the employee to sign whatever authorizations or directions are required to permit WSIB or the LTDI carrier to make such reimbursement directly to the Employer;
- (c) where the employee's claim is not allowed, the Employer will be entitled to be reimbursed firstly from the employee's future IPP entitlements. Alternatively, the employee may elect to make deductions at a percentage rate of the employee's gross pay, agreeable to the Employer, until the amount owing has been recovered in full. Only where absolutely necessary the Employer shall be deemed to be authorized pursuant to the *Employment Standards Act* to make deductions from the employee's pay cheque in order to recover the overpayment.

7.3 Special Leave

Special leave is a provision which is designed to enable an employee to be absent from his/her employment with full pay for the following reasons:

- (i) Professional appointments such as medical, dental, legal and optical for the employee and/or his/her child and/or his/her aging parent.
- (ii) The unexpected or sudden illness of the **employee's** spouse or child and/or his/her aging parent which prevents the employee from reporting to duty.
- (iii) Emergency situations which prevent the employee from reporting to duty.

Special leave is to be utilized solely for the purposes as specified in (i), (ii) and (iii) above.

To qualify for special leave the employee must have:

- (a) completed the probationary period as specified in this Agreement;
- (b) notified his/her department at least 48 hours in advance of the date and required time off.

In the event of an emergency situation (b) above shall waived.

Special leave is limited to a maximum of four (4) days per annum, non-cumulative, and may be taken on an hourly basis and in minimum units of one hour. Time required in excess of one (1) day may be extended by the **employee's** manager.

Application for special leave beyond one day will be considered on an individual basis and authorization shall be solely at the discretion of the **employee's** manager.

Employees who have taken special leave may be required to produce satisfactory evidence.

For employees working twelve (12) hours per day, a day of special leave shall be twelve (12) hours. The maximum of such leave is thirty-two (32) hours per year.

Any time taken as Special Leave shall be counted as time taken as 'Emergency Leave' pursuant to the *Employment Standards Act*.

7.4 Bereavement Leave

The Employer shall grant leave of absence with full pay, of five (5) working days, to any employee on the following basis:

Death of mother, father, spouse, child, person standing in loco parentis, sister, brother, grandchild.

The Employer shall grant leave of absence with full pay, of three (3) working days, to any employee on the following basis:

Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the **employee's spouse or the spouse of the employee's brother or sister**. Grandparent is to be defined as the father or mother of the **employee's** father or mother.

The Union recognizes that Bereavement Leave is intended to be used at the time of the death and/or funeral. The Employer recognizes that there may be situations when part or all of an **employee's** entitlement may be requested and shall be granted at a later date in order to attend to matters related to the bereavement.

In special cases when an extension of leave under Article 7.4 may be required application shall be made to the Head of the **employee's** department or designate.

For twelve-hour shift employees, bereavement leave will be based on four (4) twelve-hour days entitlement.

Any time taken as Bereavement Leave shall be counted as time taken as 'Emergency Leave' pursuant to the *Employment Standards Act*.

7.5 Pregnancy and Parental Leave

Pregnancy and Parental Leave shall be granted in accordance with the *Employment Standards Act, 2000* except where amended by this provision.

7.5.1 Pregnancy Leave

A pregnant employee who has completed 13 weeks of service with the Employer shall, upon written request to their Manager, be granted a leave of absence without pay for a maximum of 17 weeks. The timing and notices related to this leave shall be as set out under the *Employment Standards Act, 2000*.

7.5.2 Parental Leave

An employee who has completed 13 weeks of service with the Employer and who is the parent of a child shall, upon written request to their Manager, be granted a leave of absence without pay following the birth of the child or the coming of the child into the employee's custody, care and control for the first time. This leave shall span to a maximum of 35 weeks, if the employee has taken pregnancy leave and to a maximum of 37 weeks if he/she has not taken pregnancy leave. The timing and notice provisions relating to this leave shall be as stipulated under the *Employment Standards Act, 2000*.

7.5.3 Topping Up

- (a) An employee on pregnancy leave with a minimum of six (6) months of service shall be entitled to receive ninety three percent (93%) of their normal wage for the two (2) week waiting period for Employment Insurance, and a topping up of their Employment Insurance Benefits to a maximum of ninety three percent (93%) of their normal wage for a maximum of fifteen (15) weeks of such leave.
- (b) An employee on parental leave with a minimum of six (6) months of service shall be entitled to receive a topping up of their Employment Insurance Benefits to a maximum of ninety three percent (93%) of their normal wage for a maximum of twelve (12) weeks of such leave.
- (c) In order to receive the entitlements described in (a) or (b) above, the employee must qualify for Employment Insurance as well as be in receipt of Employment Insurance benefits after the two (2) week waiting period.
- (d) The topping up arrangements described in (a), (b) and (c) above are subject to the approval of Human Resources Development Canada.

7.5.4 Benefit Entitlements During Pregnancy/Parental Leave

Employees who are eligible for Pregnancy and/or Parental leave as defined above, shall:

- (a) continue to accumulate service and seniority for the duration of the leave;
- (b) retain their increment date;
- (c) retain their enrolment in the following Benefit Plans provided the employees make necessary arrangements to pay their share of the premium costs, where applicable:
 - i. Extended Health Care
 - ii. Dental Insurance
 - iii. Semi-Private Hospital Coverage
 - iv. Group Life Insurance
- (d) The employee shall be entitled to return to his/her job upon the completion of Pregnancy or Parental Leave, in the same manner as provided by the *Employment Standards Act* for an employee on Pregnancy or Parental Leave under this legislation.

7.5.5 It is understood and agreed that an employee is not entitled to income protection plan benefits while on pregnancy or parental leave. Where an employee is not eligible to receive employment insurance benefits for parental leave due to their particular circumstance, the President of the Union may request that the Employer give special consideration to granting benefits under clause 7.2.

7.6 Leave For Collective Bargaining

The Employer shall grant Leave of Absence with pay to a maximum of six (6) employees elected or appointed by the membership to represent the Union in negotiations with the Employer.

7.7 Leave of Absence for Union Activity

(a) Leave to attend Union Conventions

The Employer shall grant Leave of Absence with pay to union delegates to the following:

Canadian Labour Congress;
Canadian Union of Public Employees;
Ontario Division of C.U.P.E.
Ontario Federation of Labour

The Union will attempt to notify the **employee's** manager of each delegate at least twenty (20) days prior to the date that delegates will be leaving to attend the convention. A copy of this notification will be provided by the Union to the Employee Services Branch.

(b) Leave for Union Business

The Employer shall grant reasonable leaves of absence with pay to representatives of the Union from within the bargaining unit elected or appointed by the membership to a maximum total of two hundred and ten (210) working days in a pay year. Individual use of such leave shall be capped at 30 days and applications for such leave shall be submitted in a business like and timely fashion. The individual cap may be exceeded at the discretion of the Employer upon application from the President. This leave relates solely to the affairs of the Union. Leave to attend at grievance hearings will not be included in the above-mentioned totals.

(c) Reimbursement By The Union

The Union shall reimburse the Employer for the costs of such absences as set forth in subsections (a) and (b) above.

7.8 Leave of Absence Without Pay

- (a) Salaried and wage employees who desire leave of absence without pay shall make application to the Head of the **employee's** Department or designate.
- (b) Under special circumstances, two (2) employees who are elected or selected for a full-time position with the Union or any body with

which the Union is affiliated may apply to the Employer for leave of absence without loss of seniority, and, while the granting of such leave and its duration are at the sole discretion of the Employer, such leave will not be unreasonably withheld.

- (c) Except where otherwise provided, when an employee is on authorized leave of absence without pay in excess of twenty (20) consecutive working days, the **employee's** seniority date, increment date and all benefits enjoyed by the employee immediately prior to the commencement of such leave of absence without pay shall be suspended. When the employee returns to full time employment with pay, the **employee's** seniority date, increment date and the benefits, shall resume at the level at which they were when he/she absented himself/herself, recognizing any negotiated changes.
- (d) It is understood that arrangements may be made between the employee and the City for continuation of any of the insured benefits while on such leave of absence without pay.

7.9 Armed Forces Summer Camp

The Employer shall grant one week's holiday with pay to any salaried employee who has completed one year of service and to any wage employee who has worked 244 days during a period of 52 weeks to enable him/her to attend Reserve Armed Forces Summer Camp on the production of required evidence from military authorities that he/she will be attending it. This provision is in addition to any vacation leave as set forth in Clause 7.1.

*7.10 Statutory Holidays

- (a) The following days shall be statutory and declared holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (August)
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day

Remembrance Day
Christmas Day
Boxing Day

In addition to those set out in the preceding sub-paragraph, any day proclaimed by the Governor General in Council or the Lieutenant Governor in Council for the Province of Ontario shall be a statutory holiday.

Employees who have worked the scheduled day previous to and subsequent to the above mentioned holidays, and those on authorized leave with pay or authorized leave of absence without pay of less than five (5) days duration shall be entitled to the above mentioned statutory holidays with no reduction in their normal pay.

Any holiday falling on a Saturday shall be celebrated on the following Monday and any holiday falling on a Sunday shall be celebrated on the following Monday except that shift employees (other than shift employees – Long term care) who work a shift schedule that regularly includes work on Saturday and Sunday shall celebrate the Statutory and Declared holidays on the actual day of the holiday.

When Christmas and Boxing Day fall on Saturday and Sunday, or when Christmas falls on Sunday, Christmas and Boxing Day shall be celebrated on the following Monday and Tuesday, except that shift employees (other than shift employees – Long term care) who work a shift schedule that regularly includes work on Saturday and Sunday shall celebrate Christmas and Boxing Day on the actual days on which they fall.

Payment shall be calculated on the basis of the **employee's** rate excluding overtime, on the last day worked prior to the holiday. If an employee is to receive a salary increment on the day of the holiday, payment shall be calculated on the basis of his/her rate including salary increment.

(b) Statutory and Declared Holidays – Shift Employees Long Term Care

In lieu of the statutory or declared holidays as defined in the Agreement, all shift personnel shall be entitled to 12 days leave with pay in addition to vacation leave entitlement.

Leave credits, in lieu of statutory or declared holidays, may be taken concurrent with vacation leave, or regular days off.

Within six (6) weeks of the holiday the employee shall exercise one of the following options:

- (1) receive payment; or
- (2) take the leave with pay at a mutually agreeable time.

Should the employee not exercise either option within the time limit set out above, the Employer may assign the date of the leave with pay. Such assignment shall not be made in an unreasonable manner.

All Long Term Care shift personnel who may, as a result of their shift schedule, be on duty on the actual day of the statutory or declared holiday as defined above shall, in addition to the time off with pay specified in this section, receive one and one-half (1 ½) times the hourly rate of pay for all time worked during the shift for the hours falling on the statutory or declared holiday.

Any employee who separates from employment during the calendar year shall only be entitled to those statutory or declared holidays which were celebrated up to the date of separation, and any lieu day credits used in excess of the **employee's** entitlement shall be repaid to the Employer.

It is agreed that shift employees in Long Term Care shall not be required to work both Christmas Day and New Year's Day, but shall alternate from one to the other from one year to the next as may be required.

7.11.1 Jury and Witness Duty Leave

An employee who is called upon to:

- (i) Serve on a jury or,
- (ii) Attend as a witness by subpoena or summons or by providing proof satisfactory to the Employer of being required to attend as a witness in any proceeding held in or under the authority of any court in Canada, or before any legislative committee authorized to compel the attendance of witnesses before it or any person or body of persons

authorized by law to compel the attendance of witnesses before it shall be allowed leave of absence with full pay.

7.11.2 Court Duty

An employee on authorized vacation leave who is required to testify or is subpoenaed as a witness to give evidence on behalf of the Employer shall have his/her vacation leave entitlement restored for the periods of time required to attend court or any legal proceeding and will, in addition, for the hours so required to attend will receive twice his/her regular or normal salary.

7.12 Time off for Voting

The Employer shall grant time off for voting in a manner consistent with the *Canada Elections Act*, the *Ontario Election Act* and the *Municipal Elections Act*, as may be amended from time to time.

7.13 Blood Donors

The Employer agrees to allow the necessary time off with no loss of pay to employees who are called upon to donate blood to the Canadian Blood Services.

7.14 Isolation Leave

Where the Medical Officer of Health determines that an employee must be isolated from the public, the employee shall be granted leave with pay.

7.15 Self-funded Leave

Sabbatical Leave – Employees may apply to take a sabbatical in accordance with the City policy.

7.16 Reservist Leave

Pursuant to all requirements as defined under the *Employment Standards Act, 2000*, the Employer shall provide reservist leave to all eligible employees. Throughout the duration of this leave, the employee shall receive the entitlements outlined in the *Employment Standards Act, 2000* including the accumulation of service and seniority.

*7.17 Domestic and Sexual Violence Leave

Any employee who qualifies for Domestic or Sexual Violence leave under the *Employment Standards Act, 2000* as amended from time to time, shall be eligible for up to five (5) days of paid leave, non-cumulative, per year in addition to any paid leave provided by the *Employment Standards Act, 2000* for this purpose. Entitlement, application and administration of this leave shall be done in accordance with the provisions outlined in the *Employment Standards Act, 2000*, as amended from time to time.

ARTICLE 8

WORKPLACE SAFETY AND INSURANCE

- 8.1 Every employee who is absent from duty as a result of illness or injury arising from his/her employment within the meaning of the *Workplace Safety and Insurance Act* (WSIA), will be provided with medical care and treatment as provided in the WSIA and shall comply with Clause 7.2.1 (h) of this Agreement.
- 8.2 Every probationary employee who is absent from duty as a result of illness or injury arising out of and in the course of his/her employment (within the meaning of the *Workplace Safety and Insurance Act*), shall receive compensation from this Employer to the level provided under the WSIA effective from the date of disability. Where a claim has been disallowed by the Workplace Safety and Insurance Board (WSIB) all payments made by the Employer will be recovered from the employee's Income Protection Plan, subject to Article 7.2.
- 8.3 Every employee who has completed his/her probationary period, and who is absent from duty as a result of illness or injury arising out of and in the course of his/her employment (within the meaning of the WSIA) shall be entitled to the following:
 - (a) Payment of salary or earnings by the Employer to the maximum allowable under the WSIA and the Employer will also pay to the employee, where applicable, the difference between the maximum allowable under the WSIA and the actual amount equal to the employee's salary or regular wage. It is recognized that:

The combined effect of the **employee's** entitlement under the WSIA and the top-up payment shall not exceed the **employee's** pre-injury net pay after tax and legislated deductions.

(b) In addition, the Employer will pay on behalf of the employee the total payment of premiums for the following plans:

- (i) pension,
- (ii) medical plans as specified in the Agreement,
- (iii) life insurance,
- (iv) long term disability,
- (v) dental plan

Provided that in any calendar month the employee is absent ten (10) working days.

(c) When the employee returns to full and regular duties, he/she shall be returned to a position equal to the one which he/she held prior to his/her compensable injury and the benefits specified in (a) and (b) above shall cease. When the employee is able to return to modified duties the benefits specified in (a) and (b) above shall cease.

8.4 Should an employee be off work in excess of ten (10) consecutive months without any regular pay for work done, the employee shall not accumulate leave credits for this period of time.

8.5 In the event that an employee is able to return to light or modified duties as determined by the Workplace Safety and Insurance Board of Ontario, the Employer shall attempt to provide such work and the employee shall continue to receive the hourly rate of pay or bi-weekly salary he/she was receiving prior to the date of his/her accident until a final determination is made by the Workplace Safety and Insurance Board as to the appropriate **work assignment consistent with that employee's restrictions.**

8.6 Any employee who returns to modified or light duties shall be assessed on an on-going basis by the Workplace Safety and Insurance Board. In the event such assessments determine that the employee is able to return to full and regular duties, 8.3 (c) shall apply. In the event the **employee's** condition is assessed as deteriorating, the Employer shall provide rehabilitation as recommended by the Workplace Safety and Insurance Board for employment with the Employer or other Employers. In this case, the Employer will make a reasonable effort to offer the employee on-going alternate employment. In any case, when the employee returns to light or modified duties, the Employer shall be guided by the assessment of the Workplace Safety and Insurance Board.

- 8.7 The Union recognizes that reassignment of a permanently partially disabled employee to alternate employment may necessitate a change of classification and pay.
- 8.8 It is recognized that where the employee has been reassigned or offered, and accepts alternate employment with the Employer, the employee shall be entitled to any lump sum payment or permanent award payable as determined by the Workplace Safety and Insurance Board of Ontario, and such payments will not reduce the wage or salary the employee will be receiving.
- 8.9 In the event that WSIA benefits should become taxed as normal income, the Employer and the Union agree that the employee receiving WSIA benefits shall not receive less than the payments outlined in Articles 8.2, 8.3, 8.6 or 8.8, as the case may be. The details of such rearrangement shall be negotiated between the Union and the Employer at the time of such change in the legislation.
- 8.10 If the Employer has overpaid an employee under Article 8 and the employee does not qualify to have the **Employer's** payments recovered from the **employee's** Income Protection Plan under Article 8.2, the overpayment may be recovered from the employee by the Employer. Such recovery will be deemed authorized under the *Employment Standards Act, 2000* to make deductions from the **employee's** pay cheque to cover the overpayment, provided that the employee has agreed in writing to a reasonable repayment schedule. Failing agreement, the parties will use an expedited process to determine the repayment schedule.
- 8.11 (a) The Employer shall notify the Union every 6 months of the names of any employees represented by the Union who are off work as a result of illness or injury arising from his/her employment within the meaning of the *Workplace Safety and Insurance Act*.
- (b) The Employer agrees to provide the employee with a copy of the Workplace Safety Insurance Board Form 7 upon request.

ARTICLE 9

PROBATIONARY PERIOD

- 9.1 New employees shall be on a probationary period normally not exceeding six (6) consecutive calendar months. During the probationary period, an employee may have his/her employment terminated without recourse to

the grievance procedure, save and except where the termination is arbitrary, discriminatory, or in bad faith.

- 9.2 The Employer may, with the approval of the Union, extend the probationary period as specified above an additional three (3) months but, in all cases, the request and confirmation must be made in writing.
- 9.3 For the purpose of this Article, six (6) consecutive calendar months shall be defined as being employed with pay without a break in service. It is understood that for the purpose of this article a break in service will occur where an employee requests and is granted leave of absence without pay for a period in excess of 20 consecutive working days or is laid-off for a period in excess of 20 consecutive working days.
- 9.4 A probationary employee shall not be permitted to accept temporary assignments or promotions save and except for seasonal wage employees who are required to work in more than one (1) seasonal assignment to complete the full duration of their probation.
- 9.5 Employees hired on or after January 1, 2017, shall be paid ninety-five percent (95%) of their starting rate of pay for the work being performed during the probationary period.

ARTICLE 10

SENIORITY

- 10.1 Seniority, as referred to in this agreement, shall mean the length of continuous service of an employee within the Bargaining Unit.
- 10.2 Seniority shall commence from the first day of continuous employment provided that the employee has completed the probationary period.
- 10.3 Seniority shall accumulate under the following circumstances:
 - (a) when the employee is on the active payroll of the Employer;
 - (b) when the employee is off the payroll due to an authorized lay-off of twelve (12) months or less;
 - (c) when the employee is off the payroll due to illness or injury and when the employee is receiving compensation under the *Workplace*

Safety and Insurance Act, and when the employee has not accepted employment with another Employer;

- (d) when the employee is off the payroll on any leave of absence authorized by the Employer and/or under the provisions of this agreement except in those situations covered by 7.8 (c).

10.4 An employee shall retain but not accumulate seniority when off the payroll of the Employer, as follows:

- (a) When the employee is on authorized leave of absence without pay in the situations covered by 7.8(c).
- (b) When the employee is on authorized lay-off for an additional twelve (12) months beyond that specified in Article 10.3 (b).

10.5 An Employee shall lose his/her seniority and be deemed to be terminated when he/she:

- (a) voluntarily resigns in writing and five (5) working days have elapsed from the date of the resignation; or
- (b) is discharged and not reinstated; or
- (c) is off the payroll for a continuous period of more than twenty-four (24) months as a result of a lay-off, provided the Employer has so advised the employee in writing by registered mail six (6) months in advance and sent a copy to the Union; or
- (d) is absent from work without authorization for a period in excess of five (5) working days after the Employer has provided written notice to the employee with a copy to the Union that his/her continued absence from work without a reasonable explanation will result in the **employee's** employment being deemed terminated and that the employee has five (5) further working days within which to seek independent legal advice or counsel from the Union concerning the effect of this deemed termination at law. A certified medical absence for the period concerned does not constitute absence from work without reasonable explanation. Where the certificate is questionable the matter shall be referred to the Employee Health and Wellness for investigation and report.

- 10.6 (a) In the event an employee covered by this Agreement is transferred to a position outside the scope of this Agreement and at a later period, returns to a position within the scope of this Agreement, the employee shall retain the seniority which the employee held at the time of transfer but shall not accumulate any additional seniority for the period during which the employee held a position outside the scope of this Collective Agreement.
- (b) Effective September 28, 2016, all new employees, previously covered under Article 39 as summer students, shall have these seniority credits recognized upon re-employment with the City of Ottawa, under the following conditions: (1) no more than two (2) years have elapsed from the termination of their most recent employment with the City of Ottawa, as a summer student under Article 39; and (2) the former student has resumed employment with the City of Ottawa, on a full-time basis.

10.7 Seniority Lists

- (a) The Employer shall provide the Union with quarterly seniority lists in seniority order and in alphabetical order detailing the **employees'** names, classifications, Departments and seniority dates.
- (b) The Employer shall publish the up-to-date quarterly seniority lists on the **Employer's** intranet.
- (c) The Employer shall ensure up-to-date seniority lists are posted every six months in all major work locations so that they are normally accessible to the employees. (The parties shall meet to identify the appropriate locations.)
- (d) Copies of all lay-off notices shall be sent to the Union and shall contain the **employee's** name, seniority date, classification and department.

ARTICLE 11

JOB POSTINGS AND SELECTION

Job postings may be viewed on Internet at w3.ottawa.ca.

11.1.1 Salaried Positions Other than those covered in Clause 11.1.3

- (a) All vacancies and new positions of a permanent nature and temporary assignments lasting more than six (6) months within the Bargaining Unit within this category shall be posted for a period of not less than five (5) working days throughout the Employer's premises.
- (b) Appointment shall be made of the applicant having the greatest seniority and the required qualifications, academic or otherwise for the position available, and in the case of a tradesman, demonstrated ability to carry out the work of the Employer, and competence in the trade. It is understood that the Employer has a right to establish the qualifications for the required vacancy or new position. These qualifications shall be those that are actually required to perform the normal functions of the position. The **employee's** past record and ability to perform the work of the Employer shall be considered. The **employee's** absenteeism may be considered where appropriate. Should the successful candidate be from within the bargaining unit, such selection where possible shall be made within four (4) weeks from the initial date of posting.
- (c) A successful applicant from within the bargaining unit shall be placed on trial for a period of three (3) months. The purpose of the trial is so that the employee can ascertain whether the work of the position is suitable to him/her and so that the Employer can determine if the employee is suitable and capable of performing the work of the position. While on such trial the employee shall receive the salary or wage to which an employee is entitled on promotion. As well, should the employee be confirmed in the position, this trial period will not delay the **employee's** increment. Should the employee find the work suitable and should the Employer find the employee suitable and capable of performing the work of the position, after three months, the Employer shall confirm the employee in the position. However, should the employee find the work unsuitable and/or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be returned to his/her former position and salary or wage rate. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to his/her former position and salary or wage rate.

It is understood that "suitable" and "unsuitable" above refers to the performance of work.

*11.1.2 All Wage Positions Except Those Covered by Clause 11.1.3

- (a) All vacancies and new positions of a permanent nature and temporary assignments lasting more than six (6) months within the Bargaining Unit within this category shall be posted throughout the **Employer's** premises for a period of not less than five (5) working days.
- (b) Selection shall be made of the applicant having the greatest seniority and the qualifications required to perform the normal functions of the job. The **employee's** past record and ability to perform the work of the Employer shall also be considered. The **employee's** absenteeism may be considered where appropriate.
- (c) Any temporary vacancies shall be filled by the most senior employee qualified to perform the normal functions of the job from within the work unit who is interested in the opening. The work unit shall be defined as those employees who regularly report to the same geographic work location or those employees who regularly work within the same Section, Division or Branch as may be applicable.
- (d) Employees shall be trained on equipment and provided with on the job training in accordance with their seniority, with a view to the need of the Employer at the time, and such training shall be on the **Employer's time**. The Employer agrees that where possible it will attempt to train present employees for vacancies or new jobs that occur before recruiting from outside the bargaining unit. Employees who want such training may make application to their Manager in writing. A written reply will be provided.
- (e) The current Master Assignment Board process will be used to fulfil the obligations under Article 11.1.2 for specified wage positions. Should the parties wish to extend this, or a modified Master Assignment Board, beyond the Surface Operations Sector to other specified wage positions, they may do so by mutual agreement during the life of this agreement.

11.1.3 All Salaried vacancies and new positions of a permanent nature and temporary assignments lasting more than six (6) months at Pay Grade 15 and above, and salaried positions at Pay Grade 12, 13 and 14 with a Supervisory Q6 rating of 31 and above, and the specific positions listed in Appendix C.

- (a) These vacancies shall be posted for a period of not less than five (5) working days throughout the **Employer's** premises.
- (b) Appointment shall be made of the qualified applicant who meets the required qualifications and level of competency at a standard determined by the Employer for the position. Such standard shall not be established in an arbitrary or discriminatory manner. The **employee's** past record and ability to perform the work of the Employer shall be considered. The **employee's** absenteeism may be considered where appropriate.
- (c) The qualifications required in order to be screened into the selection process for the position must be those actually required to perform the normal functions of the job and shall consist of the following:
 - (i) Education
 - (ii) Experience
 - (iii) Knowledge
 - (iv) Ability/Skills
- (d) The standard that a screened in candidate is required to meet to be appointed to the position shall be determined in advance of the competition. Such information will be provided to the Union upon request.
- (e) Each applicant may be tested and ranked through a point ranking system. The determination of the points received by each employee will be made through an impartial interview or testing process or other procedure as determined by the Employer in which each candidate is ranked independently based on the pre-determined standard set out in (c) above.
- (f) In the event that two or more applicants are relatively equal, the most senior of these applicants shall be appointed.
- (g) A successful applicant from within the bargaining unit shall be placed on trial for a period of three (3) months. The purpose of the trial is so that the employee can ascertain whether the work of the position is suitable to him/her and so that the Employer can determine if the employee is suitable and capable of performing the work of the position. While on such trial the employee shall receive the salary or wage to which an employee is entitled on promotion. As well, should the employee be confirmed in the position, this trial period will not

delay the **employee's** increment. Should the employee find the work suitable and should the Employer find the employee suitable and capable of performing the work of the position, after three (3) months, the Employer shall confirm the employee in the position. However, should the employee find the work unsuitable and/or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be returned to his/her former position and salary or wage rate. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to his/her former position and salary or wage rate.

It is understood that “suitable” and “unsuitable” above refers to the performance of work.

- (h) All employees in any competition shall be treated in a reasonable, just and equitable manner.
- (i) Posting of qualifications as per Article 11.3.

11.2 The names of successful candidates will be posted on Ozone.

11.3 All job vacancy notices shall contain the following information: job title, qualifications, experience, required knowledge and education, skills, the requirement for shift work, and where possible the specific shift, salary range or wage rate, as well as the work location at the time of the posting. Such qualifications may not be established in an arbitrary or discriminatory manner.

11.4 The Employer may use the candidates from the original job competition to fill subsequent vacancies or new positions without having to post the vacancies or new positions subject to the following conditions:

- (a) The vacancies and/or new positions within the same job key become available within three (3) months following the appointment of a successful candidate into a posted position; and
- (b) Any location and/or shift information and/or language requirements as indicated on the original job competition remains the same.

ARTICLE 12

LAY-OFF AND RECALL

- 12.1 For the purposes of this Article, a lay-off is a temporary cessation of work instituted by the Employer because of lack of work.
- 12.2 The provisions of this Article do not apply to temporary full-time or temporary part-time employees or casual employees, except as indicated below.
- 12.3 Any employee being laid off who has standing to his/her credit an entitlement to vacation leave or time off in lieu of overtime may elect to take either during the period of lay-off but his/her recall to work shall be governed by the provisions set forth in this Article.
- 12.4 The Employer will notify employees two weeks prior to a lay-off.
- 12.5 No new employee will be hired to perform work which those employees laid off could perform until those employees who have been laid off have been given an opportunity of recall subject to the conditions of recall set forth in this Agreement.
- 12.6 (a) Subject to the conditions of recall for seniority employees set forth in this Agreement, probationary employees shall be recalled in order of their original date of hire, on a bargaining unit wide basis to their previously held position/job, or to a position/job equal to or lower than the position/job they occupied at the time of lay-off provided they have the knowledge, ability and qualifications to do the position/job. Probationary employees are not required to accept recall opportunities into lower rated positions/jobs.
- (b) The provisions of 12.7.9, 12.7.10 and 10.5 (c) apply to probationary employees.
- (c) Except as specifically stated herein, probationary employees do not enjoy any other rights or entitlements under Article 12 until they have completed their probationary period set out in Article 9.
- 12.7 Layoff and Recall Procedures – Seniority Employees
- 12.7.1 In the event of layoff, employees shall be laid off in the reverse order of their seniority provided the remaining employees

have the knowledge, ability and qualifications to do the position/job.

- 12.7.2 In the event of a layoff employees shall, where positions/jobs are available, be given the opportunity to revert to a vacant position/job, provided employees have the knowledge, ability, and qualifications to do the position/job, and provided such positions/jobs are at the same rate of pay. The exercising of this right by the employee shall be first **within the employee's section, next within the employee's division, next within the employee's branch, next within the employee's department,** and finally bargaining unit wide. In the event no such vacant positions/jobs are available at the same rate of pay, the employee shall be given the opportunity to revert to vacant positions/jobs at a lower rate of pay in the same sequence as set out above although it is recognized that an employee may choose to exercise his/her rights under Clause 12.7.3 rather than take a vacancy at a lower rate of pay. In both cases, it is recognized that there may be a period of familiarization.
- 12.7.3 In the event a laid off employee is not placed in accordance with 12.7.2 above, the employee shall be given the opportunity to bump, in accordance with his/her seniority, employees whose positions /jobs are at the same or a lower rate of pay, provided the laid off employee has the knowledge, ability and qualifications to do the position/job. The exercising of this right by the employee shall be first **within the employee's section, next within the employee's division, next within the employee's branch, next within the employee's department,** and finally bargaining unit wide. It is recognized that there may be a period of familiarization.
- 12.7.4 Notwithstanding the above, the exercising of seniority rights for salaried employees shall be within the salary positions and for wage employees within the wage positions/jobs.
- 12.7.5 A position/job shall be equal to or less than another position/job if the maximum rates of pay for the former position/job are equal to or less than those for the latter position/job.
- 12.7.6 Employees who have been displaced as a result of employees exercising their seniority rights as set out in clause 12.7.3 above, may exercise their seniority rights in a like manner, and such

employees shall be given five (5) days notice, provided the Employer has provided all relevant information necessary to enable the displaced employee to exercise his/her rights under this Article.

12.7.7 For a period of twelve (12) months from the date of layoff, employees on layoff shall be recalled in the order of their seniority, on a bargaining unit wide basis to their own position/job, or to a position/job equal to or lower than the position/job they occupied at the time of layoff provided they have the knowledge, ability and qualifications to do the position/job. When the employee on authorized lay-off for an additional twelve (12) months beyond that specified above employees shall be recalled in order of their seniority, on a bargaining unit wide basis to a position/job equal to or lower than the position/job they occupied at the time of layoff provided they have the knowledge, ability and qualifications to do the job. It is recognized that there may be a period of familiarization. Employees are not required to accept recall into lower-rated positions/jobs.

12.7.8 For a period of twelve (12) months from the date of layoff, if an **employee's former position/job becomes available** and the employee has bumped into a vacancy or another position/job, or has been recalled and accepted another position/job, such employee will be given first priority for reinstatement to his/her former position/job (recognizing there may be a period of familiarization) unless the employee notifies the Employer in writing, that he/she is no longer interested in being recalled to his/her former position/job.

12.7.9 It is the responsibility of every employee to notify the Employer promptly of any changes of address and telephone number. If an employee fails to make this notification to the Employer, the Employer shall not be responsible for the failure of notice of recall to reach the employee. In any case the Employer shall notify all employees of recall by registered letter whether the employee exercised their seniority rights or not. The Union shall also be provided copies of all layoff and recall notices when they are sent.

12.7.10 An employee who fails to report to work after having been notified of a recall to work following a layoff, pursuant to the

procedure set out in 10.5 (d), shall be deemed terminated, unless the employee provides the Employer with a satisfactory explanation.

ARTICLE 13

PENSION

- 13.1 The Ontario Municipal Employees' Retirement Systems (OMERS) is responsible for the administration of the pension plan in accordance with the guidelines, regulation and legislation related to OMERS.

ARTICLE 14

RETIREMENT

- 14.1 (a) The effective date of retirement of an employee is the first day of the month following the month in which the employee retires under the Ontario Municipal Employees' Retirement Systems (OMERS).
- (b) The retiring employee's position shall be considered vacated on the effective date of retirement or on the date the employee starts retirement leave.
- 14.2 The Employer shall provide the Union twice annually a list of names of employees who have retired in the preceding six (6) months.

ARTICLE 15

UNION REPRESENTATION

- 15.1 The Employer acknowledges the right of the Union to appoint or otherwise select employees as stewards.
- 15.2 There shall be one (1) steward appointed for every sixty (60) employees. Any change in the ratio of stewards to employees will be the subject of consultation between the Employer and the Union.
- 15.3 The Union will notify the Employer in writing of the name of its stewards and will advise promptly of any change made to the list. The Employer shall not be required to recognize any steward until it has been so notified.

- 15.4 (a) The Union recognizes that each steward is employed full time by the Employer and that he/she will not leave his/her work during working hours to perform his/her duties as a steward except in accordance with the Collective Agreement.
- (b) No steward shall leave his/her work to perform his/her duties as a steward without obtaining the permission of his/her immediate supervisor. The steward shall inform his/her immediate supervisor of the reason for the request, the location and estimated duration of the leave. Such permission shall not be unreasonably withheld and will be given within an hour unless an emergency situation requires the employee to continue his/her work for the Employer, in which case the steward shall be permitted to immediately contact the Union office. Where practicable, the representative will report back to his or her supervisor, or the person in charge, before resuming his or her normal duties.
- (c) The Union recognizes that a steward shall not use such time away from his/her work except to perform his/her duties as a steward.
- 15.5 Where management or its designate intends to interview any employee for disciplinary purposes, the employee shall be notified in advance of the purpose of the interview in order that the employee may contact his/her Union Representative or Steward to be present at the interview. The Employer may suspend the employee with pay, pending the interview, in an emergency. The unavailability of a Union Representative or Steward shall not delay the meeting more than seventy-two hours. The Employer may designate a Union Representative or Steward to attend if that becomes necessary to meet the 72-hour limit.

Apart from the above, an employee shall have the right to request the presence of a Union Representative or Steward at any discussion which the employee believes might be the basis of disciplinary action. The Employer may designate a Union Representative or Steward to attend if the **employee's** choice or choices are not available within the time prescribed by the Employer.

ARTICLE 16

GRIEVANCE PROCEDURE

- 16.1 For the purposes of this Agreement, a grievance is a complaint which has been reduced to writing respecting the meaning and/or application of the

provisions of this Agreement and all matters pertaining thereto. A grievance may concern a difference arising between an employee and the Employer or the Union and the Employer.

Complaint Step

- 16.2 The Parties to this Agreement share a desire to adjust employee complaints as quickly as possible. An employee shall discuss his/her complaint with his/her immediate supervisor within ten (10) days of the occurrence giving rise to the complaint, where possible, so as to afford the supervisor an opportunity to resolve the complaint. The employee may be accompanied by a representative of the Union when the complaint is being discussed with the supervisor.
- 16.3 It is agreed that an employee shall not file a grievance until he/she has discussed his/her complaint with his/her supervisor in accordance with Clause 16.2.
- 16.4 When an employee has presented his/her complaint to his/her supervisor, and the complaint has not been resolved to his/her satisfaction within ten (10) days of the meeting, he/she may file a grievance with the Union Grievance Committee. The grievance must be signed and dated by the employee within thirty (30) days of the day on which he/she was notified or became aware of the incident giving rise to the grievance or within ten (10) days of the receipt by him/her of his/her supervisor's reply to his/her complaint, whichever shall last occur.

Step 1

- 16.5 Where an employee has filed a grievance with the Union Grievance Committee, the Union may, within ten (10) days from the date thereof, present the grievance to the Director or designate, with a copy to the Manager of Labour Relations. The Director or designate, with whom the grievance has been filed, or designate, shall meet with the grievor and the Union representative within ten (10) days from the day on which it was received and date-stamped by his/her office and shall, within ten (10) days from the meeting, render his/her decision in writing.
- 16.6 If the Director or designate:
- (i) fails to meet the grievor and the Union representative; or

- (ii) fails to render his/her decision to the grievor and the Union representative within the time prescribed in Clause 16.5, or
- (iii) The decision is not acceptable to the grievor and the Union representative;

the Union Grievance Committee may forward a copy of the grievance to the Deputy City Manager or designate, with a copy to both the Manager, Labour Relations, within thirty (30) days from the day on which the grievance was received and date-stamped by the office of the Director or designate, or ten (10) days following the meeting or the grievance response, whichever occurs last.

Step 2

- 16.7 The Deputy City Manager or designate shall, within twenty (20) days of the date the grievance was received and date-stamped in his/her office, meet with the grievor and the Union representative, and shall within ten (10) days of the meeting, notify the Union in writing of his/her decision with regard to the grievance.
- 16.8 In the event the decision of the Deputy City Manager or designate is not acceptable to the Union, the Union may notify the Manager of Labour Relations of the Union's desire to submit the grievance to arbitration for final disposition in accordance with the procedure for arbitration of grievances contained in this Agreement, within twenty (20) days of the receipt and date-stamp by the Union office of the decision.

*16.9 Employer Grievance

In the event that the General Manager, Innovative Client Services Department or designate is unable to resolve a matter referred by the Employer to the Union Grievance Committee, the General Manager or designate may notify the Chair of the Union Grievance Committee within ten (10) days of the receipt and date-stamp by the office of the General Manager or designate, of the decision of the Chair of the Union Grievance Committee that the Employer desires to submit the grievance to arbitration for final disposition, in accordance with the procedure for arbitration of grievances contained in this Agreement.

16.10 Discharge Grievance

Where a grievance relates to the discharge of an employee, the grievance procedure shall start with the Deputy City Manager or designate, with a copy to the Manager of Labour Relations in accordance with Step 2 (Clause 16.7).

16.11 Policy Grievance

Where a policy grievance is initiated by the Union, the grievance procedure shall start with the Manager, Litigation and Labour Relations or designate.

16.12 At any stage in the grievance procedure the grievor may be present and shall be represented by the Union in the presentation of their complaint or grievance.

16.13 The time limits expressed in this Article are working days and may only be extended by mutual agreement between the Union and the Manager, Litigation and Labour Relations or designate.

ARTICLE 17

ARBITRATION PROCEDURE

17.1 Any dispute or grievance concerning the interpretation or alleged violation of this Agreement including any question as to whether a matter is arbitrable which having passed through the grievance procedure outlined in Article 16 still remains unresolved, may be submitted to arbitration. Either party to the Agreement desirous of exercising this provision shall give notice of intention to the other party and at the same time appoint its member to the Board of Arbitration. The other party shall, within a period of seven (7) working days, appoint its member to the Board of Arbitration. The two members thus appointed shall confer jointly in an endeavour to select a third member who shall be the Chair of the Board. The parties may mutually agree to use a single arbitrator in lieu of a Board.

17.2 If within ten (10) working days the two (2) members have not reached agreement, the matter shall be referred to the Minister of Labour of the Province of Ontario who shall appoint a Chair. The decision of the Board of Arbitration shall be final and binding on both parties to the Agreement as well as upon the employee or employees involved in the dispute.

- 17.3 The Board of Arbitration or single Arbitrator shall not have any power to alter or change any provision in this agreement or to substitute any new provision for an existing provision nor to render any decision inconsistent with the terms and content of this Agreement.
- 17.4 Each party shall bear the expenses of its own member and shall bear equally the expense of the Chair or the single Arbitrator and all other expenses of the arbitration.
- 17.5 In the case of an employee who has been found to be unjustly suspended or discharged, he/she shall be reinstated and have all rights and benefits restored.
- 17.6 Nevertheless, in any situation where the Board of Arbitration or the single Arbitrator determines that there is cause for discipline, suspension or discharge, it shall have the power to modify any penalty imposed by the Employer and to take whatever other action is just and equitable in the circumstances.
- 17.7 List of Arbitrators

The Union and the Manager of Labour Relations shall, by mutual agreement, establish a list of “**agreed to**” arbitrators, who may be used as determined by the parties sitting as single arbitrators or as members of Arbitration Boards as described in 17.1.

(See letter of Understanding #5 – Alternative Dispute Resolution.)

ARTICLE 18

UNION SECURITY

- 18.1 The Employer shall deduct from the pay cheques of present members of the Union and all future employees represented by the Union all normal dues chargeable by the Union and shall remit the same to the Secretary/Treasurer of the Union bi-weekly. "Normal dues" shall include special assessments levied by the Union. Following the negotiation of a new Collective Agreement, the dues retroactively owed by members, if any, shall be deducted from **the members' retroactive** pay-cheques and remitted to the Secretary-Treasurer of the Union.
- *18.2 The Employer shall supply a dues check-off list to the Union on a bi-weekly basis. The list shall set out **the employees'** names, personnel numbers and

the amount of dues they have paid during the preceding month and on a year-to-date basis.

*18.3 The City will provide the Union:

- (a) a monthly report containing members who had their status change during the previous month (e.g. retirements, resignations, terminations, and new hires), and
- (b) upon request, a report **containing current members'** names, personnel number, addresses and job titles.

These reports are being provided further to the **Union's** obligation to discharge their representational duties under applicable legislation. It is understood that the Union will securely store and protect this information.

*18.4 The Employer shall supply the following information to the Secretary Treasurer upon request:

- (a) the dollar amount of the full time CUPE Local 503 bargaining unit payroll for all their paid regular hours, including any paid leaves;
- (b) the dollar amount of the part-time CUPE Local 503 bargaining unit payroll for all their paid regular hours, including any paid leaves.

ARTICLE 19

INSURANCE

19.1 Except where the Employer is self-insured (with or without an administrative services agreement):

- (a) **the Employer's obligation is restricted to contracting with Insurer(s)** and payment of its portion of the premiums necessary to provide the employees the specific benefits and entitlements set out in this Article.
- (b) Any dispute as to an **employee's** entitlement to benefits provided under the contract is between the employee and the Insurer, and the Employer shall have no obligation.

For the purposes of this Article an administrative services agreement is one in which the Employer is the self-insurer for a benefit and contracts out the analysis of and payment of benefit claims for that benefit under this Article on its behalf.

19.2 Employees shall be eligible for benefit coverage after completion of the probation period set out in Article 9.

19.3 The Employer shall deduct from the **employee's** pay the **employee's** share of the premium costs (if any).

Premiums are subject to change based on any negotiated plan changes, the annual January 1st renewal, and any other legislated requirements, as applicable.

19.4 *Extended Health Care

(a) The Employer shall pay 100% of the premium cost for each employee and dependent coverage in the Extended Health Care Plan, including Semi-Private coverage, Vision Care, and Paramedical Services.

(b) Paramedical package:

Paramedical services above the amount covered by any provincial plan, including psychologist, physiotherapist, chiropractor, osteopath, chiropodist, podiatrist, naturopath, speech therapist, masseur, acupuncturist to a combined maximum of \$1,250 per person per calendar year.

Effective November 1, 2021:

(i) Paramedical services above the amount covered by any provincial plan, including physiotherapist, chiropractor, osteopath, chiropodist, podiatrist, naturopath, speech therapist, masseur, acupuncturist to a combined maximum of \$1,250 per person per calendar year.

(ii) Psychologist, psychotherapist, and social worker services above the amount covered by any provincial plan, to a combined maximum of \$1,500 per person per calendar year.

- (c) Extended Health Care Plan: a deductible of \$2.00 per prescription will apply; a drug card with 90% reimbursement; orthotics to a maximum of \$300 per person per calendar year; registered nurse in your home to a maximum of \$25,000 in any calendar year; certain other prescribed medical supplies and services to specified maximums; and hearing aid coverage of up to \$1,000 per claimant per seven (7) year period.

Effective November 1, 2021:

Extended Health Care Plan: a deductible of \$2.00 per prescription will apply; drug coverage with 90% reimbursement; a maximum of five (5) dispensing fees per calendar year for each maintenance drug; diabetic test strips to a maximum of four hundred (400) strips per year for non-insulin dependent diabetics and a maximum of three thousand (3,000) strips per year for insulin dependent diabetics; enhanced generic drug substitution will apply; orthotics to a maximum of \$300 per person per calendar year; registered nurse in your home to a maximum of \$25,000 in any calendar year; certain other prescribed medical supplies and services to specified maximums; and hearing aid coverage of up to \$1,000 per claimant per seven (7) year period.

- (d) Vision Care Plan: up to \$350 net per claimant every twenty-four (24) months including one claim to the 24 month maximum eligible amount for elective laser vision correction procedures. This claim can only be made once per procedure. Coverage for eye examinations with a maximum of \$ 80 every 24 months.
- (e) In order for massage therapy to be eligible for reimbursement pursuant to Article 19.4(b), a **physician's** certificate must be provided on an annual basis.

19.5 Dental Plan

- (a) The Employer shall provide a dental plan and shall pay 75% of the premium cost of this plan.
- (b) The Employer shall ensure that the coverage is such that it provides full payment in accordance with the current O.D.A. schedule of fees.
- (c) Eligibility for enrollment shall be upon the completion of the probation period set out in Article 9.

- (d) Coverage will include:

90% reimbursement for Basic Services;
80% reimbursement for Dentures;
50% reimbursement for Major Restorative Services such as crowns and bridges;

Maximum reimbursement of basic and major restorative services, including dentures, combined at \$1,500 per calendar year;

50% reimbursement for Orthodontics with a \$3,000 lifetime maximum per claimant.

19.6 Basic Life Insurance and Accidental Death and Dismemberment

- (a) The Group Life Insurance Plan shall provide coverage at the level of two (2) times regular salary with a minimum coverage of \$100,000 per employee. The Employer shall pay 100% of the premium cost of this plan.

- (b) The Basic Accidental Death and Dismemberment Insurance shall provide coverage at the level of two (2) times regular salary with a minimum coverage of \$100,000 per employee. The Employer shall pay 100% of the premium cost of this plan.

- (c) Employees shall be insured upon the completion of the probation period set out in Article 9.

- (d) Optional Life Insurance

The Employer agrees to provide coverage for purchase by employees for insurance for employees and their eligible dependant spouse in units of \$10,000 to a maximum of \$700,000 per covered individual provided the employee pays the full premium.

- (e) Voluntary Accidental Death and Dismemberment Insurance

The Employer agrees to provide Voluntary Accidental Death and Dismemberment Insurance for purchase by employees for accident insurance in units of \$10,000 to a maximum of \$250,000 and for an **employee's dependants as a percentage of his/her coverage** provided the employee pays the full premium.

(f) Optional Critical Illness

The Employer will offer the Optional Critical Illness plan with coverage in units of \$5,000 up to \$150,000 for employees and eligible spouse. There will also be an optional flat amount of \$10,000 for dependent children. Approval for coverage is at the sole discretion of the insurance carrier and medical evidence may be required. Rates for Optional Critical Illness insurance are established by the insurance carrier. Premiums will be 100% paid by the employee.

19.7 Long Term Disability Plan

(a) The Employer agrees to pay 100% of the premium cost for a Long Term Disability Plan which provides the following:

- (i) Benefits of 75% of the **employee's** salary or wage earned on the date of disability;
- (ii) Benefits shall commence seventeen (17) weeks after the initial date of disability;
- (iii) The Long Term Disability benefits will be increased annually to the CPI index to a maximum of 4%;
- (iv) While the employee is in receipt of Long Term Disability Benefits, the Employer agrees to pay 100% of the premium cost of the following benefits:
 - (a) Extended Health Care including Vision Care, Para-medical package, and Semi-Private Coverage
 - (b) Group Life Insurance
 - (c) Dental Insurance

(b) Eligibility for enrolment shall be upon the completion of the probation period set out in Article 9.

(c) Definition of Total Disability

Totally disabled means that, during the qualifying period and the 24 month period immediately following it, the member has a medical impairment due to injury or disease which prevents him/her from performing the essential duties of the occupation in which he/she

participated just before the total disability started.

After the 24 months, totally disabled and total disability means that the member is unable, because of medical impairment, to perform the essential duties of any occupation for which he/she has at least the minimum qualifications and would earn more than 75% of his/her indexed pre-disability monthly earnings.

- (d) An **employee's** position may be declared vacant even though the employee may be receiving Long Term Disability benefits, after the expiry of two (2) years from the initial date of disability. The Employer shall provide the Union with a copy of all notices declaring a position vacant pursuant to this section.
- (e) Should a person who has been on L.T.D. benefits wish to return to work the Employer will endeavor to secure suitable employment consistent with the **employee's** education, qualifications, training and ability and consistent with the **Employer's** duty to accommodate disabled employees.
- (f) Accumulation of Vacation while on LTDI

Vacation leave shall only accumulate for the first twelve (12) months while an employee is in receipt of LTDI.

ARTICLE 20

UNION/MANAGEMENT CONSULTATION COMMITTEE

- 20.1 A committee known as the Union/Management Consultation Committee shall consist of an equal number of representatives from the Union and the Employer.
- 20.2 The committee shall meet as soon as possible at the request of either party. It shall meet at least once every two (2) months at a time mutually agreed upon between the parties.
- 20.3 The purpose of such meetings shall be to discuss issues relating to the workplace which affect the parties.

ARTICLE 21

EMPLOYEE REVIEW AND EMPLOYEE FILES

21.1 Performance Reviews

When a formal assessment of an **employee's** performance is made, the employee concerned must be given an opportunity to discuss and then sign the assessment form in question upon its completion to indicate that its contents have been disclosed. A copy of the assessment form will be provided to the employee at that time. An **employee's** signature on his or her assessment form will be considered to be an indication only that its contents have been read and shall not indicate the **employee's** concurrence with the statements contained on the form. An employee has the right to make written comments to be attached to the performance review form and included in the personnel file of the employee.

21.2 Access

An employee shall have the right upon sufficient notice to have access to his/her personnel file and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record. With the written permission of the employee, a Union Representative or Shop Steward shall also have the right of access to an **employee's personnel file.**

21.3 Discipline

Notices of disciplinary action which may have been placed in the personnel file of an employee shall be removed after not more than eighteen (18) months of employment (leaves of two (2) or more consecutive months will be carved out of this timeline) have elapsed since the disciplinary action was taken provided that no further disciplinary action and/or letter of expectation and/or instruction have been recorded. This includes any Employer correspondence in relation to such discipline and any written feedback provided by the employee within the first two weeks following the issuing of the discipline. Notwithstanding this Article, both parties **acknowledge the Employer's obligations under Bill 168.**

21.4 Letters of Instruction and/or Expectation

While the Employer may provide a written statement to counsel, communicate and identify or clarify expected behaviour in performance of

job duties to an employee in non-disciplinary letters of instruction and/or expectation, the Employer may not disguise discipline in the form of a letter of instruction and/or expectation. Such letters shall be removed after not more than eighteen (18) months of employment (leaves of two (2) or more consecutive months will be carved out of this timeline) have elapsed since the letter was delivered provided that no further related letters of instruction and/or expectation and/or disciplinary action have been recorded.

ARTICLE 22

CONTRACTING OUT

- 22.1 Contracting out will be defined as the carrying out of work by a firm or a private contractor which work was formerly done by the Employer itself utilizing its own regular staff and work crew.
- 22.2 The Employer agrees that persons not covered by the terms of this Agreement will not perform duties normally assigned to persons in the bargaining unit, except for purposes of instruction, experimentation, or an emergency when regular employees are not readily available, or as may otherwise be mutually agreed by the Parties in writing.

This clause is not however intended to restrict the use by the Employer of volunteers or family members providing additional care for residents of Long Term Care or volunteers involved in the provision of normal recreational and cultural services to the community.

- 22.3 In order to provide job security for members of the bargaining unit, the Employer will not contract out work usually performed by members of the bargaining unit if as a result of any contracting out of services, a layoff or reduction of hours of work of any employee, (other than casual employees) follows. Nor will an employee remain on layoff or reduced hours of work if that employee can perform the normal requirements of the work which has been contracted out. The contracting out to an Employer who is party to a collective agreement and who will employ the employees of the bargaining unit who would otherwise be laid off is not a breach of this provision.
- 22.4 (a) The Union agrees that the work which has been contracted out by the former ROC and City of Ottawa prior to 1986, and any work which the union and the Employer may mutually agree in writing is not feasible for the Employer to consider carrying out using its own resources may be contracted out at the **Employer's** sole discretion.

- (b) The Union agrees that work which has been contracted out by any predecessor municipality in accordance with the relevant provisions of the applicable predecessor collective agreement may continue to be contracted out on a “grandparented” basis for the duration of this collective agreement provided the Employer provides the Union with all relevant and available information concerning the “grandparented” contracts or any renewal thereof over the life of this Collective Agreement so that the Union and Employer will be in a position to discuss and compare the efficiency, cost and availability of resources between performing the work in-house or continuing to contract out all or some of the work in question.
- (c) In all other cases, where the Employer intends to contract out work that would otherwise be bargaining unit work to a firm or private contractor instead of carrying out the work itself using its own employees, the Employer will provide the Union with two (2) months notice and all relevant and available information, specifications, costings and rationale concerning the proposed contracting out so as to allow the Union the opportunity to submit a detailed written proposal to the Director responsible for the work or services. Upon receipt, the Director will give due consideration to the Union's proposal and afford the Union an opportunity to discuss, explain or amend its proposal in response to questions or concerns of the Employer. Where the Union elects not to submit a proposal and so long as no breach of article 22.3 occurs, the Employer may contract out such work at its sole discretion.

22.5 Subject to the foregoing, all work of the bargaining unit presently being performed by them shall continue to be performed by members of the bargaining unit.

ARTICLE 23

HEALTH AND SAFETY

- 23.1 (a) The Employer and the Union shall endeavour to provide a safe and healthful environment for employees through their Joint Occupational Health and Safety Committee.
- (b) The City of Ottawa shall provide Occupational Health and Safety education and training to its employees to ensure that they are aware of and engage in safe work practices to minimize the risk of occupational injury and illness. The Corporate Health and Safety

Committee, which includes union representation, shall review the City of **Ottawa's** training and education programs on an ongoing basis to ensure that they are satisfactory.

- 23.2 (a) The Employer and the Union acknowledge that a joint health and safety program can only be successful when both parties are committed to fostering and developing a safety culture within the City, and ensuring that their responsibilities under the Occupational Health and Safety Act of Ontario are carried out.
- (b) The Employer and the Union agree to cooperate in ensuring that terms of reference are established for Occupational Health and Safety Committees with bargaining unit member participation.
- (c) Training for Occupational Health and Safety Committee members, mandated by the Terms of Reference, shall be delivered jointly where possible. The Employer shall consult with the Union regarding the choice of outside training resources.
- (d) The Employer shall forward copies of all joint Employer and CUPE Local 503 Occupational Health and Safety Committee Minutes, as identified within the Terms of Reference, to the offices of CUPE Local 503, in a timely manner.
- 23.3 Should there be a need for leave for special programs, initiatives or training requirements identified through the Terms of Reference, the Director of Employee Services shall consider such a request from the President of the Union. **If the President's request is agreed** to by the Director of Employee Services, the President of the Union shall designate one or more Union Health and Safety representatives and the representative(s) shall be entitled to paid leave with full benefits for the duration of the fulfillment of the request. Such paid time off shall not exceed thirty-two (32) days per year in total and individual usage shall not exceed one day per month unless mutually agreed by the parties. The period of leave under this Article shall not be considered part of the time available to the Union for Union business under Article 7 of the Collective Agreement.

ARTICLE 24

SALARIES AND WAGES

- 24.1 (a) Subject to article 9.5, the salaries and wages to be paid to employees covered by this agreement shall be in accordance with the official

schedule of salaries and wages of the Employer as agreed to by the Employer and the Union.

- (b) When new salary or wage schedules are required as a result of negotiations or arbitration, the Employer will provide a copy to the Union prior to implementation.
- 24.2
- (a) All employees shall be paid bi-weekly for services rendered at the rate in the salary range of the classification to which he/she has been appointed by the Employer.
 - (b) If during a period of re-negotiation of salary schedules, an employee is appointed at a level within the range other than the minimum rate and, if the employee at the time of his/her appointment or prior thereto, has been notified in writing that the negotiated increase will not be applicable to his/her salary, the employee shall receive the rate in the adjusted scale equal to or next higher to the salary rate at which he/she has been hired.
 - (c) An employee who is promoted to a position having a higher salary scale, or whose position has been classified upward, shall be paid at the salary rate next higher to the rate he/she received prior to his/her promotion, provided that his/her salary rate represents a minimum of 104% of the remuneration which the employee would have received had no promotion taken place. The effective date of the promotion will become the date for establishing the date of implementation of future salary increments.
 - (d) For employees holding two seasonal positions who are being promoted into a year-round position having a higher salary scale, the promotional formula in (c) above shall apply to the higher of the two seasonal salaries provided that the employee has completed one (1) season in the higher paying seasonal position.
 - (e) Under no circumstances will a promotion result in a salary that exceeds the maximum of the new salary range.

24.3 For employees hired before January 1, 2017

The normal effective date for the implementation of an **employee's** salary increment within a pay range, shall be the Annual (or semi-annual, where this is **provided within the pay schedule**) anniversary of the employee's appointment, subject to the provisions of 7.8 (c).

For employees hired on or after January 1, 2017

Subject to the provisions of 7.8 (c), the normal effective date for the implementation of an **employee's** salary increment within a pay range shall be either the anniversary of the **employee's** appointment (or the semi-annual anniversary, where this is provided in the pay schedule) or the anniversary of the **employee's** completion of the probation period.

- 24.4 Except as provided in subsections 24.5 and 24.6, every employee shall be granted salary increments on his/her salary increment date until he/she reaches the maximum rate in the range of rates for the classification level to which he/she is appointed.
- 24.5 The Employer may deny a salary increment to an employee if it is dissatisfied with the **employee's** performance. Where the Employer intends to deny a salary increment to an employee, the Employer shall, at least two (2) weeks, but not more than six (6) weeks before the due date for the salary increment of the employee, give the employee the reason for the denial in writing.
- 24.6 Where the Employer has denied a salary increment to an employee on his/her increment date, it shall then grant the salary increment on the first day of any pay period prior to the **employee's** next increment date, and the employee shall retain his/her increment date.
- 24.7 Wage employees working in Public Works and Services Department, Surface Operations Branch, shall have their substantive position determined through the Master Assignment Board Process. All other wage employees shall be paid the rate of pay of their substantive position. A wage employee who is assigned to act in a higher wage position/job shall be paid the rate of pay of the position/job while acting in such assignment.
- 24.8 Salary Protection on Downward Reclassification

When a position has been reclassified downward the employee (present incumbent only) in the reclassified position will be fitted into the new classification (at a level not less than the **employee's** current earnings) provided the **employee's** earnings do not exceed the maximum of the salary for the new classification. In this circumstance, the **employee's** increment date will not change and the employee shall receive the negotiated increases as well.

Should the employee's salary be in excess of the salary for the new classification such salary will be frozen as of the date of the reclassification save and except any increases negotiated by the Parties.

- 24.9 Salaries and wages, as set forth in this agreement, shall be effective on the effective date of the negotiated increase.

ARTICLE 25

ORGANIZATIONAL OR TECHNOLOGICAL CHANGE

- 25.1 When the Employer is proposing the introduction or implementation of organizational or technological change which may result in employees/positions being declared surplus/redundant, the Employer agrees to notify the Union when its intentions are known and to update such information as new developments arise and modifications are made. Where possible such notice shall be at least six (6) months in advance.

- 25.2 (a) Placement into an equal level position

The incumbent in any position which has been declared surplus/redundant, as a result of organizational or technological change, shall be placed in a vacancy in which he/she is interested for which he/she has the qualifications and ability actually required to perform the normal duties of the position. In such cases it is recognized there may be a period of familiarization of up to four (4) to six (6) weeks. Such employee shall be placed in a position without competition. Employees shall have priority rights to permanent vacancies under this clause for six (6) months from the date of redundancy.

- (b) Temporary Assignment

It is understood that redundant employees will also be considered for temporary vacancies which may occur so as best to ensure their placement into vacant permanent positions in accordance with this clause. Where no permanent positions are available and an employee accepts or is placed into a temporary assignment, they will continue to have priority rights for vacancies for which he/she is interested and for which he/she has the qualifications and ability actually required to perform the normal duties of the position. However, the period of the temporary assignment shall not interrupt the six (6) month priority job search time frame set out in this clause.

(c) Placement into a higher level position

Generally, the parties acknowledge and agree that redundant **employees'** priority placement to vacancies relates to positions which become available and are equivalent or comparable in terms of compensation level. However, the parties further acknowledge and agree that there are exceptional cases where vacancies may arise at a higher compensation level for which the employee has the qualifications and ability actually required to perform the normal duties of the position within a period of up to four to six (4 – 6) weeks. In such cases, such employees shall be placed in these positions without competition but if within the ninety (90) day time frame, should the employee find the work unsuitable or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be entitled to further consideration for priority placement under Clause 25.2 (a) and such period of placement into the higher level position shall be treated as if it was a temporary assignment in accordance with the provisions of that clause.

(d) Retraining

If a vacancy exists for which the employee can be retrained by the Employer within a period of six (6) months, the Employer shall offer such retraining to the employee for the position. This option shall be subject to the agreement of the employee.

- (e) Should a redundant/surplus employee choose not to exercise his/her rights to Clauses 25.2, 25.3, 25.4 25.5 and 25.6, but instead choose to leave his employment, the employee shall be entitled to the provisions of Clause 25.9. Such election shall be made in writing within thirty (30) calendar days from the date of the notice of the redundancy and his/her termination of employment shall be effective two (2) weeks from the date of such election.

- 25.3 (a) If no placement is possible under Clause 25.2, and the Employer determines within a further period of three (3) months, that a vacancy exists for which the employee has the qualifications and ability actually required to perform the normal duties of the position such that they would be deemed to be **"job ready"** to perform the normal duties of the position within a familiarization period of four to six (4 - 6) weeks, then the Employer may place the employee in such

vacancy, without competition for the four to six (4 – 6) week familiarization period, without the agreement of the employee.

At the end of the four to six (4 - 6) week familiarization period, should the employee demonstrate that the work is unsuitable or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be afforded the remaining rights or entitlements set out in this Article.

- (b) Should the employee refuse an assignment pursuant to this option, the Employer shall have no further obligation to provide any further options or entitlement under Article 25 and the employee shall be deemed to have quit or terminated their employment in accordance with the provisions of Article 10.5(a) of this Collective Agreement.

- 25.4 An employee not successful in obtaining a position in the manner set out in Clause 25.2 or 25.3 above, may be reassigned to another job including one which may be a lower classification/paygrade with the agreement of the employee. If the employee opts not to accept the reassignment he/she may utilize the provisions of Clause 25.6 or 25.9 as applicable.
- 25.5 Employees shall continue to receive their regular salary, exclusive of premiums, during the period of reassignment and/or retraining. However, upon entering the position as described in 25.2, 25.3 or 25.4 above, the employee will be slotted into the salary range of the position which he/she has newly entered. If the salary of the employee exceeds the maximum range of the position the employee enters, the employee will maintain his/her present salary, with half (1/2) of any future negotiated increases for a period of three years from placement into the position at which time the employee will no longer be entitled to any future negotiated increases until such time as the employee can be slotted into the salary range of the new position.
- 25.6 If an employee is not placed as per Clause 25.2, 25.3 or 25.4 above, the employee may exercise his/her seniority rights. A redundant employee who elects to bump shall be entitled to bump departmentally first and then bargaining unit wide into a position at an equal or lower classification/paygrade for which he/she has the qualifications and ability actually required to perform the normal duties of the position or may elect to take severance in accordance with Clause 25.9 below.

25.7 Rights of Displaced Employees

- (a) Employees who have been displaced as a result of employees exercising their seniority rights under Article 25.6 above, shall be placed into vacancies in accordance with Article 25.2 (a), (b) and (c) and 25.3 but such rights shall not exceed a total cumulative period of two (2) months from the date of displacement.
- (b) A displaced employee not successful in obtaining a position in the manner set out above in Clause 25.7 (a) may exercise his/her seniority bumping rights or take severance in accordance with clause 25.6 or 25.9, respectively.

25.8 Employees displaced or redundant in accordance with the provision of this Article do not have a right to recall.

25.9 Where a redundant or displaced employee chooses not to exercise his/her rights under the clauses above, or has not found or been placed into a position by exercising his/her rights, then the employee shall be entitled to the severance allowance as outlined below and any other applicable entitlements outlined in this Collective Agreement.

- (i) One (1) year but less than three (3) years of service - two (2) months;
- (ii) Three (3) years but less than five (5) years of service - three (3) months;
- (iii) Five (5) years but less than ten (10) years of service - four and one-half (4 1/2) months;
- (iv) Ten (10) years but less than sixteen (16) years of service - seven (7) months;
- (v) Sixteen (16) years but less than twenty (20) years of service - ten (10) months;
- (vi) Twenty (20) years but less than twenty-five (25) years of service - fourteen (14) months;
- (vii) Twenty-five (25) or more years of service - eighteen (18) months.

Payment shall be made at the rate of pay the employee was earning when the position became redundant or the employee was displaced.

It is agreed that the severance payments outlined in this Collective Agreement incorporates any pay in lieu of notice and/or severance pay provided under the *Employment Standards Act*.

- 25.10 No new employee will be hired into vacancies in the bargaining unit until bargaining unit employees have been dealt with under this clause.

ARTICLE 26

JOINT JOB EVALUATIONS

- *26.1 The provisions of the Joint Job Evaluation/Pay Equity Program, between the City of Ottawa and CUPE, Local 503, outlined in the, the Memorandum of Agreement: Manual of Maintenance Procedures dated July 3, 2018, and the Memorandum of Agreement Re: The Job Evaluation Plan dated February 22, 2016, shall govern all matters referred to therein. Should either party wish to amend the job evaluation/pay equity program as provided for the in the Memorandum of Agreement: Manual of Maintenance Procedures above and the parties are unable to agree to the new plan, the parties will mutually agree to a third party to resolve the impasse.
- 26.2 Job Rating Reviews can be requested, where there has been a material change to the duties, and/or responsibilities, and/or job requirements, or where there is a new and unique permanent or temporary position. Such reviews are not subject to the grievance and arbitration process set out in Article 16 and 17, but instead are handled in accordance with the Job Rating Review Procedure, which includes the Referee Procedure, as set out in the Manual of Maintenance Procedures of the Joint Job Evaluation/Pay Equity Program.

ARTICLE 27

ACTING PAY

27.1 Salaried Employees

Salaried employees assigned by the City to temporarily perform the full duties of a salaried position in a classification having a higher salary range shall be paid acting pay, provided the assignment is for a period in excess of five (5) continuous working days.

All acting assignments at pay grade 14 and below lasting less than six (6)

months will first be offered by seniority to qualified employee(s) reporting to the manager/supervisor where the assignment occurs.

In such cases, the employee shall be paid acting pay from the first (1st) day of such assignment. (It is recognized that "duties" refers to the normal duties of the position at the time of acting).

The acting pay received for assignments as set out in Article 27.1 shall provide for the greater of:

- (a) the first year rate in the position in which such employee is acting; or
- (b) the equivalent to a placement in the new salary range which will give the employee at least 104% of the employee's present normal salary, and shall be paid for the period in which acting on such assignment. In no case, however, shall such acting pay exceed the maximum of the applicable salary range.

If the replacement situation will require one or more employees to be acting in a position for more than six (6) months, the Employer will consult with the Union to determine whether or not the acting assignment should be extended.

Absent an agreement with the Union to extend an acting salaried assignment, no acting salaried assignment may continue longer than six (6) months without being posted and filled, subject to the rights of the incumbent to return to his/her position in accordance with this agreement.

27.2 Wage Employee Acting in a Salaried Position

A wage employee assigned by the Employer to temporarily perform the full duties of a salaried position having a higher salary range than the employee's normal hourly wage shall be paid acting pay, provided the assignment is for a period in excess of five (5) continuous working days.

All acting assignments at pay grade 14 and below lasting less than six (6) months will first be offered by seniority to qualified employee(s) reporting to the manager/supervisor where the assignment occurs.

In such cases, the employee shall be paid acting pay from the first (1st) day of such assignment. (It is recognized that "duties" refers to the normal duties of the position at the time of acting).

The acting pay received for assignments as set out in 27.2 shall provide for the greater of:

- (a) the first year rate in the position in which such employee is acting; or
- (b) the equivalent to a placement in the salary range which will give the employee at least 104% of the employee's present normal hourly rate, and shall be paid for the period in which acting on such assignment. In no case, however, shall such acting pay exceed the maximum of the applicable salary range.

If the replacement situation will require one or more employees to be acting in a position for more than six (6) months, the Employer will consult with the Union to determine whether or not the acting assignment should be extended.

Absent an agreement with the Union to extend an acting salaried assignment, no acting salaried assignment may continue longer than six (6) months without being posted and filled, subject to the rights of the incumbent to return to his/her position in accordance with this agreement.

27.3 Salary Increment While Acting

Should an employee act in a position for one (1) year or more, the employee so acting shall be eligible to receive an increment in the salary scale in which he/she is acting, provided that he/she is not already at the maximum of that salary scale. It is recognized that upon return from acting to the employee's position, the employee's increment date remains unchanged and the employee will be returned to the salary scale of his/her position at the increment level to which he/she is entitled in accordance with Article 24.

27.4 Increment Date Upon Appointment

Should an employee, acting in a position, be officially appointed to that position the date the employee commenced acting duties shall be the employee's new increment date.

27.5 Promotional Increase from an Acting Appointment

- (a) The salary placement of an employee, who has been continuously acting in one or more position(s) or assignment(s) for more than six (6) months, who is promoted or assigned to another position or assignment having a higher salary/wage range than the salary/wage

range of the acting assignment, shall be based upon the higher of the employee's acting salary or the **employee's** substantive salary at the date of the promotion.

- (b) In all other cases, the salary placement of an employee who is promoted or assigned to another position or assignment in a higher salary/wage range, shall be based upon the employee's substantive salary.

27.6 *Wage Employees Acting in Wage Positions

Provided he/she has the necessary qualifications, a wage employee, may be assigned in an acting capacity to replace another wage employee who is absent on any leave authorized under this agreement, for a maximum period of six (6) months.

Such assignments shall be filled by the most senior employee who is qualified to perform the functions of the job, first from within the work unit, next from within the section, and next from within the branch.

Any vacancy needed to be **"back-filled"** as a result of this acting assignment may be filled in accordance with Clause 12.6.

Save and except for those jobs set out in Appendix J, it is expressly understood and agreed that where there are no qualified seniority employees or probationary employees available under Article 12.6, then the Employer may hire a temporary employee for the term of the replacement situation.

For those jobs set out in Appendix J, it is expressly understood and agreed that where there are no qualified seniority employees or probationary employees available under Article 12.6, then the Employer may hire a new probationary employee for the term of the replacement situation. Such hiring will not constitute a breach or abuse of the probationary period so long as such new probationary employee is afforded the recall rights set out in Article 12.6.

In such cases, the employee shall be paid acting pay from the first (1st) day of such assignment.

If the replacement situation will require one or more employees to be acting in a position for more than six (6) months, the Employer will consult with the Union to determine whether or not the acting assignment should be extended.

Absent an agreement with the Union to extend an acting wage assignment, no acting wage assignment may continue longer than six (6) months without being posted and filled, subject to the rights of the incumbent to return to his/her position in accordance with this Agreement.

- 27.7 The provisions in respect of acting pay shall not derogate from the provisions in respect of vacancies and new positions.

ARTICLE 28

ARBITRATION RESPECTING AMENDMENTS TO THE AGREEMENT OR TERMS OF A NEW AGREEMENT

- 28.1 If by January 31st following notification of the desire to seek amendments or a new agreement the Parties have failed to reach a satisfactory agreement, the Parties may mutually agree to request the Minister of Labour of the Province of Ontario to provide the services of an Officer of Conciliation. Failing this or in the event that no agreement is reached either Party may demand that matters still in disagreement be submitted to arbitration and shall give notice in writing to the other Party detailing the points still at issue.
- 28.2 The Board of Arbitration shall consist of three (3) members to be appointed within thirty (30) days of the demand for arbitration and shall consist of one (1) member appointed by the Employer and one (1) member appointed by the Union who within seven (7) days of their appointment shall meet together for the purpose of selecting a third member who shall act as Chairman.
- 28.3 In the event of disagreement and a selection not being made within seven (7) days after the date on which the two members first meet, either of the **members may on not less than two days' notice in writing to the other member**, apply to the Minister of Labour of the Province on Ontario to appoint a Chairman.
- 28.4 The decision of the Board of Arbitration shall be final and binding on both parties.
- 28.5 The parties shall each bear the expense of its own arbitrator, and shall bear equally the expense of the Chairman and all other expenses of the arbitration.

ARTICLE 29

DURATION OF AGREEMENT

- *29.1 This agreement shall remain in force and effect from January 1, 2020 (except where a clause otherwise provides) to December 31, 2024, and thereafter from year to year.
- 29.2 Should either Party to the Agreement wish to seek amendments to or modifications of the Agreement or to terminate the Agreement and negotiate a new Agreement, it shall give notice to the other Party not later than thirty (30) days before the expiration of the Agreement.
- 29.3 Within thirty (30) days of the receipt of this notice the Parties shall meet for the purpose of considering the proposed amendments or terms of a new agreement.

ARTICLE 30

ALLOWANCES/REIMBURSEMENTS AND PROTECTION

30.1 Pre-Existing Conditions of Employment

It is agreed that no right, benefit or privilege enjoyed or possessed but not set down in this agreement, which has been confirmed through the arbitration awards set out in Appendix D shall be altered or revoked without consent of the Union.

It is further agreed that no right, benefit or privilege enjoyed or possessed but not set down in this Agreement or as otherwise agreed in writing between the parties, shall be altered or revoked without prior consultation with the Union.

30.2 Legal Protection

The Employer agrees to provide legal protection, including judgement costs, to employees in those situations arising directly from the responsible discharge of official duties by the employee or resulting from the carrying out of an official order or orders.

For the purposes of this clause, an employee who feels there is a conflict between his or her interests and that of the Employer may request the appointment of separate counsel of the **employee's** choice. If such request is

approved by the Employer, the Employer shall be responsible for the reasonable fees and disbursements of the appointed counsel. The Employer's approval shall not be unreasonably denied.

*30.3 Transportation

- (a) The Union acknowledges the general right of the Employer to establish and modify its policies with respect to parking at City facilities.
- (b) Reimbursement for parking costs will be limited to expenses incurred in the authorized use of a personal vehicle for business purposes. The Employer reserves the discretion to reimburse the cost of a monthly parking pass, if one is available.
- (c) The Employer acknowledges that there are a number of employees who currently enjoy free parking as a result of an arbitration award or a condition of employment. The Employer agrees to continue to provide free parking under the conditions outlined below:
 - (i) where the parking benefit was attached to the position, the employee will continue to receive free parking until such time that he/she applies for and is the successful candidate for an alternate position.
or
 - (ii) where the parking benefit was received as a condition of employment, the employee will continue to receive free parking until such time that they cease to be a member of the bargaining unit.
- (d) When employees are authorized by the Employer to drive a personally owned or leased vehicle for municipal business the Employer shall reimburse the employee for all kilometers driven on the Employer's business at the rate of \$0.54/km (Effective January 1, 2021 increase from \$0.54/km to \$.55/km and effective January 1, 2022 increase from \$0.55/km to \$0.56/km).
- (e) Employees who were receiving a minimum monthly vehicle allowance on July 22, 2021 will continue to receive a minimum monthly payment of \$75.00 for their vehicle expenses incurred when on authorized municipal business on the following conditions:

- i. they remain in the position they were occupying as of July 22, 2021
- ii. the requirement to use a personal vehicle for authorized municipal business remains a condition of employment, as determined by the Employer.

Employees will be reimbursed in accordance with article 30.3 (d) once they exceed their monthly minimum.

Employees who receive the minimum monthly vehicle allowance will be provided with an accurate signed form T2200 (Revenue Canada) confirming the automobile use as a work requirement.

This minimum monthly vehicle allowance will be suspended when an employee temporarily moves into another job or is on leave, for any reason, that is expected to last, or does last, longer than one (1) calendar month. The minimum monthly vehicle allowance will be reactivated when the employee returns to their substantive position provided the conditions set out in (e) (i) and (ii) are met.

- (f) In order to encourage the use of public transport by employees, an employee may register for a PRESTO Smartcard to purchase OC Transpo monthly pass products and be entitled to a once annual 25% reimbursement of the total annual amount of OC Transpo monthly passes purchased on his or her PRESTO Smartcard provided that:
 - (i) The employee signs a yearly declaration affirming that the purpose of the OC Transpo pass through their PRESTO Smartcard is for their personal use only, and
 - (ii) The employee provides their PRESTO Transit Usage Report showing the number and cost of monthly passes purchased during the year. Such proof must be submitted with their claim for reimbursement by March 31 of the year immediately following the calendar year being claimed.

The eligibility criteria for sign up for the PRESTO Smartcard reimbursement shall be the same as the criteria that was applicable to the OC Transpo Ecopass on December 4, 2007 (Interest Arbitration Decision).

30.4 Protective Clothing And Footwear

- *a) Subject to the eligibility requirements set out in c) below, employees who are required by the Employer to wear protective footwear shall receive an annual allowance towards the purchase of such footwear. Employees entitled to receive a footwear allowance shall receive an annual allowance in the amount of \$185 (effective January 1, 2021 increase from \$185 to \$225) for employees required by the Employer to wear “green patch” footwear and \$130 (effective January 1, 2021 increase from \$130 to \$160) for employees required to wear safety footwear of a lower “patch” level.
- b) Notwithstanding the above, “Tree Climbers” will not receive a footwear allowance however, the appropriate protective footwear will be supplied by the Employer.

For purposes of clarification, this serves to confirm that “green patch” footwear refers to certified grade 1 footwear that withstands 125 joules and has a puncture resistant steel plate sole as well as footwear with a sole resistant to electric shock commonly referred to as footwear with an omega sign.

Safety footwear of a lower “patch” level refers to all other safety footwear with a lower grade toe cap.

It is recognized that there are circumstances (e.g., work related accidents, nature of work) where consideration should be given for additional replacement other than mentioned above. Such requests must be made in writing to the Employer.

c) Eligibility

Employees must be on the active payroll of the Employer, have completed the probationary period and been at work for at least six (6) continuous months in the twelve (12) months prior to the issuance.

30.5 Tool Allowance/Provision Of Tools

The Employer agrees to reimburse all recognized tradespersons whose job descriptions require them to hold a license and who are required to use their own tools in the Employer's business, up to \$460 per year pro-rated on a monthly basis. The Employer also agrees that such payment shall be made on the last cheque in each calendar year, or upon termination of employment

as applicable. Exclusive of the normal tools referred to above, the Employer agrees to make available the necessary tools required for the repair of equipment or machinery, as may be required. All tools issued by the Employer shall remain the property of the Employer.

*30.6 Annual Clothing and Footwear Allowance – Long Term Care

Full-time continuous Personal Support Workers and Registered Practical Nurses working in Long Term Care who are on the active payroll of the Employer and have completed the probationary period shall be provided with an annual clothing and footwear allowance of \$125.00, on the second pay of November.

Effective January 1, 2021, full-time continuous Personal Support Workers, registered Practical Nurses, Cooks, Assistant Cooks, Food Service Attendants, Food Services Supervisors, Senior Environmental Service Attendants, Housekeeping Attendants and Laundry Attendants working in Long Term Care who are on the active payroll of the Employer and have completed to probationary period shall be provided with an annual clothing and footwear allowance of \$175.00, on the second pay of November.

30.7 The Employer shall pay to all employees who work in the stock room and audio visual equipment areas \$75 per annum for the cleaning of their clothes and to make available a lab coat/equivalent for their use. This entitlement shall be calculated on a prorated basis for each full calendar month not worked by the employee and shall be paid out annually.

30.8 The Employer shall pay to each Supervisor, Public Health Inspection, Public Health Inspector and Public Health Inspector Trainee \$175.00 per annum for cleaning of their clothing. This allowance will apply only to employees who are required to conduct inspections in a calendar month.

30.9 Membership and Professional Fees will be reimbursed in accordance with the City's Membership and Professional fee Policy.

*30.10 Reimbursement for medical exams for licenses

Effective January 1, 2022, where the Employer determines that an employee must possess an A, C, D or F class license(s) for Ontario residents (or a 1, 2, 3 or 4A class license(s) for Quebec residents, as applicable) as a requirement of employment, such employee(s) will be reimbursed for any medical exams required by the Ministry of Transportation of Ontario (or by the Société de l'assurance automobile du Québec, as applicable) to

maintain such license(s) to a maximum of ninety (\$90) every three years. Employees will be required to provide evidence of payment to be eligible for reimbursement.

ARTICLE 31

PARAMEDIC SERVICE EMPLOYEES

*Paramedic employees falling within the scope of this Agreement namely Advanced Care Paramedics, Primary Care Paramedics, Equipment and Supply Technicians, Paramedic Superintendent, Logistics and Biomedical Engineering Technologist shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article.

31.1 (a) Hours of Work – Rotating Shift Employees

- i) For those employees assigned to a rotating shift the standard hours of work shall be an eight (8), ten (10) and/or twelve (12) hour shift over a seven (7) day week with weekly hours of no more than forty (40) or forty-two (42) hours averaged over a two (2) week period.
- ii) For those employees assigned to rotating eight (8), ten (10) and/or twelve (12) hour shift, Clause 6.3.1 (a) is applicable. Rotating shift employees who do not rotate through the day and night shift shall not receive the seven percent (7%) per hour premium as per Clause 6.3.2. It is understood that the provisions of Clause 6.3.3 apply.

*(b) Hours of Work – Fixed Shift Employees

- i) For those Advanced Care Paramedics and Primary Care Paramedics assigned to a fixed shift the standard hours of work shall be an eight (8), ten (10), ten and a half (10.5) or twelve (12) hour shift over a seven (7) day week with weekly hours of not more than forty (40) or forty-two (42) hours averaged over a two (2) week period. For those other Paramedic Service employees assigned to a fixed shift the standard hours of work shall be an eight (8), ten (10), or twelve (12) hour shift over a seven (7) day week with weekly hours of not more than forty (40) or forty-two (42) hours averaged over a two (2) week period.

- ii) The Employer agrees to maintain a minimum of ten (10) Paramedics assigned to eight (8), ten (10), ten and a half (10.5), or twelve (12) hour fixed day shifts Monday to Friday.
- (c) Employees shall receive a period of at least eight (8) consecutive hours free from performing work in each day.

31.2 (a) Exchange of Shifts

Employees may exchange shifts with other employees by mutual consent provided no payment of overtime shall result and provided that the designated supervisor authorizes, in writing, in advance such exchanges. Such authorization shall not be unreasonably withheld.

(b) Replacement Shifts

Employees eligible for replacement shift assignments will communicate their availability in writing to the Employer and will be expected to notify the Employer or a designate of any changes in their availability not less than twelve (12) hours in advance of such change.

*(c) Eating Period

This section is agreed to further to O.Reg. 491/06 *Terms and Conditions of Employment in Defined Industries-Ambulance Services* under the *Employment Standards Act, 2000*.

- (i) The City shall continue efforts to enable Advanced Care Paramedics, Primary Care Paramedics and Paramedic Superintendent, Logistics assigned to a twelve hour shift to receive two (2) thirty (30) minute paid eating periods during each shift. All other Paramedic Service employees assigned to a twelve (12) hour shift shall be entitled to two (2) thirty (30) minute unpaid eating periods.
- (ii) The City shall continue efforts to enable Advanced Care Paramedics and Primary Care Paramedics to an eight (8), ten (10) or ten and a half (10.5) hour shift to receive one (1) thirty (30) minute paid eating period. In addition, the City shall continue efforts to enable Paramedic Superintendent, Logistics assigned to an eight (8) or ten (10) hour shift to receive one (1) thirty (30) minute paid eating period. All other Paramedic

Service employees assigned to an eight (8) or ten (10) hour shift shall be entitled to one (1) thirty (30) minute unpaid eating period.

- (iii) It is recognized that there may be occasions where it is not possible for Paramedics to be provided with one or more eating periods, where an eating period may be interrupted, or where eating periods will be at intervals that are shorter or longer than are required by s.20 of the *Employment Standards Act, 2000*. As such all full-time Paramedics delivering paramedic care shall be entitled to an eating period allowance of a maximum of \$300 annually. This entitlement shall be calculated on a prorated basis for each week delivering paramedic care and shall be paid out annually. Effective January 1, 2015 the entitlement will only be pro-rated if the employee is hired after January 1 or if the employee does not provide paramedic care for any period of time in excess of 4 consecutive weeks.

It is understood that this section of the Collective Agreement applies to the City and Advanced Care Paramedics and Primary Care Paramedics instead of s.20 of the *Employment Standards Act, 2000*.

Employees who are required to work during their unpaid eating period shall receive compensation for any one-half hour period during which they are required to work.

31.3 Vacation Leave

- (a) For employees who work a weekly average of 42 hours averaged over a two week period, each week of vacation entitlement is equal to 42 hours.

For employees who work a weekly average of 40 hours averaged over a two week period, each week of vacation entitlement is equal to 40 hours.

The daily hours deducted for a **day's** vacation shall be equal to the amount of regular hours the employee was scheduled to work on that specific day.

- (b) Every paramedic employee shall give notice in writing to his/her supervisor by the 15th of March in each year of his/her preferred

vacation days for the period of 1 May through 31 October. Upon receipt of such notice, the supervisor will confirm vacation days by the 15th of April of each year. Should the employee not submit notice of their preferred vacation days for the period of 1 May through 31 October by the 15th of April, the Employer may schedule its use.

- (c) Every paramedic employee shall give notice in writing to his/her supervisor by the 15th of September in each year of his/her preferred vacation days for the period of 1 November through 30 April. Upon receipt of such notice, the supervisor will confirm vacation days by the 15th of October of each year. Should the employee not submit notice of their preferred vacation days for the period of 1 November through 30 April by the 15th of October, the Employer may schedule its use.

31.4 Work for Other Paramedic Services

Each employee shall advise the Employer in writing if he/she is working full or part-time as a paramedic at any other ambulance service in the Province of Ontario. The employee shall further provide the Employer with information respecting any mandatory or voluntary training received as a result of this employment.

31.5 Service Commitment and Training

- (a) Paramedics who are the recipient of significant investment from the Employer as in the case of training as outlined in subsection (i) below, shall commit to a length of service with the Employer so that the Employer may derive benefit from the investment. The length of such commitment shall be based on the value of the investment pursuant to the formula set out below.
- (b) Employees who leave the service of the Ottawa Paramedic Service prior to the completion of the prescribed commitment period, shall be required to repay the Employer a prescribed amount of money. The amount of money prescribed shall be determined in accordance with the formula set out in subsection (ii) below and shall be repaid for each month or part-months remaining in the commitment period at the time of termination.
- (c) It is recognized that circumstances may occur which, while beyond the control of the employee, serve to prevent him or her from completing the required service commitment. The Employer agrees

that in such circumstances, the required period of service may be waived.

(i) Training Courses Include:

Advanced Care Paramedic Training (ACP)
Pre-hospital Trauma Life Support (PHTLS)
Tactical Medic Training
Advanced Cardiac Life Support (ACLS)
Pediatric Advanced Life Support (PALS)
Neonatal Resuscitation Provider (NRP)
Can-bike II
Critical Care Paramedic (CCP)

Training Courses may be added to this schedule with the agreement of the Union and the Employer.

(ii) The value of the training program shall be determined as follows:

Value = Tuition cost + Direct expenses to EMS + (0.5 x basic rate of pay for all working hours lost due to training).
Prescribed payment=Value/24

- (d) Subject to the above, the Employer agrees to pay the fees for any job-related course or seminar deemed beneficial to the Employer upon successful completion of such course or seminar provided the application and approval for Employer reimbursement is made prior to the Employee taking such course or seminar.
- (e) The Employer agrees that where, in the interests of increased efficiency and/or effectiveness, in-service training courses are deemed desirable, the Employer will provide such courses at the **Employer's expense**.

31.6 Trial Period

The parties agree that the trial period set out in clause 11.1.1(c) shall not apply to those employees who apply for and receive Advanced Care Paramedic Training (ACP) at the **Employer's expense**.

31.7 Uniforms

The Union and the Employer agree to the creation of a joint Union/Management uniform committee.

All full-time paramedical employees covered by these terms and conditions of employment shall be entitled to a uniform cleaning allowance of a maximum of \$500 annually. This entitlement shall be calculated on a prorated basis for each week actually worked by the employee and shall be paid out bi-weekly.

Uniforms are the property of the Employer and must be returned upon termination of employment. Should uniform items not be returned, the value of the unreturned items will be assessed and recovered from the employee.

31.8 Casual paramedic employees shall not be permitted to bank overtime in accordance with clause 6.1.4.

*31.9 Statutory Holidays

An employee who is scheduled and works on a statutory holiday, as set out in clause 7.10(a), shall have the option of banking the hours earned for the statutory holiday.

The banked hours may be scheduled no more than three (3) months after the statutory holiday has occurred and such scheduling must follow the normal leave requesting provisions of the Ottawa Paramedic Service. Leave in lieu of statutory holidays that has not been taken within the three (3) month period mentioned above shall be automatically paid out. Such payment will be at the **employee's** rate of pay in effect on the date that the statutory holiday was earned.

Effective January 1, 2017, employees who are scheduled and work statutory holidays, as set out in clause 7.10 (a) shall be entitled on a pro-rata basis to a leave bank of thirteen (13) Statutory Holidays. Leave in lieu of statutory holidays must follow the normal leave requesting provisions of the Ottawa Paramedic Service.

Leave in lieu of statutory holidays that has not been taken from the previous year shall be automatically paid out on the first pay in February of the following year. Leave in lieu will be at the **employee's** rate of pay in effect on the date that leave is taken. Payment will be at the **employee's** rate

of pay in effect on the date that the statutory holiday was earned. Employees will only be eligible to request and receive payment after the actual Statutory Holiday has passed.

If an employee, for any reason, has taken more statutory holidays than they have earned during a calendar year, recovery of the over usage will be made from the upcoming pay of the employee. In such instances the authorization for such a deduction shall be deemed to have been provided to the Employer by the employee, pursuant to the *Employment Standards Act, 2000*.

If an employee has taken more statutory leave than they have earned at the time when the **employee's** services are terminated for a reason other than redundancy, layoff, or death, the salary over-payment resulting from the use of unearned statutory holidays shall be recovered from the employee by the Employer. The Employer shall be deemed to be authorized pursuant to the *Employment Standards Act, 2000* to make deductions from the **employee's** pay cheque in order to recover the overpayment.

31.10 Notification – Illness or Injury Absence

Employees who are absent from work due to illness or injury must make every reasonable effort to notify their immediate supervisor of such absence no later than two (2) hours prior to the **employee's** normal starting time on the day the employee begins his/her absence.

ARTICLE 32

PERMANENT PART-TIME EMPLOYMENT

All permanent part-time employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article.

- *32.1 (a) Part-time employment is defined as regularly scheduled work of twenty-four (24) hours per week or less averaged over two bi-weekly pay periods but exclusive of replacement situations provided such replacement situations do not exceed thirty (30) consecutive working days.
- (b) Part-time employees who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a bi-weekly basis except as outlined below:

(i) Long Term Care Services

Part-time employees in the Long Term Care Services who wish to be considered for work outside their regular schedule shall advise the Employer of their availability up to ninety (90) days in advance, unless otherwise mutually agreed between the Employer and the Union. At the request of the Employer, employees shall also provide their known availability for a period of time beyond the ninety (90) day period for the purpose of assessing vacation requests from Full-time or other Part-time employees.

Employees are required to update their availability should it change prior to accepting a shift.

The assignment of additional shifts will be done based on seniority and staff availability at the time the additional shift is assigned.

(ii) Social Housing

Part-Time employees in Social Housing who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a monthly basis, no later than the second Friday of every month, unless otherwise mutually agreed between the Employer and the Union. Employees are required to update their availability should it change prior to the Employer posting the schedule.

- (c)
- (i) Part-time employees shall accumulate all hours worked outside their schedule, or in temporary positions including replacement situations that do not exceed thirty (30) consecutive working days for all part-time seniority and continuous service purposes.
 - (ii) Part-time employees working in temporary full-time positions greater than thirty (30) consecutive working days shall accrue seniority in the same manner as full-time continuous employees.
 - (iii) In circumstances where the temporary full-time positions including replacement situations were not originally to exceed thirty (30) consecutive working days and are later extended

beyond thirty (30) consecutive working days, the provisions of (c) (ii) above will be effective on the extension date.

(iv) In circumstances where the temporary full-time positions including replacement situations are known at the commencement of the assignment to exceed thirty (30) consecutive working days, the provisions of (c) (ii) above will be effective on the first day of the assignment.

- (d) A part-time employee who is assigned to a full-time temporary assignment lasting less than twelve (12) consecutive months shall continue to be covered under the provisions of this Article. Where an employee has worked in a full-time temporary assignment lasting twelve (12) consecutive months or more, he/she may elect in writing to be enrolled in the benefit plans, including Income Protection Plan and vacation leave under Article 34, while continuing to work in a full-time temporary assignment. Where an employee does not make an election, he/she shall continue to be paid the percentage in lieu as outlined in this Article and not entitled to benefit plans, including Income Protection Plan and vacation leave under Article 34.

32.2 Hours of Work

- (a) The regularly scheduled work of part-time employees shall be posted a minimum of two weeks in advance and such work schedules shall be consistent with the standard hours of work set out in article 5 or under Appendix B, Localized Hours of Work Practices for full-time employees performing such work.
- (b) An eating period is only provided if the employee works five (5) consecutive hours or as per the *Employment Standards Act*, whichever is most favourable.

32.3 Premiums and Overtime

- (a) No part-time employee shall work overtime unless authorized by the **employee's** manager or a person delegated by the manager. Overtime shall be defined as time worked in excess of the normal hours of work for a full-time employee performing the same work as set out in Article 5 or under Appendix B, Localized Hours of Work Practices.

- (b) Where management requires a part-time employee to regularly work outside the standard hours of work, set out in Article 5 for full-time employees or under Appendix B, Localized Hours of Work Practices and these hours have not been altered in accordance with Article 5, overtime premiums will apply to hours worked by part-time employees before or after a normal work day.
- (c) No employee shall be required to work in excess of sixteen (16) hours in any twenty-four (24) hour period, or to exceed thirty-two (32) overtime hours in any bi-weekly pay period. It is recognized, however, that the limitation of thirty-two (32) overtime hours may be exceeded in those situations where it is deemed that an emergency exists which requires the employee to exceed the overtime limit.
- (d) Where an **employee's** part-time shift has been changed and the notice or change of shift is less than one week, the Employer shall pay two (2) hours at straight time rates of **the employee's regular** hourly rate in lieu of notice.
- (e) In the event of a part-time employee reporting for work in the ordinary course of his employment and not being able to perform his regular work because of inclement weather, he shall be provided with work for half of his/her scheduled shift or pay in lieu thereof.
- (f) Qualified permanent part-time employees who have advised the Employer of their availability beyond their scheduled hours shall be offered any additional hours at their work location within their classification in order of seniority, prior to the utilization of casual employees or temporary employees, and provided that no overtime premium is thereby incurred. Qualified permanent part-time employees shall be offered full-time temporary assignments within their classification at their work location in order of seniority prior to the utilization of casual employees to fulfil the temporary assignment. This does not apply to shift extensions which will first be offered, by seniority, to those persons in the classification working the shift to be extended.

*32.4 Vacation Pay

- (a) In lieu of vacation leave, vacation pay based on gross earnings and paid bi-weekly shall be provided to all part-time employees in accordance with the following schedule:

- (i) Employees with less than five (5) **years'** continuous service to be paid 6%.
 - (ii) Employees with five (5) but less than sixteen (16) **years'** continuous service to be paid 8%.
 - (iii) Employees with sixteen (16) but less than twenty-two (22) **years'** continuous service to be paid 10%.
 - (iv) Employees with twenty-two (22) but less than 30 **years'** continuous service to be paid 12%.
 - (v) Employees with thirty (30) or more **years'** continuous service to be paid 14%.
- (b) An **employee's service** shall be considered continuous except in the event the employee loses seniority as outlined in Article 10, Clause 10.5.
 - (c) An employee shall be entitled to take, at a mutually agreeable time, a leave of absence without pay of up to an amount of time equal to one week for each 2% vacation pay entitlement per year.
 - (d) **"Years"** as used in (a) above refers to length of service with the Employer including predecessor municipal Employers (anniversary date).

32.5 Sick Leave Credits

Part-time employees regularly scheduled to work at least fourteen (14) hours bi-weekly shall accumulate sick leave credits at the rate of 7% of the scheduled hours worked. It is understood that this is exclusive of any hours worked on a casual basis outside of regular scheduled hours.

- (i) Employees accumulate sick leave credits from the initial date of hire **but can't utilize such credits for the first three (3) months of employment.**
- (ii) For employees hired before January 1, 2017

Any sick leave taken during the first 624 hours is at 2/3 salary.

For employees hired on or after January 1, 2017

Any sick leave taken during the first 976 hours is at 2/3 salary.

- (iii) A medical certificate may be required by the Employer for any absence where the Employer feels circumstances are such that it is warranted and an employee shall be informed of such requirements in advance. However it is understood that a medical certificate will be required for any absence beyond four (4) consecutive days.
- (iv) Where possible, employees who are absent from work due to illness or injury must notify their immediate supervisor of such absence no later than the **employee's** normal starting time on the day the employee begins his/her absence.
- (v) Employees who are entitled to leave of absence on account of non-occupational illness or injury may obtain it on production of satisfactory application to the **employee's** manager.
- (vi) It is understood that there will be no pay-out of sick credits on termination.

32.6 Special Leave

Special Leave is a provision which is designed to enable an employee to be absent from his/her employment with full pay for the following reasons:

- (i) When an employee is unable to schedule professional appointments outside of such **employee's** scheduled working hours, the employee may make application for Special Leave.
- (ii) The unexpected or sudden illness of the **employee's** spouse or child and/or his/her aging parent which prevents the employee from reporting to duty.
- (iii) Emergency situations which prevent the employee from reporting to duty.

Special Leave is to be utilized solely for the purposes specified in (i), (ii) and (iii) above.

To qualify for Special Leave the employee must have:

- (a) Completed the probationary period as specified in this Agreement;

- (b) Notified his department at least 48 hours in advance of the date and required time off.

In the event of an emergency situation (b) above shall be waived.

Special Leave is limited to a maximum of twenty (20) hours per annum, non-cumulative, and may be taken on an hourly basis and in minimum units of one hour. Any hours required in excess of one (1) shift may be granted by the **employee's** manager.

Application beyond the one day will be considered on an individual basis and authorization shall be solely at the discretion of the **employee's** manager.

Employees who have taken Special Leave may be required to produce satisfactory evidence regarding the reason for the leave.

Any time taken as Special Leave shall be counted as time taken as 'Emergency Leave' pursuant to the *Employment Standards Act*.

32.7 Bereavement Leave

The Employer shall grant leave of absence with full pay of five (5) working days (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of mother, father, spouse, child, person standing in loco parentis, sister, brother, grandchild.

The Employer shall grant a leave of absence with full pay of three (3) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the **employee's** spouse or the spouse of the **employee's** brother or sister.

For twelve hour shift employees, the Employer shall grant a leave of absence with full pay of four (4) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death).

Any time taken as bereavement leave shall be counted as time taken as Emergency Leave pursuant to the *Employment Standards Act*.

32.8 Pregnancy Leave Top-Up

Applicable after twelve (12) **months'** continuous service provided the employee has completed the probationary period applicable to permanent part-time employees.

32.9 Parental Leave Top-Up

Applicable after twelve (12) **months'** continuous service provided the employee has completed the probationary period applicable to permanent part-time employees.

32.10 Pension

Applicable only to eligible part-time employees as governed by the Ontario Municipal Employees Retirement System.

32.11 Probationary Period

(a) For employees hired before January 1, 2017

Newly hired permanent part-time employees shall be on a probationary period normally not exceeding 624 consecutive hours worked. During the probationary period, an employee may have his/her employment terminated without recourse to the grievance procedure, save and except where the termination is arbitrary, discriminatory, or in bad faith.

For employees hired on or after January 1, 2017

Newly hired permanent part-time employees shall be on a probationary period normally not exceeding 976 consecutive hours worked. During the probationary period, an employee may have his/her employment terminated without recourse to the grievance

procedure, save and except where the termination is arbitrary, discriminatory, or in bad faith.

The Employer may, with written approval of the Union, extend the probationary period as specified above an additional 244 consecutive working hours, but in all cases, the notice must be made in writing and include the reasons for the extension.

- (b) A probationary employee shall not be permitted to accept temporary assignments save and except for seasonal wage employees who are required to work in more than one (1) seasonal assignment to complete the full duration of their probation.

Effective January 1, 2017, a probationary employee shall not be permitted to accept temporary assignments or promotions save and except for seasonal wage employees who are required to work in more than one (1) seasonal assignment to complete the full duration of their probation.

- (c) Employees hired on or after January 1, 2017, shall be paid ninety-five percent (95%) of their starting rate pay for the work being performed during the probationary period.

32.12 Seniority

The seniority calculation shall be on the basis of all paid hours and hours accumulated in accordance with the provisions of clause 10.3, provided no employee is credited with more than the equivalent of full-time annual hours in any anniversary year.

32.13 Benefits and Insurance

Upon completion of the probationary period, permanent part-time employees shall receive 12% added onto their hourly rate for all paid hours in lieu of benefits received by full-time employees, including compensation for statutory holidays.

32.14 Salaries and Wages

- (a) For employees hired before January 1, 2017

The normal effective date for the implementation of an **employee's** salary increment within a pay range shall be the first day of the bi-

weekly pay period following the appropriate salary increment date. The normal salary increment date shall be after 1500 paid hours. However, a part-time employee, except in accordance with (b) below, is not to receive an increment unless twelve months has elapsed from:

- (i) the initial date of hire or
- (ii) the date of the **employee's** increment, whichever is applicable.

For employees hired on or after January 1, 2017

Subject to the provisions of 7.8(c), the normal effective date for the implementation of an **employee's** salary increment within a pay range shall be the first day of the bi-weekly pay period following the appropriate salary increment date.

Initial Increment

Once the employee completes the probationary period, the initial salary increment date shall be after the employee completes an additional 1500 paid hours. However, a part-time employee is not to receive an increment unless twelve months has elapsed from the date the employee completed probation.

Subsequent Increment

Thereafter, the normal salary increment date shall be after 1500 paid hours. However, a part-time employee is not to receive an increment unless twelve months has elapsed from the date of the **employee's** previous increment.

- (b) The parties agree to the carrying over of any paid hours above 1500 but recognizing that there will not be more than 1 increment per year on average.

32.15 Organizational or Technological Change

For part-time employees the provisions of Article 25 apply to part-time positions only.

32.16 Layoff and Recall

A permanent part-time employee who has completed his/her probationary period is entitled to the provisions of Article 12 and shall be considered for permanent part-time positions only.

32.17 Workplace Safety and Insurance

Article 8 applies, however advances are only to a maximum of available sick leave credits.

*32.18 Article 30.6 does not apply

ARTICLE 33

TEMPORARY PART-TIME EMPLOYMENT

All temporary part-time employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article.

- *33.1 (a) The hiring of temporary employees shall not derogate from the requirement to fill vacancies and new positions of a permanent nature as set out in Article 11 or the provisions of Article 9, Probationary Period.
- (b) All temporary employees shall pay Union dues from their initial date of employment.
- (c) A temporary employee shall be entitled to apply for salary or wage competitions in the same manner as any employee of the Corporation.
- (d) The word "**service**", when used in this Article, refers to actual paid time worked with the Employer.
- (e) This Article does not apply to those jobs listed in Appendix J. There may be specific wage replacement situations where the replacement procedures set out in Article 27.6 and 12.6 will not adequately address the need for a replacement employee. In these circumstances the Employer may hire a temporary wage employee.

- *33.2 (a) Temporary employees are employed for a specified period of time for any of the following reasons:
- (i) to replace an employee who is absent from their substantive position for a period in excess of thirty (30) days as a result of illness or injury, including any periods of work hardening;
 - (ii) To replace an employee who is absent from their substantive position for a period in excess of thirty (30) days as a result of any leave authorized in accordance with the *Employment Standards Act, 2000*, as amended from time to time;
 - (iii) To replace an employee who is absent from their substantive position on any other leave authorized under this collective agreement (not contemplated under (i) and (ii) above) for a period in excess of thirty (30) days and up to twenty-four (24) months, which can be extended by mutual agreement of the parties (such extension requests will not be unreasonably denied);
 - (iv) to replace an employee who is absent from their substantive position temporarily in order to fill a temporary assignment;
 - (v) to work in a specific time limited project of an experimental nature so the Employer can determine if such work or project should be continued on an ongoing basis;
 - (vi) to provide short-term limited assistance to the regular work force for extraordinary or peak workload requirements provided the peak workload requirement itself will not exceed six (6) months.;
 - (vii) to fill vacancies for up to 18 months in those affected positions of which the Union has received notice of the introduction or implementation of organizational or technological change in accordance with Article 25;
 - (viii) To work on a temporary project or program for up to twenty-four (24) months, which can be extended by mutual agreement of the parties (such extension requests will not be unreasonably denied).
- (b) Part-time employment is defined as regularly scheduled work of twenty-four (24) hours per week or less averaged over two bi-weekly pay periods but exclusive of replacement situations provided such

replacement situations do not exceed thirty (30) consecutive working days.

- (c) Part-time employees who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a bi-weekly basis except as outlined below:

- (i) Long Term Care Services

Part-time employees in the Long Term Care Services who wish to be considered for work outside their regular schedule shall advise the Employer of their availability up to ninety (90) days in advance, unless otherwise mutually agreed between the Employer and the Union. At the request of the Employer, employees shall also provide their known availability for a period of time beyond the ninety (90) day period for the purpose of assessing vacation requests from Full-time or other Part-time employees.

Employees are required to update their availability should it change prior to accepting a shift.

The assignment of additional shifts will be done based on seniority and staff availability at the time the additional shift is assigned.

- (ii) Social Housing

Part-Time employees in Social Housing who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a monthly basis unless otherwise mutually agreed between the Employer and the Union, no later than the second Friday of every month. Employees are required to update their availability should it change prior to the Employer posting the schedule.

- (d) Temporary part-time employees will have a defined end date for their employment.
 - (e) Part-time employees shall accumulate all hours worked outside their schedule, for all part-time seniority for continuous service related benefits and entitlements.

- 33.3 If the Employer considers that a temporary requirement will last six (6) months or more, it will be posted as a temporary position and filled in accordance with Article 11 of the Collective Agreement.
- (a) If filled by an existing full-time permanent or part-time permanent employee, such employee shall be eligible to return to his/her former position either:
 - (i) at the expiry of the term of the assignment; or
 - (ii) at any time prior to completing three (3) months in the assignment (as per trial period - outlined in Article 11.1.1 (c)).
 - (b) If there are no qualified bargaining unit applicants, then the position can be posted externally and filled with a temporary employee.
- 33.4 (a) If the temporary requirement is considered to last less than six (6) months, the Employer shall first attempt to use the Acting Pay provision if an employee capable of performing the work is available within the bargaining unit. If such is not the case, the position may be posted externally and filled with a temporary employee.
- (b) If a temporary requirement situation becomes an established part of the Employer workforce, the position shall be posted in accordance with Article 11.

33.5 Secondary Temporary Requirements

When a temporary employment requirement is filled in accordance with Article 11, the Employer shall fill the resulting opening by first attempting to use the Acting Pay provision. If such is not the case, the position may be posted externally and filled with a temporary employee.

33.6 Hours of Work

- (a) The regularly scheduled work of part-time employees shall be posted a minimum of two weeks in advance and such work schedules shall be consistent with the standard hours of work set out in article 5 or under Appendix B, Localized Hours of Work Practices for full-time employees performing such work.
- (b) An eating period is only provided if the employee works five (5) consecutive hours or as per the *Employment Standards Act*, whichever is most favourable.

33.7 Premiums and Overtime

- (a) No part-time employee shall work overtime unless authorized by the **employee's** manager or a person delegated by the manager. Overtime shall be defined as time worked in excess of the normal hours of work for a full-time employee performing the same work as set out in Article 5 or under Appendix B, Localized Hours of Work Practices.
- (b) Where management requires a part-time employee to regularly work outside the standard hours of work, set out in Article 5 for full-time employees or under Appendix B, Localized Hours of Work Practices, and these hours have not been altered in accordance with Article 5, overtime premiums will apply to hours worked by part-time employees before or after a normal work day.
- (c) No employee shall be required to work in excess of sixteen (16) hours in any twenty-four (24) hour period, or to exceed thirty-two (32) overtime hours in any bi-weekly pay period. It is recognized, however, that the limitation of thirty-two (32) overtime hours may be exceeded in those situations where it is deemed that an emergency exists which requires the employee to exceed the overtime limit.
- (d) Where an **employee's** part-time shift has been changed and the notice or change of shift is less than one week, the Employer shall pay two (2) hours at straight time rates of the **employee's** regular hourly rate in lieu of notice.
- (e) In the event of a part-time employee reporting for work in the ordinary course of his employment and not being able to perform his regular work because of inclement weather, he shall be provided with work for half of his/her scheduled shift or pay in lieu thereof.

*33.8 Vacation Pay

- (a) Vacation pay based on gross earnings and paid biweekly shall be provided to all temporary employees in accordance with the following schedule:
 - (i) Employees with less than five (5) **years'** continuous service to be paid 6%.

- (ii) Employees with five (5) but less than sixteen (16) **years'** continuous service to be paid 8%.
 - (iii) Employees with sixteen (16) but less than twenty-two (22) **years'** continuous service to be paid 10%.
 - (iv) Employees with twenty-two (22) but less than 30 **years'** continuous service to be paid 12%.
 - (v) Employees with thirty (30) or more **years'** continuous service to be paid 14%.
- (b) An employee shall be entitled to take, at a mutually agreeable time, a leave of absence without pay of up to an amount of time equal to one week for each 2% vacation pay entitlement per year.
 - (c) **"Years"** as used in (a) above refers to length of service with the Employer including predecessor municipal Employers (anniversary date) so long as there is no break in service of ninety (90) consecutive calendar days or more.

33.9 Sick Leave Credits

Part-time employees regularly scheduled to work at least fourteen (14) hours bi-weekly shall accumulate sick leave credits at the rate of 7% of the scheduled hours worked. It is understood that this is exclusive of any hours worked on a casual basis outside of regular scheduled hours.

- (i) Employees accumulate sick leave credits from the initial date of hire, so long as there is no break in service of ninety (90) consecutive calendar days or more, but **can't** utilize such credits for the first three (3) months of employment.
- (ii) For employees hired before January 1, 2017

Any sick leave taken during the first 624 hours is at 2/3 salary.

For employees hired on or after January 1, 2017

Any sick leave taken during the first 976 hours is at 2/3 salary.

- (iii) A medical certificate may be required by the Employer for any absence where the Employer feels circumstances are such that it is warranted and an employee shall be informed of such requirements in advance. However it is understood that a medical certificate will be required for any absence beyond four (4) consecutive days.
- (iv) It is understood that there will be no pay-out of sick credits.

33.10 Special Leave

Special Leave is a provision which is designed to enable an employee to be absent from his/her employment with full pay for the following reasons:

- (i) When an employee is unable to schedule professional appointments outside of such **employee's** scheduled working hours, the employee may make application for Special Leave.
- (ii) The unexpected or sudden illness of the **employee's** spouse or child and/or his/her aging parent which prevents the employee from reporting to duty.
- (iii) Emergency situations which prevent the employee from reporting to duty.

Special Leave is to be utilized solely for the purposes specified in (i), (ii) and (iii) above.

To qualify for Special Leave the employee must have:

- (a) For employees hired before January 1, 2017

Completed 12 **months'** service in one of more temporary assignments with no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 624 hours;

For employees hired on or after January 1, 2017

Completed 12 **months'** service in one of more temporary assignments with no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 976 hours;

- (b) Notified his department at least 48 hours in advance of the date and required time off.

In the event of an emergency situation (b) above shall be waived.

Special Leave is limited to a maximum of twenty (20) hours per annum, non-cumulative, and may be taken on an hourly basis and in minimum units of one hour. Any hours required in excess of one (1) shift may be granted by the **employee's** manager.

Application beyond the one day will be considered on an individual basis and authorization shall be solely at the discretion of the **employee's** manager.

Employees who have taken Special Leave may be required to produce satisfactory evidence regarding the reason for the leave.

Any time taken as Special Leave shall be counted as time taken as 'Emergency Leave' pursuant to the *Employment Standards Act*.

33.11 Bereavement Leave

The Employer shall grant leave of absence with full pay of five (5) working days (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of mother, father, spouse, child, person standing in loco parentis, sister, brother, grandchild.

The Employer shall grant a leave of absence with full pay of three (3) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the **employee's** spouse or the spouse of the **employee's** brother or sister.

For twelve hour shift employees, the Employer shall grant a leave of absence with full pay of four (4) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death).

Any time taken as bereavement leave shall be counted as time taken as Emergency Leave pursuant to the *Employment Standards Act*.

33.12 Pregnancy Leave Top-Up

For employees hired before January 1, 2017

Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 624 hours.

For employees hired on or after January 1, 2017

Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 976 hours.

33.13 Parental Leave Top-Up

For employees hired before January 1, 2017

Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 624 hours.

For employees hired on or after January 1, 2017

Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 976 hours.

33.14 Workplace Safety and Insurance

(a) Less than one year of temporary employment

A temporary part-time employee with less than one year of temporary employment is paid by WSIB and receives compensation to the level provided under the WSIA.

(b) More than one year of temporary employment

A temporary part-time employee with more than one year of temporary employment shall be entitled to Article 8 with advances payable to a maximum of the **employee's** sick leave credits.

*33.15 Probationary Period and Permanent Status

A temporary part-time employee shall achieve permanent status within the bargaining unit when

- they apply for and successfully get a permanent job that has been posted in accordance with Article 11 provided that they successfully complete a probationary period equal to the probationary period of a permanent employee, or
- when they have been continuously employed in one or more related temporary part-time assignments for a period of twenty-four (24) months.

Employees who have achieved permanent status do not automatically achieve a substantive position; they must compete for and be successful in a permanent job competition posted in accordance with Article 11.

Employees who have achieved permanent status withing the bargaining unit under this provision will be entitled to the rights, benefits and working conditions of the collective agreement as modified by Article 32.

33.16 Seniority

Seniority will be calculated in accordance with the provisions of Article 10 but will only be recognized for purposes of job postings. In the event the employee is the successful applicant, the employee will be subject to the three (3) month trial period if applicable.

Such successful employee will be immediately enrolled in the benefit plans subject to any waiting period specified in the individual plans.

A temporary employee who has worked for six (6) consecutive months in one or more temporary assignments shall achieve seniority status vis-à-vis other temporary employees in related positions. Such employee, upon completion of a temporary assignment, shall have the right to subsequent future temporary assignments in related positions prior to another

temporary employee who has less seniority provided he/she is qualified to perform the work. Seniority for temporary employees shall be based on their last date of hire.

33.17 Layoff and Recall – not applicable

Where an **employee's** temporary assignment ends prior to the anticipated end date of the assignment due to layoff, the employee will be considered for other temporary part-time assignments within their work unit from the date of layoff to the anticipated end date of their assignment.

33.18 Benefits and Insurance

(a) For employees hired before January 1, 2017

A temporary part-time employee shall be entitled to the 12% in lieu of benefits, including compensation for statutory holidays, provided he/she has worked 624 hours with no break in service of more than ninety (90) consecutive calendar days.

For employees hired on or after January 1, 2017

A temporary part-time employee shall be entitled to the 12% in lieu of benefits, including compensation for statutory holidays, provided he/she has worked 976 hours with no break in service of more than ninety (90) consecutive calendar days.

33.19 Starting Rates of Pay

Employees hired on or after January 1, 2017 will be paid 95% of their starting rate of pay for the work being performed until such time as they have worked at least 976 hours in one or more temporary assignment(s) with no break in employment greater than 90 consecutive calendar days.

33.20 Salaries and Wages

(a) For employees hired before January 1, 2017

The normal effective date for the implementation of an **employee's** salary increment within a pay range shall be the first day of the bi-weekly pay period following the appropriate salary increment date. The normal salary increment date shall be after 1500 paid hours. However, a part-time employee, except in accordance with (b) below,

is not to receive an increment unless twelve months has elapsed from:

- (i) the initial date of hire so long as there is no break in service of ninety (90) consecutive days or more or
- (ii) the date of the **employee's** increment, whichever is applicable.

For employees hired on or after January 1, 2017

The normal effective date for the implementation of an **employee's** salary increment within a pay range shall be the first day of the bi-weekly pay period following the appropriate salary increment date.

Initial Increment:

Once the employee has worked at least 976 hours in one or more temporary assignments with no break in employment greater than 90 consecutive calendar days, the initial salary increment date shall be after the employee completes an additional 1500 paid hours. However, a part-time employee is not to receive an increment unless twelve months has elapsed from the date the employee has worked at least 976 hours in one or more temporary assignments with no break in employment greater than 90 consecutive calendar days.

Subsequent Increment:

Thereafter the normal salary increment date shall be after 1500 paid hours. However, a part-time employee is not to receive an increment unless twelve months has elapsed from the date of the **employee's** previous increment.

- (b) The parties agree to the carrying over of any paid hours above 1500 but recognizing that there will not be more than 1 increment per year on average.
- (c) For employees hired before January 1, 2017

When a current temporary employee accepts a new temporary assignment in a position of a higher pay grade then the temporary **employee's** new rate of pay shall be the greater of:

- (i) The first year rate in the new position; or
- (ii) The equivalent to a placement in the new salary range which will give the employee at least 104% of their last rate of pay received and shall be paid for the period of the new temporary assignment.

In no case however shall such pay exceed the maximum of the applicable salary range.

For employees hired on or after January 1, 2017

Where a temporary employee has worked at least 976 hours in one or more temporary assignments with no break in employment greater than 90 consecutive calendar days, and where the temporary employee accepts a new temporary assignment in a position of a higher pay grade the temporary **employee's** new rate of pay shall be the greater of:

- (i) The first year rate in the new position; or
- (ii) The equivalent to a placement in the new salary range which will give the employee at least 104% of their last rate of pay received and shall be paid for the period of the new temporary assignment.

In no case however shall such pay exceed the maximum of the applicable salary range.

33.21 Organizational or Technological Change – does not apply

33.22 Acting Pay – does not apply

*33.23 Article 30.6 does not apply.

ARTICLE 34

TEMPORARY FULL-TIME EMPLOYEES

All full-time temporary employees falling within the scope of this agreement shall be entitled to the rights, benefits, and working conditions of the Collective Agreement except as modified by this Article.

- *34.1 (a) The hiring of temporary employees shall not derogate from the requirement to fill vacancies and new positions of a permanent nature as set out in Article 11 or the provisions of Article 9, Probationary Period.
- (b) All temporary employees shall pay Union dues from their initial date of employment.
- (c) A temporary employee shall be entitled to apply for salary or wage competitions in the same manner as any employee of the Corporation.
- (d) The word “**service**”, when used in this Article, refers to actual paid time worked with the Employer.
- (e) This Article does not apply to those jobs listed in Appendix J. There may be specific wage replacement situations where the replacement procedures set out in Article 27.6 and 12.6 will not adequately address the need for a replacement employee. In these circumstances the Employer may hire a temporary wage employee
- *34.2 Temporary employees are employed for a specified period of time for any of the following reasons:
- (i) To replace an employee who is absent from their substantive position for a period in excess of thirty (30) days as a result of illness or injury, including any periods of work hardening;
- (ii) to replace an employee who is absent from their substantive position for a period in excess of thirty (30) days as a result of any leave authorized in accordance with the *Employment Standards Act, 2000*, as amended from time to time;
- (iii) to replace an employee who is absent from their substantive position on any other leave authorized under this collective agreement (not contemplated under (i) and (ii) above) for a period in excess of thirty (30) days and up to twenty-four (24) months, which can be extended by mutual agreement of the parties (such extension requests will not be unreasonably denied);
- (iv) to replace an employee who is absent from their substantive position temporarily in order to fill a temporary assignment;

- (v) to work in a specific time limited project of an experimental nature so the Employer can determine if such work or project should be continued on an ongoing basis;
- (vi) to provide short-term limited assistance to the regular work force for extraordinary or peak workload requirements provided the peak workload requirement itself will not exceed six (6) months.;
- (vii) to fill vacancies for up to 18 months in those affected positions of which the Union has received notice of the introduction or implementation of organizational or technological change in accordance with Article 25.;
- (viii) to work on a temporary project or program for up to twenty-four (24) months, which can be extended by mutual agreement of the parties (such extension requests will not be unreasonably denied).

34.3 If the Employer considers that a temporary requirement will last six (6) months or more, it will be posted as a temporary position and filled in accordance with Article 11 of the Collective Agreement.

- (a) If filled by an existing full-time permanent or part-time permanent employee, such employee shall be eligible to return to his/her former position either:
 - (i) at the expiry of the term of the assignment; or
 - (ii) at any time prior to completing three (3) months in the assignment (as per trial period - outlined in Article 11.1.1 (c))
- (b) If there are no qualified bargaining unit applicants, then the position can be posted externally and filled with a temporary employee.

34.4 (a) If the temporary requirement is considered to last less than six (6) months, the Employer shall first attempt to use the Acting Pay provision if an employee capable of performing the work is available within the bargaining unit. If such is not the case, the position may be posted externally and filled with a temporary employee.

- (b) If a temporary requirement situation becomes an established part of the Employer workforce, the position shall be posted in accordance with Article 11.

34.5 Secondary Temporary Requirements

When a temporary employment requirement is filled in accordance with Article 11, the Employer shall fill the resulting opening by first attempting to use the Acting Pay provision. If such is not the case, the position may be posted externally and filled with a temporary employee.

34.6 Vacation Leave

- (a) In lieu of vacation leave, vacation pay based on gross earnings and paid biweekly shall be provided to temporary employees in accordance with the *Employment Standards Act*. In lieu of vacation leave, vacation pay based on 6% of gross earnings and paid bi-weekly shall be provided to all temporary employees.
- (b) Upon completion of one (1) year of temporary employment without a break in service of ninety (90) consecutive calendar days employees shall then be entitled to vacation leave in accordance with the main body of this agreement and the payment in lieu above will cease.
- (c) Prior to the completion of one (1) year of temporary employment without a break in service of ninety (90) consecutive calendar days, a temporary full-time employee shall be entitled to take, at a mutually agreeable time, a leave of absence without pay of up to an amount of time equal to one week for each 2% vacation pay entitlement per year.

34.7 Sick Leave

Following a waiting period of three (3) months of service in one or more temporary assignments with no break in employment of more than ninety (90) days, an employee shall be entitled to 4 ½ sick leave days for future use and will accumulate at the rate of one and one-half (1 ½) days for each completed month of service thereafter which is not eligible for pay out. In the event an employee has a break in employment of more than 90 days, sick leave accumulation ceases and the balance is deleted.

Upon completion of one (1) year of temporary employment without a break in service of ninety (90) consecutive calendar days, sick leave accumulation shall cease and the balance deleted, and the employee shall then be eligible for the Income Protection Plan (IPP), beginning at the one (1) year level of the IPP schedule.

34.8 Special Leave

Temporary employees are entitled to Special Leave in accordance with Article 7 following completion of six (6) months service in one or more temporary assignments with no break in employment greater than 90 consecutive days.

34.9 Bereavement Leave

The Employer shall grant leave of absence with full pay of five (5) working days (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of mother, father, spouse, child, person standing in loco parentis, sister, brother, grandchild.

The Employer shall grant a leave of absence with full pay of three (3) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the **employee's** spouse or the spouse of the **employee's** brother or sister.

For twelve hour shift employees, the Employer shall grant a leave of absence with full pay of four (4) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death).

Any time taken as bereavement leave shall be counted as time taken as Emergency Leave pursuant to the *Employment Standards Act*.

34.10 Pregnancy Leave Top-Up Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days.

34.11 Parental Leave Top-Up Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days.

34.12 Workplace Safety and Insurance

(a) Less than one year of temporary employment

A temporary employee with less than one year of temporary employment is paid by WSIB and receives compensation to the level provided under the *WSIA*.

(b) More than one year of temporary employment

A temporary full-time employee with more than one year of temporary employment shall be entitled to Article 8.

*34.13 Probationary Period and Permanent Status

A full-time temporary employee shall achieve full-time permanent status within the bargaining unit when

- they apply for and successfully get a full-time permanent job that has been posted in accordance with Article 11 provided that they successfully complete a probationary period in that job of at least three (3) months, or
- when they have been continuously employed in one or more related full-time temporary assignments for a period of twenty-four (24) months.

The probationary period may be adjusted upwards only to the extent that the total period of service with the Employer is at least six (6) months.

Employees who have achieved permanent status do not automatically achieve a substantive position; they must compete for and be successful in a permanent job competition posted in accordance with Article 11.

Employees who have achieved permanent status within the bargaining unit under this provision will be entitled to the rights, benefits and working conditions of the collective agreement and these entitlements will no longer be modified by Article 34.

34.14 Seniority

Seniority will be calculated in accordance with the provisions of Article 10 but will only be recognized for purposes of job postings. In the event the employee is the successful applicant, the employee will be subject to the three (3) month trial period if applicable.

Such successful employee will be immediately enrolled in the benefit plans subject to any waiting period specified in the individual plans.

A temporary employee who has worked for six (6) consecutive months in one or more temporary assignments shall achieve seniority status vis-à-vis other temporary employees in related positions. Such employee, upon completion of a temporary assignment, shall have the right to subsequent future temporary assignments in related positions prior to another temporary employee who has less seniority provided he/she is qualified to perform the work. Seniority for temporary employees shall be based upon their last date of hire.

34.15 Layoff and Recall – not applicable

Where an **employee's** temporary assignment ends prior to the anticipated end date of the assignment due to layoff, the employee will be considered for other temporary full-time assignments within their work unit from the date of layoff to the anticipated end date of their assignment.

34.16 Benefits and Insurance

Upon completion of six (6) months service in one or more temporary assignments with no break in employment of more than ninety (90) days, temporary employees will receive 8% added onto their hourly rate for all paid hours in lieu of benefits.

Upon completion of one (1) year of temporary employment without a break in service of ninety (90) consecutive calendar days, the employee shall then be enrolled in the benefit plans, and shall be entitled to all benefit entitlements provided for in the Collective Agreement including placement into the vacation leave schedule and the payment in lieu in accordance with Clause 34.16 above will cease.

34.17 Starting Rates of Pay

Employees hired on or after January 1, 2017 will be paid 95% of their starting rate of pay for the work being performed until such time as they have completed **6 months'** service in one or more temporary assignment(s) with no break in employment greater than 90 consecutive calendar days.

34.18 Salaries and Wages

- (a) For employee hired before January 1, 2017

The normal effective date for the implementation of an **employee's** salary increment within a pay range shall be the Annual anniversary of the **employee's** assignment, subject to the provisions of 7.8(c) first day of the bi-weekly pay period following the appropriate salary increment date.

For Employees hired on or after January 1, 2017

The normal effective date for the implementation of an **employee's** salary increment within a pay range shall be either the anniversary of the **employee's** appointment (or the semi-annual anniversary, where this is provided in the pay schedule) or the anniversary of the **employee's** completion of **6 months' service** in one or more temporary assignments with no break in employment greater than 90 consecutive calendar days.

- (b) For employees hired before January 1, 2017

When a current temporary employee accepts a new temporary assignment in a position of a higher pay grade then the temporary **employee's** new rate of pay shall be the greater of:

- (i) The first year rate in the new position; or
- (ii) The equivalent to a placement in the new salary range which will give the employee at least 104% of their last rate of pay received and shall be paid for the period of the new temporary assignment.

In no case however shall such pay exceed the maximum of the applicable salary range.

For Employees hired on or after January 1, 2017

Once the employee completes 6 months' service in one or more temporary assignments with no break in employment greater than 90 consecutive calendar days, and where the temporary employee accepts a new temporary assignment in a position of a higher pay grade than the temporary employee's new rate of pay shall be the greater of:

- (i) The first year rate in the new position; or
- (ii) The equivalent to a placement in the new salary range which will give the employee at least 104% of their last rate of pay received and shall be paid for the period of the new temporary assignment.

In no case however shall such pay exceed the maximum of the applicable salary range.

34.19 Organizational or Technological Change – does not apply

34.20 Acting Pay – Does not apply

*34.21 Article 30.6 does not apply

ARTICLE 35

CASUAL EMPLOYEES

*35.1 (a) Definition

A casual employee shall be defined as an employee who does not regularly work a predetermined schedule but is used to cover unforeseen or intermittent work requirements lasting not longer than thirty (30) consecutive working days.

(b) Scheduling

Except as outlined in (c) below as it relates to casual employees in Long Term Care or Social Housing, casual employees shall advise the Employer of their availability or non-availability on a bi-weekly basis availability or non-availability for work on specified days of the next two (2) week period.

(c) Scheduling – Long Term Care Services or Social Housing

(i) Long Term Care Services

Casual employees in Long Term Care Services shall declare their availability or non-availability for work on specified days up to ninety (90) days in advance, unless otherwise mutually agreed between the Employer and the Union. At the request of the Employer, casual employees shall also provide their known availability for a period of time beyond ninety (90) day period for the purpose of assessing vacation requests from Full-time or Part-time Long Term Care employees.

Casual employees are required to update their availability should it change prior to accepting a shift

The assignment of shifts will be done based on seniority and staff availability at the time the shift is assigned.

(ii) Social Housing

Casual employees in Social Housing shall declare their availability on non-availability for work on specified days on a monthly basis, no later than the second Friday of every month, unless otherwise mutually agreed between the Employer and the Union.

(d) Availability – Except for Long Term Care and 311 Call Centre Services

Casual employees are required to update their availability or non-availability should it change prior to accepting a shift or the Employer posting the schedule as applicable based on the process in place in their respective work locations.

Casual employees who have not been available for more than ninety (90) consecutive days shall be considered to have a break in service unless such unavailability is due to certified illness or authorized leave.

(e) Availability – Long Term Care Services

- (i) Casual employees shall be available to work four (4) weekend shifts each calendar month, plus two (2) additional shifts each calendar month. Shifts that are scheduled between 3pm Friday to 7am Monday are considered weekend shifts.

- (ii) Casual employees shall be available to work at least eight (8) shifts annually on Holiday weekends and/or the Statutory day. Shifts that are scheduled between 3pm Friday to 7am Monday are considered Holiday weekend shifts. The applicable Holiday weekends and/or Statutory Holidays are:

- Family Day
- Easter
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving

- (iii) Casual employees shall be available to work minimum of one (1) shift between 3pm Christmas Eve to 7am on Boxing Day or between 3pm New Year's Eve to 7am on January 2nd. If casual employees fail to be available for work for this period, the Employer may schedule the casual employees to work in reverse order of seniority.

- (iv) A casual employee who cancels, rejects and/or skips on average four (4) or more shifts in a calendar month for three (3) consecutive calendar months shall be deemed to have resigned save and except where such casual employee has worked four (4) or more shifts over three (3) consecutive calendar months. The Employer may consider extenuating circumstances that result in a casual employee cancelling, rejecting and/or skipping shifts.

- (v) A casual employee who fails to be available for work in accordance with (e) i and ii above for three (3) consecutive calendar months shall be deemed to have resigned save and except where such unavailability is due to certified illness or authorized leave. The Employer may consider extenuating circumstances that result in a casualemployee failing to be available to work.

(f) Availability - 311 Call Centre Services

- (i) Casual employees shall be available and work, if required by the Employer, a minimum of eight (8) hours each calendar month.
- (ii) Employees are required to update their availability should it change prior to accepting a shift.

- (iii) A casual employee who fails to meet the requirements as outlined in (i) above shall be deemed to have resigned. The Employer may consider extenuating circumstances that result in a casual employee failing to meet the requirements as outlined in (i) above.

(g) Entitlements

All casual employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions as provided in clauses 35.2 to 35.24 below.

35.2 Preamble – Applicable

35.3 Recognition/Scope – Applicable

35.4 Responsibility of Employer – Applicable

35.5 Responsibility of the Union – Applicable

35.6 Premiums and Overtime

Overtime shall be defined as time worked in excess of eight (8) hours per day or 40 hours per week.

Overtime for casual employees at the Spay and Neuter Clinics, Operations Support Unit, By-Law and Regulatory Services Branch shall be defined as time worked in excess of 8.75 hours per day or 40 hours per week.

The shift premiums set out in Article 6 are payable where applicable.

35.7 Vacation Leave

Vacation pay will be paid as per the part-time provision (clause 32.4) but a year represents 1500 paid hours. However, in no event should casual employees receive an increase in vacation pay entitlement unless the applicable number of calendar years required to generate such an increase have been met (as specified in Article 32).

35.8 Special Leave

Applicable as per part-time provision contained in clause 32.6 provided employee has been scheduled in advance to work.

35.9 Bereavement Leave

Applicable as per part-time provision contained in clause 32.7 provided employee has been scheduled in advance to work.

35.10 Pregnancy/Parental Leave

Applicable, but top-up not applicable.

35.11 Time Off for Voting - Applicable.

35.12 Workplace Safety and Insurance

Applicable as per *Workplace Safety and Insurance Act*.

35.13 Articles 9, 10 and 11

Employees hired on a casual basis on or after January 1, 2017 will be paid 95% of their starting rate of pay for the work being performed until such time as they have completed 976 hours worked with no break in employment greater than 90 consecutive calendar days.

Employees hired on a casual basis and who work more than 976 cumulative hours with no break in service of more than 90 consecutive calendar days, unless such break in service is due to certified illness, shall have completed the waiting period which shall entitle such employees to the following:

- (i) priority over other casual employees with less than 976 cumulative hours for purposes of work assignment opportunities within specified geographical work locations, provided such employees have the required qualifications which may include specific knowledge of a particular function or work area, provided such is necessary.
- (ii) Seniority will be calculated on the basis of hours worked but will only be recognized in accordance with (iii) below.
- (iii) Such employees shall be entitled to compete for any position in accordance with Article 11. The employee will be subject to the three (3) month trial period, if applicable. Such successful employee will be immediately enrolled in the benefit plans (recognizing any time lag specified in the individual benefit plans).

35.14 Union Representation - Applicable

35.15 Grievance Procedure - Applicable

35.16 Arbitration Procedure - Applicable

35.17 Union Security – Applicable

35.18 Benefits and Insurance

Upon completion of the waiting period, such employees shall receive 12% added to their hourly rate for all hours worked in lieu of benefits received by full-time employees, including compensation for Statutory Holidays.

35.19 Personnel Files – Applicable

35.20 Article 24

(a) For employees hired before January 1, 2017

Applicable on the basis that one (1) year represents 1500 paid hours and with the following understandings:

The normal increment date shall be after 1500 paid hours. However, a casual employee, except in accordance with (b) below, is not to receive an increment unless 12 months has elapsed from:

- (i) the initial date of hire; or
- (ii) the date of the **employee's** increment, whichever is applicable.

For employees hired on or after January 1, 2017

Applicable on the basis that one (1) year represents 1500 paid hours and with the following understandings:

Initial Increment

Once the employee completes the waiting period of 976 hours worked with no break in employment greater than 90 consecutive calendar days, the initial salary increment date shall be after the employee completes an additional 1500 paid hours. However, a casual employee is not to receive an increment unless twelve months has elapsed from

the date the employee completes the waiting period of 976 hours worked with no break in employment greater than 90 consecutive calendar days.

Subsequent Increment

Thereafter the normal salary increment date shall be after the 1500 paid hours. However, a casual employee is not to receive an increment unless twelve months has elapsed from the date of the **employee's** previous increment.

- (b) The parties agree to the carrying over of any paid hours above 1500 but recognizing that there will not be more than one increment per year on average.

35.21 Health and Safety – Applicable

35.22 Article 28 – Applicable

35.23 Article 29 – Applicable

*35.24 Domestic or Sexual Violence Leave

Any employee who qualifies for Domestic or Sexual Violence leave under the *Employment Standards Act, 2000* as amended from time to time, shall be eligible for up to five (5) days of paid leave, non-cumulative, per year in addition to any paid leave provided by the *Employment Standards Act, 2000* for this purpose. Entitlement, application and administration of this leave shall be done in accordance with the provisions outlined in the *Employment Standards Act, 2000*, as amended from time to time.

ARTICLE 36

CURBSIDE WASTE COLLECTION EMPLOYEES

PREAMBLE

This Article sets out the terms and conditions applying to employees performing the work related to solid waste collection and recycling. All curbside employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article and the Memorandum dated 18 August 2011 (as modified from time to time by the parties).

CUPE Local 503 acknowledges that such work has not been previously performed by members of the Ottawa-Carleton Public **Employees'** Union, CUPE Local 503 and is not work of the bargaining unit as defined under the main body of the Collective Agreement.

CUPE Local 503 further agrees that in the event the City of Ottawa decides to have this work performed by a third party contractor, in part or in whole, following the performance of said work under the terms of this Article, no grievance, complaint or action of any kind will be filed by CUPE Local 503 or any of its members claiming a violation of any provision of the Collective Agreement or related employment legislation alleging a restriction on the **Employer's** right to have such services performed under contract, based on or in relation to the performance of said work under this Article.

In recognition of the essential nature of these services to the community, the parties agree to establish a Union/Management Committee for this work site which shall meet monthly (or more frequently if warranted) to discuss operation or workplace issues with a goal to resolving them expeditiously. Minutes of said meetings shall be copied to the CUPE Local 503. The Committee shall not have authority to amend or alter any terms and conditions of this Article without the written consent of the parties. This Committee shall include a Waste Collection Operator, the Field Supervisor, the Operations Manager and may include a union representative and a labour relations officer.

The City shall also encourage future Employer(s) to consider hiring these employees.

Hours of Work

The standard hours of work shall be scheduled between Monday to Saturday on a four 10 hour day cycle between 7 a.m. and 6 p.m. Although employees may have expressed their interest in particular routes, route and truck assignment are at the discretion of the Employer. Where statutory holidays affect collection services, the schedule shall be moved forward into Saturday in order to provide service. The parties agree to review the holiday adjustment if in the future council should direct an alternative approach.

Employees shall be scheduled for 30 minute unpaid meal breaks during their shift and be provided with two (2) fifteen (15) minute paid rest breaks.

Premiums and Overtime

Overtime

Overtime shall be paid at time and one-half of the regular rate after 40 hours per week or 10 hours per day.

Premiums - Not applicable.

Reporting Pay - Not applicable.

Income Protection Plan

After three (3) months of continuous service, employees hired under the terms of this Article shall be eligible to use 4.5 days of paid sick leave and shall accumulate thereafter 1.5 days for each month of full service thereafter.

Probation – Applicable except for Article 9.5

Job Postings

- (a) Selection of new employees shall be based upon standard qualifications, experience and ability to perform the work, including a physical assessment of suitability, as established by the Employer. Candidate selection is not on the basis of sufficient ability.
- (b) Where staffing complements are insufficient to cover the daily routes due to staff absences, the Employer shall be permitted to hire casual employees from outside employment agencies to cover staffing deficiencies. The Employer will also consider qualified laid off employees for such temporary cover off assignments and the terms and conditions of this appendix shall

govern their employment while in said assignments. Selection of such candidates shall be in accordance with this appendix.

- (c) Employees covered by this Article shall have access to compete for positions in accordance with Article 11 of the main body of the collective agreement.

Article 12 – Applicable in the event of a temporary cessation of work because of a lack of work unrelated to the end of the waste collection contract. Bumping and recall rights shall commence at pay grade 5 or below.

Salaries and Wages

The rates of pay for the positions are set out in Annex A of this Article. Notwithstanding the Job Evaluation/Pay Equity agreements between the parties, these special program assignments shall be deemed to have “out of scale” rates and there shall not be adjustments made to the rates agreed upon under the terms of this Article as set out in Annex A.

Job Descriptions and Classifications - Not applicable.

Acting Pay - Not applicable.

Organizational and Technological Change – Not applicable.

Employment Opportunities:

In the event the City of Ottawa decides to have this work, in part or in whole, performed once again by a third party contractor, employees performing the work under this Article who are not employed by the third party contractor as the successor employer, shall be given the opportunity for re-employment with the City, subject to the following process, which shall be exercised in the order it appears in (a), (b) and (c) below:

- (a) They shall be considered for placement into a vacant position at pay grade 5 or below for which the employee is suited by education, training and work experience, subject to the employee meeting the job qualifications and having the ability to do the work with a 4-6 week familiarization period.
- (b) If the employee cannot be placed into a vacant position they may bump into a position at pay grade 5 or below for which the employee is suited by education, training and work experience, subject to the employee meeting the job qualifications and having the ability to do the work with a 4-6 week familiarization period, provided the incumbent has less than 12 months'

service and is less senior than the bumping employee. It is understood that the employee will assume the rate of pay of the position they bump into at the time they enter the position.

- (c) If the employee cannot bump, they will be laid-off in accordance with Article 12.

Reimbursement for Use of Private Vehicle - Not applicable.

*Provision of Safety Footwear

Safety footwear allowance for staff who are employed as and performing the duties of Waste Collection Operator, Senior Waste Collection Operator and Field Supervisor will be entitled to \$193.09 (Effective January 1, 2021, increase from \$193.09 to \$225.00) paid twice annually in recognition of exceptional circumstances due to nature of the work performed and prolonged exposure to extreme weather conditions. Employees are required by the Employer to wear green patch footwear.

Tool Allowance/Provision of Tools - Not applicable.

Categories of Employees

Part-Time - Not applicable

Temporary Employees - Not applicable.

Casual Employees - Not applicable

* ANNEX A - RATES OF PAY

	Effective 1 Jan 2020	Effective 1 June 2020	Effective 1 Jan 2021	Effective 1 Jan 2022
Field Supervisor	\$ 34.352	\$ 34.852	\$ 35.375	\$ 35.994
Curbside Waste, Operations Clerk	\$ 28.112	\$ 28.612	\$ 29.041	\$ 29.549
Senior Waste Collection Operator**	\$ 26.707	\$ 27.207	\$ 27.615	\$ 28.098
Waste Collection Operator	\$ 26.107	\$ 26.607	\$ 27.006	\$ 27.479

	Effective 1 Jan 2023	Effective 1 Jan 2024
Field Supervisor	\$ 36.642	\$ 37.375
Curbside Waste, Operations Clerk	\$ 30.081	\$ 30.683
Senior Waste Collection Operator**	\$ 28.604	\$ 29.176
Waste Collection Operator	\$ 27.974	\$ 28.533

**Senior Waste Collection Operator and associated rates of pay – hourly rate of pay to be 2.3% greater than the Waste Collection hourly rate of pay.

*ARTICLE 37

CENTRAL AMBULANCE COMMUNICATION CENTRE

PREAMBLE

This Article sets out the terms and conditions applying to employees performing work in the Central Ambulance Communication Centre (CACC). All CACC employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article. Unless stated otherwise, the modifications in this article replace the entire sub-article it references from the main body of this agreement as well as any other sub-article noted below as not being applicable to employees of the CACC.

CUPE Local 503 acknowledges that such work has not been previously performed by members of the CUPE Local 503.

CUPE Local 503 further agrees that in the event the Province of Ontario decides to have this work performed by a different third party contractor, in part or in whole, following the performance of said work under the terms of this Article, no grievance, complaint or action of any kind will be filed by CUPE Local 503 or any of its members claiming a violation of any provision of the Collective Agreement or related employment legislation alleging a restriction on the **Employer's** right to

have such services performed under contract, based on or in relation to the performance of said work under this Article.

Hours of Work

The CACC is a twenty-four (24) hour service, seven (7) days per week.

Ambulance Communication Officers and Communications Supervisors will work a shift schedule of eight (8), ten (10) and/or twelve (12) hour shifts to a maximum of 80 or 84 hours in a pay period.

Administrative Support Staff will work thirty-five (35) hours per week, seven (7) hours per shift, Monday through Friday.

Employees shall be scheduled for one (1) thirty (30) minute unpaid meal break during their shift (if working a twelve (12) hour shift, employees shall be scheduled for two (2) thirty (30) minute unpaid meal breaks). All employees will receive two (2) fifteen (15) minute paid rest breaks.

This shift and vacation schedule for these employees shall be set in consultation with a scheduling working group which shall be established with similar terms of reference to the existing paramedic model.

Articles 5.2, 5.3, 5.7, 5.8 of the main body of the agreement do not apply.

An employee who is scheduled and works on a statutory holiday, as set out in clause 7.10 (a), shall have the option of banking the hours earned for the statutory holiday.

The banked hours may be scheduled no more than three (3) months after the statutory holiday has occurred and such scheduling must follow the normal leave requesting provisions of the Ottawa Paramedic Service. Leave in lieu of statutory holidays that has not been taken within the three (3) month period mentioned above shall be automatically paid out. Such payment will be at the **employee's** rate of pay in effect on the date that the statutory holiday was earned.

Effective January 1, 2017, employees who are scheduled and work statutory holidays, as set out in clause 7.10 (a) shall be entitled on a pro-rata basis to a leave bank of thirteen (13) Statutory Holidays. Leave in lieu of statutory holidays must follow the normal leave requesting provisions of the Ottawa Paramedic Service.

Leave in lieu of statutory holidays that has not been taken from the previous year

shall be automatically paid out on the first pay in February of the following year. Leave in lieu will be at the **employee's** rate of pay in effect on the date that leave is taken. Payment will be at the **employee's** rate of pay in effect on the date that the statutory holiday was earned. Employees will only be eligible to request and receive payment after the actual Statutory Holiday has passed.

If an employee, for any reason, has taken more statutory holidays than they have earned during a calendar year, recovery of the over usage will be made from the upcoming pay of the employee. In such instances the authorization for such a deduction shall be deemed to have been provided to the Employer by the employee, pursuant to the *Employment Standards Act, 2000*.

If an employee has taken more statutory leave than they have earned at the time when the **employee's** services are terminated for a reason other than redundancy, layoff, or death, the salary over-payment resulting from the use of unearned statutory holidays shall be recovered from the employee by the Employer. The Employer shall be deemed to be authorized pursuant to the *Employment Standards Act, 2000* to make deductions from the **employee's** pay cheque in order to recover the overpayment.

Eating Period -- applies

Premiums and Overtime

Overtime

Overtime shall be paid at time and one-half of the regular rate after 70 hours per bi-weekly period for administrative support staff, and 80 or 84 hours per bi-weekly period for Ambulance Communications Officers and Communications Supervisors or for hours worked before or after their scheduled shift.

Premiums

Any employee required to work on a rotating shift basis, will receive a premium of 7% of the regular rate of pay for his/her classification for all shifts worked. Where the Employee works outside of 7am to 7pm the employee shall be paid the 7% premium for all regular hours worked provided that 50% or more of those regular hours fall between 7pm and 7am.

Those employees who are entitled to be in receipt of the 7% rotating shift premium are also entitled to that premium on operational overtime shifts. The premium does not apply to non-operational overtime. These paragraphs replace Clause 6.3.

Articles 6.1 (except 6.1.3), 6.2 and 6.3 apply.

Leaves (All articles apply unless stated otherwise below)

Vacation -- Employees who were originally acquired from the Sisters of Charity may have a grandfathered entitlement to vacation. Otherwise, employees will accumulate vacation in accordance with the following:

Ambulance Communication Officers and Communications Supervisors work a weekly average of either 40 or 42 hours averaged over a two week period; therefore each week of vacation entitlement is equal to 40 or 42 hours, as applicable.

Administrative Support Staff work thirty-five (35) hours per week; therefore each week of vacation entitlement is equal to 35 hours.

The daily hours deducted for a **day's** vacation shall be equal to the amount of regular hours the employee was scheduled to work on that specific day.

Every employee shall give notice in writing to their supervisor by the 15th of March in each year of their preferred vacation days for the period of 1 May through 31 October. Upon receipt of such notice, the supervisor will confirm vacation days by the 15th of April of each year. Should the employee not submit notice of their preferred vacation days for the period of 1 May through 31 October by the 15th of April, the Employer may schedule its use.

Every employee shall give notice in writing to their supervisor by the 15th of September in each year of their preferred vacation days for the period of 1 November through 30 April. Upon receipt of such notice, the supervisor will confirm vacation days by the 15th of October of each year. Should the employee not submit notice of their preferred vacation days for the period of 1 November through 30 April by the 15th of October, the Employer may schedule its use.

Notification – Illness or Injury Absence - Employees who are absent from work due to illness or injury must make every reasonable effort to notify their immediate supervisor of such absence no later than two (2) hours prior to the **employee's** normal starting time on the day the employee begins his/her absence.

Probationary Period – applies however the probationary period for all new employees entering the bargaining unit shall be nine (9) months in recognition of the delays inherent in the formal training process as well as the need for significant on the job training for ambulance communication officers.

Seniority

Seniority, as referred to in this Agreement, shall commence upon the date of hire with the City of Ottawa. Those employees who were originally acquired from the Sisters of Charity shall have a seniority date no earlier than December 1st, 2002. The accumulation of seniority will be administered in accordance with the main body of this agreement.

Job Postings and Selection

- (a) Selection of new employees shall be based upon Article 11.1.1 or Article 11.1.3 if applicable.
- (b) The trial period applies except the time period shall be a period of six (6) months.
- (c) The internal job postings relating to dispatch positions will expressly note the existence of different working terms and condition from those of the main unit.
- (d) Employees covered by this Article shall have access to compete for positions in accordance with Article 11 of the main body of the collective agreement.

Contracting Out – Not applicable

Salaries and Wages – Applies with below restrictions

The rates of pay for the positions are set out in the main body of this agreement. The rates of pay for the positions have been determined using the City of **Ottawa's** Job Evaluation/Pay Equity plan.

An employee hired as a Trainee Communication Officer will be trained to become a Communication Officer during a nine (9) month period. If the employee successfully completes the nine (9) month training period, the employee will be transferred to the position of Communication Officer and will be placed as step 1 of the pay grade of the Communication Officer.

Organizational or Technological Change: Applicable with the following restriction:

Employees exercising their bumping rights provided for in Article 25.6 can only be exercised in relation to other employees covered by these terms and conditions of employment in this article.

It is further agreed that the loss of the contract to operate the dispatch centre will not be deemed to trigger Article 25 entitlements.

Allowances/Reimbursements and Protection – Not applicable except as follows:

Transportation -- The Employer agrees to continue the existing practice of providing free parking to Employees where such parking is available free of charge to the Employer or at such cost as may be charged to the employer.

Mileage will be reimbursed as per the main body of this agreement.

First aid/CPR training fees will be covered by the City and the training will be done during working hours.

Protective Clothing and Equipment -- applies

Paramedic Service Employees – Not applicable

Categories of Employees

Part-Time - Same as this Article save the following exceptions:

Hours of Work – Part-time employees will be scheduled for less than twenty-four (24) hours per week. Part-time employees who wish to be considered for work outside their regular shift shall advise the Employer of their availability on a bi-weekly basis.

Premiums - Where the Employee works outside of 7am to 7pm the employee shall be paid the 7% premium for all regular hours worked provided that 50% or more of those regular hours fall between 7pm and 7am.

Salaries and Wages - An employee hired as a Part-Time Trainee Communication Officer will be trained to become a Communication Officer during a twelve (12) month period. If the employee successfully completes the twelve (12) month training period, the employee will be transferred to the position of Communication Officer and will be placed as step 1 of the pay grade of the Communication Officer.

Acting Assignments

The Ambulance Communications Officers (ACO) assigned to temporarily perform the full duties of Communications Superintendents (Supervisors) shall be paid acting pay, provided the assignment is for a period of six (6) hours or more in a single shift. The acting pay would then be applicable to that entire shift only. This

paragraph shall replace Article 27 (Acting Pay), Clause 27.1, paragraph 1 and the remainder of Article 27 shall apply.

The terms of the paragraph above shall remain in effect for as long as the Transfer Payment Agreement (TPA) between the Ministry of Health and Long Term Care (MOHLTC) and the Ottawa Paramedic Service exists. Should the TPA cease to exist, **the parties agree that clause 27.1, paragraph 1 would then apply.**

The wearing of Communications Superintendents (Supervisors) epaulettes does not deem ACOs to be in an acting role, unless they are officially assigned the acting role. This assignment would be done on a per shift basis, as noted in the first paragraph above.

Uniforms

ACOs deemed qualified to act as Communications Superintendents (Supervisors) shall be required to wear Communications Superintendents (Supervisors) epaulettes at all times.

ARTICLE 38

TWELVE HOUR SHIFT EMPLOYEES – R. PICKARD ENVIRONMENTAL CENTRE AND LEMIEUX AND BRITANNIA WATER FILTRATION PLANTS

All twelve hour shift employees working in R.O. Pickard Environmental Centre and Lemieux and Britannia water filtration plants falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article.

38.1

- (a) For twelve (12) hour shift employees who are paid at 80 hours bi-weekly at straight time:

SCHEDULING SHIFTS

Initially, shift schedules shall be:

- Cycle 1 - 156 hours - 4 shifts
- Cycle 2 - 156 hours - 4 shifts
- Cycle 3 - 156 hours - 4 shifts

then Cycle 4 - 156 hours - A shift
168 hours - B shift
156 hours - C shift
168 hours - D shift

(b) For twelve (12) hour shift employees who are paid at 84 hours bi-weekly at straight time:

The standard daily hours shall be twelve (12) hours per shift. The standard weekly hours shall be forty-two (42) hours averaged over a two (2) week period.

38.2 AVERAGING

For twelve (12) hour shift employees who are paid at 80 hours bi-weekly at straight time:

The hours set out for each four (4) week cycle are regular scheduled hours and hours worked in excess of that regular schedule are paid at the applicable overtime rate. Daily overtime is payable after 12 continuous hours and overtime for "regular shift operators" is payable for hours worked outside of the scheduled hours within a specific cycle. Overtime entitlement for relief operators is set out in 38.9.

For twelve (12) hour shift employees who are paid at 84 hours bi-weekly at straight time:

Overtime is payable for authorized hours worked in excess of the standard daily hours or standard weekly hours of forty-two hours averaged over a two (2) week period. Additional overtime entitlement for relief operators is set out in 38.9.

NOTES:

(i) For twelve (12) hour shift employees who are paid at 80 hours bi-weekly at straight time:

Employees will be paid eighty (80) hours bi-weekly at straight time rates for working the schedules set out in 38.1(a).

For twelve (12) hour shift employees who are paid at 84 hours bi-weekly at straight time:

Effective 29 September 2016 all employees who are appointed in positions and/or successfully compete in accordance with Article 11 of the Collective Agreement on or after this date will be paid eighty-four (84) hours bi-weekly at straight time rates for working the standard daily hours and standard weekly hours out in 38.1 (b).

- (ii) Any denial of a specific date to be the scheduled day off will normally be at the time the request is made.
- (iii) If changes occur outside of (ii) notice will be one week in advance.
- (iv) If the employee requests a specific day to be a scheduled day off, the Employer will attempt to accommodate the employee's preference for the day off.

If the Employer cannot accommodate the employee's preference, the employee may submit two alternate days for consideration and the Employer will attempt to accommodate provided a relief operator is available. In the event the Employer cannot accommodate the employee's preference, the employee will be provided with those dates that the Employer could provide as alternate days off. In the event a mutual agreement is not reached as to the employee's day off, the Employer reserves the right to schedule the day off to accommodate staffing requirements.

If the employee feels that he/she was not given proper consideration in determining the day(s) off, the employee may request a review of the reasons by the applicable Plant Manager. Such review will be held as soon as possible after the request.

In the event the review is not completed until after the designated day off and the applicable Plant Manager finds that a relief operator was available on one of the requested days and the employee should have been granted one of the requested days off, the employee will be granted the premium portion (1/2 time) for the day in question.

38.3 DAILY HOURS

The daily hours of work shall be:

Day Shift - 0600 hours to 1800 hours

Night Shift - 1800 hours to 0600 hours

Nothing in this schedule prevents employees from exchanging shifts with other employees by mutual agreement provided the designated Supervisor is so advised in writing, in advance where possible, and further provided that no payment of overtime shall result.

Employees may also continue the present practice of making mutual cover-off arrangements for early/late starts or quits provided no payment of overtime shall result.

38.4 OVERTIME PAY FOR WORK ON THE ACTUAL STATUTORY/DECLARED HOLIDAY

Payment for work on a statutory holiday at premium rates will only be for those hours actually worked on the statutory holidays.

- A - For the shift working from 1800 hours of the day preceding the Holiday to 0600 hours on the day of the Holiday:

six (6) hours at time and one-half (1 1/2)

- B - For the shift working from 0600 hours to 1800 hours on the day of the Holiday:

twelve (12) hours at time and one-half (1 1/2)

- C - For the shift working from 1800 hours on the day of the Holiday to 0600 hours on the day following the Holiday:

six (6) hours at time and one-half (1 1/2).

The overtime pay for shifts A and C immediately above is augmented by the straight time hours worked on the day which precedes or follows the hours worked on the Holiday.

This does not replace any other entitlements, including any other overtime or shift premium to which an employee may be entitled.

38.5 ENTITLEMENTS TO STATUTORY/DECLARED HOLIDAYS

- (a) Employees scheduled to work and who work on the statutory or declared holiday will receive their regular bi-weekly pay plus the applicable premium pay for hours worked on the actual holiday as set out in 38.4 above.

- (b) For twelve (12) hour shift employees who are paid at 80 hours bi-weekly at straight time:

If a statutory or declared holiday falls on employees' scheduled day off and they do not work, such employees will receive their regular bi-weekly pay plus an additional eight hours pay for the holiday.

For twelve (12) hour shift employees who are paid at 84 hours bi-weekly at straight time:

If a statutory or declared holiday falls on employees' scheduled day off and they do not work, such employees will receive their regular bi-weekly pay plus an additional 8.4 hours pay for the holiday.

- (c) If a statutory or declared holiday falls on an employees' scheduled day off and they do work, such employees will be paid at premium rates for all hours worked on the statutory or declared holiday in addition to payment outlined in 38.5 (b).

38.6 ELIGIBILITY FOR PAY FOR STATUTORY/DECLARED HOLIDAY

Where Article 7.10 of the Agreement requires an employee to work the day prior to and subsequent to a holiday (or on authorized leave with pay or authorized leave of absence without pay of less than 5 days) such stipulated days shall be the twelve (12) hour shift employee's last scheduled working day prior to and the first scheduled working day following the actual holiday.

38.7 EMPLOYEE ON I.P.P. ON STATUTORY HOLIDAY

Occurrence of statutory or declared holiday during an employee's absence on the Income Protection Plan shall reduce an employee's number of days of income protection eligibility by .5 days (4 hours).

38.8 ANNUAL LEAVE

For twelve (12) hour shift employees who are paid at 80 hours bi-weekly at straight time:

Twelve (12) hour shift employees are entitled to the same annual hours of annual leave as are eight (8) hour employees. However, for simplicity, deductions will be translated into 12 hour days.

An employee with three (3) weeks, times 40 hours of entitlement, will be credited with two (2) weeks of sixty (60) hours entitlement for deduction purposes. Deduction from such credits shall be at twelve (12) hours for each such day taken.

For twelve (12) hour shift employees who are paid at 84 hours bi-weekly at straight time:

Each week of vacation entitlement is equal to 42 hours. The daily hours deducted for a **day's** vacation shall be equal to the amount of regular hours the employee was scheduled to work on that specific day.

38.9 OVERTIME AND WEEKEND DEFINED FOR RELIEF OPERATORS AND ON CALL.

- (a) The Employer shall attempt to schedule no more than four (4) consecutive work days for relief operators. In the event an employee is scheduled (exclusive of (b) below) for more than four (4) consecutive days; then overtime will be paid after the fourth (4th) consecutive day.
- (b) The Employer reserves the right to reschedule relief operators any time without overtime premiums except for the defined weekend period (that is any time during the week). Change of shift premium in such cases will be applicable.
- (c) A weekend for on call purposes shall be from 1800 hours Friday to 0600 hours Monday.

38.10 BEREAVEMENT LEAVE

Bereavement leave will be based on four (4) 12 hour days entitlement.

38.11 SPECIAL LEAVE

A day of Special Leave shall be twelve (12) hours. The maximum such leave is 32 hours per year.

38.12 UNCERTIFIED INCOME PROTECTION PLAN ENTITLEMENT

Employees will be entitled to five (5) 12 hour days of uncertified sick leave per year in even numbered years and six (6) twelve hour uncertified days in odd numbered years.

38.13 ALL OTHER RIGHTS AND BENEFITS

All other rights and benefits set out in the Collective Agreement shall continue to apply to those involved in the twelve (12) hour shift operations. It is recognized that either Party reserves the right to discuss the other rights and benefits if there is uncertainty as to the applicability to the twelve (12) hour shift employees.

38.14 If the Employer or Union, at the end of any calendar year is not satisfied with the efficiency and/or economics of the 12 hour shift, it may request consultation with the Union or Employer and in the absence of resolving the outstanding issue(s), it may revert to an eight (8) hour shift schedule provided six (6) months notice of such discontinuation of the twelve (12) hours shift is given.

ARTICLE 39

SUMMER STUDENTS WORKING IN THE FORMER PUBLIC WORKS AND SERVICES DEPARTMENT

PREAMBLE

This Article sets out the terms and conditions applying to employees who are Students Working in the Public Works and Services Department. Employees falling within the scope of this article shall only be entitled to the rights, benefits and working conditions of the Collective Agreement as specified by this Article. If an article from the main body of the agreement is not referenced in this article it does not apply.

CUPE Local 503 acknowledges that such work has not been previously performed by members of the Ottawa-Carleton Public **Employees'** Union, CUPE Local 503 and is not work of the bargaining unit as defined under the main body of the Collective Agreement.

Definitions – applicable

Recognition – applies as agreed

Definition of Student:

A person hired by the City of Ottawa under the Summer Student Program Guidelines to work in the PWS department for the period between April 1st and Labour Day each year.

Management Rights – applies

Responsibility of the Employer – applies

Responsibility of the Union – applies

Hours of Work:

A five (5) day work week, Monday to Sunday, eight (8) hours per day and forty (40) hours per week.

Students may be assigned alternate hours of work to match those of the Business Unit to which they are assigned.

Summer students working the 24/7 shift in Roads may be scheduled to work 40 hours per week, averaged over a two week period. Overtime shall be payable after eight (8) hours per day, or after eighty (80) hours bi-weekly.

Traffic Management and Operational Support – Traffic Counters, Senior Traffic Counters and Traffic Counter Supervisors Hours of Work:

Students will be scheduled, when weather permits, between the hours of 0645 and 2100 hours for a shift to be comprised of not more than a total of ten (10) paid hours. Work may be scheduled Monday to Saturday and may include a split shift. It is understood that there is no guarantee of a minimum number of hours of work.

Eating and Rest Period (Clause 5.4 and 5.5) – applies

Premium and Overtime:

No employee shall work overtime unless authorized by the **employee's** manager or a person delegated by the manager. Overtime shall be defined as time worked in excess of the normal work day or work week.

Leaves:

Employees will receive 4% vacation pay on each cheque.

Bereavement Leave – applies

Workplace Safety and Insurance:

Applicable as per the *Workplace Safety and Insurance Act* – applies

Probationary Period:

Newly hired students shall be on a probationary period not exceeding one season. During the probationary period, a student may have his or her employment terminated without recourse to the grievance procedure, save and except where the termination is arbitrary, discriminatory, or in bad faith.

Seniority:

Students shall be required to apply for any subsequent period of employment.

Students who apply to return, after successful completion of their probationary period, to the same classification will be re-employed based on seniority, subject to the availability of positions. Students returning to the same classification will be given priority over new applicants.

Students who apply to a different position, after successful completion of their probationary period, will be selected based on merit. If successful, the student will be subject to a two (2) month trial period in the new position. If unsuccessful during the trial period, the student will be allowed to return to a vacant position in their former classification if a vacancy exists prior to the end of the season, otherwise the student may return the following season to the classification in which they completed their probationary period.

Students who refuse an offer of employment, who accept an offer of employment and then fail to report, or who choose to end their period of employment before completion (unless they have been granted an approved period of absence) shall not have any preferred standing with regards to re-employment.

Seniority will accumulate as of the first day worked but no earlier than April 1st, 2007.

Lay Off and Recall – applies within Student job classification only. The termination of employment at the normal end of the season does not constitute a lay-off.

Union Representation – applies

Grievance Procedure – applies

Arbitration Procedure – applies

Union Security – applies

Employee Review and Employee Files – applies

Contracting Out – applies

Health and Safety – applies

Arbitrations Respecting Amendments to the Collective Agreement – applies

Duration of Agreement – applies

Allowances/Reimbursements and Protection:

Students whose position requires travel within the City will be reimbursed in accordance with the City's policy on Local Transportation.

Clause 30.2 Legal Protection applies.

Clause 30.4 Protective Footwear

Summer students who return for a second consecutive summer season and who are required by the Employer to wear protective footwear shall be reimbursed for green patch footwear in the amount of one hundred dollars (\$100.00) during the second consecutive summer season.

Thereafter, reimbursement will occur every second summer season if the summer student returns for second consecutive summer seasons.

Allowance will be paid on the first pay period in August.

LOU #6: Alternative Dispute Resolution – applies

MOU re: duties of Students -- applies

Job Evaluation:


The City agrees to meet with the Union to discuss the results of the job evaluation review prior to finalization.

*Hourly Rates of Pay:

	Jan 1 2020	Jan 1 2021	Jan 1 2022	Jan 1 2023	Jan 1 2024
Pay Grade 3	\$14.537	\$14.775	\$15.013	\$15.283	\$15.589
Pay Grade 4	\$14.537	\$14.775	\$15.013	\$15.283	\$15.589
Pay Grade 5	\$15.383	\$15.614	\$15.887	\$16.173	\$16.496
Pay Grade 6	\$16.665	\$16.915	\$17.211	\$17.521	\$17.871
Pay Grade 7	\$17.946	\$18.215	\$18.534	\$18.868	\$19.245

SIGNED AT OTTAWA, ONTARIO, THIS 13th DAY OF October 2022.

THE CITY OF OTTAWA

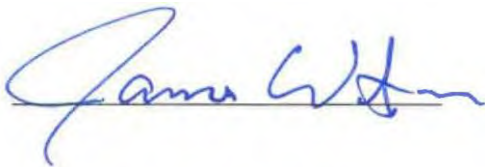


Mayor



City Clerk

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE







APPENDIX A

The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees of the Employer, including part-time, casual, and temporary employees save and except those persons specified below:

EXCLUSIONS FROM SCOPE

1. All students except those covered in Article 39, employed during the school vacation period (April 1st to September 7th) (see clarification note regarding co-op students);
2. All persons employed in the Offices of the Mayor, Councilors and City Manager;
3. All persons employed in the Human Resources Department and Payroll, Pension and Benefits Services;
4. One Administrative Assistant for each Deputy City Manager, General Manager, Director, City Clerk, City Treasurer, Chief Fire Services and Chief Ottawa Paramedic Services;
5. All persons who provide administrative and coordination support to Council, Boards and/or their Committees;
6. All budget analysts and budget officers involved in budget analysis related to labour relations issues;
7. All Volunteers (see clarification note regarding volunteers);
8. Members of all other bargaining units at the City of Ottawa;
9. Any other persons excluded under the provisions of the Ontario Labour Relations Act.

Clarification Note:

Positions within the scope of this bargaining unit may:

- i) include responsibilities for supervision of activities of employees who report to the position and/or;
- ii) require employees to have professional memberships, degrees or equivalent credentials.

Clarification note regarding volunteers:

The parties agree that volunteers will not be used to replace or displace bargaining unit employees or otherwise, perform bargaining unit work; volunteers will not work as full or part-time paid staff equivalence nor will volunteers be deployed in any manner as replacement paid staff during any labour dispute which may occur between the Union and the Employer. Volunteers have a distinct but complimentary role to bargaining unit employees and will work collaboratively with the Union and the bargaining unit employees to fulfill that role.

Clarification note regarding co-op students:

Co-op students are excluded from the bargaining unit so long as they are employed pursuant to a recognized cooperative College, University or high school cooperative education program.

Clarification Note:

The Employer agrees that it will not move into the Professional bargaining unit, positions which are within the scope of this agreement or which fell within the scope of the CUPE Local 503 and 2187 bargaining units of the former City of Ottawa and Region of Ottawa-Carleton and which require employees to have elements of a **"professional capacity"**, unless otherwise agreed to by the parties, or unless there is a significant change to the scope of job responsibilities in the new city relating to the **"professional capacity"** of the position.

Letter of Understanding:

The parties agree that historically positions within the predecessor HR departments have been non-union and that the services provided by the new Employee Services Branch will include types of positions, which have been historically excluded. Accordingly, the parties agree that the type of position within the attached HR structure/services should be non-union.

However, if other non-historical HR services are added or transferred to Employee Services, the parties shall meet to review and agree upon the placement of such positions. If the parties cannot reach agreement, they will refer the issue to the Ontario Labour Relations Board for determination.

Other Agreements on Scope:

The parties agree that for new bargaining unit positions within the new City, or should the Employer propose to reclassify a union position within the new City and move the position from one bargaining unit to another, the Employer will provide all relevant information and a rationale for the proposed placement to the bargaining agents. Thereafter, the parties shall attempt to reach an agreement on the proposed placement.

If the parties are in agreement on the proposed placement, the position placement shall be confirmed and, where applicable, any affected incumbent employees notified of the position movement. In the circumstance where agreement is not reached regarding new positions or the proposed movement of a reclassified position, the Employer or either bargaining agent may make application to the OLRB under Section 99 for final position placement determination consistent with the terms and conditions of this agreement.

The parties agree that positions which are being proposed for movement will not be moved from the existing unit until the parties have reached agreement or appropriate placement of such position has been determined by the OLRB.

APPENDIX B

LOCALIZED HOURS OF WORK PRACTICES

Notwithstanding the provision of Article 6, the existing practices regarding the applicability of payment of premiums will continue for the following:

Trail Road Landfill Site

1. The standard daily working hours shall be eight (8) hours per day and scheduled between the hours of 6:30 am and 8 pm.
2. The standard work week shall be five (5) days scheduled between Monday and Saturday, except during the period between April and November the scheduled hours shall be between Monday and Sunday.
3. The Standard weekly hours shall be forty (40) hours per week.

Employees working in Arenas, Pools, Community Centres and Community Halls within Real Property and Asset Management

1. Schedules may include a four (4) day week, ten (10) hours per day, providing for 120 hours worked and nine (9) days off in a three-week period. Two of the three weeks will include consecutive days off.
2. Schedules may include a five (5) day week, eight (8) hours per day, providing for 120 hours worked and six (6) days off in a three-week period. Two of the three weeks will include consecutive days off.
3. Schedules may include a five (5) day week, eight (8) hours per day, providing for 80 hours worked and four (4) days off in a two-week period. At least one of the two weeks will include consecutive days off.
4. **Employees'** schedules may include both day and evening shifts, may include a half-hour lunch period, and that days off may vary in accordance with the shift schedule.
5. Saturday and Sunday may be scheduled by the Employer as normal workings days.
6. The Employer will make all reasonable efforts to provide for two of the three weekends to include consecutive days off with Saturday and Sunday

as the days of rest once in each three week cycle.

Lansdowne Park

It is recognized that staggered working hours are necessary, varying the starting and quitting times within the park to meet the requirements of providing services and that it is agreed where staff is required to work for foreseeable events outside the normal working hours as defined in Article 5 such staggered working hours shall be mutually agreed upon by the Manager and the employees. However, no employee shall refuse to work staggered hours when requested to do so. All re-scheduled work which is to be performed on Saturday or Sunday or in which the majority of the hours worked falls between 7 pm to 7 am shall be subject to premiums as set out in Article 6.

Stationary Engineers

Certain Stationary Engineers work eight (8) hours per day while others work twelve (12) hours per day. Each will maintain their existing schedule.

Building Systems Technicians

1. Standard hours of work for Building Systems Technicians is eighty (80) hours averaged over a bi-weekly period. Daily hours may include eight (8) hours per day or twelve (12) hours per day, or a combination thereof.
2. Eight (8) and twelve (12) hour shifts shall be paid at straight time.

Building System Technician, Parks, Buildings and Grounds, 474 Elgin Street

1. Standard hours of work shall be eight (8) hours per day, five (5) days per week and shall include four (4) twelve (12) hour day shifts every six weeks.
2. Twelve hour day shifts every six weeks shall be paid at straight time rates.

Employees working in Employee and Financial Assistance – Youth Zone Jeunesse, 370 Catherine Street

The standard hours of work are five (5) consecutive days per week, seven (7) hours per day, 35 hours per week between the hours of 7:00 am to 7:30 pm Monday to Friday and between the hours of 10:00 am to 6:00 pm on Saturday.

Traffic and Parking Operations, Parking Operations Unit (Parking Meter Collectors, Meter Maintenance and Specialist, Automated Parking Systems

1. The standard daily working hours shall be eight (8) hours per day and scheduled between the hours of 6:00 am and 5:30 pm.
2. The standard work week shall be five (5) days scheduled normally between Monday and Friday. It is recognized that Saturday and Sunday may form part of the regular work week.
3. The Standard weekly hours shall be forty (40) hours per week.

Drinking Water Services (Lemieux Island and Britannia)

1. 40 hours per week employees

The standard weekly hours shall be forty (40) hours averaged over a two (2) week period.

2. 35 hours per week employees

The standard weekly hours shall be thirty-five (35) hours averaged over a two (2) week period.

Traffic and Parking Operations, Signs and Pavement Markings, Painting Operation (Large Machine)

1. An employee may be scheduled to work Monday to Friday. Schedules may include a four (4) day week, ten (10) hours per day or a five (5) day week, eight (8) hours per day.
2. Eight (8) and ten (10) hour shifts shall be paid at straight time.

***Ottawa Public Health**

Sexual Health Center

Data Verification Clerks and Clinic Receptionists –

The standard hours of work may be scheduled between the hours of 8 a.m. to 8 p.m. Monday to Friday and will average seventy (70) hours bi-weekly. At the Main Clinic (currently located at 179 Clarence St.) the standard hours of work may be amended to include Saturdays from 9am to 4:30pm. A scheduling rotational arrangement similar to the one being applied to determine the evening shifts at

the Main Clinic will be applied to determine the schedule for Saturday Clinics. Should employees fail to agree on a scheduling arrangement for the Saturday Clinics, work will be assigned based on reverse order of seniority. The schedule shall include two (2) consecutive days off every other weekend unless mutually agreed otherwise between the Employer and the Union.

Laboratory Technicians - The standard hours of work may be scheduled between the hours of 8 a.m. to 9:30 p.m., 7 hours per day, 35 hours per week Monday to Friday with the exception of the Main Clinic (currently located at 179 Clarence St.). At the Main Clinic, the standard hours of work may be amended to include Saturdays from 9am to 4:30pm. The schedule shall include two (2) consecutive days off every other weekend unless mutually agreed otherwise between the Employer and the Union.

Public Health Inspectors:

The standard hours of work shall be seven (7) hours per day to be worked between the hours of 7:00am and 8:00pm, with a maximum of one (1) hour for lunch with two (2) consecutive days off every other weekend and will average seventy (70) hours bi-weekly. It is recognized that Saturday and Sunday will form part of the regular work week.

The standard hours of work will remain in accordance with article 5.2.1 for Public Health Inspectors hired prior to December 5, 2016, unless the employee elects a change over. All Public Health Inspectors hired prior to December 5, 2016 who elect a change will be scheduled in accordance with the paragraph above.

Part-time and Casual employees employed as Dental Assistants or Dental Receptionists

The standard hours of work may be scheduled between 7:00 am and 9:00 pm., Monday to Friday and Saturday, between the hours of 8:30 a.m. to 4:30 pm.

Environmental Health Protection Branch, Communicable Disease Control and Outbreak Management Unit

Program Assistants assigned to the School Immunization Clinics - Employees may be scheduled from 6:15 a.m. to 2:15 p.m. for three immunization clinic cycles per year. These cycles normally take place during the following months: September/October, November/December and April/May. The parties agree that the current practice of employees taking turns to work the early shift for about one (1) week during a cycle, for a total of about three (3) weeks annually, shall continue.

Surface Water Management Services Branch, Laboratory Services Unit

Laboratory Technologists 2 – The standard hours of work are 7 hours per day, 35 hours per week to be scheduled between the hours of 7 a.m. to 5 p.m. and may include Saturday and/or Sunday.

Drinking Water Services Branch, Wastewater Services Branch and Business Services Branch

(Applicable to employees newly appointed to the below mentioned positions or employees who were notified of such hours of work requirements in their letter of offer or during the job competition process.)

- Customer Serviceperson – Meters
- Customer Serviceperson – First Response
- Supervisor First Response
- Sewer Operations Supervisor
- Sewer Foreperson
- Sewer Maintenance Worker
- Sewer Inspector

The standard hours of work are 8 hours per day, 40 hours per week to be scheduled between the hours of 7 a.m. to 11:00 p.m. and may include Saturday and/or Sunday.

Building Technical Clerks, Building Code Services

The standard hours of work may be scheduled between 7:00 a.m. and 6:00 p.m., Monday to Friday.

Client Service Centre Representatives, Client Operations Branch

The standard hours of work may be scheduled between 7:00 a.m. and 6:00 p.m., Monday to Friday.

Traffic Management Inspectors, Traffic Management and Operational Support Branch, Public Works Department

(Applicable to any employees hired after 12 April 2011 to the above-mentioned positions). The standard hours of work may be scheduled between the hours of 6:00 a.m. and 7:00 p.m., 8 hours per day, Monday to Friday.

Traffic Control Centre, Traffic Operations Unit, Public Works Department

(Applicable to any employees hired after 10 June 2013 into the Traffic Control Centres). The standard hours of work may be scheduled between the hours of 5:00 a.m. and 10:00 p.m., 40 hours per week, Monday to Sunday.

Planting Operations, Forestry Services Branch, Public Works Department

Employees in Planting Operations – The standard hours of work may be scheduled between 6:30 a.m. and 5:00 p.m., 40 hours per week, Monday to Friday.

Spay and Neuter Clinic, Operations Support Unit, By-Law and Regulatory Services Branch

The standard daily hours of work shall be 8.75 hours per day scheduled between 7 am to 5 pm, Monday to Thursday, 35 hours per week.

APPENDIX C

(a) Former Appendix 9 Positions:

- Cleaning Supervisor
- Therapeutic Equipment Foreperson
- Maintenance Foreperson
- Foreman II – Water

(b) As well as the following positions:

- Supervisor, Roads and Parks Maintenance
- Network Analyst
- Registered Medical Laboratory Technologist
- Collections Coordinator
- Senior Desk (Helpline) Analyst
- Coordinator, RIM Operations
- User Support Analyst

APPENDIX D

- Lunch periods, I.G. Thorne, dated February 19, 1988
- One-half hour lunch, Macey, Mark et al, J. Emrich dated December 10, 1990
- Lunch Period, Osborne et al, W. Little dated December 15, 1986.

APPENDIX E

REFERENCE TO HOURS OF WORK

“Standard Hours of Work” shall be interchangeable with “Hours of Work”.

In relation to “working hours”; “working day”; “work day”; “work week”; the word “standard” shall be interchangeable with “normal”.

The following groups of employees who were uniquely identified in the former City of Ottawa and Regional Agreements now fall in the categories outlined below. All other employees shall be governed by Clauses 5.2 or Appendix B – Localized Hours of Work Practices.

35-Hour/Week Salaried Employees

1. All Outside Salaried Office Day Staff (office staff whose function is associated directly with the administration of an outside operational function)

Other Salaried Employees and Non-shift Wage Employees

1. Parks, Recreation and Cultural Services Department (Program Staff)
2. Parks, Recreation and Cultural Services Department (Program Workers/Facility Assistants)
3. Parking Division – Operational Staff
4. Market Staff

Fixed-Shift Employees

1. Animal Control Officers; 7 hours per day.
2. License Inspectors who do not work a rotating shift; 7 hours per day.
3. Parking Control Officers who do not work a rotating shift; 7.5 hours per day.

Rotating Shift Employees

1. License Inspectors; 7 hours per day.
2. Parking Control Officers; 7.5 hours per day.

APPENDIX F

PAY PLANS

Notes to Pay

In relation to rate of pay the word “**normal**” will be interchangeable with the word “**regular**”.

Salaries

The hourly rate of pay is the official salary rate for all employees and the other rates of pay are for information purposes only.

- a) To calculate the bi-weekly rate of pay, multiply the hourly rate of pay by the standard weekly hours of work in accordance with Article 5.
- b) To calculate the daily rate of pay, multiply the hourly rate by the standard daily hours of work in accordance with Article 5.
- c) To calculate the four-weekly rate of pay, multiply the bi-weekly rate of pay by two (2).
- d) To calculate the annual rate of pay, multiply the bi-weekly rate by twenty-six (26).

APPENDIX G

EQUIPMENT TABLES

Light Equipment Operator (Pay Rate – see below)

All terrain vehicles
Hand-Held Asphalt grinder
Hand-Held Asphalt saw
Pickup truck (1/2, ¾ or 1 ton, or crew cab) without attachment or trailers
Walk-behind asphalt/concrete saw
Walk behind sidewalk sweeper

Medium Equipment Operator (Pay Rate – see below)

Compressor and attachment
Crew cab dump up to 1 ton without attachment or trailer
Light duty fuel truck
Pickup truck (1/2, ¾ or 1 ton or crew cab) with attachment or with trailer up to 1000 kgs
Ride on mower – up to and including 72"
Ride-on asphalt and landscape roller
Sand cleaner (walk behind or attachment)
Truck over 1 ton and up to 3 tons, without attachment or trailer
Walk-behind asphalt roller

Heavy Equipment Operator (Pay Rate – see below)

Auto Cone 5000
Backhoe with loader attachment only
Crew cab dump over 1 ton without attachment or trailer
Crew cab with trailer over 1000 kgs and up to 4600 kgs
Crew cab dump with attachment or with trailer up to 4600 kgs
Flusher/Water truck – 5 ton and over
Front end loader
Garbage Compactor (Parks)

Ride on Mower (Over 72" cut)
Ride-on Sidewalk sweeper
Single axle dump truck
Single axle hoist truck
Tandem dump truck with attenuator
Tandem dump truck without attachment or trailer

Tractor with or without attachment (Bombardier, Holder, trackless, farm tractor, mower, sidewalk plow, sidewalk blower, etc.)

Tri-axle dump truck without trailer

Truck over 1 ton, with attachment or with trailer up to 4600 kgs

Special Equipment Operator (Pay Rate – see below)

Articulated dump truck

Bulldozer

Bucket truck

Excavator

Front End Loader with bucket greater than 5 cubic yards

Front End Loader with attachment plow and wing or blower

Gradall and attachments

Grader (summer road maintenance)

Grader (winter – scraping residential streets & gravel roads, winging back, pulling snow)

Road Paint Truck

Integrated Turf Management Equipment

Salt spreader combination unit – plow, wing and salt application

Tandem crane truck

Backhoe with hoe and loader attachment

Truck with trailer over 4600 kgs

Waste compactor

Roadway Sweeper – vacuum and mechanical

Tri-axle roll-off truck

Underbody Plow and Spreader Unit

	2020	
	Hourly Rates	
	Probation (95% of Step 1)	Step 1
Light Equipment Operator	\$24.766	\$26.069
Medium Equipment Operator	\$26.082	\$27.455
Heavy Equipment Operator	\$28.708	\$30.219
Special Equipment Operator	\$30.020	\$31.600

	2021	
	Hourly Rates	
	Probation (95% of Step 1)	Step 1
Light Equipment Operator	\$25.137	\$26.460
Medium Equipment Operator	\$26.474	\$27.867
Heavy Equipment Operator	\$29.138	\$30.672
Special Equipment Operator	\$30.470	\$32.074

	2022	
	Hourly Rates	
	Probation (95% of Step 1)	Step 1
Light Equipment Operator	\$25.577	\$26.923
Medium Equipment Operator	\$26.937	\$28.355
Heavy Equipment Operator	\$29.649	\$31.209
Special Equipment Operator	\$31.003	\$32.635

	2023	
	Hourly Rates	
	Probation (95% of Step 1)	Step 1
Light Equipment Operator	\$26.038	\$27.408
Medium Equipment Operator	\$27.422	\$28.865
Heavy Equipment Operator	\$30.182	\$31.771
Special Equipment Operator	\$31.561	\$33.222

	2024	
	Hourly Rates	
	Probation (95% of Step 1)	Step 1
Light Equipment Operator	\$26.558	\$27.956
Medium Equipment Operator	\$27.970	\$29.442
Heavy Equipment Operator	\$30.786	\$32.406
Special Equipment Operator	\$32.192	\$33.886

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
01	Peer Worker	Salary	10116243
01	Youth Facilitator	Salary	10074261
03	Child Care Housekeeper	Salary	10028056
03	Filing Clerk	Salary	10028414
03	Housekeeping Food Service Attendant	Salary	10069318
03	Mtce Helper	Wage	10028688
04	Facilities Maintenance Person	Wage	10110161
04	Facility Attendant	Wage	10028534
04	General Support Clerk	Salary	10028129
04	Labourer	Wage	10028058
04	Labourer - Solid Waste	Wage	10028063
04	Labourer, Water Distribution	Wage	10028059
04	Labourer-PW-Night	Wage	10087530
04	Maintenance Worker (PBG Trades)	Wage	10028068
05	Asst, Traffic Control Devices Assembler	Wage	10028066
05	Child Care Cook	Salary	10028140
05	Child Care Teacher's Assistant	Salary	10028139
05	Events Support Assistant	Salary	10055625
05	Food Service Attendant	Salary	10028073
05	Housekeeping Attendant	Salary	10028070
05	Ice Resurfacer Operator	Wage	10028634
05	Laundry Attendant	Salary	10028071
05	Parking Control Helper	Salary	10056425
05	Trades Helper (Mechanical & Electrical)	Wage	10028619
06	Assistant Cook	Salary	10028096
06	Long Term Care Helper	Salary	10132157
06	Mail/Courier Delivery Clerk -35 hrs	Salary	10028415
06	Mail/Courier Delivery Clerk -40 hrs	Salary	10088655
06	Mtce Worker, Signs & Pavement Marking	Salary	10071980
06	Resident Care Aide	Salary	10132156
06	Sign Screen Processor	Wage	10028417
07	Adult Day Program Assistant	Salary	10028461

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
07	Clerk, Clinic Reception	Salary	10028393
07	Dental Assistant	Salary	10028396
07	Equipment & Supply Technician	Salary	10028525
07	Graffiti Removal Technician	Salary	10090944
07	Landfill Operations Maintenance Worker	Salary	10086703
07	Lift Bridge Operator	Wage	10028057
07	Museum Maintenance & Grounds Worker	Wage	10065530
07	Painter, Longitudinal Markings	Wage	10028086
07	Parking Meter Collector	Wage	10028630
07	Relamper	Wage	10028078
07	Sewer Maintenance Worker	Wage	10064690
07	Solid Waste Driver/Courier	Wage	10028069
07	Translation Intake Clerk	Salary	10028652
08	Accounts Clerk	Salary	10028198
08	Administrative Assistant	Salary	10028219
08	Administrative Assistant, Mgr	Salary	10036014
08	Administrative Clerk	Salary	10028146
08	Administrative Clerk	Salary	10028518
08	Asphalt Finisher	Wage	10058458
08	Assistant, Volunteer Service	Salary	10070193
08	Booking Service Clerk	Salary	10080149
08	Corporate Security Operations Clerk	Salary	10126231
08	Data Clerk	Salary	10028427
08	Data Control Clerk	Salary	10028398
08	Data Entry & Verification Clerk	Salary	10028395
08	Dental Receptionist/Assistant	Salary	10028403
08	Environmental Services Clerk	Salary	10094969
08	Facility Operator	Wage	10028535
08	Facility Operator	Wage	10070668
08	Family & Community Health Clerk	Salary	10137745
08	Family Visitor	Salary	10028450
08	Fleet Safety & Training Clerk	Salary	10137647
08	Hairdresser	Salary	10028097
08	Long Term Care Support Clerk	Salary	10062219
08	Maintenance Operator, Water Production	Salary	10065526
08	Nursery Worker	Wage	10086140

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
08	Personal Support Worker	Salary	10028165
08	PRCS Customer Service/Booking Clerk	Salary	10028584
08	Process Operator/Mtce Worker, Wastewater	Salary	10094436
08	Program Assistant	Salary	10028469
08	Receptionist/Clerk	Salary	10028131
08	Receptionist/Clerk, Revenue	Salary	10028136
08	Remote Facilities Maintenance Worker	Wage	10028084
08	Resource Clerk	Salary	10028401
08	Sawmill Operator	Salary	10070984
08	Senior Environmental Service Attendant	Salary	10069316
08	Senior Mail/Courier Delivery Clerk	Salary	10090786
08	Technical Records Clerk	Salary	10028453
08	Traffic Collision Clerk	Salary	10028162
08	Traffic Control Devices Mtce Worker	Salary	10059626
08	Water Billing Clerk	Salary	10112174
08	Water Dist Optr/Water Dist Optr-in-Trg	Wage	10028471
09	Accounts Payable Clerk	Salary	10087581
09	Admin Asst, Crime Prevention Ottawa	Salary	10138446
09	Administrative Assistant	Salary	10028215
09	Administrative Support Clerk	Salary	10028201
09	Child Care Teacher I	Salary	10028248
09	Claims Administrative Clerk	Salary	10042013
09	Clerk, Administrative & Financial Sup	Salary	10129371
09	Clinical Secretary	Salary	10028428
09	Clinical Secretary, COVID-19	Salary	10133067
09	Communications Off, Call Taker Trainee	Salary	10121469
09	Consolidations Clerk	Salary	10028617
09	Cook	Salary	10028111
09	Crew Leader, Signs	Wage	10028087
09	Data Entry Clerk, Fleet Technical Svcs	Salary	10129858
09	Dental Claims Clerk	Salary	10086258
09	Facilities Mtce & Inspection Assistant	Salary	10088846
09	Finance Clerk	Salary	10028519
09	Fire Shift Scheduler	Salary	10081161
09	Fleet Maintenance Serviceperson	Salary	10058517
09	FOS Administration Clerk	Salary	10130495

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
09	Lead Hand/Special Equipment Operator	Wage	10028419
09	Materials Management Clerk	Salary	10028454
09	Operating Budget Clerk	Salary	10108546
09	Operating Reporting Asst, Fire Services	Salary	10120422
09	Operations Clerk	Salary	10067645
09	Operations Clerk, Traffic	Salary	10130204
09	Permit Clerk	Salary	10028231
09	PRCS Program Administrative Clerk	Salary	10105186
09	Prg Support Clerk, MMS & Payroll	Salary	10069190
09	Printing Solutions Operator	Salary	10028108
09	Program Administrative Clerk	Salary	10028241
09	Program Assistant, Fire Prevention	Salary	10028189
09	Public Training Instructor	Salary	10083791
09	Purchasing/Stores Clerk	Salary	10028441
09	Reconciliation Clerk	Salary	10130539
09	Rural Operations Office Assistant	Salary	10124107
09	Scale Attendant - Solid Waste	Salary	10028177
09	Service Desk Analyst 1	Salary	10094831
09	Service Desk Clerk	Salary	10028265
09	Shelter Support Worker	Salary	10028164
09	Surveys & Mapping Clerk	Salary	10028211
09	Traffic Operations Technical Assistant	Wage	10028074
09	Transportation Data Technician	Salary	10128043
09	Tree Worker	Wage	10028651
09	Warehouse Administrator	Salary	10102971
09	Weighscale Administrative Clerk	Salary	10028456
10	Accounting Clerk	Salary	10028168
10	Admin Clerk, Inclusive Recreation	Salary	10114681
10	Administrative Clerk	Salary	10028153
10	Assistant, Patron & Volunteer Services	Salary	10038115
10	Assistant, Records & Bus App Support	Salary	10090464
10	Circulation Clerk	Salary	10028616
10	City Wide Allocations Clerk	Salary	10028607
10	Client Service Agent - 40 hours	Salary	10028173
10	Clinic Receptionist	Salary	10125831
10	Clk IT Infra or Clk Enterprise App Mgmt	Salary	10066162

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
10	COA Documents Approval Clerk	Salary	10105422
10	Concrete Finisher	Wage	10056993
10	Coordinator, Utility Bill Management	Salary	10122095
10	Coordinator, Vaccine Program	Salary	10066506
10	Crew Leader, Transverse Markings	Wage	10028491
10	Customer Serviceperson First Response	Salary	10116833
10	Customer Serviceperson, First Response	Wage	10028463
10	Dental Program Assistant	Salary	10064777
10	Environmental Services Officer	Salary	10028613
10	Field Support Coordinator	Salary	10077055
10	Information Management Assistant	Salary	10028517
10	Insurance Clerk	Salary	10028447
10	KeyCutter/Blaster, Rideau Riv Flood Cntr	Wage	10036886
10	Lead Hand, Traffic Control Devices	Wage	10028115
10	Leak Detector	Wage	10028472
10	Parks Infra Inspector/Repairperson	Wage	10076801
10	Parks InfraInsp/Repairperson(Facilities)	Wage	10080333
10	PRCS Customer Srvc Clerk	Salary	10028600
10	Program Administrative Assistant	Salary	10064307
10	Program Assistant, Lifecycle Renewal	Salary	10105418
10	Program Support Clerk	Salary	10028554
10	Registered Practical Nurse (Health)	Salary	10028408
10	Reports Coordinator, PGM	Salary	10106300
10	Right of Way, Technical Clk	Salary	10080528
10	Senior Procurement Clerk	Salary	10028443
10	Sewer Use Program Clerk	Salary	10028601
10	Shift Scheduler	Salary	10028524
10	Sign Designer/Fabricator	Wage	10028261
10	Solid Waste Dispatch Operator	Salary	10028262
10	Special Event Approvals Clerk	Salary	10072455
10	Storekeeper Long Term Care Materials	Salary	10028206
10	Support Assistant, Child Care Subsidy	Salary	10076652
10	Surveys & Mapping Administrative Clerk	Salary	10028128
10	Systems & Resource Support Worker	Salary	10028190
10	TB DOT Program Coordinator	Salary	10127728
10	Tech Records Clk, Infra Mgmt	Salary	10079103
10	Training & Certification Administrator	Salary	10036033

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
10	Training Assistant - Traffic Services	Salary	10121721
10	Utility Coord Administrator	Salary	10028138
10	Veterinary Technician	Salary	10028684
10	Water Meter Serviceperson/UtilityLocator	Wage	10110707
11	Access & Privacy Registrar	Salary	10121911
11	Activities Coordinator- Long Term Care	Salary	10028347
11	Administrative Officer	Salary	10028313
11	Assistant, Right Of Way By-Law	Salary	10079489
11	By-Law Dispatch Officer	Salary	10060758
11	By-Law Service Assistant	Salary	10028533
11	Child Care Teacher II	Salary	10028272
11	Circulation Clerk, Design Review	Salary	10080344
11	Clerk, Construction Service Division	Salary	10028196
11	Communications Officer, Call Taker	Salary	10121468
11	Coordinator, Facilities Support	Salary	10028595
11	Coordinator, Small Move Project	Salary	10059012
11	Coordinator, Warehouse	Salary	10028455
11	Crew Leader, Longitudinal Markings	Wage	10071984
11	Customer Service Agent	Salary	10028546
11	Drafting Technician	Salary	10028170
11	Emergency Mgmt Administrative Clerk	Salary	10028174
11	ESD Drafting Technician	Salary	10028143
11	Facility Lead Hand	Wage	10028599
11	FDM-RMS Support Technician	Salary	10076770
11	Finance Officer, Legal Services	Salary	10028157
11	Financial Service Technician	Salary	10028281
11	Fleet Equipment Welder	Salary	10058516
11	Fleet Inventory Control Clerk	Wage	10081943
11	Fleet Maintenance Service Coordinator	Salary	10028608
11	Foreperson, Reinstatements	Wage	10028470
11	Inspector, Backflow Prevention Program	Salary	10130141
11	Inspector, Water Distribution System	Wage	10028473
11	Intake Specialist, ASU	Salary	10058463
11	Laboratory Administrative Technician	Salary	10073532
11	Laboratory Sample Technician	Salary	10080901
11	Legal Assistant, POA	Salary	10108918

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
11	Legislation Clerk	Salary	10028615
11	MH/OW Child Care Verification Specialist	Salary	10077676
11	Officer, Real Estate Leasing & Valuation	Salary	10096060
11	Parking Control Officer	Salary	10028632
11	PRCS Business Support Assistant	Salary	10113069
11	Printing & Quality Assurance Coordinator	Salary	10112651
11	Program Clerk, Environmental Services	Salary	10073014
11	Protocol Support Services Assistant	Salary	10071387
11	Public Health Inspector Trainee	Salary	10056846
11	Quality Improvement & Records Technician	Salary	10067844
11	Quality Improvement Technician	Salary	10028542
11	Registered Practical Nurse (LTC)	Salary	10028276
11	Registered Practical Nurse, Parks & Rec	Salary	10082202
11	Rehabilitation Assistant	Salary	10028280
11	Senior Accounts Clerk	Salary	10028235
11	Small Equipment Technician	Salary	10079344
11	Staffing Coordinator, Child Care	Salary	10111626
11	Staffing Coordinator, CSS	Salary	10028230
11	Telecommunications Service Assistant	Salary	10066161
11	Traffic Signing Coordinator	Salary	10028099
11	Utility Placement & Investigator	Wage	10066335
12	Advanced Public Training Instructor	Salary	10060756
12	Analyst, Theatre Program	Salary	10028586
12	Analyst, Traffic Monitor&Signal Ctrl Sys	Salary	10028318
12	Archives Assistant	Salary	10072403
12	Arts Comm & Graphics Asst	Salary	10078929
12	Assistant, Equipment Operator Trainer	Wage	10028693
12	Building System Technician	Salary	10028116
12	Building Technical Clerk	Salary	10028678
12	CAD/CAFM Applications Support Spclst	Salary	10133157
12	Collaboration Technology Analyst	Salary	10094595
12	Communications Officer	Salary	10028597
12	Communications Officer - 42 hrs	Salary	10121754
12	Compliance Reports Officer 1	Salary	10053415
12	Coord, Rental & Event Services	Salary	10057054
12	Coordinator, Committee of Adjustment	Salary	10028253

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
12	Crew Leader- Road Patrol	Salary	10081250
12	Crew Leader Roads & Parks-PW-Night	Wage	10084227
12	Crew Leader, Roads & Parks	Wage	10028100
12	Crew Leader, Traffic Signals	Salary	10059708
12	Digital Cartographic Designer	Salary	10028353
12	Elections Specialist	Salary	10119440
12	Field Technician - Sewer Use Program	Salary	10059595
12	Field Technician Water Supply	Salary	10028563
12	Finance Officer	Salary	10028457
12	Financial Specialist I, Revenue	Salary	10079578
12	FMIS/FMS Sys Support Analyst, Fleet Srvc	Salary	10100116
12	Functional Planning Technologist	Salary	10028431
12	GIS Operations Technician	Salary	10088028
12	GIS Technician	Salary	10028426
12	Graphic Designer	Salary	10028449
12	Graphic Designer, Corp Communications	Salary	10085512
12	Health Graphics Designer	Salary	10028464
12	Information Officer, Right of Way	Salary	10055361
12	Infrastructure Mapping Technician	Salary	10028307
12	IT Buyer & Asset Specialist	Salary	10028213
12	Municipal Drainage Program Officer	Salary	10099603
12	Nursery Operator	Wage	10086315
12	Officer, Development Information	Salary	10028543
12	Officer, Research & Technical Assistance	Salary	10028590
12	Operational Data Analyst	Salary	10090780
12	Operations Technician	Salary	10067647
12	Prj Srvc Coord, Des & Const-Bldgs&Parks	Salary	10028548
12	Process Op/Process Op-in-Trng 40hrs	Salary	10028203
12	Process Op/Process Op-in-Trng 42hrs	Salary	10115880
12	RCFS Advanced Departmental Trainer	Salary	10122377
12	RCFS Special Events Coordinator	Salary	10120681
12	Rent Supplement Agent	Salary	10028555
12	Resident Care Finance Officer	Salary	10100682
12	Securities Administrator	Salary	10028577
12	Senior Operations Clerk	Salary	10067646
12	Specialist, Mobile Services	Salary	10103058
12	Stormwater Field Technician	Salary	10028238

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
12	Survey Data Technician	Salary	10028169
12	Survey Technician	Salary	10028247
12	Systems Control Administrator	Salary	10028180
12	Team Lead, Environmental Services	Salary	10085300
12	Team Lead, Stores & Material Management	Salary	10103059
12	Tech Coord, Business Sup&Tech Solutions	Salary	10107884
12	Technologist, Monitoring & Evaluation	Salary	10028250
12	Title Searcher	Salary	10028142
12	Traffic Assessment Investigator	Salary	10028208
12	Training & Admin Coord, Facility Opr Srv	Salary	10071780
12	Vehicle & Equipment Technician 1	Wage	10079295
12	Vehicle & Equipment Technician 2	Wage	10078216
12	Verification Specialist	Salary	10028266
12	Welder	Wage	10028105
12	Work Activity Coordinator	Salary	10028573
13	Administrator, Corp Radio System	Salary	10115843
13	Adult Day Program Coordinator	Salary	10028354
13	Budget Analyst	Salary	10072692
13	Building Official I	Salary	10028675
13	Buyer	Salary	10028442
13	Communications Trainer & Officer	Salary	10067644
13	Coord,Collision Data Systems & Analytics	Salary	10028184
13	Coordinator, Traffic Signal	Salary	10061039
13	Crew Leader, Forestry	Salary	10056240
13	Crew Leader, Relamping	Salary	10069229
13	CSSD Business Support Officer	Salary	10094306
13	Data & Reporting Officer, Traffic Oper	Salary	10028297
13	Data Analyst Asset Management	Salary	10028611
13	Document Control Specialist	Salary	10123428
13	Electrician - Construction & Mtce	Wage	10028119
13	Equipment Operator Trainer	Salary	10028416
13	Event Service Coordinator	Salary	10028501
13	Financial Analyst	Salary	10028202
13	Financial Verification Officer	Salary	10127119
13	Food Service Supervisor	Salary	10028344
13	Foreperson, WW Collection, Mtce & Repair	Wage	10028101

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
13	Fuel Site Inspector	Wage	10100683
13	HVAC Technician (Facilities)	Wage	10060294
13	Hydrant & Valve Shop Coordinator	Wage	10028121
13	Industrial Painter	Wage	10028092
13	Infrastructure Assessment Technologist	Salary	10137853
13	Junior Construction Technician	Salary	10109000
13	Medical Laboratory Technologist	Salary	10034465
13	Municipal Address/Sign Officer	Salary	10028557
13	Municipal Fleet Maintenance Analyst	Salary	10078458
13	Municipal Fleet Warranty Administrator	Salary	10055007
13	Operator-in-Charge	Wage	10077051
13	Parking Operations Inspector	Salary	10090240
13	Photographic Archives Officer	Salary	10028642
13	Plumber, Water Meters	Salary	10103673
13	PRCS Business Support Officer	Salary	10085440
13	Prg Coord	Salary	10028609
13	Prg Coord, Community Arts	Salary	10028640
13	Primary Care Paramedic	Salary	10028522
13	Public Health Business Support Clerk	Salary	10028564
13	Senior Accounts Payable Clerk	Salary	10090520
13	Service Desk Analyst 2	Salary	10028568
13	Shift Coordinator, First Response	Wage	10028480
13	Shift Coordinator, First Response	Salary	10115896
13	Special Events Paramedic	Salary	10065267
13	Specialist Therapeutic Rec	Salary	10028646
13	Specialist, Business & Systems Support	Salary	10028558
13	Specialist, SEM Systems	Salary	10097837
13	Spvr, On-Street and Lot Mtce	Wage	10028093
13	Team Lead, Information Management	Salary	10028565
13	Team Leader, Procurement	Salary	10057499
13	Treasury Analyst	Salary	10028614
13	Workforce Mgmt Data Analyst	Salary	10096621
13	Zone Supervisor, Traffic Operations	Wage	10028303
14	Building Controls Technician	Salary	10060295
14	Building System Maintenance Coordinator	Salary	10028342
14	Business Analyst, Auto Stores	Salary	10028562

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
14	By-Law Enforcement Officer	Salary	10028532
14	Case Worker	Salary	10028351
14	Child Care Case Worker	Salary	10076651
14	Children's Srvc's App Support Specialist	Salary	10076653
14	Compliance Reports Officer II	Salary	10036986
14	Coord, Building Systems Mtce-Facilities	Salary	10091514
14	Coord, Technical Srvc Agreement	Salary	10058930
14	Coordinator, Affordable Housing Programs	Salary	10116242
14	Coordinator, Backflow Prevention Program	Salary	10114420
14	Coordinator, Spay/Neuter Clinic	Salary	10028692
14	Crew Leader, Electrician	Wage	10065927
14	Disposition Coodinator	Salary	10109077
14	Employment Specialist	Salary	10036676
14	Eng Technologist - Prg & Tech Support	Salary	10097608
14	Facilities Service Contract Coordinator	Salary	10114680
14	Flow Monitoring Technologist	Salary	10028466
14	Foreperson, Rideau River Flood Cntrl	Wage	10036883
14	Gas Technician 1/Operator	Wage	10065269
14	General Carpenter	Wage	10060291
14	Infrastructure Approvals Technologist	Salary	10028576
14	Inspector, Road Rehab Prj	Salary	10069779
14	Inspector/Contract Coordinator	Salary	10028257
14	Instrumentation & Controls Technologist	Salary	10028301
14	Instrumentation Technologist	Salary	10028300
14	Inventory Analyst Auto Stores	Salary	10028561
14	Legal Conveyancer	Salary	10028298
14	Network Analyst	Salary	10028589
14	Officer, Court Finance	Salary	10028536
14	Officer, Education/Interpret Prg	Salary	10028618
14	Paramedic Superintendent, Logistics	Salary	10028575
14	Parking Studies Technologist	Salary	10084724
14	PH Applications Support Specialist	Salary	10079640
14	Photogrammetric Technologist	Salary	10124447
14	Quality Assurance Technician	Salary	10028239
14	RAI-MDS Application Support Specialist	Salary	10080536
14	Registrar, Collections	Salary	10084727
14	Remote Water Systems Operator	Salary	10028095

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
14	Resident Care Service Worker	Salary	10036806
14	Senior Infrastructure Technician	Salary	10028160
14	Solid Waste Technologist	Salary	10028339
14	Specialist,Business Applications Support	Salary	10075776
14	Spvr, Fleet Mtce Planning & Scheduling	Salary	10098077
14	Spvr, Production Svc	Salary	10028660
14	Spvr, Roads & Parks Mtce-PW-Night	Wage	10084228
14	Supervisor, Mail Services	Salary	10112652
14	Supervisor, Print Solutions	Salary	10136421
14	Supervisor, Roads & Parks Maintenance	Wage	10028381
14	Survey & Mapping Technologist	Salary	10028439
14	Survey Technologist	Salary	10028355
14	Team Leader, ServiceOttawa Ops-35 hrs	Salary	10058520
14	Team Leader, ServiceOttawa Ops-40 hrs	Salary	10116219
14	Technologist, Transport Review & Design	Salary	10028679
14	Traffic Assessment Technologist	Salary	10058228
14	Vehicle & Equipment Technician 3	Wage	10028123
14	Waste Management Inspector	Salary	10028337
15	Biomedical Engineer Technologist	Salary	10028547
15	BSI Trainer	Salary	10080619
15	Case Presenting Officer	Salary	10055758
15	Case Reviewer	Salary	10075985
15	Collections Specialist	Salary	10129482
15	Compliance Officer Sewer - Use Program	Salary	10028336
15	Coord, Traffic Data Collection &Analysis	Salary	10028256
15	Coordinator, By-law Technical Support	Salary	10115926
15	Coordinator, Forestry Field Operations	Salary	10094594
15	Coordinator, Safety Improvement Program	Salary	10028310
15	Coordinator, Stormwater Assets	Salary	10122197
15	Curator of Collections	Salary	10028644
15	Deputy Secretary-Treasurer	Salary	10052018
15	Design Technologist (Infrastructure Prj)	Salary	10028364
15	Diesel Mechanic/Operator	Salary	10028126
15	Electrician	Wage	10060292
15	Electronic Control Systems Technologist	Wage	10028333
15	Forestry Inspector	Salary	10028625

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
15	Gas Fitter 1/Refrigeration Mechanic	Salary	10113586
15	Gas Technician 1/Refrigeration Mechanic	Salary	10067832
15	Industrial Electrician/Operator	Salary	10028125
15	Industrial Millwright/Operator	Salary	10028120
15	Insp, Drainage System Mtce & Operation	Salary	10077318
15	Inspector, Traffic Management	Salary	10028621
15	Intermediate Claims Investigator	Salary	10028587
15	Laboratory Technologist 2	Salary	10028325
15	Law Clerk	Salary	10028289
15	Lead Licensed Technician	Wage	10028127
15	Maintenance Planner	Salary	10028521
15	Maintenance Planner and Scheduler	Salary	10132079
15	Maintenance Planner, ESD	Salary	10094945
15	Mtce Planner, Plant & Remote Facilities	Salary	10123230
15	Paramedic Superintendent, Communications	Salary	10028598
15	Paramedic Supt, Communications - 42 hrs	Salary	10122935
15	Plumber (PBG Trades)	Wage	10054379
15	Prg Administrator, Inclusive Recreation	Salary	10028645
15	Prj Coord, Water Distribution	Salary	10076871
15	Process Technologist	Salary	10028283
15	Process Technologist	Salary	10115892
15	Project Management Service Technologist	Salary	10028292
15	Project Management Technician	Salary	10028374
15	Revenue Specialist	Salary	10079579
15	SCADA Systems Technologist	Salary	10028360
15	Senior Graphics Designer	Salary	10028448
15	Senior Process Operator	Salary	10028251
15	Senior Process Operator	Salary	10115884
15	Sign Shop Supervisor	Wage	10028264
15	Signal Design Technician	Salary	10028227
15	Spvr, Right of Way Permits & Appl	Salary	10028605
15	Spvr, Roads and Parks Operations Support	Salary	10119390
15	Stormwater Mgmt System Technologist	Salary	10109026
15	Supervisor, Dental Support Service	Salary	10087372
15	Technical Assistant (Prj Officer)	Salary	10028371
15	Title Research Technologist	Salary	10052271
15	Traffic Signal Plant Inspector	Salary	10028487

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
15	Water Quality Technologist	Salary	10028246
16	Advanced Care Paramedic	Salary	10028523
16	Construction Technician	Salary	10028624
16	Coord, Road Rehab Prj	Salary	10069778
16	Coord, School Zone Traffic Safety Prg	Salary	10028226
16	Coordinator, Operations Construction	Wage	10028375
16	Eligibility Review Officer	Salary	10028373
16	Engineering Tech - Sewer Mtce - 35 Hrs	Salary	10084489
16	Engineering Technologist, Lateral Prgs	Salary	10028623
16	Family Support Worker	Salary	10028331
16	Functional Planning Technologist 2	Salary	10028432
16	Office Supervisor, ESS	Salary	10079500
16	Project Coordinator, Municipal Drainage	Salary	10028574
16	Project Coordinator, Street Lighting	Salary	10028566
16	Property Standards/Zoning Officer	Salary	10028545
16	Prosecutor	Salary	10028538
16	Public Health Inspector	Salary	10028412
16	Recreation Spvr 1	Salary	10068439
16	Rehabilitation Technologist	Salary	10028193
16	SCADA Maintenance Lead	Salary	10103674
16	Senior Drafting Technologist	Salary	10028610
16	Supervisor, Child Care Center	Salary	10028376
16	Supervisor, Family Residential Service	Salary	10028553
16	Supervisor, Operations Support	Salary	10103667
16	Supervisor, Purchasing/Stores	Salary	10028232
16	Technologist,Electrical/Mechanical/Civil	Salary	10097607
16	Traffic Control System Technologist	Salary	10028335
16	Traffic Operational Studies Officer	Salary	10079912
16	Zoning Plan Examiner	Salary	10028674
17	Building Code Enforcement Officer	Salary	10028669
17	Building Official II	Salary	10028671
17	Building Official Specialist	Salary	10052019
17	Development Agreement Officer	Salary	10080447
17	Facilities Supervisor	Salary	10028567
17	Process Supervisor	Salary	10028284

APPENDIX H
CUPE LOCAL 503 – JOB LIST (By Pay Grade)

Pay Grade	Job Title	Position Type	Job Code
17	Process Supervisor	Salary	10114394
17	Recreation Spvr 2	Salary	10068440
17	SCADA Systems Technologist - Wastewater	Salary	10100063
17	Senior Project Coordinator	Salary	10028549
17	Supervisor Technical Services (Trades)	Salary	10060293
17	Supervisor, Facilities Management	Salary	10028580
17	Supervisor, Permits & Data Service	Salary	10064689
17	Team Lead, Employment & Social Services	Salary	10105069
17	Tech Spvr, Traffic Signals Comm & Contr	Salary	10028340
17	Water Resource Analyst	Salary	10028252
18	Quality Assurance Specialist	Salary	10028372
18	Senior Claims Investigator	Salary	10028572
18	Spvr, Drainage System Mtce & Operation	Salary	10073364
18	Spvr, Stormwater Facilities, Mtce & Ops	Salary	10055431
18	Supervisor, By-Law Enforcement	Salary	10028633
18	Supervisor, First Response	Salary	10091998
18	Supervisor, Landfill Operations	Salary	10077772
18	Supervisor, Linear Systems	Salary	10091997
18	Supervisor, Water Distribution Support	Salary	10101065
18	Zone Supervisor	Salary	10028541
19	Building Official III	Salary	10028672
19	Maintenance Supervisor	Salary	10028361
19	Officer, Right of Way Approvals	Salary	10028604
19	Signal Design Technologist	Salary	10028388
19	Spvr, Street Lighting Asset Mgmt	Salary	10063866
19	Spvr, Traffic Mgmt Inspections	Salary	10057032
19	Spvr, Wastewater Process Control	Salary	10091996
19	Spvr, Water Services Maintenance	Salary	10091995
19	Structural Appraisal Technologist	Salary	10028332
19	Supervisor, Development Inspections	Salary	10105543
19	Supervisor, Municipal Construction	Salary	10094953
19	Supervisor, Public Health Inspection	Salary	10069750
19	Supervisor, Signs & Pavement Markings	Salary	10028385
19	Supervisor, Traffic Signals	Salary	10028382
19	Supervisor, Water Production	Salary	10091999

APPENDIX H
CUPE LOCAL 503 – JOB LIST (Alphabetically)

Pay Grade	Job Title	Position Type	Job Code
11	Access & Privacy Registrar	Salary	10121911
10	Accounting Clerk	Salary	10028168
08	Accounts Clerk	Salary	10028198
09	Accounts Payable Clerk	Salary	10087581
11	Activities Coordinator- Long Term Care	Salary	10028347
09	Admin Asst, Crime Prevention Ottawa	Salary	10138446
10	Admin Clerk, Inclusive Recreation	Salary	10114681
08	Administrative Assistant	Salary	10028219
09	Administrative Assistant	Salary	10028215
08	Administrative Assistant, Mgr	Salary	10036014
08	Administrative Clerk	Salary	10028146
08	Administrative Clerk	Salary	10028518
10	Administrative Clerk	Salary	10028153
11	Administrative Officer	Salary	10028313
09	Administrative Support Clerk	Salary	10028201
13	Administrator, Corp Radio System	Salary	10115843
07	Adult Day Program Assistant	Salary	10028461
13	Adult Day Program Coordinator	Salary	10028354
16	Advanced Care Paramedic	Salary	10028523
12	Advanced Public Training Instructor	Salary	10060756
12	Analyst, Theatre Program	Salary	10028586
12	Analyst, Traffic Monitor&Signal Ctrl Sys	Salary	10028318
12	Archives Assistant	Salary	10072403
12	Arts Comm & Graphics Asst	Salary	10078929
08	Asphalt Finisher	Wage	10058458
06	Assistant Cook	Salary	10028096
12	Assistant, Equipment Operator Trainer	Wage	10028693
10	Assistant, Patron & Volunteer Services	Salary	10038115
10	Assistant, Records & Bus App Support	Salary	10090464
11	Assistant, Right Of Way By-Law	Salary	10079489
08	Assistant, Volunteer Service	Salary	10070193
05	Asst, Traffic Control Devices Assembler	Wage	10028066
15	Biomedical Engineer Technologist	Salary	10028547

08	Booking Service Clerk	Salary	10080149
15	BSI Trainer	Salary	10080619
13	Budget Analyst	Salary	10072692
17	Building Code Enforcement Officer	Salary	10028669
14	Building Controls Technician	Salary	10060295
13	Building Official I	Salary	10028675
17	Building Official II	Salary	10028671
19	Building Official III	Salary	10028672
17	Building Official Specialist	Salary	10052019
14	Building System Maintenance Coordinator	Salary	10028342
12	Building System Technician	Salary	10028116
12	Building Technical Clerk	Salary	10028678
14	Business Analyst, Auto Stores	Salary	10028562
13	Buyer	Salary	10028442
11	By-Law Dispatch Officer	Salary	10060758
14	By-Law Enforcement Officer	Salary	10028532
11	By-Law Service Assistant	Salary	10028533
12	CAD/CAFM Applications Support Spclst	Salary	10133157
15	Case Presenting Officer	Salary	10055758
15	Case Reviewer	Salary	10075985
14	Case Worker	Salary	10028351
14	Child Care Case Worker	Salary	10076651
05	Child Care Cook	Salary	10028140
03	Child Care Housekeeper	Salary	10028056
09	Child Care Teacher I	Salary	10028248
11	Child Care Teacher II	Salary	10028272
05	Child Care Teacher's Assistant	Salary	10028139
14	Children's Srvc's App Support Specialist	Salary	10076653
10	Circulation Clerk	Salary	10028616
11	Circulation Clerk, Design Review	Salary	10080344
10	City Wide Allocations Clerk	Salary	10028607
09	Claims Administrative Clerk	Salary	10042013
09	Clerk, Administrative & Financial Sup	Salary	10129371
07	Clerk, Clinic Reception	Salary	10028393
11	Clerk, Construction Service Division	Salary	10028196
10	Client Service Agent - 40 hours	Salary	10028173
10	Clinic Receptionist	Salary	10125831
09	Clinical Secretary	Salary	10028428
09	Clinical Secretary, COVID-19	Salary	10133067
10	Clk IT Infra or Clk Enterprise App Mgmt	Salary	10066162
10	COA Documents Approval Clerk	Salary	10105422

12	Collaboration Technology Analyst	Salary	10094595
15	Collections Specialist	Salary	10129482
09	Communications Off, Call Taker Trainee	Salary	10121469
12	Communications Officer	Salary	10028597
12	Communications Officer - 42 hrs	Salary	10121754
11	Communications Officer, Call Taker	Salary	10121468
13	Communications Trainer & Officer	Salary	10067644
15	Compliance Officer Sewer - Use Program	Salary	10028336
12	Compliance Reports Officer 1	Salary	10053415
14	Compliance Reports Officer II	Salary	10036986
10	Concrete Finisher	Wage	10056993
09	Consolidations Clerk	Salary	10028617
16	Construction Technician	Salary	10028624
09	Cook	Salary	10028111
14	Coord, Building Systems Mtce-Facilities	Salary	10091514
12	Coord, Rental & Event Services	Salary	10057054
16	Coord, Road Rehab Prj	Salary	10069778
16	Coord, School Zone Traffic Safety Prg	Salary	10028226
14	Coord, Technical Srvc Agreement	Salary	10058930
15	Coord, Traffic Data Collection & Analysis	Salary	10028256
13	Coord, Collision Data Systems & Analytics	Salary	10028184
14	Coordinator, Affordable Housing Programs	Salary	10116242
14	Coordinator, Backflow Prevention Program	Salary	10114420
15	Coordinator, By-law Technical Support	Salary	10115926
12	Coordinator, Committee of Adjustment	Salary	10028253
11	Coordinator, Facilities Support	Salary	10028595
15	Coordinator, Forestry Field Operations	Salary	10094594
16	Coordinator, Operations Construction	Wage	10028375
15	Coordinator, Safety Improvement Program	Salary	10028310
11	Coordinator, Small Move Project	Salary	10059012
14	Coordinator, Spay/Neuter Clinic	Salary	10028692
15	Coordinator, Stormwater Assets	Salary	10122197
13	Coordinator, Traffic Signal	Salary	10061039
10	Coordinator, Utility Bill Management	Salary	10122095
10	Coordinator, Vaccine Program	Salary	10066506
11	Coordinator, Warehouse	Salary	10028455
08	Corporate Security Operations Clerk	Salary	10126231
12	Crew Leader- Road Patrol	Salary	10081250
12	Crew Leader Roads & Parks-PW-Night	Wage	10084227
14	Crew Leader, Electrician	Wage	10065927
13	Crew Leader, Forestry	Salary	10056240

11	Crew Leader, Longitudinal Markings	Wage	10071984
13	Crew Leader, Relamping	Salary	10069229
12	Crew Leader, Roads & Parks	Wage	10028100
09	Crew Leader, Signs	Wage	10028087
12	Crew Leader, Traffic Signals	Salary	10059708
10	Crew Leader, Transverse Markings	Wage	10028491
13	CSSD Business Support Officer	Salary	10094306
15	Curator of Collections	Salary	10028644
11	Customer Service Agent	Salary	10028546
10	Customer Serviceperson First Response	Salary	10116833
10	Customer Serviceperson, First Response	Wage	10028463
13	Data & Reporting Officer, Traffic Oper	Salary	10028297
13	Data Analyst Asset Management	Salary	10028611
08	Data Clerk	Salary	10028427
08	Data Control Clerk	Salary	10028398
08	Data Entry & Verification Clerk	Salary	10028395
09	Data Entry Clerk, Fleet Technical Svcs	Salary	10129858
07	Dental Assistant	Salary	10028396
09	Dental Claims Clerk	Salary	10086258
10	Dental Program Assistant	Salary	10064777
08	Dental Receptionist/Assistant	Salary	10028403
15	Deputy Secretary-Treasurer	Salary	10052018
15	Design Technologist (Infrastructure Prj)	Salary	10028364
17	Development Agreement Officer	Salary	10080447
15	Diesel Mechanic/Operator	Salary	10028126
12	Digital Cartographic Designer	Salary	10028353
14	Disposition Coodinator	Salary	10109077
13	Document Control Specialist	Salary	10123428
11	Drafting Technician	Salary	10028170
12	Elections Specialist	Salary	10119440
15	Electrician	Wage	10060292
13	Electrician - Construction & Mtce	Wage	10028119
15	Electronic Control Systems Technologist	Wage	10028333
16	Eligibility Review Officer	Salary	10028373
11	Emergency Mgmt Administrative Clerk	Salary	10028174
14	Employment Specialist	Salary	10036676
14	Eng Technologist - Prg & Tech Support	Salary	10097608
16	Engineering Tech - Sewer Mtce - 35 Hrs	Salary	10084489
16	Engineering Technologist, Lateral Prgs	Salary	10028623
08	Environmental Services Clerk	Salary	10094969
10	Environmental Services Officer	Salary	10028613

07	Equipment & Supply Technician	Salary	10028525
13	Equipment Operator Trainer	Salary	10028416
11	ESD Drafting Technician	Salary	10028143
13	Event Service Coordinator	Salary	10028501
05	Events Support Assistant	Salary	10055625
04	Facilities Maintenance Person	Wage	10110161
09	Facilities Mtce & Inspection Assistant	Salary	10088846
14	Facilities Service Contract Coordinator	Salary	10114680
17	Facilities Supervisor	Salary	10028567
04	Facility Attendant	Wage	10028534
11	Facility Lead Hand	Wage	10028599
08	Facility Operator	Wage	10028535
08	Facility Operator	Wage	10070668
08	Family & Community Health Clerk	Salary	10137745
16	Family Support Worker	Salary	10028331
08	Family Visitor	Salary	10028450
11	FDM-RMS Support Technician	Salary	10076770
10	Field Support Coordinator	Salary	10077055
12	Field Technician - Sewer Use Program	Salary	10059595
12	Field Technician Water Supply	Salary	10028563
03	Filing Clerk	Salary	10028414
09	Finance Clerk	Salary	10028519
12	Finance Officer	Salary	10028457
11	Finance Officer, Legal Services	Salary	10028157
13	Financial Analyst	Salary	10028202
11	Financial Service Technician	Salary	10028281
12	Financial Specialist I, Revenue	Salary	10079578
13	Financial Verification Officer	Salary	10127119
09	Fire Shift Scheduler	Salary	10081161
11	Fleet Equipment Welder	Salary	10058516
11	Fleet Inventory Control Clerk	Wage	10081943
11	Fleet Maintenance Service Coordinator	Salary	10028608
09	Fleet Maintenance Serviceperson	Salary	10058517
08	Fleet Safety & Training Clerk	Salary	10137647
14	Flow Monitoring Technologist	Salary	10028466
12	FMIS/FMS Sys Support Analyst, Fleet Srvc	Salary	10100116
05	Food Service Attendant	Salary	10028073
13	Food Service Supervisor	Salary	10028344
11	Foreperson, Reinstatements	Wage	10028470
14	Foreperson, Rideau River Flood Cntrl	Wage	10036883
13	Foreperson, WW Collection, Mtce & Repair	Wage	10028101

15	Forestry Inspector	Salary	10028625
09	FOS Administration Clerk	Salary	10130495
13	Fuel Site Inspector	Wage	10100683
12	Functional Planning Technologist	Salary	10028431
16	Functional Planning Technologist 2	Salary	10028432
15	Gas Fitter 1/Refrigeration Mechanic	Salary	10113586
14	Gas Technician 1/Operator	Wage	10065269
15	Gas Technician 1/Refrigeration Mechanic	Salary	10067832
14	General Carpenter	Wage	10060291
04	General Support Clerk	Salary	10028129
12	GIS Operations Technician	Salary	10088028
12	GIS Technician	Salary	10028426
07	Graffiti Removal Technician	Salary	10090944
12	Graphic Designer	Salary	10028449
12	Graphic Designer, Corp Communications	Salary	10085512
08	Hairdresser	Salary	10028097
12	Health Graphics Designer	Salary	10028464
05	Housekeeping Attendant	Salary	10028070
03	Housekeeping Food Service Attendant	Salary	10069318
13	HVAC Technician (Facilities)	Wage	10060294
13	Hydrant & Valve Shop Coordinator	Wage	10028121
05	Ice Resurfacers Operator	Wage	10028634
15	Industrial Electrician/Operator	Salary	10028125
15	Industrial Millwright/Operator	Salary	10028120
13	Industrial Painter	Wage	10028092
10	Information Management Assistant	Salary	10028517
12	Information Officer, Right of Way	Salary	10055361
14	Infrastructure Approvals Technologist	Salary	10028576
13	Infrastructure Assessment Technologist	Salary	10137853
12	Infrastructure Mapping Technician	Salary	10028307
15	Insp, Drainage System Mtce & Operation	Salary	10077318
11	Inspector, Backflow Prevention Program	Salary	10130141
14	Inspector, Road Rehab Prj	Salary	10069779
15	Inspector, Traffic Management	Salary	10028621
11	Inspector, Water Distribution System	Wage	10028473
14	Inspector/Contract Coordinator	Salary	10028257
14	Instrumentation & Controls Technologist	Salary	10028301
14	Instrumentation Technologist	Salary	10028300
10	Insurance Clerk	Salary	10028447
11	Intake Specialist, ASU	Salary	10058463
15	Intermediate Claims Investigator	Salary	10028587

14	Inventory Analyst Auto Stores	Salary	10028561
12	IT Buyer & Asset Specialist	Salary	10028213
13	Junior Construction Technician	Salary	10109000
10	KeyCutter/Blaster, Rideau Riv Flood Cntr	Wage	10036886
11	Laboratory Administrative Technician	Salary	10073532
11	Laboratory Sample Technician	Salary	10080901
15	Laboratory Technologist 2	Salary	10028325
04	Labourer	Wage	10028058
04	Labourer - Solid Waste	Wage	10028063
04	Labourer, Water Distribution	Wage	10028059
04	Labourer-PW-Night	Wage	10087530
07	Landfill Operations Maintenance Worker	Salary	10086703
05	Laundry Attendant	Salary	10028071
15	Law Clerk	Salary	10028289
10	Lead Hand, Traffic Control Devices	Wage	10028115
09	Lead Hand/Special Equipment Operator	Wage	10028419
15	Lead Licensed Technician	Wage	10028127
10	Leak Detector	Wage	10028472
11	Legal Assistant, POA	Salary	10108918
14	Legal Conveyancer	Salary	10028298
11	Legislation Clerk	Salary	10028615
07	Lift Bridge Operator	Wage	10028057
06	Long Term Care Helper	Salary	10132157
08	Long Term Care Support Clerk	Salary	10062219
06	Mail/Courier Delivery Clerk -35 hrs	Salary	10028415
06	Mail/Courier Delivery Clerk -40 hrs	Salary	10088655
08	Maintenance Operator, Water Production	Salary	10065526
15	Maintenance Planner	Salary	10028521
15	Maintenance Planner and Scheduler	Salary	10132079
15	Maintenance Planner, ESD	Salary	10094945
19	Maintenance Supervisor	Salary	10028361
04	Maintenance Worker (PBG Trades)	Wage	10028068
09	Materials Management Clerk	Salary	10028454
13	Medical Laboratory Technologist	Salary	10034465
11	MH/OW Child Care Verification Specialist	Salary	10077676
03	Mtce Helper	Wage	10028688
15	Mtce Planner, Plant & Remote Facilities	Salary	10123230
06	Mtce Worker, Signs & Pavement Marking	Salary	10071980
13	Municipal Address/Sign Officer	Salary	10028557
12	Municipal Drainage Program Officer	Salary	10099603
13	Municipal Fleet Maintenance Analyst	Salary	10078458

13	Municipal Fleet Warranty Administrator	Salary	10055007
07	Museum Maintenance & Grounds Worker	Wage	10065530
14	Network Analyst	Salary	10028589
12	Nursery Operator	Wage	10086315
08	Nursery Worker	Wage	10086140
16	Office Supervisor, ESS	Salary	10079500
14	Officer, Court Finance	Salary	10028536
12	Officer, Development Information	Salary	10028543
14	Officer, Education/Interpret Prg	Salary	10028618
11	Officer, Real Estate Leasing & Valuation	Salary	10096060
12	Officer, Research & Technical Assistance	Salary	10028590
19	Officer, Right of Way Approvals	Salary	10028604
09	Operating Budget Clerk	Salary	10108546
09	Operating Reporting Asst, Fire Services	Salary	10120422
12	Operational Data Analyst	Salary	10090780
09	Operations Clerk	Salary	10067645
09	Operations Clerk, Traffic	Salary	10130204
12	Operations Technician	Salary	10067647
13	Operator-in-Charge	Wage	10077051
07	Painter, Longitudinal Markings	Wage	10028086
15	Paramedic Superintendent, Communications	Salary	10028598
14	Paramedic Superintendent, Logistics	Salary	10028575
15	Paramedic Supt, Communications - 42 hrs	Salary	10122935
05	Parking Control Helper	Salary	10056425
11	Parking Control Officer	Salary	10028632
07	Parking Meter Collector	Wage	10028630
13	Parking Operations Inspector	Salary	10090240
14	Parking Studies Technologist	Salary	10084724
10	Parks Infra Inspector/Repairperson	Wage	10076801
10	Parks InfraInsp/Repairperson(Facilities)	Wage	10080333
01	Peer Worker	Salary	10116243
09	Permit Clerk	Salary	10028231
08	Personal Support Worker	Salary	10028165
14	PH Applications Support Specialist	Salary	10079640
14	Photogrammetric Technologist	Salary	10124447
13	Photographic Archives Officer	Salary	10028642
15	Plumber (PBG Trades)	Wage	10054379
13	Plumber, Water Meters	Salary	10103673
11	PRCS Business Support Assistant	Salary	10113069
13	PRCS Business Support Officer	Salary	10085440
08	PRCS Customer Service/Booking Clerk	Salary	10028584

10	PRCS Customer Srvcl Clerk	Salary	10028600
09	PRCS Program Administrative Clerk	Salary	10105186
15	Prg Administrator, Inclusive Recreation	Salary	10028645
13	Prg Coord	Salary	10028609
13	Prg Coord, Community Arts	Salary	10028640
09	Prg Support Clerk, MMS & Payroll	Salary	10069190
13	Primary Care Paramedic	Salary	10028522
11	Printing & Quality Assurance Coordinator	Salary	10112651
09	Printing Solutions Operator	Salary	10028108
15	Prj Coord, Water Distribution	Salary	10076871
12	Prj Srvcl Coord, Des & Const-Bldgs&Parks	Salary	10028548
12	Process Op/Process Op-in-Trng 40hrs	Salary	10028203
12	Process Op/Process Op-in-Trng 42hrs	Salary	10115880
08	Process Operator/Mtce Worker, Wastewater	Salary	10094436
17	Process Supervisor	Salary	10028284
17	Process Supervisor	Salary	10114394
15	Process Technologist	Salary	10028283
15	Process Technologist	Salary	10115892
10	Program Administrative Assistant	Salary	10064307
09	Program Administrative Clerk	Salary	10028241
08	Program Assistant	Salary	10028469
09	Program Assistant, Fire Prevention	Salary	10028189
10	Program Assistant, Lifecycle Renewal	Salary	10105418
11	Program Clerk, Environmental Services	Salary	10073014
10	Program Support Clerk	Salary	10028554
16	Project Coordinator, Municipal Drainage	Salary	10028574
16	Project Coordinator, Street Lighting	Salary	10028566
15	Project Management Service Technologist	Salary	10028292
15	Project Management Technician	Salary	10028374
16	Property Standards/Zoning Officer	Salary	10028545
16	Prosecutor	Salary	10028538
11	Protocol Support Services Assistant	Salary	10071387
13	Public Health Business Support Clerk	Salary	10028564
16	Public Health Inspector	Salary	10028412
11	Public Health Inspector Trainee	Salary	10056846
09	Public Training Instructor	Salary	10083791
09	Purchasing/Stores Clerk	Salary	10028441
18	Quality Assurance Specialist	Salary	10028372
14	Quality Assurance Technician	Salary	10028239
11	Quality Improvement & Records Technician	Salary	10067844
11	Quality Improvement Technician	Salary	10028542

14	RAI-MDS Application Support Specialist	Salary	10080536
12	RCFS Advanced Departmental Trainer	Salary	10122377
12	RCFS Special Events Coordinator	Salary	10120681
08	Receptionist/Clerk	Salary	10028131
08	Receptionist/Clerk, Revenue	Salary	10028136
09	Reconciliation Clerk	Salary	10130539
16	Recreation Spvr 1	Salary	10068439
17	Recreation Spvr 2	Salary	10068440
10	Registered Practical Nurse (Health)	Salary	10028408
11	Registered Practical Nurse (LTC)	Salary	10028276
11	Registered Practical Nurse, Parks & Rec	Salary	10082202
14	Registrar, Collections	Salary	10084727
11	Rehabilitation Assistant	Salary	10028280
16	Rehabilitation Technologist	Salary	10028193
07	Relamper	Wage	10028078
08	Remote Facilities Maintenance Worker	Wage	10028084
14	Remote Water Systems Operator	Salary	10028095
12	Rent Supplement Agent	Salary	10028555
10	Reports Coordinator, PGM	Salary	10106300
06	Resident Care Aide	Salary	10132156
12	Resident Care Finance Officer	Salary	10100682
14	Resident Care Service Worker	Salary	10036806
08	Resource Clerk	Salary	10028401
15	Revenue Specialist	Salary	10079579
10	Right of Way, Technical Clk	Salary	10080528
09	Rural Operations Office Assistant	Salary	10124107
08	Sawmill Operator	Salary	10070984
16	SCADA Maintenance Lead	Salary	10103674
15	SCADA Systems Technologist	Salary	10028360
17	SCADA Systems Technologist - Wastewater	Salary	10100063
09	Scale Attendant - Solid Waste	Salary	10028177
12	Securities Administrator	Salary	10028577
11	Senior Accounts Clerk	Salary	10028235
13	Senior Accounts Payable Clerk	Salary	10090520
18	Senior Claims Investigator	Salary	10028572
16	Senior Drafting Technologist	Salary	10028610
08	Senior Environmental Service Attendant	Salary	10069316
15	Senior Graphics Designer	Salary	10028448
14	Senior Infrastructure Technician	Salary	10028160
08	Senior Mail/Courier Delivery Clerk	Salary	10090786
12	Senior Operations Clerk	Salary	10067646

15	Senior Process Operator	Salary	10028251
15	Senior Process Operator	Salary	10115884
10	Senior Procurement Clerk	Salary	10028443
17	Senior Project Coordinator	Salary	10028549
09	Service Desk Analyst 1	Salary	10094831
13	Service Desk Analyst 2	Salary	10028568
09	Service Desk Clerk	Salary	10028265
07	Sewer Maintenance Worker	Wage	10064690
10	Sewer Use Program Clerk	Salary	10028601
09	Shelter Support Worker	Salary	10028164
13	Shift Coordinator, First Response	Wage	10028480
13	Shift Coordinator, First Response	Salary	10115896
10	Shift Scheduler	Salary	10028524
10	Sign Designer/Fabricator	Wage	10028261
06	Sign Screen Processor	Wage	10028417
15	Sign Shop Supervisor	Wage	10028264
15	Signal Design Technician	Salary	10028227
19	Signal Design Technologist	Salary	10028388
11	Small Equipment Technician	Salary	10079344
10	Solid Waste Dispatch Operator	Salary	10028262
07	Solid Waste Driver/Courier	Wage	10028069
14	Solid Waste Technologist	Salary	10028339
10	Special Event Approvals Clerk	Salary	10072455
13	Special Events Paramedic	Salary	10065267
13	Specialist Therapeutic Rec	Salary	10028646
13	Specialist, Business & Systems Support	Salary	10028558
12	Specialist, Mobile Services	Salary	10103058
13	Specialist, SEM Systems	Salary	10097837
14	Specialist,Business Applications Support	Salary	10075776
18	Spvr, Drainage System Mtce & Operation	Salary	10073364
14	Spvr, Fleet Mtce Planning & Scheduling	Salary	10098077
13	Spvr, On-Street and Lot Mtce	Wage	10028093
14	Spvr, Production Svc	Salary	10028660
15	Spvr, Right of Way Permits & Appl	Salary	10028605
14	Spvr, Roads & Parks Mtce-PW-Night	Wage	10084228
15	Spvr, Roads and Parks Operations Support	Salary	10119390
18	Spvr, Stormwater Facilities, Mtce & Ops	Salary	10055431
19	Spvr, Street Lighting Asset Mgmt	Salary	10063866
19	Spvr, Traffic Mgmt Inspections	Salary	10057032
19	Spvr, Wastewater Process Control	Salary	10091996
19	Spvr, Water Services Maintenance	Salary	10091995

11	Staffing Coordinator, Child Care	Salary	10111626
11	Staffing Coordinator, CSS	Salary	10028230
10	Storekeeper Long Term Care Materials	Salary	10028206
12	Stormwater Field Technician	Salary	10028238
15	Stormwater Mgmt System Technologist	Salary	10109026
19	Structural Appraisal Technologist	Salary	10028332
17	Supervisor Technical Services (Trades)	Salary	10060293
18	Supervisor, By-Law Enforcement	Salary	10028633
16	Supervisor, Child Care Center	Salary	10028376
15	Supervisor, Dental Support Service	Salary	10087372
19	Supervisor, Development Inspections	Salary	10105543
17	Supervisor, Facilities Management	Salary	10028580
16	Supervisor, Family Residential Service	Salary	10028553
18	Supervisor, First Response	Salary	10091998
18	Supervisor, Landfill Operations	Salary	10077772
18	Supervisor, Linear Systems	Salary	10091997
14	Supervisor, Mail Services	Salary	10112652
19	Supervisor, Municipal Construction	Salary	10094953
16	Supervisor, Operations Support	Salary	10103667
17	Supervisor, Permits & Data Service	Salary	10064689
14	Supervisor, Print Solutions	Salary	10136421
19	Supervisor, Public Health Inspection	Salary	10069750
16	Supervisor, Purchasing/Stores	Salary	10028232
14	Supervisor, Roads & Parks Maintenance	Wage	10028381
19	Supervisor, Signs & Pavement Markings	Salary	10028385
19	Supervisor, Traffic Signals	Salary	10028382
18	Supervisor, Water Distribution Support	Salary	10101065
19	Supervisor, Water Production	Salary	10091999
10	Support Assistant, Child Care Subsidy	Salary	10076652
14	Survey & Mapping Technologist	Salary	10028439
12	Survey Data Technician	Salary	10028169
12	Survey Technician	Salary	10028247
14	Survey Technologist	Salary	10028355
10	Surveys & Mapping Administrative Clerk	Salary	10028128
09	Surveys & Mapping Clerk	Salary	10028211
10	Systems & Resource Support Worker	Salary	10028190
12	Systems Control Administrator	Salary	10028180
10	TB DOT Program Coordinator	Salary	10127728
17	Team Lead, Employment & Social Services	Salary	10105069
12	Team Lead, Environmental Services	Salary	10085300
13	Team Lead, Information Management	Salary	10028565

12	Team Lead, Stores & Material Management	Salary	10103059
13	Team Leader, Procurement	Salary	10057499
14	Team Leader, ServiceOttawa Ops-35 hrs	Salary	10058520
14	Team Leader, ServiceOttawa Ops-40 hrs	Salary	10116219
12	Tech Coord, Business Sup&Tech Solutions	Salary	10107884
10	Tech Records Clk, Infra Mgmt	Salary	10079103
17	Tech Spvr, Traffic Signals Comm & Contr	Salary	10028340
15	Technical Assistant (Prj Officer)	Salary	10028371
08	Technical Records Clerk	Salary	10028453
12	Technologist, Monitoring & Evaluation	Salary	10028250
14	Technologist, Transport Review & Design	Salary	10028679
16	Technologist,Electrical/Mechanical/Civil	Salary	10097607
11	Telecommunications Service Assistant	Salary	10066161
15	Title Research Technologist	Salary	10052271
12	Title Searcher	Salary	10028142
05	Trades Helper (Mechanical & Electrical)	Wage	10028619
12	Traffic Assessment Investigator	Salary	10028208
14	Traffic Assessment Technologist	Salary	10058228
08	Traffic Collision Clerk	Salary	10028162
08	Traffic Control Devices Mtce Worker	Salary	10059626
16	Traffic Control System Technologist	Salary	10028335
16	Traffic Operational Studies Officer	Salary	10079912
09	Traffic Operations Technical Assistant	Wage	10028074
15	Traffic Signal Plant Inspector	Salary	10028487
11	Traffic Signing Coordinator	Salary	10028099
12	Training & Admin Coord, Facility Opr Srv	Salary	10071780
10	Training & Certification Administrator	Salary	10036033
10	Training Assistant - Traffic Services	Salary	10121721
07	Translation Intake Clerk	Salary	10028652
09	Transportation Data Technician	Salary	10128043
13	Treasury Analyst	Salary	10028614
09	Tree Worker	Wage	10028651
10	Utility Coord Administrator	Salary	10028138
11	Utility Placement & Investigator	Wage	10066335
12	Vehicle & Equipment Technician 1	Wage	10079295
12	Vehicle & Equipment Technician 2	Wage	10078216
14	Vehicle & Equipment Technician 3	Wage	10028123
12	Verification Specialist	Salary	10028266
10	Veterinary Technician	Salary	10028684
09	Warehouse Administrator	Salary	10102971
14	Waste Management Inspector	Salary	10028337

08	Water Billing Clerk	Salary	10112174
08	Water Dist Optr/Water Dist Optr-in-Trg	Wage	10028471
10	Water Meter Serviceperson/UtilityLocator	Wage	10110707
15	Water Quality Technologist	Salary	10028246
17	Water Resource Analyst	Salary	10028252
09	Weighscale Administrative Clerk	Salary	10028456
12	Welder	Wage	10028105
12	Work Activity Coordinator	Salary	10028573
13	Workforce Mgmt Data Analyst	Salary	10096621
01	Youth Facilitator	Salary	10074261
18	Zone Supervisor	Salary	10028541
13	Zone Supervisor, Traffic Operations	Wage	10028303
16	Zoning Plan Examiner	Salary	10028674

APPENDIX I

CUPE LOCAL 503 – Salary Schedules – Effective January 1, 2020

Effective January 1, 2020 1.80% Increase

Effective January 1, 2020 1.80% Increase						
Pay Grade		1	2	3	4	5
1	Hourly	\$18.723	\$19.470	\$20.254	\$21.073	\$21.906
2	Hourly	\$20.011	\$20.809	\$21.646	\$22.521	\$23.414
3	Hourly	\$21.295	\$22.147	\$23.036	\$23.974	\$24.923
4	Hourly	\$22.587	\$23.483	\$24.430	\$25.418	\$26.424
5	Hourly	\$23.872	\$24.820	\$25.824	\$26.868	\$27.932
6	Hourly	\$25.161	\$26.167	\$27.213	\$28.313	\$29.435
7	Hourly	\$26.445	\$27.503	\$28.606	\$29.765	\$30.944
8	Hourly	\$25.705	\$26.730	\$27.804	\$28.930	\$30.075
9	Hourly	\$26.896	\$27.969	\$29.096	\$30.270	\$31.470
10	Hourly	\$30.309	\$31.518	\$32.779	\$34.111	\$35.460
11	Hourly	\$31.595	\$32.858	\$34.175	\$35.557	\$36.971
12	Hourly	\$32.882	\$34.196	\$35.567	\$37.009	\$38.472
13	Hourly	\$34.168	\$35.529	\$36.963	\$38.454	\$39.978
14	Hourly	\$35.453	\$36.869	\$38.350	\$39.903	\$41.482
15	Hourly	\$36.744	\$38.211	\$39.741	\$41.351	\$42.992
16	Hourly	\$38.026	\$39.545	\$41.133	\$42.800	\$44.495
17	Hourly	\$39.315	\$40.887	\$42.529	\$44.247	\$45.999
18	Hourly	\$40.606	\$42.223	\$43.924	\$45.695	\$47.511
19	Hourly	\$42.067	\$43.732	\$45.492	\$47.333	\$49.213
20	Hourly	\$43.732	\$45.492	\$47.319	\$49.233	\$51.181
21	Hourly	\$45.423	\$47.233	\$49.125	\$51.130	\$53.142
22	Hourly	\$47.112	\$48.988	\$50.954	\$53.007	\$55.108

**City of Ottawa
Local 503 CUPE**

**Effective January 1, 2020
1.80% Increase**

Steps

1	2	3	4	5
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35 hours per week

Pay Grade

1		\$ 34,075.86	\$ 35,435.40	\$ 36,862.28	\$ 38,352.86	\$ 39,868.92
	Bi-weekly	\$ 1,310.61	\$ 1,362.90	\$ 1,417.78	\$ 1,475.11	\$ 1,533.42
	Hourly	\$18.723	\$19.470	\$20.254	\$21.073	\$21.906
2	Annual	\$ 36,420.02	\$ 37,872.38	\$ 39,395.72	\$ 40,988.22	\$ 42,613.48
	Bi-weekly	\$ 1,400.77	\$ 1,456.63	\$ 1,515.22	\$ 1,576.47	\$ 1,638.98
	Hourly	\$20.011	\$20.809	\$21.646	\$22.521	\$23.414
3	Annual	\$ 38,756.90	\$ 40,307.54	\$ 41,925.52	\$ 43,632.68	\$ 45,359.86
	Bi-weekly	\$ 1,490.65	\$ 1,550.29	\$ 1,612.52	\$ 1,678.18	\$ 1,744.61
	Hourly	\$21.295	\$22.147	\$23.036	\$23.974	\$24.923
4	Annual	\$ 41,108.34	\$ 42,739.06	\$ 44,462.60	\$ 46,260.76	\$ 48,091.68
	Bi-weekly	\$ 1,581.09	\$ 1,643.81	\$ 1,710.10	\$ 1,779.26	\$ 1,849.68
	Hourly	\$22.587	\$23.483	\$24.430	\$25.418	\$26.424
5	Annual	\$ 43,447.04	\$ 45,172.40	\$ 46,999.68	\$ 48,899.76	\$ 50,836.24
	Bi-weekly	\$ 1,671.04	\$ 1,737.40	\$ 1,807.68	\$ 1,880.76	\$ 1,955.24
	Hourly	\$23.872	\$24.820	\$25.824	\$26.868	\$27.932
6	Annual	\$ 45,793.02	\$ 47,623.94	\$ 49,527.66	\$ 51,529.66	\$ 53,571.70
	Bi-weekly	\$ 1,761.27	\$ 1,831.69	\$ 1,904.91	\$ 1,981.91	\$ 2,060.45
	Hourly	\$25.161	\$26.167	\$27.213	\$28.313	\$29.435
7	Annual	\$ 48,129.90	\$ 50,055.46	\$ 52,062.92	\$ 54,172.30	\$ 56,318.08
	Bi-weekly	\$ 1,851.15	\$ 1,925.21	\$ 2,002.42	\$ 2,083.55	\$ 2,166.08
	Hourly	\$26.445	\$27.503	\$28.606	\$29.765	\$30.944
8	Annual	\$ 50,475.88	\$ 52,486.98	\$ 54,598.18	\$ 56,807.66	\$ 59,057.18
	Bi-weekly	\$ 1,941.38	\$ 2,018.73	\$ 2,099.93	\$ 2,184.91	\$ 2,271.43
	Hourly	\$27.734	\$28.839	\$29.999	\$31.213	\$32.449
9	Annual	\$ 52,814.58	\$ 54,922.14	\$ 57,135.26	\$ 59,439.38	\$ 61,794.46
	Bi-weekly	\$ 2,031.33	\$ 2,112.39	\$ 2,197.51	\$ 2,286.13	\$ 2,376.71
	Hourly	\$29.019	\$30.177	\$31.393	\$32.659	\$33.953
10	Annual	\$ 55,162.38	\$ 57,362.76	\$ 59,657.78	\$ 62,082.02	\$ 64,537.20
	Bi-weekly	\$ 2,121.63	\$ 2,206.26	\$ 2,294.53	\$ 2,387.77	\$ 2,482.20
	Hourly	\$30.309	\$31.518	\$32.779	\$34.111	\$35.460
11	Annual	\$ 57,502.90	\$ 59,801.56	\$ 62,198.50	\$ 64,713.74	\$ 67,287.22

Bi-weekly	\$ 2,211.65	\$ 2,300.06	\$ 2,392.25	\$ 2,488.99	\$ 2,587.97
Hourly	\$31.595	\$32.858	\$34.175	\$35.557	\$36.971

12 Annual	\$ 59,845.24	\$ 62,236.72	\$ 64,731.94	\$ 67,356.38	\$ 70,019.04
Bi-weekly	\$ 2,301.74	\$ 2,393.72	\$ 2,489.69	\$ 2,590.63	\$ 2,693.04
Hourly	\$32.882	\$34.196	\$35.567	\$37.009	\$38.472

13 Annual	\$ 62,185.76	\$ 64,662.78	\$ 67,272.66	\$ 69,986.28	\$ 72,759.96
Bi-weekly	\$ 2,391.76	\$ 2,487.03	\$ 2,587.41	\$ 2,691.78	\$ 2,798.46
Hourly	\$34.168	\$35.529	\$36.963	\$38.454	\$39.978

14 Annual	\$ 64,524.46	\$ 67,101.58	\$ 69,797.00	\$ 72,623.46	\$ 75,497.24
Bi-weekly	\$ 2,481.71	\$ 2,580.83	\$ 2,684.50	\$ 2,793.21	\$ 2,903.74
Hourly	\$35.453	\$36.869	\$38.350	\$39.903	\$41.482

15 Annual	\$ 66,874.08	\$ 69,544.02	\$ 72,328.62	\$ 75,258.82	\$ 78,245.44
Bi-weekly	\$ 2,572.08	\$ 2,674.77	\$ 2,781.87	\$ 2,894.57	\$ 3,009.44
Hourly	\$36.744	\$38.211	\$39.741	\$41.351	\$42.992

16 Annual	\$ 69,207.32	\$ 71,971.90	\$ 74,862.06	\$ 77,896.00	\$ 80,980.90
Bi-weekly	\$ 2,661.82	\$ 2,768.15	\$ 2,879.31	\$ 2,996.00	\$ 3,114.65
Hourly	\$38.026	\$39.545	\$41.133	\$42.800	\$44.495

17 Annual	\$ 71,553.30	\$ 74,414.34	\$ 77,402.78	\$ 80,529.54	\$ 83,718.18
Bi-weekly	\$ 2,752.05	\$ 2,862.09	\$ 2,977.03	\$ 3,097.29	\$ 3,219.93
Hourly	\$39.315	\$40.887	\$42.529	\$44.247	\$45.999

18 Annual	\$ 73,902.92	\$ 76,845.86	\$ 79,941.68	\$ 83,164.90	\$ 86,470.02
Bi-weekly	\$ 2,842.42	\$ 2,955.61	\$ 3,074.68	\$ 3,198.65	\$ 3,325.77
Hourly	\$40.606	\$42.223	\$43.924	\$45.695	\$47.511

19 Annual	\$ 76,561.94	\$ 79,592.24	\$ 82,795.44	\$ 86,146.06	\$ 89,567.66
Bi-weekly	\$ 2,944.69	\$ 3,061.24	\$ 3,184.44	\$ 3,313.31	\$ 3,444.91
Hourly	\$42.067	\$43.732	\$45.492	\$47.333	\$49.213

20 Annual	\$ 79,592.24	\$ 82,795.44	\$ 86,120.58	\$ 89,604.06	\$ 93,149.42
Bi-weekly	\$ 3,061.24	\$ 3,184.44	\$ 3,312.33	\$ 3,446.31	\$ 3,582.67
Hourly	\$43.732	\$45.492	\$47.319	\$49.233	\$51.181

21 Annual	\$ 82,669.86	\$ 85,964.06	\$ 89,407.50	\$ 93,056.60	\$ 96,718.44
Bi-weekly	\$ 3,179.61	\$ 3,306.31	\$ 3,438.75	\$ 3,579.10	\$ 3,719.94
Hourly	\$45.423	\$47.233	\$49.125	\$51.130	\$53.142

22 Annual	\$ 85,743.84	\$ 89,158.16	\$ 92,736.28	\$ 96,472.74	\$ 100,296.56
Bi-weekly	\$ 3,297.84	\$ 3,429.16	\$ 3,566.78	\$ 3,710.49	\$ 3,857.56
Hourly	\$47.112	\$48.988	\$50.954	\$53.007	\$55.108

37.5 hours per week

Pay Grade

5 Annual	\$ 46,550.40	\$ 48,399.00	\$ 50,356.80	\$ 52,392.60	\$ 54,467.40
Bi-weekly	\$ 1,790.40	\$ 1,861.50	\$ 1,936.80	\$ 2,015.10	\$ 2,094.90
Hourly	\$23.872	\$24.820	\$25.824	\$26.868	\$27.932

6	Annual	\$ 49,063.95	\$ 51,025.65	\$ 53,065.35	\$ 55,210.35	\$ 57,398.25
	Bi-weekly	\$ 1,887.08	\$ 1,962.53	\$ 2,040.98	\$ 2,123.48	\$ 2,207.63
	Hourly	\$25.161	\$26.167	\$27.213	\$28.313	\$29.435
7	Annual	\$ 51,567.75	\$ 53,630.85	\$ 55,781.70	\$ 58,041.75	\$ 60,340.80
	Bi-weekly	\$ 1,983.38	\$ 2,062.73	\$ 2,145.45	\$ 2,232.38	\$ 2,320.80
	Hourly	\$26.445	\$27.503	\$28.606	\$29.765	\$30.944
8	Annual	\$ 54,081.30	\$ 56,236.05	\$ 58,498.05	\$ 60,865.35	\$ 63,275.55
	Bi-weekly	\$ 2,080.05	\$ 2,162.93	\$ 2,249.93	\$ 2,340.98	\$ 2,433.68
	Hourly	\$27.734	\$28.839	\$29.999	\$31.213	\$32.449
9	Annual	\$ 56,587.05	\$ 58,845.15	\$ 61,216.35	\$ 63,685.05	\$ 66,208.35
	Bi-weekly	\$ 2,176.43	\$ 2,263.28	\$ 2,354.48	\$ 2,449.43	\$ 2,546.48
	Hourly	\$29.019	\$30.177	\$31.393	\$32.659	\$33.953
10	Annual	\$ 59,102.55	\$ 61,460.10	\$ 63,919.05	\$ 66,516.45	\$ 69,147.00
	Bi-weekly	\$ 2,273.18	\$ 2,363.85	\$ 2,458.43	\$ 2,558.33	\$ 2,659.50
	Hourly	\$30.309	\$31.518	\$32.779	\$34.111	\$35.460
11	Annual	\$ 61,610.25	\$ 64,073.10	\$ 66,641.25	\$ 69,336.15	\$ 72,093.45
	Bi-weekly	\$ 2,369.63	\$ 2,464.35	\$ 2,563.13	\$ 2,666.78	\$ 2,772.83
	Hourly	\$31.595	\$32.858	\$34.175	\$35.557	\$36.971
12	Annual	\$ 64,119.90	\$ 66,682.20	\$ 69,355.65	\$ 72,167.55	\$ 75,020.40
	Bi-weekly	\$ 2,466.15	\$ 2,564.70	\$ 2,667.53	\$ 2,775.68	\$ 2,885.40
	Hourly	\$32.882	\$34.196	\$35.567	\$37.009	\$38.472
13	Annual	\$ 66,627.60	\$ 69,281.55	\$ 72,077.85	\$ 74,985.30	\$ 77,957.10
	Bi-weekly	\$ 2,562.60	\$ 2,664.68	\$ 2,772.23	\$ 2,884.05	\$ 2,998.35
	Hourly	\$34.168	\$35.529	\$36.963	\$38.454	\$39.978
14	Annual	\$ 69,133.35	\$ 71,894.55	\$ 74,782.50	\$ 77,810.85	\$ 80,889.90
	Bi-weekly	\$ 2,658.98	\$ 2,765.18	\$ 2,876.25	\$ 2,992.73	\$ 3,111.15
	Hourly	\$35.453	\$36.869	\$38.350	\$39.903	\$41.482
16	Annual	\$ 74,150.70	\$ 77,112.75	\$ 80,209.35	\$ 83,460.00	\$ 86,765.25
	Bi-weekly	\$ 2,851.95	\$ 2,965.88	\$ 3,084.98	\$ 3,210.00	\$ 3,337.13
	Hourly	\$38.026	\$39.545	\$41.133	\$42.800	\$44.495

40 hours per week

Pay Grade

1	Annual	\$ 38,943.84	\$ 40,497.60	\$ 42,128.32	\$ 43,831.84	\$ 45,564.48
	Bi-weekly	\$ 1,497.84	\$ 1,557.60	\$ 1,620.32	\$ 1,685.84	\$ 1,752.48
	Hourly	\$18.723	\$19.470	\$20.254	\$21.073	\$21.906
2	Annual	\$ 41,622.88	\$ 43,282.72	\$ 45,023.68	\$ 46,843.68	\$ 48,701.12
	Bi-weekly	\$ 1,600.88	\$ 1,664.72	\$ 1,731.68	\$ 1,801.68	\$ 1,873.12
	Hourly	\$20.011	\$20.809	\$21.646	\$22.521	\$23.414
3	Annual	\$ 44,293.60	\$ 46,065.76	\$ 47,914.88	\$ 49,865.92	\$ 51,839.84

	Bi-weekly	\$ 1,703.60	\$ 1,771.76	\$ 1,842.88	\$ 1,917.92	\$ 1,993.84
	Hourly	\$21.295	\$22.147	\$23.036	\$23.974	\$24.923
4	Annual	\$ 46,980.96	\$ 48,844.64	\$ 50,814.40	\$ 52,869.44	\$ 54,961.92
	Bi-weekly	\$ 1,806.96	\$ 1,878.64	\$ 1,954.40	\$ 2,033.44	\$ 2,113.92
	Hourly	\$22.587	\$23.483	\$24.430	\$25.418	\$26.424
5	Annual	\$ 49,653.76	\$ 51,625.60	\$ 53,713.92	\$ 55,885.44	\$ 58,098.56
	Bi-weekly	\$ 1,909.76	\$ 1,985.60	\$ 2,065.92	\$ 2,149.44	\$ 2,234.56
	Hourly	\$23.872	\$24.820	\$25.824	\$26.868	\$27.932
6	Annual	\$ 52,334.88	\$ 54,427.36	\$ 56,603.04	\$ 58,891.04	\$ 61,224.80
	Bi-weekly	\$ 2,012.88	\$ 2,093.36	\$ 2,177.04	\$ 2,265.04	\$ 2,354.80
	Hourly	\$25.161	\$26.167	\$27.213	\$28.313	\$29.435
7	Annual	\$ 55,005.60	\$ 57,206.24	\$ 59,500.48	\$ 61,911.20	\$ 64,363.52
	Bi-weekly	\$ 2,115.60	\$ 2,200.24	\$ 2,288.48	\$ 2,381.20	\$ 2,475.52
	Hourly	\$26.445	\$27.503	\$28.606	\$29.765	\$30.944
8	Annual	\$ 57,686.72	\$ 59,985.12	\$ 62,397.92	\$ 64,923.04	\$ 67,493.92
	Bi-weekly	\$ 2,218.72	\$ 2,307.12	\$ 2,399.92	\$ 2,497.04	\$ 2,595.92
	Hourly	\$27.734	\$28.839	\$29.999	\$31.213	\$32.449
9	Annual	\$ 60,359.52	\$ 62,768.16	\$ 65,297.44	\$ 67,930.72	\$ 70,622.24
	Bi-weekly	\$ 2,321.52	\$ 2,414.16	\$ 2,511.44	\$ 2,612.72	\$ 2,716.24
	Hourly	\$29.019	\$30.177	\$31.393	\$32.659	\$33.953
10	Annual	\$ 63,042.72	\$ 65,557.44	\$ 68,180.32	\$ 70,950.88	\$ 73,756.80
	Bi-weekly	\$ 2,424.72	\$ 2,521.44	\$ 2,622.32	\$ 2,728.88	\$ 2,836.80
	Hourly	\$30.309	\$31.518	\$32.779	\$34.111	\$35.460
11	Annual	\$ 65,717.60	\$ 68,344.64	\$ 71,084.00	\$ 73,958.56	\$ 76,899.68
	Bi-weekly	\$ 2,527.60	\$ 2,628.64	\$ 2,734.00	\$ 2,844.56	\$ 2,957.68
	Hourly	\$31.595	\$32.858	\$34.175	\$35.557	\$36.971
12	Annual	\$ 68,394.56	\$ 71,127.68	\$ 73,979.36	\$ 76,978.72	\$ 80,021.76
	Bi-weekly	\$ 2,630.56	\$ 2,735.68	\$ 2,845.36	\$ 2,960.72	\$ 3,077.76
	Hourly	\$32.882	\$34.196	\$35.567	\$37.009	\$38.472
13	Annual	\$ 71,069.44	\$ 73,900.32	\$ 76,883.04	\$ 79,984.32	\$ 83,154.24
	Bi-weekly	\$ 2,733.44	\$ 2,842.32	\$ 2,957.04	\$ 3,076.32	\$ 3,198.24
	Hourly	\$34.168	\$35.529	\$36.963	\$38.454	\$39.978
14	Annual	\$ 73,742.24	\$ 76,687.52	\$ 79,768.00	\$ 82,998.24	\$ 86,282.56
	Bi-weekly	\$ 2,836.24	\$ 2,949.52	\$ 3,068.00	\$ 3,192.24	\$ 3,318.56
	Hourly	\$35.453	\$36.869	\$38.350	\$39.903	\$41.482
15	Annual	\$ 76,427.52	\$ 79,478.88	\$ 82,661.28	\$ 86,010.08	\$ 89,423.36
	Bi-weekly	\$ 2,939.52	\$ 3,056.88	\$ 3,179.28	\$ 3,308.08	\$ 3,439.36
	Hourly	\$36.744	\$38.211	\$39.741	\$41.351	\$42.992
16	Annual	\$ 79,094.08	\$ 82,253.60	\$ 85,556.64	\$ 89,024.00	\$ 92,549.60

Bi-weekly	\$ 3,042.08	\$ 3,163.60	\$ 3,290.64	\$ 3,424.00	\$ 3,559.60
Hourly	\$38.026	\$39.545	\$41.133	\$42.800	\$44.495

17 Annual	\$ 81,775.20	\$ 85,044.96	\$ 88,460.32	\$ 92,033.76	\$ 95,677.92
Bi-weekly	\$ 3,145.20	\$ 3,270.96	\$ 3,402.32	\$ 3,539.76	\$ 3,679.92
Hourly	\$39.315	\$40.887	\$42.529	\$44.247	\$45.999

18 Annual	\$ 84,460.48	\$ 87,823.84	\$ 91,361.92	\$ 95,045.60	\$ 98,822.88
Bi-weekly	\$ 3,248.48	\$ 3,377.84	\$ 3,513.92	\$ 3,655.60	\$ 3,800.88
Hourly	\$40.606	\$42.223	\$43.924	\$45.695	\$47.511

19 Annual	\$ 87,499.36	\$ 90,962.56	\$ 94,623.36	\$ 98,452.64	\$ 102,363.04
Bi-weekly	\$ 3,365.36	\$ 3,498.56	\$ 3,639.36	\$ 3,786.64	\$ 3,937.04
Hourly	\$42.067	\$43.732	\$45.492	\$47.333	\$49.213

20 Annual	\$ 90,962.56	\$ 94,623.36	\$ 98,423.52	\$ 102,404.64	\$ 106,456.48
Bi-weekly	\$ 3,498.56	\$ 3,639.36	\$ 3,785.52	\$ 3,938.64	\$ 4,094.48
Hourly	\$43.732	\$45.492	\$47.319	\$49.233	\$51.181

21 Annual	\$ 94,479.84	\$ 98,244.64	\$ 102,180.00	\$ 106,350.40	\$ 110,535.36
Bi-weekly	\$ 3,633.84	\$ 3,778.64	\$ 3,930.00	\$ 4,090.40	\$ 4,251.36
Hourly	\$45.423	\$47.233	\$49.125	\$51.130	\$53.142

22 Annual	\$ 97,992.96	\$ 101,895.04	\$ 105,984.32	\$ 110,254.56	\$ 114,624.64
Bi-weekly	\$ 3,768.96	\$ 3,919.04	\$ 4,076.32	\$ 4,240.56	\$ 4,408.64
Hourly	\$47.112	\$48.988	\$50.954	\$53.007	\$55.108

42 hours per week

Pay Grade

7 Annual	\$ 57,755.88	\$ 60,066.55	\$ 62,475.50	\$ 65,006.76	\$ 67,581.70
Bi-weekly	\$ 2,221.38	\$ 2,310.25	\$ 2,402.90	\$ 2,500.26	\$ 2,599.30
Hourly	\$26.445	\$27.503	\$28.606	\$29.765	\$30.944

10 Annual	\$ 66,194.86	\$ 68,835.31	\$ 71,589.34	\$ 74,498.42	\$ 77,444.64
Bi-weekly	\$ 2,545.96	\$ 2,647.51	\$ 2,753.44	\$ 2,865.32	\$ 2,978.64
Hourly	\$30.309	\$31.518	\$32.779	\$34.111	\$35.460

12 Annual	\$ 71,814.29	\$ 74,684.06	\$ 77,678.33	\$ 80,827.66	\$ 84,022.85
Bi-weekly	\$ 2,762.09	\$ 2,872.46	\$ 2,987.63	\$ 3,108.76	\$ 3,231.65
Hourly	\$32.882	\$34.196	\$35.567	\$37.009	\$38.472

13 Annual	\$ 74,622.91	\$ 77,595.34	\$ 80,727.19	\$ 83,983.54	\$ 87,311.95
Bi-weekly	\$ 2,870.11	\$ 2,984.44	\$ 3,104.89	\$ 3,230.14	\$ 3,358.15
Hourly	\$34.168	\$35.529	\$36.963	\$38.454	\$39.978

14 Annual	\$ 77,429.35	\$ 80,521.90	\$ 83,756.40	\$ 87,148.15	\$ 90,596.69
Bi-weekly	\$ 2,978.05	\$ 3,097.00	\$ 3,221.40	\$ 3,351.85	\$ 3,484.49
Hourly	\$35.453	\$36.869	\$38.350	\$39.903	\$41.482

15 Annual	\$ 80,248.90	\$ 83,452.82	\$ 86,794.34	\$ 90,310.58	\$ 93,894.53
Bi-weekly	\$ 3,086.50	\$ 3,209.72	\$ 3,338.24	\$ 3,473.48	\$ 3,611.33
Hourly	\$36.744	\$38.211	\$39.741	\$41.351	\$42.992

16	Annual	\$ 83,048.78	\$ 86,366.28	\$ 89,834.47	\$ 93,475.20	\$ 97,177.08
	Bi-weekly	\$ 3,194.18	\$ 3,321.78	\$ 3,455.17	\$ 3,595.20	\$ 3,737.58
	Hourly	\$38.026	\$39.545	\$41.133	\$42.800	\$44.495
17	Annual	\$ 85,863.96	\$ 89,297.21	\$ 92,883.34	\$ 96,635.45	\$ 100,461.82
	Bi-weekly	\$ 3,302.46	\$ 3,434.51	\$ 3,572.44	\$ 3,716.75	\$ 3,863.92
	Hourly	\$39.315	\$40.887	\$42.529	\$44.247	\$45.999

APPENDIX I
CUPE LOCAL 503 – Salary Schedules – Effective January 1, 2021

Effective January 1, 2021 1.50% Increase						
Pay Grade		1	2	3	4	5
1	Hourly	\$19.004	\$19.762	\$20.558	\$21.389	\$22.235
2	Hourly	\$20.311	\$21.121	\$21.971	\$22.859	\$23.765
3	Hourly	\$21.614	\$22.479	\$23.382	\$24.334	\$25.297
4	Hourly	\$22.926	\$23.835	\$24.796	\$25.799	\$26.820
5	Hourly	\$24.230	\$25.192	\$26.211	\$27.271	\$28.351
6	Hourly	\$25.538	\$26.560	\$27.621	\$28.738	\$29.877
7	Hourly	\$26.842	\$27.916	\$29.035	\$30.211	\$31.408
8	Hourly	\$28.150	\$29.272	\$30.449	\$31.681	\$32.936
9	Hourly	\$29.454	\$30.630	\$31.864	\$33.149	\$34.462
10	Hourly	\$30.764	\$31.991	\$33.271	\$34.623	\$35.992
11	Hourly	\$32.069	\$33.351	\$34.688	\$36.090	\$37.526
12	Hourly	\$33.375	\$34.709	\$36.101	\$37.564	\$39.049
13	Hourly	\$34.681	\$36.062	\$37.517	\$39.031	\$40.578
14	Hourly	\$35.985	\$37.422	\$38.925	\$40.502	\$42.104
15	Hourly	\$37.295	\$38.784	\$40.337	\$41.971	\$43.637
16	Hourly	\$38.596	\$40.138	\$41.750	\$43.442	\$45.162
17	Hourly	\$39.905	\$41.500	\$43.167	\$44.911	\$46.689
18	Hourly	\$41.215	\$42.856	\$44.583	\$46.380	\$48.224
19	Hourly	\$42.698	\$44.388	\$46.174	\$48.043	\$49.951
20	Hourly	\$44.388	\$46.174	\$48.029	\$49.971	\$51.949
21	Hourly	\$46.104	\$47.941	\$49.862	\$51.897	\$53.939
22	Hourly	\$47.819	\$49.723	\$51.718	\$53.802	\$55.935

**City of Ottawa
Local 503 CUPE**

Effective January 1, 2021
1.50% Increase

Steps

1	2	3	4	5
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35 hours per week

Pay Grade

1	Annual	\$ 34,587.28	\$ 35,966.84	\$ 37,415.56	\$ 38,927.98	\$ 40,467.70
	Bi-weekly	\$ 1,330.28	\$ 1,383.34	\$ 1,439.06	\$ 1,497.23	\$ 1,556.45
	Hourly	\$19.004	\$19.762	\$20.558	\$21.389	\$22.235
2	Annual	\$ 36,966.02	\$ 38,440.22	\$ 39,987.22	\$ 41,603.38	\$ 43,252.30
	Bi-weekly	\$ 1,421.77	\$ 1,478.47	\$ 1,537.97	\$ 1,600.13	\$ 1,663.55
	Hourly	\$20.311	\$21.121	\$21.971	\$22.859	\$23.765
3	Annual	\$ 39,337.48	\$ 40,911.78	\$ 42,555.24	\$ 44,287.88	\$ 46,040.54
	Bi-weekly	\$ 1,512.98	\$ 1,573.53	\$ 1,636.74	\$ 1,703.38	\$ 1,770.79
	Hourly	\$21.614	\$22.479	\$23.382	\$24.334	\$25.297
4	Annual	\$ 41,725.32	\$ 43,379.70	\$ 45,128.72	\$ 46,954.18	\$ 48,812.40
	Bi-weekly	\$ 1,604.82	\$ 1,668.45	\$ 1,735.72	\$ 1,805.93	\$ 1,877.40
	Hourly	\$22.926	\$23.835	\$24.796	\$25.799	\$26.820
5	Annual	\$ 44,098.60	\$ 45,849.44	\$ 47,704.02	\$ 49,633.22	\$ 51,598.82
	Bi-weekly	\$ 1,696.10	\$ 1,763.44	\$ 1,834.77	\$ 1,908.97	\$ 1,984.57
	Hourly	\$24.230	\$25.192	\$26.211	\$27.271	\$28.351
6	Annual	\$ 46,479.16	\$ 48,339.20	\$ 50,270.22	\$ 52,303.16	\$ 54,376.14
	Bi-weekly	\$ 1,787.66	\$ 1,859.20	\$ 1,933.47	\$ 2,011.66	\$ 2,091.39
	Hourly	\$25.538	\$26.560	\$27.621	\$28.738	\$29.877
7	Annual	\$ 48,852.44	\$ 50,807.12	\$ 52,843.70	\$ 54,984.02	\$ 57,162.56
	Bi-weekly	\$ 1,878.94	\$ 1,954.12	\$ 2,032.45	\$ 2,114.77	\$ 2,198.56
	Hourly	\$26.842	\$27.916	\$29.035	\$30.211	\$31.408
8	Annual	\$ 51,233.00	\$ 53,275.04	\$ 55,417.18	\$ 57,659.42	\$ 59,943.52
	Bi-weekly	\$ 1,970.50	\$ 2,049.04	\$ 2,131.43	\$ 2,217.67	\$ 2,305.52
	Hourly	\$28.150	\$29.272	\$30.449	\$31.681	\$32.936
9	Annual	\$ 53,606.28	\$ 55,746.60	\$ 57,992.48	\$ 60,331.18	\$ 62,720.84
	Bi-weekly	\$ 2,061.78	\$ 2,144.10	\$ 2,230.48	\$ 2,320.43	\$ 2,412.34
	Hourly	\$29.454	\$30.630	\$31.864	\$33.149	\$34.462
10	Annual	\$ 55,990.48	\$ 58,223.62	\$ 60,553.22	\$ 63,013.86	\$ 65,505.44
	Bi-weekly	\$ 2,153.48	\$ 2,239.37	\$ 2,328.97	\$ 2,423.61	\$ 2,519.44
	Hourly	\$30.764	\$31.991	\$33.271	\$34.623	\$35.992
11	Annual	\$ 58,365.58	\$ 60,698.82	\$ 63,132.16	\$ 65,683.80	\$ 68,297.32
	Bi-weekly	\$ 2,244.83	\$ 2,334.57	\$ 2,428.16	\$ 2,526.30	\$ 2,626.82

	Hourly	\$32.069	\$33.351	\$34.688	\$36.090	\$37.526
12	Annual	\$ 60,742.50	\$ 63,170.38	\$ 65,703.82	\$ 68,366.48	\$ 71,069.18
	Bi-weekly	\$ 2,336.25	\$ 2,429.63	\$ 2,527.07	\$ 2,629.48	\$ 2,733.43
	Hourly	\$33.375	\$34.709	\$36.101	\$37.564	\$39.049
13	Annual	\$ 63,119.42	\$ 65,632.84	\$ 68,280.94	\$ 71,036.42	\$ 73,851.96
	Bi-weekly	\$ 2,427.67	\$ 2,524.34	\$ 2,626.19	\$ 2,732.17	\$ 2,840.46
	Hourly	\$34.681	\$36.062	\$37.517	\$39.031	\$40.578
14	Annual	\$ 65,492.70	\$ 68,108.04	\$ 70,843.50	\$ 73,713.64	\$ 76,629.28
	Bi-weekly	\$ 2,518.95	\$ 2,619.54	\$ 2,724.75	\$ 2,835.14	\$ 2,947.28
	Hourly	\$35.985	\$37.422	\$38.925	\$40.502	\$42.104
15	Annual	\$ 67,876.90	\$ 70,586.88	\$ 73,413.34	\$ 76,387.22	\$ 79,419.34
	Bi-weekly	\$ 2,610.65	\$ 2,714.88	\$ 2,823.59	\$ 2,937.97	\$ 3,054.59
	Hourly	\$37.295	\$38.784	\$40.337	\$41.971	\$43.637
16	Annual	\$ 70,244.72	\$ 73,051.16	\$ 75,985.00	\$ 79,064.44	\$ 82,194.84
	Bi-weekly	\$ 2,701.72	\$ 2,809.66	\$ 2,922.50	\$ 3,040.94	\$ 3,161.34
	Hourly	\$38.596	\$40.138	\$41.750	\$43.442	\$45.162
17	Annual	\$ 72,627.10	\$ 75,530.00	\$ 78,563.94	\$ 81,738.02	\$ 84,973.98
	Bi-weekly	\$ 2,793.35	\$ 2,905.00	\$ 3,021.69	\$ 3,143.77	\$ 3,268.23
	Hourly	\$39.905	\$41.500	\$43.167	\$44.911	\$46.689
18	Annual	\$ 75,011.30	\$ 77,997.92	\$ 81,141.06	\$ 84,411.60	\$ 87,767.68
	Bi-weekly	\$ 2,885.05	\$ 2,999.92	\$ 3,120.81	\$ 3,246.60	\$ 3,375.68
	Hourly	\$41.215	\$42.856	\$44.583	\$46.380	\$48.224
19	Annual	\$ 77,710.36	\$ 80,786.16	\$ 84,036.68	\$ 87,438.26	\$ 90,910.82
	Bi-weekly	\$ 2,988.86	\$ 3,107.16	\$ 3,232.18	\$ 3,363.01	\$ 3,496.57
	Hourly	\$42.698	\$44.388	\$46.174	\$48.043	\$49.951
20	Annual	\$ 80,786.16	\$ 84,036.68	\$ 87,412.78	\$ 90,947.22	\$ 94,547.18
	Bi-weekly	\$ 3,107.16	\$ 3,232.18	\$ 3,362.03	\$ 3,497.97	\$ 3,636.43
	Hourly	\$44.388	\$46.174	\$48.029	\$49.971	\$51.949
21	Annual	\$ 83,909.28	\$ 87,252.62	\$ 90,748.84	\$ 94,452.54	\$ 98,168.98
	Bi-weekly	\$ 3,227.28	\$ 3,355.87	\$ 3,490.34	\$ 3,632.79	\$ 3,775.73
	Hourly	\$46.104	\$47.941	\$49.862	\$51.897	\$53.939
22	Annual	\$ 87,030.58	\$ 90,495.86	\$ 94,126.76	\$ 97,919.64	\$ 101,801.70
	Bi-weekly	\$ 3,347.33	\$ 3,480.61	\$ 3,620.26	\$ 3,766.14	\$ 3,915.45
	Hourly	\$47.819	\$49.723	\$51.718	\$53.802	\$55.935

37.5 hours per week

Pay Grade

5	Annual	\$ 47,248.50	\$ 49,124.40	\$ 51,111.45	\$ 53,178.45	\$ 55,284.45
	Bi-weekly	\$ 1,817.25	\$ 1,889.40	\$ 1,965.83	\$ 2,045.33	\$ 2,126.33
	Hourly	\$24.230	\$25.192	\$26.211	\$27.271	\$28.351

6	Annual	\$ 49,799.10	\$ 51,792.00	\$ 53,860.95	\$ 56,039.10	\$ 58,260.15
	Bi-weekly	\$ 1,915.35	\$ 1,992.00	\$ 2,071.58	\$ 2,155.35	\$ 2,240.78
	Hourly	\$25.538	\$26.560	\$27.621	\$28.738	\$29.877
7	Annual	\$ 52,341.90	\$ 54,436.20	\$ 56,618.25	\$ 58,911.45	\$ 61,245.60
	Bi-weekly	\$ 2,013.15	\$ 2,093.70	\$ 2,177.63	\$ 2,265.83	\$ 2,355.60
	Hourly	\$26.842	\$27.916	\$29.035	\$30.211	\$31.408
8	Annual	\$ 54,892.50	\$ 57,080.40	\$ 59,375.55	\$ 61,777.95	\$ 64,225.20
	Bi-weekly	\$ 2,111.25	\$ 2,195.40	\$ 2,283.68	\$ 2,376.08	\$ 2,470.20
	Hourly	\$28.150	\$29.272	\$30.449	\$31.681	\$32.936
9	Annual	\$ 57,435.30	\$ 59,728.50	\$ 62,134.80	\$ 64,640.55	\$ 67,200.90
	Bi-weekly	\$ 2,209.05	\$ 2,297.25	\$ 2,389.80	\$ 2,486.18	\$ 2,584.65
	Hourly	\$29.454	\$30.630	\$31.864	\$33.149	\$34.462
10	Annual	\$ 59,989.80	\$ 62,382.45	\$ 64,878.45	\$ 67,514.85	\$ 70,184.40
	Bi-weekly	\$ 2,307.30	\$ 2,399.33	\$ 2,495.33	\$ 2,596.73	\$ 2,699.40
	Hourly	\$30.764	\$31.991	\$33.271	\$34.623	\$35.992
11	Annual	\$ 62,534.55	\$ 65,034.45	\$ 67,641.60	\$ 70,375.50	\$ 73,175.70
	Bi-weekly	\$ 2,405.18	\$ 2,501.33	\$ 2,601.60	\$ 2,706.75	\$ 2,814.45
	Hourly	\$32.069	\$33.351	\$34.688	\$36.090	\$37.526
12	Annual	\$ 65,081.25	\$ 67,682.55	\$ 70,396.95	\$ 73,249.80	\$ 76,145.55
	Bi-weekly	\$ 2,503.13	\$ 2,603.18	\$ 2,707.58	\$ 2,817.30	\$ 2,928.68
	Hourly	\$33.375	\$34.709	\$36.101	\$37.564	\$39.049
13	Annual	\$ 67,627.95	\$ 70,320.90	\$ 73,158.15	\$ 76,110.45	\$ 79,127.10
	Bi-weekly	\$ 2,601.08	\$ 2,704.65	\$ 2,813.78	\$ 2,927.33	\$ 3,043.35
	Hourly	\$34.681	\$36.062	\$37.517	\$39.031	\$40.578
14	Annual	\$ 70,170.75	\$ 72,972.90	\$ 75,903.75	\$ 78,978.90	\$ 82,102.80
	Bi-weekly	\$ 2,698.88	\$ 2,806.65	\$ 2,919.38	\$ 3,037.65	\$ 3,157.80
	Hourly	\$35.985	\$37.422	\$38.925	\$40.502	\$42.104
16	Annual	\$ 75,262.20	\$ 78,269.10	\$ 81,412.50	\$ 84,711.90	\$ 88,065.90
	Bi-weekly	\$ 2,894.70	\$ 3,010.35	\$ 3,131.25	\$ 3,258.15	\$ 3,387.15
	Hourly	\$38.596	\$40.138	\$41.750	\$43.442	\$45.162

40 hours per week

Pay Grade

1	Annual	\$ 39,528.32	\$ 41,104.96	\$ 42,760.64	\$ 44,489.12	\$ 46,248.80
	Bi-weekly	\$ 1,520.32	\$ 1,580.96	\$ 1,644.64	\$ 1,711.12	\$ 1,778.80
	Hourly	\$19.004	\$19.762	\$20.558	\$21.389	\$22.235
2	Annual	\$ 42,246.88	\$ 43,931.68	\$ 45,699.68	\$ 47,546.72	\$ 49,431.20
	Bi-weekly	\$ 1,624.88	\$ 1,689.68	\$ 1,757.68	\$ 1,828.72	\$ 1,901.20
	Hourly	\$20.311	\$21.121	\$21.971	\$22.859	\$23.765
3	Annual	\$ 44,957.12	\$ 46,756.32	\$ 48,634.56	\$ 50,614.72	\$ 52,617.76
	Bi-weekly	\$ 1,729.12	\$ 1,798.32	\$ 1,870.56	\$ 1,946.72	\$ 2,023.76

	Hourly	\$21.614	\$22.479	\$23.382	\$24.334	\$25.297
4	Annual	\$ 47,686.08	\$ 49,576.80	\$ 51,575.68	\$ 53,661.92	\$ 55,785.60
	Bi-weekly	\$ 1,834.08	\$ 1,906.80	\$ 1,983.68	\$ 2,063.92	\$ 2,145.60
	Hourly	\$22.926	\$23.835	\$24.796	\$25.799	\$26.820
5	Annual	\$ 50,398.40	\$ 52,399.36	\$ 54,518.88	\$ 56,723.68	\$ 58,970.08
	Bi-weekly	\$ 1,938.40	\$ 2,015.36	\$ 2,096.88	\$ 2,181.68	\$ 2,268.08
	Hourly	\$24.230	\$25.192	\$26.211	\$27.271	\$28.351
6	Annual	\$ 53,119.04	\$ 55,244.80	\$ 57,451.68	\$ 59,775.04	\$ 62,144.16
	Bi-weekly	\$ 2,043.04	\$ 2,124.80	\$ 2,209.68	\$ 2,299.04	\$ 2,390.16
	Hourly	\$25.538	\$26.560	\$27.621	\$28.738	\$29.877
7	Annual	\$ 55,831.36	\$ 58,065.28	\$ 60,392.80	\$ 62,838.88	\$ 65,328.64
	Bi-weekly	\$ 2,147.36	\$ 2,233.28	\$ 2,322.80	\$ 2,416.88	\$ 2,512.64
	Hourly	\$26.842	\$27.916	\$29.035	\$30.211	\$31.408
8	Annual	\$ 58,552.00	\$ 60,885.76	\$ 63,333.92	\$ 65,896.48	\$ 68,506.88
	Bi-weekly	\$ 2,252.00	\$ 2,341.76	\$ 2,435.92	\$ 2,534.48	\$ 2,634.88
	Hourly	\$28.150	\$29.272	\$30.449	\$31.681	\$32.936
9	Annual	\$ 61,264.32	\$ 63,710.40	\$ 66,277.12	\$ 68,949.92	\$ 71,680.96
	Bi-weekly	\$ 2,356.32	\$ 2,450.40	\$ 2,549.12	\$ 2,651.92	\$ 2,756.96
	Hourly	\$29.454	\$30.630	\$31.864	\$33.149	\$34.462
10	Annual	\$ 63,989.12	\$ 66,541.28	\$ 69,203.68	\$ 72,015.84	\$ 74,863.36
	Bi-weekly	\$ 2,461.12	\$ 2,559.28	\$ 2,661.68	\$ 2,769.84	\$ 2,879.36
	Hourly	\$30.764	\$31.991	\$33.271	\$34.623	\$35.992
11	Annual	\$ 66,703.52	\$ 69,370.08	\$ 72,151.04	\$ 75,067.20	\$ 78,054.08
	Bi-weekly	\$ 2,565.52	\$ 2,668.08	\$ 2,775.04	\$ 2,887.20	\$ 3,002.08
	Hourly	\$32.069	\$33.351	\$34.688	\$36.090	\$37.526
12	Annual	\$ 69,420.00	\$ 72,194.72	\$ 75,090.08	\$ 78,133.12	\$ 81,221.92
	Bi-weekly	\$ 2,670.00	\$ 2,776.72	\$ 2,888.08	\$ 3,005.12	\$ 3,123.92
	Hourly	\$33.375	\$34.709	\$36.101	\$37.564	\$39.049
13	Annual	\$ 72,136.48	\$ 75,008.96	\$ 78,035.36	\$ 81,184.48	\$ 84,402.24
	Bi-weekly	\$ 2,774.48	\$ 2,884.96	\$ 3,001.36	\$ 3,122.48	\$ 3,246.24
	Hourly	\$34.681	\$36.062	\$37.517	\$39.031	\$40.578
14	Annual	\$ 74,848.80	\$ 77,837.76	\$ 80,964.00	\$ 84,244.16	\$ 87,576.32
	Bi-weekly	\$ 2,878.80	\$ 2,993.76	\$ 3,114.00	\$ 3,240.16	\$ 3,368.32
	Hourly	\$35.985	\$37.422	\$38.925	\$40.502	\$42.104
15	Annual	\$ 77,573.60	\$ 80,670.72	\$ 83,900.96	\$ 87,299.68	\$ 90,764.96
	Bi-weekly	\$ 2,983.60	\$ 3,102.72	\$ 3,226.96	\$ 3,357.68	\$ 3,490.96
	Hourly	\$37.295	\$38.784	\$40.337	\$41.971	\$43.637
16	Annual	\$ 80,279.68	\$ 83,487.04	\$ 86,840.00	\$ 90,359.36	\$ 93,936.96
	Bi-weekly	\$ 3,087.68	\$ 3,211.04	\$ 3,340.00	\$ 3,475.36	\$ 3,612.96

	Hourly	\$38.596	\$40.138	\$41.750	\$43.442	\$45.162
17	Annual	\$ 83,002.40	\$ 86,320.00	\$ 89,787.36	\$ 93,414.88	\$ 97,113.12
	Bi-weekly	\$ 3,192.40	\$ 3,320.00	\$ 3,453.36	\$ 3,592.88	\$ 3,735.12
	Hourly	\$39.905	\$41.500	\$43.167	\$44.911	\$46.689
18	Annual	\$ 85,727.20	\$ 89,140.48	\$ 92,732.64	\$ 96,470.40	\$ 100,305.92
	Bi-weekly	\$ 3,297.20	\$ 3,428.48	\$ 3,566.64	\$ 3,710.40	\$ 3,857.92
	Hourly	\$41.215	\$42.856	\$44.583	\$46.380	\$48.224
19	Annual	\$ 88,811.84	\$ 92,327.04	\$ 96,041.92	\$ 99,929.44	\$ 103,898.08
	Bi-weekly	\$ 3,415.84	\$ 3,551.04	\$ 3,693.92	\$ 3,843.44	\$ 3,996.08
	Hourly	\$42.698	\$44.388	\$46.174	\$48.043	\$49.951
20	Annual	\$ 92,327.04	\$ 96,041.92	\$ 99,900.32	\$ 103,939.68	\$ 108,053.92
	Bi-weekly	\$ 3,551.04	\$ 3,693.92	\$ 3,842.32	\$ 3,997.68	\$ 4,155.92
	Hourly	\$44.388	\$46.174	\$48.029	\$49.971	\$51.949
21	Annual	\$ 95,896.32	\$ 99,717.28	\$ 103,712.96	\$ 107,945.76	\$ 112,193.12
	Bi-weekly	\$ 3,688.32	\$ 3,835.28	\$ 3,988.96	\$ 4,151.76	\$ 4,315.12
	Hourly	\$46.104	\$47.941	\$49.862	\$51.897	\$53.939
22	Annual	\$ 99,463.52	\$ 103,423.84	\$ 107,573.44	\$ 111,908.16	\$ 116,344.80
	Bi-weekly	\$ 3,825.52	\$ 3,977.84	\$ 4,137.44	\$ 4,304.16	\$ 4,474.80
	Hourly	\$47.819	\$49.723	\$51.718	\$53.802	\$55.935

42 hours per week

Pay Grade

7	Annual	\$ 58,622.93	\$ 60,968.54	\$ 63,412.44	\$ 65,980.82	\$ 68,595.07
	Bi-weekly	\$ 2,254.73	\$ 2,344.94	\$ 2,438.94	\$ 2,537.72	\$ 2,638.27
	Hourly	\$26.842	\$27.916	\$29.035	\$30.211	\$31.408
10	Annual	\$ 67,188.58	\$ 69,868.34	\$ 72,663.86	\$ 75,616.63	\$ 78,606.53
	Bi-weekly	\$ 2,584.18	\$ 2,687.24	\$ 2,794.76	\$ 2,908.33	\$ 3,023.33
	Hourly	\$30.764	\$31.991	\$33.271	\$34.623	\$35.992
12	Annual	\$ 72,891.00	\$ 75,804.46	\$ 78,844.58	\$ 82,039.78	\$ 85,283.02
	Bi-weekly	\$ 2,803.50	\$ 2,915.56	\$ 3,032.48	\$ 3,155.38	\$ 3,280.12
	Hourly	\$33.375	\$34.709	\$36.101	\$37.564	\$39.049
13	Annual	\$ 75,743.30	\$ 78,759.41	\$ 81,937.13	\$ 85,243.70	\$ 88,622.35
	Bi-weekly	\$ 2,913.20	\$ 3,029.21	\$ 3,151.43	\$ 3,278.60	\$ 3,408.55
	Hourly	\$34.681	\$36.062	\$37.517	\$39.031	\$40.578
14	Annual	\$ 78,591.24	\$ 81,729.65	\$ 85,012.20	\$ 88,456.37	\$ 91,955.14
	Bi-weekly	\$ 3,022.74	\$ 3,143.45	\$ 3,269.70	\$ 3,402.17	\$ 3,536.74
	Hourly	\$35.985	\$37.422	\$38.925	\$40.502	\$42.104
15	Annual	\$ 81,452.28	\$ 84,704.26	\$ 88,096.01	\$ 91,664.66	\$ 95,303.21
	Bi-weekly	\$ 3,132.78	\$ 3,257.86	\$ 3,388.31	\$ 3,525.56	\$ 3,665.51
	Hourly	\$37.295	\$38.784	\$40.337	\$41.971	\$43.637

16	Annual	\$ 84,293.66	\$ 87,661.39	\$ 91,182.00	\$ 94,877.33	\$ 98,633.81
	Bi-weekly	\$ 3,242.06	\$ 3,371.59	\$ 3,507.00	\$ 3,649.13	\$ 3,793.61
	Hourly	\$38.596	\$40.138	\$41.750	\$43.442	\$45.162

17	Annual	\$ 87,152.52	\$ 90,636.00	\$ 94,276.73	\$ 98,085.62	\$ 101,968.78
	Bi-weekly	\$ 3,352.02	\$ 3,486.00	\$ 3,626.03	\$ 3,772.52	\$ 3,921.88
	Hourly	\$39.905	\$41.500	\$43.167	\$44.911	\$46.689

APPENDIX I
CUPE LOCAL 503 – Salary Schedules – Effective January 1, 2022

Effective January 1, 2022 1.75% Increase						
Pay Grade		1	2	3	4	5
1	Hourly	\$19.337	\$20.108	\$20.918	\$21.763	\$22.624
2	Hourly	\$20.666	\$21.491	\$22.355	\$23.259	\$24.181
3	Hourly	\$21.992	\$22.872	\$23.791	\$24.760	\$25.740
4	Hourly	\$23.327	\$24.252	\$25.230	\$26.250	\$27.289
5	Hourly	\$24.654	\$25.633	\$26.670	\$27.748	\$28.847
6	Hourly	\$25.985	\$27.025	\$28.104	\$29.241	\$30.400
7	Hourly	\$27.312	\$28.405	\$29.543	\$30.740	\$31.958
8	Hourly	\$28.643	\$29.784	\$30.982	\$32.235	\$33.512
9	Hourly	\$29.969	\$31.166	\$32.422	\$33.729	\$35.065
10	Hourly	\$31.302	\$32.551	\$33.853	\$35.229	\$36.622
11	Hourly	\$32.630	\$33.935	\$35.295	\$36.722	\$38.183
12	Hourly	\$33.959	\$35.316	\$36.733	\$38.221	\$39.732
13	Hourly	\$35.288	\$36.693	\$38.174	\$39.714	\$41.288
14	Hourly	\$36.615	\$38.077	\$39.606	\$41.211	\$42.841
15	Hourly	\$37.948	\$39.463	\$41.043	\$42.705	\$44.401
16	Hourly	\$39.271	\$40.840	\$42.481	\$44.202	\$45.952
17	Hourly	\$40.603	\$42.226	\$43.922	\$45.697	\$47.506
18	Hourly	\$41.936	\$43.606	\$45.363	\$47.192	\$49.068
19	Hourly	\$43.445	\$45.165	\$46.982	\$48.884	\$50.825
20	Hourly	\$45.165	\$46.982	\$48.870	\$50.845	\$52.858
21	Hourly	\$46.911	\$48.780	\$50.735	\$52.805	\$54.883
22	Hourly	\$48.656	\$50.593	\$52.623	\$54.744	\$56.914

**City of Ottawa
Local 503 CUPE**

Effective January 1, 2022
1.75% Increase

Steps

1	2	3	4	5
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35 hours per week

Pay Grade

1	Annual	\$ 35,193.34	\$ 36,596.56	\$ 38,070.76	\$ 39,608.66	\$ 41,175.68
	Bi-weekly	\$ 1,353.59	\$ 1,407.56	\$ 1,464.26	\$ 1,523.41	\$ 1,583.68
	Hourly	\$19.337	\$20.108	\$20.918	\$21.763	\$22.624
2	Annual	\$ 37,612.12	\$ 39,113.62	\$ 40,686.10	\$ 42,331.38	\$ 44,009.42
	Bi-weekly	\$ 1,446.62	\$ 1,504.37	\$ 1,564.85	\$ 1,628.13	\$ 1,692.67
	Hourly	\$20.666	\$21.491	\$22.355	\$23.259	\$24.181
3	Annual	\$ 40,025.44	\$ 41,627.04	\$ 43,299.62	\$ 45,063.20	\$ 46,846.80
	Bi-weekly	\$ 1,539.44	\$ 1,601.04	\$ 1,665.37	\$ 1,733.20	\$ 1,801.80
	Hourly	\$21.992	\$22.872	\$23.791	\$24.760	\$25.740
4	Annual	\$ 42,455.14	\$ 44,138.64	\$ 45,918.60	\$ 47,775.00	\$ 49,665.98
	Bi-weekly	\$ 1,632.89	\$ 1,697.64	\$ 1,766.10	\$ 1,837.50	\$ 1,910.23
	Hourly	\$23.327	\$24.252	\$25.230	\$26.250	\$27.289
5	Annual	\$ 44,870.28	\$ 46,652.06	\$ 48,539.40	\$ 50,501.36	\$ 52,501.54
	Bi-weekly	\$ 1,725.78	\$ 1,794.31	\$ 1,866.90	\$ 1,942.36	\$ 2,019.29
	Hourly	\$24.654	\$25.633	\$26.670	\$27.748	\$28.847
6	Annual	\$ 47,292.70	\$ 49,185.50	\$ 51,149.28	\$ 53,218.62	\$ 55,328.00
	Bi-weekly	\$ 1,818.95	\$ 1,891.75	\$ 1,967.28	\$ 2,046.87	\$ 2,128.00
	Hourly	\$25.985	\$27.025	\$28.104	\$29.241	\$30.400
7	Annual	\$ 49,707.84	\$ 51,697.10	\$ 53,768.26	\$ 55,946.80	\$ 58,163.56
	Bi-weekly	\$ 1,911.84	\$ 1,988.35	\$ 2,068.01	\$ 2,151.80	\$ 2,237.06
	Hourly	\$27.312	\$28.405	\$29.543	\$30.740	\$31.958
8	Annual	\$ 52,130.26	\$ 54,206.88	\$ 56,387.24	\$ 58,667.70	\$ 60,991.84
	Bi-weekly	\$ 2,005.01	\$ 2,084.88	\$ 2,168.74	\$ 2,256.45	\$ 2,345.84
	Hourly	\$28.643	\$29.784	\$30.982	\$32.235	\$33.512
9	Annual	\$ 54,543.58	\$ 56,722.12	\$ 59,008.04	\$ 61,386.78	\$ 63,818.30
	Bi-weekly	\$ 2,097.83	\$ 2,181.62	\$ 2,269.54	\$ 2,361.03	\$ 2,454.55
	Hourly	\$29.969	\$31.166	\$32.422	\$33.729	\$35.065
10	Annual	\$ 56,969.64	\$ 59,242.82	\$ 61,612.46	\$ 64,116.78	\$ 66,652.04
	Bi-weekly	\$ 2,191.14	\$ 2,278.57	\$ 2,369.71	\$ 2,466.03	\$ 2,563.54
	Hourly	\$31.302	\$32.551	\$33.853	\$35.229	\$36.622
11	Annual	\$ 59,386.60	\$ 61,761.70	\$ 64,236.90	\$ 66,834.04	\$ 69,493.06
	Bi-weekly	\$ 2,284.10	\$ 2,375.45	\$ 2,470.65	\$ 2,570.54	\$ 2,672.81
	Hourly	\$32.630	\$33.935	\$35.295	\$36.722	\$38.183

12	Annual	\$ 61,805.38	\$ 64,275.12	\$ 66,854.06	\$ 69,562.22	\$ 72,312.24
	Bi-weekly	\$ 2,377.13	\$ 2,472.12	\$ 2,571.31	\$ 2,675.47	\$ 2,781.24
	Hourly	\$33.959	\$35.316	\$36.733	\$38.221	\$39.732
13	Annual	\$ 64,224.16	\$ 66,781.26	\$ 69,476.68	\$ 72,279.48	\$ 75,144.16
	Bi-weekly	\$ 2,470.16	\$ 2,568.51	\$ 2,672.18	\$ 2,779.98	\$ 2,890.16
	Hourly	\$35.288	\$36.693	\$38.174	\$39.714	\$41.288
14	Annual	\$ 66,639.30	\$ 69,300.14	\$ 72,082.92	\$ 75,004.02	\$ 77,970.62
	Bi-weekly	\$ 2,563.05	\$ 2,665.39	\$ 2,772.42	\$ 2,884.77	\$ 2,998.87
	Hourly	\$36.615	\$38.077	\$39.606	\$41.211	\$42.841
15	Annual	\$ 69,065.36	\$ 71,822.66	\$ 74,698.26	\$ 77,723.10	\$ 80,809.82
	Bi-weekly	\$ 2,656.36	\$ 2,762.41	\$ 2,873.01	\$ 2,989.35	\$ 3,108.07
	Hourly	\$37.948	\$39.463	\$41.043	\$42.705	\$44.401
16	Annual	\$ 71,473.22	\$ 74,328.80	\$ 77,315.42	\$ 80,447.64	\$ 83,632.64
	Bi-weekly	\$ 2,748.97	\$ 2,858.80	\$ 2,973.67	\$ 3,094.14	\$ 3,216.64
	Hourly	\$39.271	\$40.840	\$42.481	\$44.202	\$45.952
17	Annual	\$ 73,897.46	\$ 76,851.32	\$ 79,938.04	\$ 83,168.54	\$ 86,460.92
	Bi-weekly	\$ 2,842.21	\$ 2,955.82	\$ 3,074.54	\$ 3,198.79	\$ 3,325.42
	Hourly	\$40.603	\$42.226	\$43.922	\$45.697	\$47.506
18	Annual	\$ 76,323.52	\$ 79,362.92	\$ 82,560.66	\$ 85,889.44	\$ 89,303.76
	Bi-weekly	\$ 2,935.52	\$ 3,052.42	\$ 3,175.41	\$ 3,303.44	\$ 3,434.76
	Hourly	\$41.936	\$43.606	\$45.363	\$47.192	\$49.068
19	Annual	\$ 79,069.90	\$ 82,200.30	\$ 85,507.24	\$ 88,968.88	\$ 92,501.50
	Bi-weekly	\$ 3,041.15	\$ 3,161.55	\$ 3,288.74	\$ 3,421.88	\$ 3,557.75
	Hourly	\$43.445	\$45.165	\$46.982	\$48.884	\$50.825
20	Annual	\$ 82,200.30	\$ 85,507.24	\$ 88,943.40	\$ 92,537.90	\$ 96,201.56
	Bi-weekly	\$ 3,161.55	\$ 3,288.74	\$ 3,420.90	\$ 3,559.15	\$ 3,700.06
	Hourly	\$45.165	\$46.982	\$48.870	\$50.845	\$52.858
21	Annual	\$ 85,378.02	\$ 88,779.60	\$ 92,337.70	\$ 96,105.10	\$ 99,887.06
	Bi-weekly	\$ 3,283.77	\$ 3,414.60	\$ 3,551.45	\$ 3,696.35	\$ 3,841.81
	Hourly	\$46.911	\$48.780	\$50.735	\$52.805	\$54.883
22	Annual	\$ 88,553.92	\$ 92,079.26	\$ 95,773.86	\$ 99,634.08	\$ 103,583.48
	Bi-weekly	\$ 3,405.92	\$ 3,541.51	\$ 3,683.61	\$ 3,832.08	\$ 3,983.98
	Hourly	\$48.656	\$50.593	\$52.623	\$54.744	\$56.914

37.5 hours per week

Pay Grade

5	Annual	\$ 48,075.30	\$ 49,984.35	\$ 52,006.50	\$ 54,108.60	\$ 56,251.65
	Bi-weekly	\$ 1,849.05	\$ 1,922.48	\$ 2,000.25	\$ 2,081.10	\$ 2,163.53
	Hourly	\$24.654	\$25.633	\$26.670	\$27.748	\$28.847
6	Annual	\$ 50,670.75	\$ 52,698.75	\$ 54,802.80	\$ 57,019.95	\$ 59,280.00
	Bi-weekly	\$ 1,948.88	\$ 2,026.88	\$ 2,107.80	\$ 2,193.08	\$ 2,280.00

	Hourly	\$25.985	\$27.025	\$28.104	\$29.241	\$30.400
7	Annual	\$ 53,258.40	\$ 55,389.75	\$ 57,608.85	\$ 59,943.00	\$ 62,318.10
	Bi-weekly	\$ 2,048.40	\$ 2,130.38	\$ 2,215.73	\$ 2,305.50	\$ 2,396.85
	Hourly	\$27.312	\$28.405	\$29.543	\$30.740	\$31.958
8	Annual	\$ 55,853.85	\$ 58,078.80	\$ 60,414.90	\$ 62,858.25	\$ 65,348.40
	Bi-weekly	\$ 2,148.23	\$ 2,233.80	\$ 2,323.65	\$ 2,417.63	\$ 2,513.40
	Hourly	\$28.643	\$29.784	\$30.982	\$32.235	\$33.512
9	Annual	\$ 58,439.55	\$ 60,773.70	\$ 63,222.90	\$ 65,771.55	\$ 68,376.75
	Bi-weekly	\$ 2,247.68	\$ 2,337.45	\$ 2,431.65	\$ 2,529.68	\$ 2,629.88
	Hourly	\$29.969	\$31.166	\$32.422	\$33.729	\$35.065
10	Annual	\$ 61,038.90	\$ 63,474.45	\$ 66,013.35	\$ 68,696.55	\$ 71,412.90
	Bi-weekly	\$ 2,347.65	\$ 2,441.33	\$ 2,538.98	\$ 2,642.18	\$ 2,746.65
	Hourly	\$31.302	\$32.551	\$33.853	\$35.229	\$36.622
11	Annual	\$ 63,628.50	\$ 66,173.25	\$ 68,825.25	\$ 71,607.90	\$ 74,456.85
	Bi-weekly	\$ 2,447.25	\$ 2,545.13	\$ 2,647.13	\$ 2,754.15	\$ 2,863.73
	Hourly	\$32.630	\$33.935	\$35.295	\$36.722	\$38.183
12	Annual	\$ 66,220.05	\$ 68,866.20	\$ 71,629.35	\$ 74,530.95	\$ 77,477.40
	Bi-weekly	\$ 2,546.93	\$ 2,648.70	\$ 2,754.98	\$ 2,866.58	\$ 2,979.90
	Hourly	\$33.959	\$35.316	\$36.733	\$38.221	\$39.732
13	Annual	\$ 68,811.60	\$ 71,551.35	\$ 74,439.30	\$ 77,442.30	\$ 80,511.60
	Bi-weekly	\$ 2,646.60	\$ 2,751.98	\$ 2,863.05	\$ 2,978.55	\$ 3,096.60
	Hourly	\$35.288	\$36.693	\$38.174	\$39.714	\$41.288
14	Annual	\$ 71,399.25	\$ 74,250.15	\$ 77,231.70	\$ 80,361.45	\$ 83,539.95
	Bi-weekly	\$ 2,746.13	\$ 2,855.78	\$ 2,970.45	\$ 3,090.83	\$ 3,213.08
	Hourly	\$36.615	\$38.077	\$39.606	\$41.211	\$42.841
16	Annual	\$ 76,578.45	\$ 79,638.00	\$ 82,837.95	\$ 86,193.90	\$ 89,606.40
	Bi-weekly	\$ 2,945.33	\$ 3,063.00	\$ 3,186.08	\$ 3,315.15	\$ 3,446.40
	Hourly	\$39.271	\$40.840	\$42.481	\$44.202	\$45.952

40 hours per week

Pay Grade

1	Annual	\$ 40,220.96	\$ 41,824.64	\$ 43,509.44	\$ 45,267.04	\$ 47,057.92
	Bi-weekly	\$ 1,546.96	\$ 1,608.64	\$ 1,673.44	\$ 1,741.04	\$ 1,809.92
	Hourly	\$19.337	\$20.108	\$20.918	\$21.763	\$22.624
2	Annual	\$ 42,985.28	\$ 44,701.28	\$ 46,498.40	\$ 48,378.72	\$ 50,296.48
	Bi-weekly	\$ 1,653.28	\$ 1,719.28	\$ 1,788.40	\$ 1,860.72	\$ 1,934.48
	Hourly	\$20.666	\$21.491	\$22.355	\$23.259	\$24.181
3	Annual	\$ 45,743.36	\$ 47,573.76	\$ 49,485.28	\$ 51,500.80	\$ 53,539.20
	Bi-weekly	\$ 1,759.36	\$ 1,829.76	\$ 1,903.28	\$ 1,980.80	\$ 2,059.20
	Hourly	\$21.992	\$22.872	\$23.791	\$24.760	\$25.740
4	Annual	\$ 48,520.16	\$ 50,444.16	\$ 52,478.40	\$ 54,600.00	\$ 56,761.12

	Bi-weekly	\$ 1,866.16	\$ 1,940.16	\$ 2,018.40	\$ 2,100.00	\$ 2,183.12
	Hourly	\$23.327	\$24.252	\$25.230	\$26.250	\$27.289
5	Annual	\$ 51,280.32	\$ 53,316.64	\$ 55,473.60	\$ 57,715.84	\$ 60,001.76
	Bi-weekly	\$ 1,972.32	\$ 2,050.64	\$ 2,133.60	\$ 2,219.84	\$ 2,307.76
	Hourly	\$24.654	\$25.633	\$26.670	\$27.748	\$28.847
6	Annual	\$ 54,048.80	\$ 56,212.00	\$ 58,456.32	\$ 60,821.28	\$ 63,232.00
	Bi-weekly	\$ 2,078.80	\$ 2,162.00	\$ 2,248.32	\$ 2,339.28	\$ 2,432.00
	Hourly	\$25.985	\$27.025	\$28.104	\$29.241	\$30.400
7	Annual	\$ 56,808.96	\$ 59,082.40	\$ 61,449.44	\$ 63,939.20	\$ 66,472.64
	Bi-weekly	\$ 2,184.96	\$ 2,272.40	\$ 2,363.44	\$ 2,459.20	\$ 2,556.64
	Hourly	\$27.312	\$28.405	\$29.543	\$30.740	\$31.958
8	Annual	\$ 59,577.44	\$ 61,950.72	\$ 64,442.56	\$ 67,048.80	\$ 69,704.96
	Bi-weekly	\$ 2,291.44	\$ 2,382.72	\$ 2,478.56	\$ 2,578.80	\$ 2,680.96
	Hourly	\$28.643	\$29.784	\$30.982	\$32.235	\$33.512
9	Annual	\$ 62,335.52	\$ 64,825.28	\$ 67,437.76	\$ 70,156.32	\$ 72,935.20
	Bi-weekly	\$ 2,397.52	\$ 2,493.28	\$ 2,593.76	\$ 2,698.32	\$ 2,805.20
	Hourly	\$29.969	\$31.166	\$32.422	\$33.729	\$35.065
10	Annual	\$ 65,108.16	\$ 67,706.08	\$ 70,414.24	\$ 73,276.32	\$ 76,173.76
	Bi-weekly	\$ 2,504.16	\$ 2,604.08	\$ 2,708.24	\$ 2,818.32	\$ 2,929.76
	Hourly	\$31.302	\$32.551	\$33.853	\$35.229	\$36.622
11	Annual	\$ 67,870.40	\$ 70,584.80	\$ 73,413.60	\$ 76,381.76	\$ 79,420.64
	Bi-weekly	\$ 2,610.40	\$ 2,714.80	\$ 2,823.60	\$ 2,937.76	\$ 3,054.64
	Hourly	\$32.630	\$33.935	\$35.295	\$36.722	\$38.183
12	Annual	\$ 70,634.72	\$ 73,457.28	\$ 76,404.64	\$ 79,499.68	\$ 82,642.56
	Bi-weekly	\$ 2,716.72	\$ 2,825.28	\$ 2,938.64	\$ 3,057.68	\$ 3,178.56
	Hourly	\$33.959	\$35.316	\$36.733	\$38.221	\$39.732
13	Annual	\$ 73,399.04	\$ 76,321.44	\$ 79,401.92	\$ 82,605.12	\$ 85,879.04
	Bi-weekly	\$ 2,823.04	\$ 2,935.44	\$ 3,053.92	\$ 3,177.12	\$ 3,303.04
	Hourly	\$35.288	\$36.693	\$38.174	\$39.714	\$41.288
14	Annual	\$ 76,159.20	\$ 79,200.16	\$ 82,380.48	\$ 85,718.88	\$ 89,109.28
	Bi-weekly	\$ 2,929.20	\$ 3,046.16	\$ 3,168.48	\$ 3,296.88	\$ 3,427.28
	Hourly	\$36.615	\$38.077	\$39.606	\$41.211	\$42.841
15	Annual	\$ 78,931.84	\$ 82,083.04	\$ 85,369.44	\$ 88,826.40	\$ 92,354.08
	Bi-weekly	\$ 3,035.84	\$ 3,157.04	\$ 3,283.44	\$ 3,416.40	\$ 3,552.08
	Hourly	\$37.948	\$39.463	\$41.043	\$42.705	\$44.401
16	Annual	\$ 81,683.68	\$ 84,947.20	\$ 88,360.48	\$ 91,940.16	\$ 95,580.16
	Bi-weekly	\$ 3,141.68	\$ 3,267.20	\$ 3,398.48	\$ 3,536.16	\$ 3,676.16
	Hourly	\$39.271	\$40.840	\$42.481	\$44.202	\$45.952
17	Annual	\$ 84,454.24	\$ 87,830.08	\$ 91,357.76	\$ 95,049.76	\$ 98,812.48
	Bi-weekly	\$ 3,248.24	\$ 3,378.08	\$ 3,513.76	\$ 3,655.76	\$ 3,800.48
	Hourly	\$40.603	\$42.226	\$43.922	\$45.697	\$47.506

18	Annual	\$ 87,226.88	\$ 90,700.48	\$ 94,355.04	\$ 98,159.36	\$ 102,061.44
	Bi-weekly	\$ 3,354.88	\$ 3,488.48	\$ 3,629.04	\$ 3,775.36	\$ 3,925.44
	Hourly	\$41.936	\$43.606	\$45.363	\$47.192	\$49.068
19	Annual	\$ 90,365.60	\$ 93,943.20	\$ 97,722.56	\$ 101,678.72	\$ 105,716.00
	Bi-weekly	\$ 3,475.60	\$ 3,613.20	\$ 3,758.56	\$ 3,910.72	\$ 4,066.00
	Hourly	\$43.445	\$45.165	\$46.982	\$48.884	\$50.825
20	Annual	\$ 93,943.20	\$ 97,722.56	\$ 101,649.60	\$ 105,757.60	\$ 109,944.64
	Bi-weekly	\$ 3,613.20	\$ 3,758.56	\$ 3,909.60	\$ 4,067.60	\$ 4,228.64
	Hourly	\$45.165	\$46.982	\$48.870	\$50.845	\$52.858
21	Annual	\$ 97,574.88	\$ 101,462.40	\$ 105,528.80	\$ 109,834.40	\$ 114,156.64
	Bi-weekly	\$ 3,752.88	\$ 3,902.40	\$ 4,058.80	\$ 4,224.40	\$ 4,390.64
	Hourly	\$46.911	\$48.780	\$50.735	\$52.805	\$54.883
22	Annual	\$ 101,204.48	\$ 105,233.44	\$ 109,455.84	\$ 113,867.52	\$ 118,381.12
	Bi-weekly	\$ 3,892.48	\$ 4,047.44	\$ 4,209.84	\$ 4,379.52	\$ 4,553.12
	Hourly	\$48.656	\$50.593	\$52.623	\$54.744	\$56.914

42 hours per week

Pay Grade

7	Annual	\$ 59,649.41	\$ 62,036.52	\$ 64,521.91	\$ 67,136.16	\$ 69,796.27
	Bi-weekly	\$ 2,294.21	\$ 2,386.02	\$ 2,481.61	\$ 2,582.16	\$ 2,684.47
	Hourly	\$27.312	\$28.405	\$29.543	\$30.740	\$31.958
10	Annual	\$ 68,363.57	\$ 71,091.38	\$ 73,934.95	\$ 76,940.14	\$ 79,982.45
	Bi-weekly	\$ 2,629.37	\$ 2,734.28	\$ 2,843.65	\$ 2,959.24	\$ 3,076.25
	Hourly	\$31.302	\$32.551	\$33.853	\$35.229	\$36.622
12	Annual	\$ 74,166.46	\$ 77,130.14	\$ 80,224.87	\$ 83,474.66	\$ 86,774.69
	Bi-weekly	\$ 2,852.56	\$ 2,966.54	\$ 3,085.57	\$ 3,210.56	\$ 3,337.49
	Hourly	\$33.959	\$35.316	\$36.733	\$38.221	\$39.732
13	Annual	\$ 77,068.99	\$ 80,137.51	\$ 83,372.02	\$ 86,735.38	\$ 90,172.99
	Bi-weekly	\$ 2,964.19	\$ 3,082.21	\$ 3,206.62	\$ 3,335.98	\$ 3,468.19
	Hourly	\$35.288	\$36.693	\$38.174	\$39.714	\$41.288
14	Annual	\$ 79,967.16	\$ 83,160.17	\$ 86,499.50	\$ 90,004.82	\$ 93,564.74
	Bi-weekly	\$ 3,075.66	\$ 3,198.47	\$ 3,326.90	\$ 3,461.72	\$ 3,598.64
	Hourly	\$36.615	\$38.077	\$39.606	\$41.211	\$42.841
15	Annual	\$ 82,878.43	\$ 86,187.19	\$ 89,637.91	\$ 93,267.72	\$ 96,971.78
	Bi-weekly	\$ 3,187.63	\$ 3,314.89	\$ 3,447.61	\$ 3,587.22	\$ 3,729.68
	Hourly	\$37.948	\$39.463	\$41.043	\$42.705	\$44.401
16	Annual	\$ 85,767.86	\$ 89,194.56	\$ 92,778.50	\$ 96,537.17	\$ 100,359.17
	Bi-weekly	\$ 3,298.76	\$ 3,430.56	\$ 3,568.40	\$ 3,712.97	\$ 3,859.97
	Hourly	\$39.271	\$40.840	\$42.481	\$44.202	\$45.952
17	Annual	\$ 88,676.95	\$ 92,221.58	\$ 95,925.65	\$ 99,802.25	\$ 103,753.10
	Bi-weekly	\$ 3,410.65	\$ 3,546.98	\$ 3,689.45	\$ 3,838.55	\$ 3,990.50

Hourly	\$40.603	\$42.226	\$43.922	\$45.697	\$47.506
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APPENDIX I
CUPE LOCAL 503 – Salary Schedules – Effective January 1, 2023

Effective January 1, 2023 1.80% Increase						
Pay Grade		1	2	3	4	5
1	Hourly	\$19.685	\$20.470	\$21.295	\$22.155	\$23.031
2	Hourly	\$21.038	\$21.878	\$22.757	\$23.678	\$24.616
3	Hourly	\$22.388	\$23.284	\$24.219	\$25.206	\$26.203
4	Hourly	\$23.747	\$24.689	\$25.684	\$26.723	\$27.780
5	Hourly	\$25.098	\$26.094	\$27.150	\$28.247	\$29.366
6	Hourly	\$26.453	\$27.511	\$28.610	\$29.767	\$30.947
7	Hourly	\$27.804	\$28.916	\$30.075	\$31.293	\$32.533
8	Hourly	\$29.159	\$30.320	\$31.540	\$32.815	\$34.115
9	Hourly	\$30.508	\$31.727	\$33.006	\$34.336	\$35.696
10	Hourly	\$31.865	\$33.137	\$34.462	\$35.863	\$37.281
11	Hourly	\$33.217	\$34.546	\$35.930	\$37.383	\$38.870
12	Hourly	\$34.570	\$35.952	\$37.394	\$38.909	\$40.447
13	Hourly	\$35.923	\$37.353	\$38.861	\$40.429	\$42.031
14	Hourly	\$37.274	\$38.762	\$40.319	\$41.953	\$43.612
15	Hourly	\$38.631	\$40.173	\$41.782	\$43.474	\$45.200
16	Hourly	\$39.978	\$41.575	\$43.246	\$44.998	\$46.779
17	Hourly	\$41.334	\$42.986	\$44.713	\$46.520	\$48.361
18	Hourly	\$42.691	\$44.391	\$46.180	\$48.041	\$49.951
19	Hourly	\$44.227	\$45.978	\$47.828	\$49.764	\$51.740
20	Hourly	\$45.978	\$47.828	\$49.750	\$51.760	\$53.809
21	Hourly	\$47.755	\$49.658	\$51.648	\$53.755	\$55.871
22	Hourly	\$49.532	\$51.504	\$53.570	\$55.729	\$57.938

**City of Ottawa
Local 503 CUPE**

Effective January 1, 2023
1.80% Increase

Steps

1	2	3	4	5
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35 hours per week

Pay Grade

1	Annual	\$ 35,826.70	\$ 37,255.40	\$ 38,756.90	\$ 40,322.10	\$ 41,916.42
	Bi-weekly	\$ 1,377.95	\$ 1,432.90	\$ 1,490.65	\$ 1,550.85	\$ 1,612.17
	Hourly	\$19.685	\$20.470	\$21.295	\$22.155	\$23.031
2	Annual	\$ 38,289.16	\$ 39,817.96	\$ 41,417.74	\$ 43,093.96	\$ 44,801.12
	Bi-weekly	\$ 1,472.66	\$ 1,531.46	\$ 1,592.99	\$ 1,657.46	\$ 1,723.12
	Hourly	\$21.038	\$21.878	\$22.757	\$23.678	\$24.616
3	Annual	\$ 40,746.16	\$ 42,376.88	\$ 44,078.58	\$ 45,874.92	\$ 47,689.46
	Bi-weekly	\$ 1,567.16	\$ 1,629.88	\$ 1,695.33	\$ 1,764.42	\$ 1,834.21
	Hourly	\$22.388	\$23.284	\$24.219	\$25.206	\$26.203
4	Annual	\$ 43,219.54	\$ 44,933.98	\$ 46,744.88	\$ 48,635.86	\$ 50,559.60
	Bi-weekly	\$ 1,662.29	\$ 1,728.23	\$ 1,797.88	\$ 1,870.61	\$ 1,944.60
	Hourly	\$23.747	\$24.689	\$25.684	\$26.723	\$27.780
5	Annual	\$ 45,678.36	\$ 47,491.08	\$ 49,413.00	\$ 51,409.54	\$ 53,446.12
	Bi-weekly	\$ 1,756.86	\$ 1,826.58	\$ 1,900.50	\$ 1,977.29	\$ 2,055.62
	Hourly	\$25.098	\$26.094	\$27.150	\$28.247	\$29.366
6	Annual	\$ 48,144.46	\$ 50,070.02	\$ 52,070.20	\$ 54,175.94	\$ 56,323.54
	Bi-weekly	\$ 1,851.71	\$ 1,925.77	\$ 2,002.70	\$ 2,083.69	\$ 2,166.29
	Hourly	\$26.453	\$27.511	\$28.610	\$29.767	\$30.947
7	Annual	\$ 50,603.28	\$ 52,627.12	\$ 54,736.50	\$ 56,953.26	\$ 59,210.06
	Bi-weekly	\$ 1,946.28	\$ 2,024.12	\$ 2,105.25	\$ 2,190.51	\$ 2,277.31
	Hourly	\$27.804	\$28.916	\$30.075	\$31.293	\$32.533
8	Annual	\$ 53,069.38	\$ 55,182.40	\$ 57,402.80	\$ 59,723.30	\$ 62,089.30
	Bi-weekly	\$ 2,041.13	\$ 2,122.40	\$ 2,207.80	\$ 2,297.05	\$ 2,388.05
	Hourly	\$29.159	\$30.320	\$31.540	\$32.815	\$34.115
9	Annual	\$ 55,524.56	\$ 57,743.14	\$ 60,070.92	\$ 62,491.52	\$ 64,966.72
	Bi-weekly	\$ 2,135.56	\$ 2,220.89	\$ 2,310.42	\$ 2,403.52	\$ 2,498.72
	Hourly	\$30.508	\$31.727	\$33.006	\$34.336	\$35.696
10	Annual	\$ 57,994.30	\$ 60,309.34	\$ 62,720.84	\$ 65,270.66	\$ 67,851.42
	Bi-weekly	\$ 2,230.55	\$ 2,319.59	\$ 2,412.34	\$ 2,510.41	\$ 2,609.67
	Hourly	\$31.865	\$33.137	\$34.462	\$35.863	\$37.281
11	Annual	\$ 60,454.94	\$ 62,873.72	\$ 65,392.60	\$ 68,037.06	\$ 70,743.40
	Bi-weekly	\$ 2,325.19	\$ 2,418.22	\$ 2,515.10	\$ 2,616.81	\$ 2,720.90
	Hourly	\$33.217	\$34.546	\$35.930	\$37.383	\$38.870

12	Annual	\$ 62,917.40	\$ 65,432.64	\$ 68,057.08	\$ 70,814.38	\$ 73,613.54
	Bi-weekly	\$ 2,419.90	\$ 2,516.64	\$ 2,617.58	\$ 2,723.63	\$ 2,831.29
	Hourly	\$34.570	\$35.952	\$37.394	\$38.909	\$40.447
13	Annual	\$ 65,379.86	\$ 67,982.46	\$ 70,727.02	\$ 73,580.78	\$ 76,496.42
	Bi-weekly	\$ 2,514.61	\$ 2,614.71	\$ 2,720.27	\$ 2,830.03	\$ 2,942.17
	Hourly	\$35.923	\$37.353	\$38.861	\$40.429	\$42.031
14	Annual	\$ 67,838.68	\$ 70,546.84	\$ 73,380.58	\$ 76,354.46	\$ 79,373.84
	Bi-weekly	\$ 2,609.18	\$ 2,713.34	\$ 2,822.33	\$ 2,936.71	\$ 3,052.84
	Hourly	\$37.274	\$38.762	\$40.319	\$41.953	\$43.612
15	Annual	\$ 70,308.42	\$ 73,114.86	\$ 76,043.24	\$ 79,122.68	\$ 82,264.00
	Bi-weekly	\$ 2,704.17	\$ 2,812.11	\$ 2,924.74	\$ 3,043.18	\$ 3,164.00
	Hourly	\$38.631	\$40.173	\$41.782	\$43.474	\$45.200
16	Annual	\$ 72,759.96	\$ 75,666.50	\$ 78,707.72	\$ 81,896.36	\$ 85,137.78
	Bi-weekly	\$ 2,798.46	\$ 2,910.25	\$ 3,027.22	\$ 3,149.86	\$ 3,274.53
	Hourly	\$39.978	\$41.575	\$43.246	\$44.998	\$46.779
17	Annual	\$ 75,227.88	\$ 78,234.52	\$ 81,377.66	\$ 84,666.40	\$ 88,017.02
	Bi-weekly	\$ 2,893.38	\$ 3,009.02	\$ 3,129.91	\$ 3,256.40	\$ 3,385.27
	Hourly	\$41.334	\$42.986	\$44.713	\$46.520	\$48.361
18	Annual	\$ 77,697.62	\$ 80,791.62	\$ 84,047.60	\$ 87,434.62	\$ 90,910.82
	Bi-weekly	\$ 2,988.37	\$ 3,107.37	\$ 3,232.60	\$ 3,362.87	\$ 3,496.57
	Hourly	\$42.691	\$44.391	\$46.180	\$48.041	\$49.951
19	Annual	\$ 80,493.14	\$ 83,679.96	\$ 87,046.96	\$ 90,570.48	\$ 94,166.80
	Bi-weekly	\$ 3,095.89	\$ 3,218.46	\$ 3,347.96	\$ 3,483.48	\$ 3,621.80
	Hourly	\$44.227	\$45.978	\$47.828	\$49.764	\$51.740
20	Annual	\$ 83,679.96	\$ 87,046.96	\$ 90,545.00	\$ 94,203.20	\$ 97,932.38
	Bi-weekly	\$ 3,218.46	\$ 3,347.96	\$ 3,482.50	\$ 3,623.20	\$ 3,766.63
	Hourly	\$45.978	\$47.828	\$49.750	\$51.760	\$53.809
21	Annual	\$ 86,914.10	\$ 90,377.56	\$ 93,999.36	\$ 97,834.10	\$ 101,685.22
	Bi-weekly	\$ 3,342.85	\$ 3,476.06	\$ 3,615.36	\$ 3,762.85	\$ 3,910.97
	Hourly	\$47.755	\$49.658	\$51.648	\$53.755	\$55.871
22	Annual	\$ 90,148.24	\$ 93,737.28	\$ 97,497.40	\$ 101,426.78	\$ 105,447.16
	Bi-weekly	\$ 3,467.24	\$ 3,605.28	\$ 3,749.90	\$ 3,901.03	\$ 4,055.66
	Hourly	\$49.532	\$51.504	\$53.570	\$55.729	\$57.938

37.5 hours per week

Pay Grade

5	Annual	\$ 48,941.10	\$ 50,883.30	\$ 52,942.50	\$ 55,081.65	\$ 57,263.70
	Bi-weekly	\$ 1,882.35	\$ 1,957.05	\$ 2,036.25	\$ 2,118.53	\$ 2,202.45
	Hourly	\$25.098	\$26.094	\$27.150	\$28.247	\$29.366
6	Annual	\$ 51,583.35	\$ 53,646.45	\$ 55,789.50	\$ 58,045.65	\$ 60,346.65
	Bi-weekly	\$ 1,983.98	\$ 2,063.33	\$ 2,145.75	\$ 2,232.53	\$ 2,321.03

	Hourly	\$26.453	\$27.511	\$28.610	\$29.767	\$30.947
7	Annual	\$ 54,217.80	\$ 56,386.20	\$ 58,646.25	\$ 61,021.35	\$ 63,439.35
	Bi-weekly	\$ 2,085.30	\$ 2,168.70	\$ 2,255.63	\$ 2,346.98	\$ 2,439.98
	Hourly	\$27.804	\$28.916	\$30.075	\$31.293	\$32.533
8	Annual	\$ 56,860.05	\$ 59,124.00	\$ 61,503.00	\$ 63,989.25	\$ 66,524.25
	Bi-weekly	\$ 2,186.93	\$ 2,274.00	\$ 2,365.50	\$ 2,461.13	\$ 2,558.63
	Hourly	\$29.159	\$30.320	\$31.540	\$32.815	\$34.115
9	Annual	\$ 59,490.60	\$ 61,867.65	\$ 64,361.70	\$ 66,955.20	\$ 69,607.20
	Bi-weekly	\$ 2,288.10	\$ 2,379.53	\$ 2,475.45	\$ 2,575.20	\$ 2,677.20
	Hourly	\$30.508	\$31.727	\$33.006	\$34.336	\$35.696
10	Annual	\$ 62,136.75	\$ 64,617.15	\$ 67,200.90	\$ 69,932.85	\$ 72,697.95
	Bi-weekly	\$ 2,389.88	\$ 2,485.28	\$ 2,584.65	\$ 2,689.73	\$ 2,796.08
	Hourly	\$31.865	\$33.137	\$34.462	\$35.863	\$37.281
11	Annual	\$ 64,773.15	\$ 67,364.70	\$ 70,063.50	\$ 72,896.85	\$ 75,796.50
	Bi-weekly	\$ 2,491.28	\$ 2,590.95	\$ 2,694.75	\$ 2,803.73	\$ 2,915.25
	Hourly	\$33.217	\$34.546	\$35.930	\$37.383	\$38.870
12	Annual	\$ 67,411.50	\$ 70,106.40	\$ 72,918.30	\$ 75,872.55	\$ 78,871.65
	Bi-weekly	\$ 2,592.75	\$ 2,696.40	\$ 2,804.55	\$ 2,918.18	\$ 3,033.53
	Hourly	\$34.570	\$35.952	\$37.394	\$38.909	\$40.447
13	Annual	\$ 70,049.85	\$ 72,838.35	\$ 75,778.95	\$ 78,836.55	\$ 81,960.45
	Bi-weekly	\$ 2,694.23	\$ 2,801.48	\$ 2,914.58	\$ 3,032.18	\$ 3,152.33
	Hourly	\$35.923	\$37.353	\$38.861	\$40.429	\$42.031
14	Annual	\$ 72,684.30	\$ 75,585.90	\$ 78,622.05	\$ 81,808.35	\$ 85,043.40
	Bi-weekly	\$ 2,795.55	\$ 2,907.15	\$ 3,023.93	\$ 3,146.48	\$ 3,270.90
	Hourly	\$37.274	\$38.762	\$40.319	\$41.953	\$43.612
16	Annual	\$ 77,957.10	\$ 81,071.25	\$ 84,329.70	\$ 87,746.10	\$ 91,219.05
	Bi-weekly	\$ 2,998.35	\$ 3,118.13	\$ 3,243.45	\$ 3,374.85	\$ 3,508.43
	Hourly	\$39.978	\$41.575	\$43.246	\$44.998	\$46.779

40 hours per week

Pay Grade

1	Annual	\$ 40,944.80	\$ 42,577.60	\$ 44,293.60	\$ 46,082.40	\$ 47,904.48
	Bi-weekly	\$ 1,574.80	\$ 1,637.60	\$ 1,703.60	\$ 1,772.40	\$ 1,842.48
	Hourly	\$19.685	\$20.470	\$21.295	\$22.155	\$23.031
2	Annual	\$ 43,759.04	\$ 45,506.24	\$ 47,334.56	\$ 49,250.24	\$ 51,201.28
	Bi-weekly	\$ 1,683.04	\$ 1,750.24	\$ 1,820.56	\$ 1,894.24	\$ 1,969.28
	Hourly	\$21.038	\$21.878	\$22.757	\$23.678	\$24.616
3	Annual	\$ 46,567.04	\$ 48,430.72	\$ 50,375.52	\$ 52,428.48	\$ 54,502.24
	Bi-weekly	\$ 1,791.04	\$ 1,862.72	\$ 1,937.52	\$ 2,016.48	\$ 2,096.24
	Hourly	\$22.388	\$23.284	\$24.219	\$25.206	\$26.203
4	Annual	\$ 49,393.76	\$ 51,353.12	\$ 53,422.72	\$ 55,583.84	\$ 57,782.40

	Bi-weekly	\$ 1,899.76	\$ 1,975.12	\$ 2,054.72	\$ 2,137.84	\$ 2,222.40
	Hourly	\$23.747	\$24.689	\$25.684	\$26.723	\$27.780
5	Annual	\$ 52,203.84	\$ 54,275.52	\$ 56,472.00	\$ 58,753.76	\$ 61,081.28
	Bi-weekly	\$ 2,007.84	\$ 2,087.52	\$ 2,172.00	\$ 2,259.76	\$ 2,349.28
	Hourly	\$25.098	\$26.094	\$27.150	\$28.247	\$29.366
6	Annual	\$ 55,022.24	\$ 57,222.88	\$ 59,508.80	\$ 61,915.36	\$ 64,369.76
	Bi-weekly	\$ 2,116.24	\$ 2,200.88	\$ 2,288.80	\$ 2,381.36	\$ 2,475.76
	Hourly	\$26.453	\$27.511	\$28.610	\$29.767	\$30.947
7	Annual	\$ 57,832.32	\$ 60,145.28	\$ 62,556.00	\$ 65,089.44	\$ 67,668.64
	Bi-weekly	\$ 2,224.32	\$ 2,313.28	\$ 2,406.00	\$ 2,503.44	\$ 2,602.64
	Hourly	\$27.804	\$28.916	\$30.075	\$31.293	\$32.533
8	Annual	\$ 60,650.72	\$ 63,065.60	\$ 65,603.20	\$ 68,255.20	\$ 70,959.20
	Bi-weekly	\$ 2,332.72	\$ 2,425.60	\$ 2,523.20	\$ 2,625.20	\$ 2,729.20
	Hourly	\$29.159	\$30.320	\$31.540	\$32.815	\$34.115
9	Annual	\$ 63,456.64	\$ 65,992.16	\$ 68,652.48	\$ 71,418.88	\$ 74,247.68
	Bi-weekly	\$ 2,440.64	\$ 2,538.16	\$ 2,640.48	\$ 2,746.88	\$ 2,855.68
	Hourly	\$30.508	\$31.727	\$33.006	\$34.336	\$35.696
10	Annual	\$ 66,279.20	\$ 68,924.96	\$ 71,680.96	\$ 74,595.04	\$ 77,544.48
	Bi-weekly	\$ 2,549.20	\$ 2,650.96	\$ 2,756.96	\$ 2,869.04	\$ 2,982.48
	Hourly	\$31.865	\$33.137	\$34.462	\$35.863	\$37.281
11	Annual	\$ 69,091.36	\$ 71,855.68	\$ 74,734.40	\$ 77,756.64	\$ 80,849.60
	Bi-weekly	\$ 2,657.36	\$ 2,763.68	\$ 2,874.40	\$ 2,990.64	\$ 3,109.60
	Hourly	\$33.217	\$34.546	\$35.930	\$37.383	\$38.870
12	Annual	\$ 71,905.60	\$ 74,780.16	\$ 77,779.52	\$ 80,930.72	\$ 84,129.76
	Bi-weekly	\$ 2,765.60	\$ 2,876.16	\$ 2,991.52	\$ 3,112.72	\$ 3,235.76
	Hourly	\$34.570	\$35.952	\$37.394	\$38.909	\$40.447
13	Annual	\$ 74,719.84	\$ 77,694.24	\$ 80,830.88	\$ 84,092.32	\$ 87,424.48
	Bi-weekly	\$ 2,873.84	\$ 2,988.24	\$ 3,108.88	\$ 3,234.32	\$ 3,362.48
	Hourly	\$35.923	\$37.353	\$38.861	\$40.429	\$42.031
14	Annual	\$ 77,529.92	\$ 80,624.96	\$ 83,863.52	\$ 87,262.24	\$ 90,712.96
	Bi-weekly	\$ 2,981.92	\$ 3,100.96	\$ 3,225.52	\$ 3,356.24	\$ 3,488.96
	Hourly	\$37.274	\$38.762	\$40.319	\$41.953	\$43.612
15	Annual	\$ 80,352.48	\$ 83,559.84	\$ 86,906.56	\$ 90,425.92	\$ 94,016.00
	Bi-weekly	\$ 3,090.48	\$ 3,213.84	\$ 3,342.56	\$ 3,477.92	\$ 3,616.00
	Hourly	\$38.631	\$40.173	\$41.782	\$43.474	\$45.200
16	Annual	\$ 83,154.24	\$ 86,476.00	\$ 89,951.68	\$ 93,595.84	\$ 97,300.32
	Bi-weekly	\$ 3,198.24	\$ 3,326.00	\$ 3,459.68	\$ 3,599.84	\$ 3,742.32
	Hourly	\$39.978	\$41.575	\$43.246	\$44.998	\$46.779
17	Annual	\$ 85,974.72	\$ 89,410.88	\$ 93,003.04	\$ 96,761.60	\$ 100,590.88
	Bi-weekly	\$ 3,306.72	\$ 3,438.88	\$ 3,577.04	\$ 3,721.60	\$ 3,868.88
	Hourly	\$41.334	\$42.986	\$44.713	\$46.520	\$48.361

18	Annual	\$ 88,797.28	\$ 92,333.28	\$ 96,054.40	\$ 99,925.28	\$ 103,898.08
	Bi-weekly	\$ 3,415.28	\$ 3,551.28	\$ 3,694.40	\$ 3,843.28	\$ 3,996.08
	Hourly	\$42.691	\$44.391	\$46.180	\$48.041	\$49.951
19	Annual	\$ 91,992.16	\$ 95,634.24	\$ 99,482.24	\$ 103,509.12	\$ 107,619.20
	Bi-weekly	\$ 3,538.16	\$ 3,678.24	\$ 3,826.24	\$ 3,981.12	\$ 4,139.20
	Hourly	\$44.227	\$45.978	\$47.828	\$49.764	\$51.740
20	Annual	\$ 95,634.24	\$ 99,482.24	\$ 103,480.00	\$ 107,660.80	\$ 111,922.72
	Bi-weekly	\$ 3,678.24	\$ 3,826.24	\$ 3,980.00	\$ 4,140.80	\$ 4,304.72
	Hourly	\$45.978	\$47.828	\$49.750	\$51.760	\$53.809
21	Annual	\$ 99,330.40	\$ 103,288.64	\$ 107,427.84	\$ 111,810.40	\$ 116,211.68
	Bi-weekly	\$ 3,820.40	\$ 3,972.64	\$ 4,131.84	\$ 4,300.40	\$ 4,469.68
	Hourly	\$47.755	\$49.658	\$51.648	\$53.755	\$55.871
22	Annual	\$ 103,026.56	\$ 107,128.32	\$ 111,425.60	\$ 115,916.32	\$ 120,511.04
	Bi-weekly	\$ 3,962.56	\$ 4,120.32	\$ 4,285.60	\$ 4,458.32	\$ 4,635.04
	Hourly	\$49.532	\$51.504	\$53.570	\$55.729	\$57.938

42 hours per week

Pay Grade

7	Annual	\$ 60,723.94	\$ 63,152.54	\$ 65,683.80	\$ 68,343.91	\$ 71,052.07
	Bi-weekly	\$ 2,335.54	\$ 2,428.94	\$ 2,526.30	\$ 2,628.61	\$ 2,732.77
	Hourly	\$27.804	\$28.916	\$30.075	\$31.293	\$32.533
10	Annual	\$ 69,593.16	\$ 72,371.21	\$ 75,265.01	\$ 78,324.79	\$ 81,421.70
	Bi-weekly	\$ 2,676.66	\$ 2,783.51	\$ 2,894.81	\$ 3,012.49	\$ 3,131.60
	Hourly	\$31.865	\$33.137	\$34.462	\$35.863	\$37.281
12	Annual	\$ 75,500.88	\$ 78,519.17	\$ 81,668.50	\$ 84,977.26	\$ 88,336.25
	Bi-weekly	\$ 2,903.88	\$ 3,019.97	\$ 3,141.10	\$ 3,268.36	\$ 3,397.55
	Hourly	\$34.570	\$35.952	\$37.394	\$38.909	\$40.447
13	Annual	\$ 78,455.83	\$ 81,578.95	\$ 84,872.42	\$ 88,296.94	\$ 91,795.70
	Bi-weekly	\$ 3,017.53	\$ 3,137.65	\$ 3,264.32	\$ 3,396.04	\$ 3,530.60
	Hourly	\$35.923	\$37.353	\$38.861	\$40.429	\$42.031
14	Annual	\$ 81,406.42	\$ 84,656.21	\$ 88,056.70	\$ 91,625.35	\$ 95,248.61
	Bi-weekly	\$ 3,131.02	\$ 3,256.01	\$ 3,386.80	\$ 3,524.05	\$ 3,663.41
	Hourly	\$37.274	\$38.762	\$40.319	\$41.953	\$43.612
15	Annual	\$ 84,370.10	\$ 87,737.83	\$ 91,251.89	\$ 94,947.22	\$ 98,716.80
	Bi-weekly	\$ 3,245.00	\$ 3,374.53	\$ 3,509.69	\$ 3,651.82	\$ 3,796.80
	Hourly	\$38.631	\$40.173	\$41.782	\$43.474	\$45.200
16	Annual	\$ 87,311.95	\$ 90,799.80	\$ 94,449.26	\$ 98,275.63	\$ 102,165.34
	Bi-weekly	\$ 3,358.15	\$ 3,492.30	\$ 3,632.66	\$ 3,779.83	\$ 3,929.44
	Hourly	\$39.978	\$41.575	\$43.246	\$44.998	\$46.779
17	Annual	\$ 90,273.46	\$ 93,881.42	\$ 97,653.19	\$ 101,599.68	\$ 105,620.42
	Bi-weekly	\$ 3,472.06	\$ 3,610.82	\$ 3,755.89	\$ 3,907.68	\$ 4,062.32

Hourly	\$41.334	\$42.986	\$44.713	\$46.520	\$48.361
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APPENDIX I
CUPE LOCAL 503 – Salary Schedules – Effective January 1, 2024

Effective January 1, 2024 2.00% Increase						
Pay Grade		1	2	3	4	5
1	Hourly	\$20.079	\$20.879	\$21.721	\$22.598	\$23.492
2	Hourly	\$21.459	\$22.316	\$23.212	\$24.152	\$25.108
3	Hourly	\$22.836	\$23.750	\$24.703	\$25.710	\$26.727
4	Hourly	\$24.222	\$25.183	\$26.198	\$27.257	\$28.336
5	Hourly	\$25.600	\$26.616	\$27.693	\$28.812	\$29.953
6	Hourly	\$26.982	\$28.061	\$29.182	\$30.362	\$31.566
7	Hourly	\$28.360	\$29.494	\$30.677	\$31.919	\$33.184
8	Hourly	\$29.742	\$30.926	\$32.171	\$33.471	\$34.797
9	Hourly	\$31.118	\$32.362	\$33.666	\$35.023	\$36.410
10	Hourly	\$32.502	\$33.800	\$35.151	\$36.580	\$38.027
11	Hourly	\$33.881	\$35.237	\$36.649	\$38.131	\$39.647
12	Hourly	\$35.261	\$36.671	\$38.142	\$39.687	\$41.256
13	Hourly	\$36.641	\$38.100	\$39.638	\$41.238	\$42.872
14	Hourly	\$38.019	\$39.537	\$41.125	\$42.792	\$44.484
15	Hourly	\$39.404	\$40.976	\$42.618	\$44.343	\$46.104
16	Hourly	\$40.778	\$42.407	\$44.111	\$45.898	\$47.715
17	Hourly	\$42.161	\$43.846	\$45.607	\$47.450	\$49.328
18	Hourly	\$43.545	\$45.279	\$47.104	\$49.002	\$50.950
19	Hourly	\$45.112	\$46.898	\$48.785	\$50.759	\$52.775
20	Hourly	\$46.898	\$48.785	\$50.745	\$52.795	\$54.885
21	Hourly	\$48.710	\$50.651	\$52.681	\$54.830	\$56.988
22	Hourly	\$50.523	\$52.534	\$54.641	\$56.844	\$59.097

**City of Ottawa
Local 503 CUPE**

Effective January 1, 2024
2.00% Increase

Steps

1	2	3	4	5
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35 hours per week

Pay Grade

1	Annual	\$ 36,543.78	\$ 37,999.78	\$ 39,532.22	\$ 41,128.36	\$ 42,755.44
	Bi-weekly	\$ 1,405.53	\$ 1,461.53	\$ 1,520.47	\$ 1,581.86	\$ 1,644.44
	Hourly	\$20.079	\$20.879	\$21.721	\$22.598	\$23.492
2	Annual	\$ 39,055.38	\$ 40,615.12	\$ 42,245.84	\$ 43,956.64	\$ 45,696.56
	Bi-weekly	\$ 1,502.13	\$ 1,562.12	\$ 1,624.84	\$ 1,690.64	\$ 1,757.56
	Hourly	\$21.459	\$22.316	\$23.212	\$24.152	\$25.108
3	Annual	\$ 41,561.52	\$ 43,225.00	\$ 44,959.46	\$ 46,792.20	\$ 48,643.14
	Bi-weekly	\$ 1,598.52	\$ 1,662.50	\$ 1,729.21	\$ 1,799.70	\$ 1,870.89
	Hourly	\$22.836	\$23.750	\$24.703	\$25.710	\$26.727
4	Annual	\$ 44,084.04	\$ 45,833.06	\$ 47,680.36	\$ 49,607.74	\$ 51,571.52
	Bi-weekly	\$ 1,695.54	\$ 1,762.81	\$ 1,833.86	\$ 1,907.99	\$ 1,983.52
	Hourly	\$24.222	\$25.183	\$26.198	\$27.257	\$28.336
5	Annual	\$ 46,592.00	\$ 48,441.12	\$ 50,401.26	\$ 52,437.84	\$ 54,514.46
	Bi-weekly	\$ 1,792.00	\$ 1,863.12	\$ 1,938.51	\$ 2,016.84	\$ 2,096.71
	Hourly	\$25.600	\$26.616	\$27.693	\$28.812	\$29.953
6	Annual	\$ 49,107.24	\$ 51,071.02	\$ 53,111.24	\$ 55,258.84	\$ 57,450.12
	Bi-weekly	\$ 1,888.74	\$ 1,964.27	\$ 2,042.74	\$ 2,125.34	\$ 2,209.62
	Hourly	\$26.982	\$28.061	\$29.182	\$30.362	\$31.566
7	Annual	\$ 51,615.20	\$ 53,679.08	\$ 55,832.14	\$ 58,092.58	\$ 60,394.88
	Bi-weekly	\$ 1,985.20	\$ 2,064.58	\$ 2,147.39	\$ 2,234.33	\$ 2,322.88
	Hourly	\$28.360	\$29.494	\$30.677	\$31.919	\$33.184
8	Annual	\$ 54,130.44	\$ 56,285.32	\$ 58,551.22	\$ 60,917.22	\$ 63,330.54
	Bi-weekly	\$ 2,081.94	\$ 2,164.82	\$ 2,251.97	\$ 2,342.97	\$ 2,435.79
	Hourly	\$29.742	\$30.926	\$32.171	\$33.471	\$34.797
9	Annual	\$ 56,634.76	\$ 58,898.84	\$ 61,272.12	\$ 63,741.86	\$ 66,266.20
	Bi-weekly	\$ 2,178.26	\$ 2,265.34	\$ 2,356.62	\$ 2,451.61	\$ 2,548.70
	Hourly	\$31.118	\$32.362	\$33.666	\$35.023	\$36.410
10	Annual	\$ 59,153.64	\$ 61,516.00	\$ 63,974.82	\$ 66,575.60	\$ 69,209.14
	Bi-weekly	\$ 2,275.14	\$ 2,366.00	\$ 2,460.57	\$ 2,560.60	\$ 2,661.89
	Hourly	\$32.502	\$33.800	\$35.151	\$36.580	\$38.027
11	Annual	\$ 61,663.42	\$ 64,131.34	\$ 66,701.18	\$ 69,398.42	\$ 72,157.54
	Bi-weekly	\$ 2,371.67	\$ 2,466.59	\$ 2,565.43	\$ 2,669.17	\$ 2,775.29

	Hourly	\$33.881	\$35.237	\$36.649	\$38.131	\$39.647
12	Annual	\$ 64,175.02	\$ 66,741.22	\$ 69,418.44	\$ 72,230.34	\$ 75,085.92
	Bi-weekly	\$ 2,468.27	\$ 2,566.97	\$ 2,669.94	\$ 2,778.09	\$ 2,887.92
	Hourly	\$35.261	\$36.671	\$38.142	\$39.687	\$41.256
13	Annual	\$ 66,686.62	\$ 69,342.00	\$ 72,141.16	\$ 75,053.16	\$ 78,027.04
	Bi-weekly	\$ 2,564.87	\$ 2,667.00	\$ 2,774.66	\$ 2,886.66	\$ 3,001.04
	Hourly	\$36.641	\$38.100	\$39.638	\$41.238	\$42.872
14	Annual	\$ 69,194.58	\$ 71,957.34	\$ 74,847.50	\$ 77,881.44	\$ 80,960.88
	Bi-weekly	\$ 2,661.33	\$ 2,767.59	\$ 2,878.75	\$ 2,995.44	\$ 3,113.88
	Hourly	\$38.019	\$39.537	\$41.125	\$42.792	\$44.484
15	Annual	\$ 71,715.28	\$ 74,576.32	\$ 77,564.76	\$ 80,704.26	\$ 83,909.28
	Bi-weekly	\$ 2,758.28	\$ 2,868.32	\$ 2,983.26	\$ 3,104.01	\$ 3,227.28
	Hourly	\$39.404	\$40.976	\$42.618	\$44.343	\$46.104
16	Annual	\$ 74,215.96	\$ 77,180.74	\$ 80,282.02	\$ 83,534.36	\$ 86,841.30
	Bi-weekly	\$ 2,854.46	\$ 2,968.49	\$ 3,087.77	\$ 3,212.86	\$ 3,340.05
	Hourly	\$40.778	\$42.407	\$44.111	\$45.898	\$47.715
17	Annual	\$ 76,733.02	\$ 79,799.72	\$ 83,004.74	\$ 86,359.00	\$ 89,776.96
	Bi-weekly	\$ 2,951.27	\$ 3,069.22	\$ 3,192.49	\$ 3,321.50	\$ 3,452.96
	Hourly	\$42.161	\$43.846	\$45.607	\$47.450	\$49.328
18	Annual	\$ 79,251.90	\$ 82,407.78	\$ 85,729.28	\$ 89,183.64	\$ 92,729.00
	Bi-weekly	\$ 3,048.15	\$ 3,169.53	\$ 3,297.28	\$ 3,430.14	\$ 3,566.50
	Hourly	\$43.545	\$45.279	\$47.104	\$49.002	\$50.950
19	Annual	\$ 82,103.84	\$ 85,354.36	\$ 88,788.70	\$ 92,381.38	\$ 96,050.50
	Bi-weekly	\$ 3,157.84	\$ 3,282.86	\$ 3,414.95	\$ 3,553.13	\$ 3,694.25
	Hourly	\$45.112	\$46.898	\$48.785	\$50.759	\$52.775
20	Annual	\$ 85,354.36	\$ 88,788.70	\$ 92,355.90	\$ 96,086.90	\$ 99,890.70
	Bi-weekly	\$ 3,282.86	\$ 3,414.95	\$ 3,552.15	\$ 3,695.65	\$ 3,841.95
	Hourly	\$46.898	\$48.785	\$50.745	\$52.795	\$54.885
21	Annual	\$ 88,652.20	\$ 92,184.82	\$ 95,879.42	\$ 99,790.60	\$ 103,718.16
	Bi-weekly	\$ 3,409.70	\$ 3,545.57	\$ 3,687.67	\$ 3,838.10	\$ 3,989.16
	Hourly	\$48.710	\$50.651	\$52.681	\$54.830	\$56.988
22	Annual	\$ 91,951.86	\$ 95,611.88	\$ 99,446.62	\$ 103,456.08	\$ 107,556.54
	Bi-weekly	\$ 3,536.61	\$ 3,677.38	\$ 3,824.87	\$ 3,979.08	\$ 4,136.79
	Hourly	\$50.523	\$52.534	\$54.641	\$56.844	\$59.097

37.5 hours per week

Pay Grade

5	Annual	\$ 49,920.00	\$ 51,901.20	\$ 54,001.35	\$ 56,183.40	\$ 58,408.35
	Bi-weekly	\$ 1,920.00	\$ 1,996.20	\$ 2,076.98	\$ 2,160.90	\$ 2,246.48
	Hourly	\$25.600	\$26.616	\$27.693	\$28.812	\$29.953
6	Annual	\$ 52,614.90	\$ 54,718.95	\$ 56,904.90	\$ 59,205.90	\$ 61,553.70

	Bi-weekly	\$ 2,023.65	\$ 2,104.58	\$ 2,188.65	\$ 2,277.15	\$ 2,367.45
	Hourly	\$26.982	\$28.061	\$29.182	\$30.362	\$31.566
7	Annual	\$ 55,302.00	\$ 57,513.30	\$ 59,820.15	\$ 62,242.05	\$ 64,708.80
	Bi-weekly	\$ 2,127.00	\$ 2,212.05	\$ 2,300.78	\$ 2,393.93	\$ 2,488.80
	Hourly	\$28.360	\$29.494	\$30.677	\$31.919	\$33.184
8	Annual	\$ 57,996.90	\$ 60,305.70	\$ 62,733.45	\$ 65,268.45	\$ 67,854.15
	Bi-weekly	\$ 2,230.65	\$ 2,319.45	\$ 2,412.83	\$ 2,510.33	\$ 2,609.78
	Hourly	\$29.742	\$30.926	\$32.171	\$33.471	\$34.797
9	Annual	\$ 60,680.10	\$ 63,105.90	\$ 65,648.70	\$ 68,294.85	\$ 70,999.50
	Bi-weekly	\$ 2,333.85	\$ 2,427.15	\$ 2,524.95	\$ 2,626.73	\$ 2,730.75
	Hourly	\$31.118	\$32.362	\$33.666	\$35.023	\$36.410
10	Annual	\$ 63,378.90	\$ 65,910.00	\$ 68,544.45	\$ 71,331.00	\$ 74,152.65
	Bi-weekly	\$ 2,437.65	\$ 2,535.00	\$ 2,636.33	\$ 2,743.50	\$ 2,852.03
	Hourly	\$32.502	\$33.800	\$35.151	\$36.580	\$38.027
11	Annual	\$ 66,067.95	\$ 68,712.15	\$ 71,465.55	\$ 74,355.45	\$ 77,311.65
	Bi-weekly	\$ 2,541.08	\$ 2,642.78	\$ 2,748.68	\$ 2,859.83	\$ 2,973.53
	Hourly	\$33.881	\$35.237	\$36.649	\$38.131	\$39.647
12	Annual	\$ 68,758.95	\$ 71,508.45	\$ 74,376.90	\$ 77,389.65	\$ 80,449.20
	Bi-weekly	\$ 2,644.58	\$ 2,750.33	\$ 2,860.65	\$ 2,976.53	\$ 3,094.20
	Hourly	\$35.261	\$36.671	\$38.142	\$39.687	\$41.256
13	Annual	\$ 71,449.95	\$ 74,295.00	\$ 77,294.10	\$ 80,414.10	\$ 83,600.40
	Bi-weekly	\$ 2,748.08	\$ 2,857.50	\$ 2,972.85	\$ 3,092.85	\$ 3,215.40
	Hourly	\$36.641	\$38.100	\$39.638	\$41.238	\$42.872
14	Annual	\$ 74,137.05	\$ 77,097.15	\$ 80,193.75	\$ 83,444.40	\$ 86,743.80
	Bi-weekly	\$ 2,851.43	\$ 2,965.28	\$ 3,084.38	\$ 3,209.40	\$ 3,336.30
	Hourly	\$38.019	\$39.537	\$41.125	\$42.792	\$44.484
16	Annual	\$ 79,517.10	\$ 82,693.65	\$ 86,016.45	\$ 89,501.10	\$ 93,044.25
	Bi-weekly	\$ 3,058.35	\$ 3,180.53	\$ 3,308.33	\$ 3,442.35	\$ 3,578.63
	Hourly	\$40.778	\$42.407	\$44.111	\$45.898	\$47.715

40 hours per week

Pay Grade

1	Annual	\$ 41,764.32	\$ 43,428.32	\$ 45,179.68	\$ 47,003.84	\$ 48,863.36
	Bi-weekly	\$ 1,606.32	\$ 1,670.32	\$ 1,737.68	\$ 1,807.84	\$ 1,879.36
	Hourly	\$20.079	\$20.879	\$21.721	\$22.598	\$23.492
2	Annual	\$ 44,634.72	\$ 46,417.28	\$ 48,280.96	\$ 50,236.16	\$ 52,224.64
	Bi-weekly	\$ 1,716.72	\$ 1,785.28	\$ 1,856.96	\$ 1,932.16	\$ 2,008.64
	Hourly	\$21.459	\$22.316	\$23.212	\$24.152	\$25.108
3	Annual	\$ 47,498.88	\$ 49,400.00	\$ 51,382.24	\$ 53,476.80	\$ 55,592.16
	Bi-weekly	\$ 1,826.88	\$ 1,900.00	\$ 1,976.24	\$ 2,056.80	\$ 2,138.16
	Hourly	\$22.836	\$23.750	\$24.703	\$25.710	\$26.727

4	Annual	\$ 50,381.76	\$ 52,380.64	\$ 54,491.84	\$ 56,694.56	\$ 58,938.88
	Bi-weekly	\$ 1,937.76	\$ 2,014.64	\$ 2,095.84	\$ 2,180.56	\$ 2,266.88
	Hourly	\$24.222	\$25.183	\$26.198	\$27.257	\$28.336
5	Annual	\$ 53,248.00	\$ 55,361.28	\$ 57,601.44	\$ 59,928.96	\$ 62,302.24
	Bi-weekly	\$ 2,048.00	\$ 2,129.28	\$ 2,215.44	\$ 2,304.96	\$ 2,396.24
	Hourly	\$25.600	\$26.616	\$27.693	\$28.812	\$29.953
6	Annual	\$ 56,122.56	\$ 58,366.88	\$ 60,698.56	\$ 63,152.96	\$ 65,657.28
	Bi-weekly	\$ 2,158.56	\$ 2,244.88	\$ 2,334.56	\$ 2,428.96	\$ 2,525.28
	Hourly	\$26.982	\$28.061	\$29.182	\$30.362	\$31.566
7	Annual	\$ 58,988.80	\$ 61,347.52	\$ 63,808.16	\$ 66,391.52	\$ 69,022.72
	Bi-weekly	\$ 2,268.80	\$ 2,359.52	\$ 2,454.16	\$ 2,553.52	\$ 2,654.72
	Hourly	\$28.360	\$29.494	\$30.677	\$31.919	\$33.184
8	Annual	\$ 61,863.36	\$ 64,326.08	\$ 66,915.68	\$ 69,619.68	\$ 72,377.76
	Bi-weekly	\$ 2,379.36	\$ 2,474.08	\$ 2,573.68	\$ 2,677.68	\$ 2,783.76
	Hourly	\$29.742	\$30.926	\$32.171	\$33.471	\$34.797
9	Annual	\$ 64,725.44	\$ 67,312.96	\$ 70,025.28	\$ 72,847.84	\$ 75,732.80
	Bi-weekly	\$ 2,489.44	\$ 2,588.96	\$ 2,693.28	\$ 2,801.84	\$ 2,912.80
	Hourly	\$31.118	\$32.362	\$33.666	\$35.023	\$36.410
10	Annual	\$ 67,604.16	\$ 70,304.00	\$ 73,114.08	\$ 76,086.40	\$ 79,096.16
	Bi-weekly	\$ 2,600.16	\$ 2,704.00	\$ 2,812.08	\$ 2,926.40	\$ 3,042.16
	Hourly	\$32.502	\$33.800	\$35.151	\$36.580	\$38.027
11	Annual	\$ 70,472.48	\$ 73,292.96	\$ 76,229.92	\$ 79,312.48	\$ 82,465.76
	Bi-weekly	\$ 2,710.48	\$ 2,818.96	\$ 2,931.92	\$ 3,050.48	\$ 3,171.76
	Hourly	\$33.881	\$35.237	\$36.649	\$38.131	\$39.647
12	Annual	\$ 73,342.88	\$ 76,275.68	\$ 79,335.36	\$ 82,548.96	\$ 85,812.48
	Bi-weekly	\$ 2,820.88	\$ 2,933.68	\$ 3,051.36	\$ 3,174.96	\$ 3,300.48
	Hourly	\$35.261	\$36.671	\$38.142	\$39.687	\$41.256
13	Annual	\$ 76,213.28	\$ 79,248.00	\$ 82,447.04	\$ 85,775.04	\$ 89,173.76
	Bi-weekly	\$ 2,931.28	\$ 3,048.00	\$ 3,171.04	\$ 3,299.04	\$ 3,429.76
	Hourly	\$36.641	\$38.100	\$39.638	\$41.238	\$42.872
14	Annual	\$ 79,079.52	\$ 82,236.96	\$ 85,540.00	\$ 89,007.36	\$ 92,526.72
	Bi-weekly	\$ 3,041.52	\$ 3,162.96	\$ 3,290.00	\$ 3,423.36	\$ 3,558.72
	Hourly	\$38.019	\$39.537	\$41.125	\$42.792	\$44.484
15	Annual	\$ 81,960.32	\$ 85,230.08	\$ 88,645.44	\$ 92,233.44	\$ 95,896.32
	Bi-weekly	\$ 3,152.32	\$ 3,278.08	\$ 3,409.44	\$ 3,547.44	\$ 3,688.32
	Hourly	\$39.404	\$40.976	\$42.618	\$44.343	\$46.104
16	Annual	\$ 84,818.24	\$ 88,206.56	\$ 91,750.88	\$ 95,467.84	\$ 99,247.20
	Bi-weekly	\$ 3,262.24	\$ 3,392.56	\$ 3,528.88	\$ 3,671.84	\$ 3,817.20
	Hourly	\$40.778	\$42.407	\$44.111	\$45.898	\$47.715
17	Annual	\$ 87,694.88	\$ 91,199.68	\$ 94,862.56	\$ 98,696.00	\$ 102,602.24
	Bi-weekly	\$ 3,372.88	\$ 3,507.68	\$ 3,648.56	\$ 3,796.00	\$ 3,946.24

	Hourly	\$42.161	\$43.846	\$45.607	\$47.450	\$49.328
18	Annual	\$ 90,573.60	\$ 94,180.32	\$ 97,976.32	\$ 101,924.16	\$ 105,976.00
	Bi-weekly	\$ 3,483.60	\$ 3,622.32	\$ 3,768.32	\$ 3,920.16	\$ 4,076.00
	Hourly	\$43.545	\$45.279	\$47.104	\$49.002	\$50.950
19	Annual	\$ 93,832.96	\$ 97,547.84	\$ 101,472.80	\$ 105,578.72	\$ 109,772.00
	Bi-weekly	\$ 3,608.96	\$ 3,751.84	\$ 3,902.80	\$ 4,060.72	\$ 4,222.00
	Hourly	\$45.112	\$46.898	\$48.785	\$50.759	\$52.775
20	Annual	\$ 97,547.84	\$ 101,472.80	\$ 105,549.60	\$ 109,813.60	\$ 114,160.80
	Bi-weekly	\$ 3,751.84	\$ 3,902.80	\$ 4,059.60	\$ 4,223.60	\$ 4,390.80
	Hourly	\$46.898	\$48.785	\$50.745	\$52.795	\$54.885
21	Annual	\$ 101,316.80	\$ 105,354.08	\$ 109,576.48	\$ 114,046.40	\$ 118,535.04
	Bi-weekly	\$ 3,896.80	\$ 4,052.08	\$ 4,214.48	\$ 4,386.40	\$ 4,559.04
	Hourly	\$48.710	\$50.651	\$52.681	\$54.830	\$56.988
22	Annual	\$ 105,087.84	\$ 109,270.72	\$ 113,653.28	\$ 118,235.52	\$ 122,921.76
	Bi-weekly	\$ 4,041.84	\$ 4,202.72	\$ 4,371.28	\$ 4,547.52	\$ 4,727.76
	Hourly	\$50.523	\$52.534	\$54.641	\$56.844	\$59.097

42 hours per week

Pay Grade

7	Annual	\$ 61,938.24	\$ 64,414.90	\$ 66,998.57	\$ 69,711.10	\$ 72,473.86
	Bi-weekly	\$ 2,382.24	\$ 2,477.50	\$ 2,576.87	\$ 2,681.20	\$ 2,787.46
	Hourly	\$28.360	\$29.494	\$30.677	\$31.919	\$33.184
10	Annual	\$ 70,984.37	\$ 73,819.20	\$ 76,769.78	\$ 79,890.72	\$ 83,050.97
	Bi-weekly	\$ 2,730.17	\$ 2,839.20	\$ 2,952.68	\$ 3,072.72	\$ 3,194.27
	Hourly	\$32.502	\$33.800	\$35.151	\$36.580	\$38.027
12	Annual	\$ 77,010.02	\$ 80,089.46	\$ 83,302.13	\$ 86,676.41	\$ 90,103.10
	Bi-weekly	\$ 2,961.92	\$ 3,080.36	\$ 3,203.93	\$ 3,333.71	\$ 3,465.50
	Hourly	\$35.261	\$36.671	\$38.142	\$39.687	\$41.256
13	Annual	\$ 80,023.94	\$ 83,210.40	\$ 86,569.39	\$ 90,063.79	\$ 93,632.45
	Bi-weekly	\$ 3,077.84	\$ 3,200.40	\$ 3,329.59	\$ 3,463.99	\$ 3,601.25
	Hourly	\$36.641	\$38.100	\$39.638	\$41.238	\$42.872
14	Annual	\$ 83,033.50	\$ 86,348.81	\$ 89,817.00	\$ 93,457.73	\$ 97,153.06
	Bi-weekly	\$ 3,193.60	\$ 3,321.11	\$ 3,454.50	\$ 3,594.53	\$ 3,736.66
	Hourly	\$38.019	\$39.537	\$41.125	\$42.792	\$44.484
15	Annual	\$ 86,058.34	\$ 89,491.58	\$ 93,077.71	\$ 96,845.11	\$ 100,691.14
	Bi-weekly	\$ 3,309.94	\$ 3,441.98	\$ 3,579.91	\$ 3,724.81	\$ 3,872.74
	Hourly	\$39.404	\$40.976	\$42.618	\$44.343	\$46.104
16	Annual	\$ 89,059.15	\$ 92,616.89	\$ 96,338.42	\$ 100,241.23	\$ 104,209.56
	Bi-weekly	\$ 3,425.35	\$ 3,562.19	\$ 3,705.32	\$ 3,855.43	\$ 4,008.06
	Hourly	\$40.778	\$42.407	\$44.111	\$45.898	\$47.715
17	Annual	\$ 92,079.62	\$ 95,759.66	\$ 99,605.69	\$ 103,630.80	\$ 107,732.35

Bi-weekly	\$ 3,541.52	\$ 3,683.06	\$ 3,830.99	\$ 3,985.80	\$ 4,143.55
Hourly	\$42.161	\$43.846	\$45.607	\$47.450	\$49.328

*APPENDIX J

Asphalt Finisher (job code 10058458)

Concrete Finisher (job code 10056993)

Light Equipment Operator (LEO) (job code 10028494)

Medium Equipment Operator (MEO) (job code 10028081)

Heavy Equipment Operator (HEO) (job code 10028112)

Heavy Equipment Operator – Special (SHEO) (job code 10028481)

Graffiti Removal Technician (job code 10090944)

Maintenance Worker, Signs & Pavement Markings (job code 10071980)
(applicable only to seasonal positions filled through the Master Assignment Board)

Crew Leader, Transverse Markings (job code 10028491)

Keycutter / Blaster, Rideau River Flood Control (job code 10036886)

Lift Bridge Operator (job code 10028057)

Nursery Worker (job code 10086140)

Painter, Longitudinal Markings (job code 10028086)

Parks Infra Inspector / Repairperson (job code 10076801)

Relamper (job code 10028078)

This Appendix will be amended in accordance with any changes to the Master Assignment Board Procedures Agreement.

Where a new wage job is created, the parties agree to have discussions as to whether the new wage job shall be added to this Appendix.

LETTER OF UNDERSTANDING #1

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Summer Hours

1. The parties agree that effective 2004 summer hours are no longer an entitlement under the collective agreement.
2. Summer hours will continue to apply to those salaried employees of the predecessor municipalities who benefited from this entitlement as at January 1, 2001 except for those salaried employees referred to in paragraph 3.
3. Wage employees of the predecessor municipalities and those salaried employees currently working in shift operation as:
 - (i) Animal Control Officers
 - (ii) By-law Officers
 - (iii) License Inspectors
 - (iv) Client Service Centre Staff
 - (v) Water Distribution, Process Operators and Senior Plant Operators
 - (vi) Water Treatment, Process Technologists who previously enjoyed summer hours will no longer be entitled to summer hours effective Summer 2004. These employees will receive an additional four days leave in lieu.

In addition, salaried employees who are currently working as:

 - (i) Child Care Cook, Child Care Teacher I, Child Care Teacher II, Supervisor, Child Care Centre
 - (ii) Forestry Inspector
 - (iii) Facility Supervisors who previously enjoyed summer hours will no longer be entitled to summer hours. These employees will receive an additional four days leave in lieu.
4. The parties agree that this entitlement will only apply so long as the employee is a member of the bargaining unit.

5. All summer hours must be taken by December 31st of the year in which they are accrued and shall be taken at a time mutually agreed upon by the employee and his/her manager.
6. Under no circumstances will a summer hours bank be carried over to the next calendar year or cashed out. Any summer hours which are not taken in the year accrued will be deleted from the **employee's** leave bank effective December 31st of that year.
7. Employees who are absent from work on an unpaid leave of absence, pregnancy/parental leave, long term disability, unauthorized leave or unpaid suspension for the entire period or partial period commencing June 1st and ending Labour Day, shall have his/her leave in lieu of summer hours pro-rated. Should the employee have already taken more summer hours leave than their pro-rated entitlement, the Employer will deduct the missing hours entitlement from their annual leave bank.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Superior Vacation Leave Entitlements

The parties agree that employees who enjoyed superior vacation leave entitlements under their collective agreements with former municipalities will continue to accrue vacation and advance through the vacation plateaus as per their former collective agreement, so long as those plateaus are superior to those contained in this Collective Agreement.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Discontinuation of Sick Leave and Severance Pay Programs

1. There will be no further accumulation of sick leave credits and any and all predecessor sick leave programs shall be discontinued. Employees who had sick leave credits at the date of the discontinuance of the former cumulative sick leave plans may utilize those credits in the following manner:
 - (a) An employee may use these credits to top up the 2/3's salary portion of the Income Protection Plan to full salary. This topping up shall be on the basis of one third of a day credit for each day topped up.
 - (b) On termination, an employee who has five (5) or more years' continuous service shall be entitled to a pay out equal to one-half ($\frac{1}{2}$) the number of days of unused sick leave credits to a maximum of one hundred and thirty (130) days' pay at the **employee's** daily rate of pay as at the date of award (September 8, 2003).
 - (c) On termination by reason of death or retirement without actuarial reduction, an employee or the estate of the employee shall be entitled to the number of unused sick leave credits to a maximum of one hundred and thirty (130) days' pay at the **employee's** daily rate of pay as at the date of award (September 8, 2003).
 - (d) Employees who had in excess of 130 sick leave days credit as at the date of award (September 8, 2003) may apply to the Employer for permission to use days in excess of 130 as pre-retirement leave.
 - (e) Employees who opt to utilize their credits as outlined in 9d) may:
 - (i) Take pre-retirement leave at the September 8, 2003 rate of pay;
or

- (ii) Have their hours in excess of 130 days prorated in accordance with the following formula:

$$\frac{\text{\# of hours to be utilized X September 8, 2003 hourly rate}}{\text{Current hourly rate}}$$

= Reduced # of hours to be taken as pre-retirement leave

- (f) Employees who choose to have their hours pro-rated in accordance with #1 (e) (ii) and who commence their pre-retirement leave prior to the implementation of any outstanding economic increases will continue to earn the hourly rate of pay received at the beginning of their pre-retirement leave for the entire duration of the leave.
2. There will be no further accumulation of severance pay credits and any and all predecessor severance pay programs shall be discontinued. Employees who had severance pay credits at the date of the discontinuance of the former cumulative severance pay plans may utilize those credits in the following manner:
- (a) An employee may use these credits to top up the 2/3's salary portion of the Income Protection Plan to full salary. This topping up shall be on the basis of one third of a day credit for each day topped up.
 - (b) On termination, an employee who has five (5) or more **years'** continuous service shall be entitled to a pay out equal to one-half (½) the number of days of unused severance pay credits to a maximum of one hundred and thirty (130) **days'** pay at the **employee's** daily rate of pay as at the date of award (September 8, 2003).
 - (c) On termination by reason of death or retirement an employee or the estate of the employee shall be entitled to the number of unused severance pay credits to a maximum of one hundred and thirty (130) **days'** pay at the **employee's** daily rate of pay as at the date of the award (September 8, 2003).

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Longevity Pay

The Parties agree that employees of predecessor municipalities who are a member of the CUPE 503 Bargaining Unit as of date of award (September 8, 2003), who had an entitlement to longevity pay will continue to enjoy such entitlement and plateau progression while an employee remains an active CUPE 503 member without break in CUPE 503 service.

The Parties agree that longevity pay is no longer an entitlement under the collective agreement.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Alternative Dispute Resolution

The parties agree that the expeditious resolution of workplace disputes is mutually beneficial. The parties will continue to hold pre-arbitration meetings on a regular basis to schedule grievances referred to arbitration under Article 17 for either arbitration or to a mediation/arbitration process agreed to between the parties. The parties commit to working in good faith toward Alternative Dispute Resolution processes in an effort to resolve grievances referred to arbitration under Article 17 of the Collective Agreement within a maximum of one year from the date of that referral.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Bilingualism Policy

The parties acknowledge that the rights of unilingual employees in the Local 503 CUPE bargaining unit are those as established by City Council Policy, Bilingualism Policy, dated May 9, 2001, revised January 23, 2003. In the event City Council negatively amends this Policy the rights of unilingual CUPE 503 employees will remain as stated in that policy until the expiry of this Collective Agreement.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

*LETTER OF UNDERSTANDING #7

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Temporary Employees working full-time hours in Employment and Social
Services

A temporary employee who works in the Employment and Social Services who has worked for six (6) consecutive months in one or more temporary assignments shall achieve seniority status vis-à-vis other temporary employees in related positions.

The only positions to be considered related are listed in line with the position they relate to below:

- a. Case Worker Job Key 10028351 and Employment Specialist (ES) Job Key 10036676, and Business Application Support Specialist (BASS) Job Key 10075776 are related.
- b. Verification Specialist (VS) Job Key 10028266, Intake Specialists, Applications and Benefit Unit (ABU IS) Job Key 10058463, Systems & Resource Support Worker (SRSW) Job Key 10028190, and Administrative Officer (AO) Job Key 10028313 are related.

A temporary employee who has achieved seniority status vis-à-vis other temporary employees in related positions shall upon completion of a temporary assignment have the right to subsequent temporary assignments in related positions prior to another temporary employee who has less seniority or may displace another temporary employee in related positions provided the duration of the temporary assignment remaining is at least three (3) months in duration.

Seniority for temporary employees shall be based upon their first date of hire so long as there is no break in service of over 90 consecutive calendar days.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #8

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Former Health Department Employees

The parties hereby agree that all employees of the former Health Department who had a grandfathered entitlement and who are active on the date of signing of the collective agreement shall maintain their previous entitlement to the following rights as a grandfathered benefit while they remain employed in positions within the bargaining unit:

Four (4) hours paid holiday on the **employee's** last working day prior to Christmas and New Years and shall be provided for in the same manner as all other holidays under Statutory and Declared Holidays.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

*LETTER OF UNDERSTANDING #9
BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Retirement Pension for Paramedics

The parties agree that during the life of this collective agreement, they will engage in meaningful discussion regarding the possibility of moving to OMERS NRA 60 from OMERS NRA 65 for paramedics.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #10

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Internship, Apprenticeship and Legislated Training Programs

The parties agree that during the life of this collective agreement, they will engage in meaningful discussion regarding internship, apprenticeship and legislated training programs.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

*LETTER OF UNDERSTANDING #11

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Retiree Benefits for former City of Ottawa and the former Regional Municipality
of Ottawa-Carleton (RMOC) employees

Effective January 1, 2009, the Employer agrees to continue to pay 50% of the cost of these plans to former RMOC and City of Ottawa employees on their retirement while the terms of this collective agreement remain in effect. This will not affect the current cost sharing arrangement for former employees currently in receipt of retiree benefits.

The following sentence of Article 7.1.1 (m) does not apply to an employee who elects to receive retiree benefits pursuant to this Letter:

When any employee retires, he/she shall be deemed to have earned vacation leave for the full year in which he/she retires.

For employees who are not former City of Ottawa or former RMOC, retiree benefits are determined in accordance with Letter of Understanding # 19.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #12

BETWEEN
CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE

Water Services Branch, Public Works and Environmental Services Department

For 12-hour shift – Shift Coordinators, First Response and Customer Service
Persons, First Response

1. The standard daily working hours shall be 12 hours per day and scheduled between the hours of 6 am and 6 pm or 6 pm and 6 am.

12-hour days (6 am to 6 pm)

Shift Coordinator, First Response

Shift Coordinator, First Response

Customer Service Person, First Response

Customer Service Person, First Response

12-hour nights (6 pm to 6 am)

Shift Coordinator, First Response

Shift Coordinator, First Response

Customer Service Person, First Response

Customer Service Person, First Response

2. The above-noted operation is a 24-hour and 7-day per week operation.
3. The standard weekly hours are as follows:
 - (a) 84 hours bi-weekly
 - (b) 24 hours x 7 days = 168 hours, divided by 2 shifts = 84 hours each
 - (c) 4 hours of overtime bi-weekly

Example: in one week employees work 3 days (3 x 12 = 36 hours) and the next week they work 4 days (4 x 12 = 48 hours). On average standard weekly hours are 42 hours per week.

4. This letter of understanding in no way limits the Employer's ability to change the shift or hours of work in accordance with the terms of the collective agreement.
5. Effective 29 September 2016, the parties agree that all employees who are appointed in positions and/or successfully compete in accordance with Article 11 of the Collective Agreement will not follow the standard weekly hours outlined in 3. The standard weekly hours are as follows:
 - (a) 84 hours bi-weekly
 - (b) $24 \text{ hours} \times 7 \text{ days} = 168 \text{ hours}$, divided by 2 shifts = 84 hours each

Example: in one week employees work 3 days ($3 \times 12 = 36$ hours) and the next week they work 4 days ($4 \times 12 = 48$ hours). On average standard weekly hours are 42 hours per week.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #13

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

OMERS Waiting Period

The parties agrees the following remains in effect for those employees who served a waiting period prior to September 1978:

Any wage employee who has completed the probationary period shall have his/her superannuation governed by the Ontario Municipal **Employees'** Retirement System (OMERS). Upon the completion of this waiting period, any wage employee may opt to buy back service for this waiting period, and the Employer shall pay the normal contributions plus interest as assessed by OMERS for that period with the employee paying his/her normal contributions plus interest as assessed by OMERS for that period.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #14

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Red-circling Protection

Recognizing that certain former City of Ottawa employees were red-circled pursuant to the Mitchnick and Albertyn awards, the parties agree to continue to apply their red-circling protection. Effective December 31, 2009, employees shall have their red-circled rate frozen with no economic increases until such time as the employee can be slotted into the salary range of their position.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #15

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Permissible Differences in Compensation

The parties agree that, where either party notices a difficulty recruiting in a particular sector or a significant wage disparity with other municipalities, it may schedule a meeting to discuss the establishment of a wage adjustment.

The parties agree to ensure that any such wage adjustment will comply with the Pay Equity Guidelines (Permissible Wage Differences as set out in Section 8.(1)(e) Exceptions of the *Pay Equity Act* as amended from time to time).

The formula to establish any wage adjustment will be determined by reviewing the market rates available in comparable sectors or as otherwise agreed upon between the parties.

Following the termination of an “out-of-schedule” rate, the incumbent shall be red-circled for a period of twelve (12) months after which time they will be placed into the salary schedule for the position.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

*LETTER OF UNDERSTANDING #16

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Accommodation

It is the desire of the parties to assist employees in need of permanent accommodation to return to, or continue, meaningful employment and an active role in the workplace in accordance with the Ontario Human Rights Code.

As such, where an employee cannot be accommodated in their substantive position and/or department but who are medically certified as capable of performing work, the parties agree to meet for the purpose of reviewing and recommending appropriate individual strategies for a City-wide placement search, where appropriate, towards the safe and successful return of disabled workers to the workplace as soon as possible.

The parties agree to form a joint accommodation committee and to meet to determine the terms of reference for this committee. The parties agree that the committee is to be formed on a trial basis, for the duration of the renewal collective agreement.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

*LETTER OF UNDERSTANDING #17

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Ottawa Paramedic Service Specialty Teams

The parties agree to the following:

In recognition of the recruitment and retention concerns for specialty teams within the Ottawa Paramedic Service, employees who are assigned to specialty teams will be entitled to a specialty team allowance as outlined in the table below. This entitlement shall be calculated on a prorated basis for which the employee is assigned to the specialty team and shall be paid out on the 1st pay of December of each year.

Employees who are assigned to specialty teams are eligible for the allowance as follows:

Specialty Teams	Maximum Annual Amount
Bike	\$225.00
Marine	\$225.00
Tactical	\$750.00
Paramedic Support Unit	\$200.00

Effective January 1, 2021:

Specialty Teams	Maximum Annual Amount
Bike	\$325.00
Marine	\$325.00
Tactical	\$1050.00
Paramedic Support Unit	\$325.00

In discussion at UMAC the parties may agree to additional special teams and to appropriate amount for allowance.

The Union acknowledges that employees will be required from time to time to

retest and requalify for the above mentioned specialty teams. Specialty teams assignments are not considered to be promotions and the **employee's** substantive position shall remain the same throughout the assignment. Employees assigned to specialty teams are not guaranteed to remain in the assignment indefinitely.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #18

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Reciprocal Seniority Agreement between the Inside/Outside Bargaining Unit and
the Part-Time Recreation and Culture Bargaining Unit

1. Employees falling within the scope to the Inside/Outside bargaining unit shall have the right to apply for vacancies posted in accordance with article 10.4 of the Part Time Recreation and Culture collective agreement. These employees shall be considered in the same manner as employees falling under the scope of the Part Time Recreation and Culture collective agreement, provided the employee submits an application and has the required qualifications for the vacant or new position. For this purpose seniority earned under the Inside/Outside agreement shall be recognized and if the employee is successful in his/her application, shall be transferred in full.
2. The transfer of seniority points will apply when an employee moves directly from the Inside/Outside bargaining unit to the Part Time bargaining unit for a permanent position. Effective the start date of their new position into the Part Time Recreation and Culture bargaining unit, their Inside/Outside seniority will be transferred and joined with any existing seniority points from the Part Time bargaining unit they may have previously accrued.
3. The transfer of seniority points will apply when an employee moves directly from the Part Time bargaining unit to the Inside/Outside bargaining unit for a temporary, permanent or acting position. Effective the start date of their new position into the Inside/Outside bargaining unit, their Part-time Recreation and Culture seniority will be transferred and joined with any existing seniority points from the Inside/Outside bargaining unit they may have previously accrued.
4. Following a staffing movement as outlined in this Letter of Understanding, from Inside/Outside bargaining unit to Part Time Recreation and Culture bargaining unit or from Part Time Recreation and Culture bargaining unit to Inside/Outside bargaining unit where the seniority points are transferred

and where applicable joined, any seniority points accumulated under either the Inside/Outside bargaining unit or Part Time Recreation and Culture bargaining unit will be retained and transferred with the employee for any staffing movements thereafter between Inside/Outside bargaining unit or Part Time Recreation and Culture bargaining unit.

5. The transferring and joining of seniority points will only be initiated by a staffing movement as described above and until such staffing movement occurs article 10.6 of the Inside/Outside collective agreement and article 9.5 of the Part Time Recreation and Culture collective agreement continue to apply. It is understood that for the purpose of this Letter of Understanding, a rehire will not constitute a staffing movement.
6. In the event of a conflict between this Letter of Understanding and either the Part Time Recreation and Culture or Inside/Outside collective agreement, this Letter of Understanding will prevail.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

*LETTER OF UNDERSTANDING #19

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Retiree Benefit Program (excluding the former City of Ottawa and the former Regional Municipality of Ottawa-Carleton (RMOC) employees - see letter of Understanding #11)

- a) The Employer agrees to pay the following for the employee who is an eligible retiree of the City of Ottawa:
 - (i) One hundred percent (100%) of the cost of the monthly premium of the Retiree Benefit Program provided the employee retires with an unreduced pension; or
 - (ii) Seventy-five percent (75%) of the cost of the monthly premium of the Retiree Benefit Program provided the employee retires with an actuarially reduced pension.
- b) Employees with 10 or more years of consecutive full-time service with the City of Ottawa or former municipalities are eligible for the Retiree Benefit Program.
- c) Coverage continues until the end of the month in which the retiree attains age 65.
- d) An Optional Enhanced Retiree Benefit Plan is available to employees between the age of 55 to 65 who are eligible under this Letter of Understanding.
- e) Details of the coverage and eligibility requirements are outlined in the Retiree Benefit Program booklet available through the City of Ottawa.

Former City of Ottawa and former RMOC employees' retiree benefits are determined in accordance with Letter of Understanding #11.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

*LETTER OF UNDERSTANDING #20

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Employees Working Beyond Age Sixty-five (65)

1. Full-time permanent employees working beyond age sixty-five (65) will be entitled to the following modified benefit coverage**:
 - Extended health care without "Out of Country coverage" and "Drug coverage"
 - For an eligible spouse and dependent under sixty-five (65), Extended Health care without "Out of Country Coverage" but including "Drug coverage"
 - Dental insurance including coverage for an eligible spouse and dependents
 - \$25,000 life insurance
 - Optional Life including coverage for an eligible spouse
 - Optional Critical Illness including coverage for an eligible spouse and dependents
 - A maximum of seventeen (17) weeks of short term sick leave (Income Protection Plan) annually. This entitlement will be subject to the provisions of article 7.
- a) Coverage details for benefits provided in paragraph 1 above will be as defined in the Benefits Plan Document.
- b) Cost sharing for the benefits plan will be in accordance with the formula contained in this article.
- c) Employees will no longer be covered for the following benefits from age sixty-five (65):
 - Accidental Death and Dismemberment (AD&D) for employee & family
 - Long Term Disability (LTD) benefits.
- d) The benefit coverage described in (a) will take effect the first of the month following the month the employee turns sixty-five (65).

- e) All benefits will cease at the end of the month in which the employee attains age sixty-nine (69).

2. Benefits for Permanent Part-Time Employees Working Beyond Age Sixty Five (65)**

- a) Permanent part-time employees will receive 6% in lieu of benefit coverage.
- b) The percentage in lieu will be reduced to 4.4% when the employee reaches sixty-nine (69) years of age. This payment of 4.4% will compensate employees for statutory holidays.

3. Benefits for Temporary Part-Time Employees Working Beyond Age Sixty Five (65)**

- a) Temporary part-time employees will receive 6% in lieu of benefit coverage.
- b) The percentage in lieu will be reduced to 4.4% when the employee reaches sixty-nine (69) years of age. This payment of 4.4% will compensate employees for statutory holidays.

4. Benefits for Temporary Full-Time Employees Working Beyond Age Sixty Five (65)**

- a) Temporary full-time employees will receive 6% in lieu of benefit coverage. When they become eligible to be enrolled in the benefit plans, it is understood that they will be eligible for the same coverage as full-time employees described above.

5. Benefits for Casual Employees Working Beyond Age Sixty Five (65)**

- a) Casual employees will receive 6% in lieu of benefit coverage.
- b) The percentage in lieu will be reduced to 4.4% when the employee reaches sixty-nine (69) years of age. This payment of 4.4% will compensate employees for statutory holidays.

**Completion of any applicable probationary or waiting period is required in order to qualify for benefits under this memorandum.

Effective November 1, 2021

1. Full-time permanent employees working beyond age sixty-five (65) will be entitled to the following modified benefit coverage**:

- Extended health care without "Out of Country coverage" and "Drug coverage"
- For an eligible spouse under sixty-five (65) and eligible dependents, Extended Health care without "Out of Country Coverage" but including

“Drug coverage”

- Dental insurance including coverage for an eligible spouse and dependents
- \$25,000 Basic life insurance
- Optional Life (including optional life coverage for an eligible spouse) available to purchase up to age seventy (70), subject to the insurer eligibility requirements. Optional Life coverage for the employee or eligible spouse, acquired before the age of seventy (70), can be extended until **employee's** termination of employment.
- Optional Critical Illness (including optional critical illness coverage for an eligible spouse and dependents), subject to the insurer eligibility requirements. All Optional Critical Illness coverage for employee, eligible spouse and/or dependents terminates when the employee reaches the age of seventy (70).
- A maximum of seventeen (17) weeks of short term sick leave (Income Protection Plan) annually. This entitlement will be subject to the provisions of article 7.

- a) Coverage details for benefits provided in paragraph 1 above will be as defined in the Benefits Plan Document.
- b) Cost sharing for the benefits plan will be in accordance with the formula contained in this article.
- c) Employees will no longer be covered for the following benefits from age sixty-five (65):
 - All Accidental Death and Dismemberment (AD&D) for employee & family
 - Long Term Disability (LTD) benefits.
- d) The benefit coverage described in (a) will take effect the first of the month following the month the employee turns sixty-five (65).

2. Benefits for Permanent Part-Time Employees Working Beyond Age Sixty Five (65)**

- a) Permanent part-time employees will receive 6% in lieu of benefit coverage which includes compensation for statutory holidays.

3. Benefits for Temporary Part-Time Employees Working Beyond Age Sixty Five (65)**

- a) Temporary part-time employees will receive 6% in lieu of benefit coverage which includes compensation for statutory holidays.

4. Benefits for Temporary Full-Time Employees Working Beyond Age Sixty Five (65)**

- a) Temporary full-time employees will receive 6% in lieu of benefit coverage. When they become eligible to be enrolled in the benefit plans, it is understood that they will be eligible for the same coverage as full-time employees described above.

5. Benefits for Casual Employees Working Beyond Age Sixty Five (65)**

- a) Casual employees will receive 6% in lieu of benefit coverage which includes compensation for statutory holidays.

**Completion of any applicable probationary or waiting period is required in order to qualify for benefits under this Letter of Understanding.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #21

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Job Postings and Selection – Eligibility Lists

The eligibility lists would remain valid for a period of 12 months. The City will post firstly, internally and in the event there are not a sufficient number of candidates for the anticipated vacancies, they may post externally in order to ensure that the eligibility list has a sufficient number of candidates. Priority will be granted to bargaining unit candidates, and successful external candidates will only be considered once all successful internal candidates have been offered the position and declined it, or the list of internal candidates has been exhausted. Should a candidate who is on an eligibility list decide to decline a position, that candidate will maintain his/her ranking on the list. Candidates who accept a position will be removed from the eligibility list.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

* LETTER OF UNDERSTANDING #22

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Article 11 – Early Resolution Process

1. In advance of the Union filing any grievance(s), the parties wish to implement an Early Resolution Process for complaints arising from the selection process under article 11, in order to avoid the filing of unnecessary grievances.
2. If the Union receives a complaint from an employee pertaining to the selection process under article 11, the Employer will release the **complainant's** interview score and seniority points to the authorized Union representative upon receipt of written request.
3. If the Union receives a complaint from an employee pertaining to the selection process under article 11.1.3, the Employer will release the scores and seniority points of interview candidates who passed the selection process without names or other personal identifiers to the authorized Union representative upon receipt of written request.
4. The Union agrees that, at all times during the Early Resolution Process, the information received from the Employer is to be considered personal and confidential, and further agrees not to disclose any information regarding other candidates in the competition to the complainant.
5. Notwithstanding the grievance filing timelines outlined in Article 16.4, the parties agree that the Early Resolution Process will not preclude the Union from filing a grievance.
6. Either party may terminate this Letter of Understanding with 6 months written notice to the other party.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.

*LETTER OF UNDERSTANDING #23

BETWEEN
THE CITY OF OTTAWA

AND

OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503

Diversity and Inclusion Initiatives

It is the shared goal of the Parties to create substantive equality for Employment Equity designated groups (Aboriginal/Indigenous Peoples, Members of Visible Minorities, Persons with Disability, and Women) as defined under *the Employment Equity Act, S.C. 1995, c.44* and increase representation of these designated Employment Equity groups at various job levels within the bargaining unit. The Parties agree to expand this commitment to 2SLGBTQQIA+ communities and immigrants/newcomers/refugees in Canada as evidence of gaps are identified. The Parties are committed to achieving an inclusive workforce that reflects the diversity of the population of Ottawa.

The parties agree that during the life of this collective agreement, they will form a joint committee to engage in meaningful discussions regarding the City's diversity and inclusion initiatives.

The parties recognize that the Employer will be implementing a Special Pilot Program under the guidelines of the Ontario Human Rights Code Sub-section 14(1), with the intent to identify and remove barriers to recruitment and staffing as to meet the goals stated above.

Where the Employer identifies positions within the bargaining unit which may fall under the Special Pilot Program and where changes to the Collective Agreement may be required for recruitment and staffing, the Employer will, on a position-by-position basis, seek Union concurrence to effect such change. In order for the Union to consider the request, the Employer will provide the Union with any relevant information and/or data informing the strategy to achieve the shared goals stated above.

Effective July 22, 2021, unless otherwise stated in this Letter of Understanding.