

COLLECTIVE AGREEMENT

BETWEEN

THE CORPORATION OF THE TOWN OF FORT FRANCES



And

CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 65

(PARKS / PUBLIC WORKS / CIVIC CENTRE / MEMORIAL SPORTS CENTRE / CHILDREN'S
COMPLEX)



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COLLECTIVE AGREEMENT

BETWEEN

THE CORPORATION OF THE TOWN OF FORT FRANCES

(Hereinafter called the "Corporation")

and

CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 65

**(PARKS / PUBLIC WORKS / CIVIC CENTRE / MEMORIAL SPORTS CENTRE / CHILDREN'S
COMPLEX)**

(Hereinafter called the "Union")

ARTICLE 1 - PREAMBLE

1.01 Preamble

WHEREAS it is the duty of every employee individually and collectively to promote and co-operate to the fullest extent in all matters with respect to the provision of the services for the safety, health, comfort and general welfare of the citizens having regard to the interests of efficiency, productivity and economy of operations;

AND WHEREAS in the interests of the efficient conduct and administration of the Town's affairs, it is the desire of both parties to maintain harmonious relations by negotiating fair and reasonable remuneration for services rendered and hours of work and to encourage efficiency in operation and to provide an amicable method of settling any differences or grievances which might possibly arise;

NOW THEREFORE, TO EFFECTUATE THE FOREGOING, THE Corporation and the Union hereby covenant and agree as follows:

ARTICLE 2 - INTERPRETATION

The following terms wherever used herein shall, unless the context otherwise requires, have the following meanings:

2.01 "Council" - shall mean the Council of the Corporation of the Town of Fort Frances;

2.02 "Council Committee" - shall mean the Committee of the Council being held responsible for a particular department;

- 2.03** "Corporation" - shall mean the Corporation of the Town of Fort Frances;
- 2.04** "Regular Full-Time Employee" - shall mean an employee who is continuously employed in a full-time position and who has completed his/her probationary period;
- 2.05** "Regular Part-Time Employee" - shall mean an employee who is continuously employed in a regular part-time position and who has completed his/her probationary period. In the event that an employee carries two (2) or more regular part-time positions with a total Full-Time Equivalent (FTE) of 1.0, the employee will receive the benefits of a full-time employee as outlined in the Collective Agreement.
- 2.06** "Interim Replacement Employee" - Shall mean an employee of the Corporation who is hired on a temporary basis or an 'as required' basis. Interim replacement employees may be hired to replace regular full-time or regular part-time employees who are absent on maternity leave, vacation, illness, or any other approved leave of absence. The employment of Interim replacement Employees shall not cause the layoff or termination of regular full-time or regular part-time employees. Interim Replacement Employees shall accrue seniority by hours worked for the purpose of call-in shifts (if qualified for the position) and for bidding on job postings, and shall not receive any benefits of the Collective Agreement unless otherwise specified.
- If he / she is subsequently hired as a regular full-time or regular part-time employee, he / she must successfully complete the requisite probationary period following which seniority shall date from the first day of continuous employment in one position.
- In addition, the employer agrees to provide the union with the name of the Interim Replacement Employee, their start date, and their anticipated end date where an Interim Replacement Employee has been working continuously in one position for a period of sixty (60) consecutive days. This notice will only be provided once.
- 2.07** "Seasonal Employee" - shall mean an employee (other than a student) who is employed on a short term basis as required. Seasonal employees shall accrue seniority; their previous service as a seasonal employee will be considered for re-call purposes subject to having the necessary qualifications.
- In the event an employee carries two (2) seasonal positions, the employee will receive the benefits of a full-time employee as outlined in the Collective Agreement.
- 2.08** "Co-op Student" - Co-op students (e.g. Con College, high school) will be allowed to work with union members positions. Purpose is not to perform the work of the bargaining unit, but would provide a student with knowledge of the operations by on the job participation. The Co-op experience is designed to be a learning situation. The union member would share their expertise knowledge and skills with student. No union position or member would be displaced, no overtime would be affected. No employee on layoff/recall will be adversely affected by the utilization of this clause.
- 2.09** "Student" - shall mean an employee who is a student at a college, university or other educational institution and who is employed on an "as required" basis for a maximum of five (5) years or until that student graduates, whichever comes first. Students shall not accrue seniority and shall not receive any benefits of the Collective Agreement unless otherwise specified.

Such employees shall not in any way displace a bargaining unit employee nor will they be retained or granted work in preference to bargaining unit employees who normally perform the work.

- 2.10** "Special Program Employee" - shall mean an employee engaged under a "Special Program" of the Ministry or Corporation. These programs usually have special purposes, predetermined start and finish dates and specific budget allowances. No benefits apply to the Special Program Employee unless funded by the program details. Such employee shall not in any way displace a bargaining unit employee nor will they be retained in or granted work in preference to bargaining unit employees who normally perform the work or delay the seasonal recall or shorten the work period of seasonal employees.
- 2.11** "Common Law" – The definition of **common law** shall be in accordance with the Canada Revenue Agency definition under Marital Status.

ARTICLE 3 - MANAGEMENT RIGHTS

3.01 Management Rights

The Union recognizes and acknowledges that the management of the operation and direction of the working forces are fixed exclusively in the Corporation and shall be exercised in a manner consistent with this agreement. The union acknowledges that it is the exclusive right of the Corporation to:

- a) maintain and enhance order and efficiency;
- b) hire, promote, demote, classify, transfer, suspend and re-hire employees, and to discipline or discharge any employee for just cause provided that a claim by an employee who has completed his probationary period that he has been discharged or disciplined without just cause may be the subject of a grievance and/or arbitration and dealt with as hereinafter provided;
- c) make, enforce and alter, from time to time, rules and regulations to be observed by the employees;
- d) determine the nature and kind of business conducted by the Corporation the kinds and locations of operations, equipment and materials to be used, the control of materials and parts, the methods and techniques of work, the content of jobs, the schedules of work, the number of employees to be employed, the extension, limitations, curtailment or cessation of operations or any part thereof, and to determine and exercise all other functions and prerogatives which shall remain solely with the Corporation except as specifically limited by the express provisions of this agreement.

Any allegation by the Union that the Corporation's exercise of these rights has violated an express provision of the collective agreement may be the subject of a grievance and dealt with under Articles 10 and 11.

ARTICLE 4 - RECOGNITION AND NEGOTIATIONS

4.01 Bargaining Unit

The Corporation or anyone authorized to act on its behalf approves and recognizes the Canadian Union of Public Employees and its Local 65 as the sole collective bargaining agency for all of its employees save and except:

1. Chief Administrative Officer
2. Clerk
3. Treasurer
4. Deputy Treasurer
5. By-law Enforcement Officers
6. Chief Building Official
7. Municipal Planner
8. Administrative Assistants
9. Qualified Engineer/Assistant to Engineer
10. Operations and Facilities Division Manager
11. Operations and Facilities Superintendents
12. OPP
13. Fire Chief
14. Deputy Fire Chief
15. International Brotherhood of Electrical Workers
16. Fort Frances Professional Fire Fighters Association
17. Division Managers
18. Treasury Assistant
19. POA Coordinator
20. POA Court Reporter
21. POA Prosecutor
22. Human Resources Manager
23. Community Services Division Manager
24. Aquatics Director
25. Aquatics Staff
26. Physical Education Director
27. Memorial Sports Centre Clerical and Administrative Support
28. Recreation Facilities Superintendent
29. Memorial Sports Centre Students
30. Children's Complex Superintendent
31. Assistant Children's Complex Superintendent
32. Private Home Day Care / Best Start Hub Coordinator
33. Children's Complex Administrative Support

and hereby consents and agrees to negotiate with the Union or any authorized Committee thereof in any and all matters affecting the relationship between the parties to this Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

4.02 No Other Agreement

No employee shall be required or permitted to make any written or verbal agreement which may conflict with the terms of this contract.

4.03 Work of Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit except in cases of emergency and training of a member of the bargaining unit in a new position.

The Children's Complex Superintendent, Assistant Children's Complex Superintendent, and Children's Complex Administrative Support Staff may work on jobs performed by members of the bargaining unit to maintain legislative ratios as long as no Children's Complex bargaining unit employee is on lay-off and no interim replacement employees are reasonably available.

4.04 Interruption of Work

There shall be no lockout by the Corporation and no strike by the employees during the term of this Agreement. The Union shall not cause, direct, or consent to any strike by its members during the term of this Agreement. The Corporation shall not cause or direct any lockout of its employees during the term of this Agreement.

4.05 Notification of Union Representatives

The Union shall notify the Corporation in writing the names and positions held in the bargaining unit of all elected Union officials and members of Union Committees. The Union will update the list as necessary or upon request of the Employer.

ARTICLE 5 - UNION SECURITY

5.01 Union Membership Requirement

All employees of the Corporation covered by the Certification issued to the Union by the Ontario Ministry of Labour, shall, as a condition of employment, remain members in good standing of the Union in accordance with the Union's Constitution and By-laws.

All new employees of the Corporation shall, as a condition of continued employment become members in good standing of the Union not later than three (3) months after starting with the Corporation.

5.02 Deduction of Dues

The Corporation agrees to deduct each month from the salary of each employee covered by this agreement the amount of Union dues as provided by the Constitution and By-Laws of the Union and remit same to the Secretary-Treasurer of CUPE Local No. 65 not later than the 15th day of the month following, accompanied by a list of names of all employees from whose wages the deductions have been made.

5.03 Recording of Dues on T-4 Slips

At the same time that Income Tax (T-4 Slips) are made available, the Corporation shall type in the T-4 slip the amount of union dues paid by each employee in the previous year.

5.04 New Employees

The Employer shall acquaint new bargaining unit employees with the fact that a collective agreement is in effect by providing said employees with one (1) hardcopy of the current collective agreement upon hire. The new employee shall be permitted to meet with the departmental union steward during his first month of employment, within regular working hours and without loss of pay, for a maximum of fifteen (15) minutes, for the purpose of orienting the new employee with their departmental union steward.

ARTICLE 6 - DISCRIMINATION

6.01 No Discrimination

The Council, its servants and agents, agree that there will be no discrimination, interference, restriction or coercion exercised or practised with respect to any employee by reason of his or her membership or non-membership in a trade union, or by reason of any of the protected grounds of discrimination found in the Ontario Human Rights Code namely race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.

6.02 Harassment

The Employer and the Union agree to abide by the Corporation's Workplace Harassment Policy.

ARTICLE 7 - CONDITIONS OF EMPLOYMENT

7.01 Conditions of Employment

New employees, prior to becoming employed by the Corporation and at the option of the Corporation, shall be required to undergo a medical examination.

Children's Complex Employees

Full-time employees who are required to have ongoing medical examinations as a requirement for continued employment will be allowed 1 hour paid leave of absence to obtain the same. Employees receiving inoculation for Hepatitis B or flu (relating to their employment) shall be reimbursed for any billing which the employee receives from their physician for such inoculation.

ARTICLE 8 - LABOUR-MANAGEMENT COMMITTEE

8.01 Representation

No individual employee or group of employees shall undertake to represent the Union at meetings with the Corporation without proper authorization of the Union. In order that this may be carried out, the Union will supply the Corporation with the name of its officer. Similarly, the Corporation will, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

8.02 Labour-Management Committee

A Labour Management Cooperation Committee shall be established consisting of four (4) representatives of the Union and four (4) representatives of the Employer. The Committee shall meet on request by either party at a mutually agreeable time and place and shall enjoy the full support of both parties to this Agreement in the interest in providing the best possible service to the public. The party requesting the meeting will present the other party with an agenda outlining the matters to be discussed at the meeting at least one week, if possible prior to the meeting.

8.03 Representative of Canadian Union

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Corporation.

8.04 Time off for Meetings

Any representative of the Union serving as a member of the Bargaining Committee or the Labour Management Committee, who is in the employ of the Corporation, shall have the privilege of attending Committee meetings held within working hours without loss of remuneration providing that such meeting is a joint meeting between said Committees.

ARTICLE 9 - RESOLUTIONS

9.01 Notice of Resolutions

All resolutions of the Corporation which affect the employees covered by this Agreement shall be forwarded to the Recording Secretary of the Union by the Corporation, within seven (7) days of the passing thereof.

ARTICLE 10 - GRIEVANCE PROCEDURE

10.01 Settling of Grievances

A grievance is defined as any difference between the Corporation and an employee regarding the interpretation, application, administration or alleged violation of the Agreement; including any question as to whether a matter may be subject to the arbitration process, as agreed to herein.

Every effort shall be made to settle grievances fairly and promptly by both the Corporation and the Union.

A grievance shall specify the clause(s) in the Collective Agreement that are alleged to have been violated.

It is understood that an employee has no formal grievance until he has first given his supervisor a reasonable opportunity to both review his complaint and attempt to resolve it.

In the interest of facilitating this procedure, the Human Resources Manager (or designate) shall be permitted to engage in verbal communications with the Union at each Step of the grievance procedure.

Step 1

If an employee has a grievance, he shall; either alone or accompanied by his Union Representative, first address the grievance with his supervisor (or designate), who will attempt to resolve the dispute verbally.

The grievance must be communicated to the aggrieved employee's supervisor in this manner within ten (10) working days after the circumstances giving rise to it have occurred, or within ten (10) working days from the time when the aggrieved employee would have reasonably been aware of the occurrence of the event upon which the grievance is based.

The supervisor shall provide a verbal response to the aggrieved employee within three (3) working days of receiving a grievance at Step 1.

Step 2

Failing settlement at Step 1, the Union may advance a written grievance to the Human Resources Manager on behalf of the aggrieved employee within five (5) working days of the supervisor having rendered a decision at Step 1.

The Human Resources Manager shall coordinate a meeting that is mutually agreeable to the Corporation and the Union, where both parties would be provided an opportunity to present their argument.

The Human Resources Manager shall provide a written response within five (5) working days of receiving a grievance at Step 2.

Step 3

Failing settlement at Step 2, the Union may advance the grievance to the Corporation's Chief Administrative Officer (CAO) by providing to the Human Resources Manager written notice of its intention to do so, within five (5) working days of the Human Resources Manager having rendered a written response at Step 2.

The Human Resources Manager shall coordinate a meeting that is mutually agreeable to the Corporation and the Union, where both parties would be provided an opportunity to present their argument to the CAO.

The CAO shall provide a written response to the Union within twenty (20) working days of hearing a grievance at Step 3.

Step 4

Failing settlement under the foregoing procedure of any grievance between the parties, such grievance may be submitted to arbitration as hereinafter provided.

No matter may be submitted to arbitration if any steps of the grievance procedure have been omitted or improperly discharged.

If no written notification for arbitration is received by the Human Resources Manager within 30 days after the CAO has provided a written reply at Step 3, the grievance shall be deemed to have been abandoned.

10.02 Replies in Writing

Replies to grievances shall be in writing at all stages except Stage 1.

The Union and the Human Resources Manager (or designate) shall be copied on all written correspondence between the parties arising from Article 10 or incidental thereto.

10.03 Time Limits

All time limits as referred to herein shall be mandatory with the result of any failure to meet the time limits in filing, processing the grievance, or its referral to arbitration will cause the grievance to expire and be deemed to have been finally abandoned. Time limits shown in Articles 10 and 11 may be extended upon written agreement of the parties.

In regards to "working days", for the purposes of Article 10, time limits shall be computed by excluding Saturday, Sunday, and paid holidays.

Failure of the Employer to meet its time limits in responding to the grievance shall permit the aggrieved employee to take the grievance to the next succeeding step, provided that he presents the grievance at the next step within five (5) working days after the expiration of the said time limit.

Failure of the aggrieved employee or the Union to meet time limits in processing the grievance shall cause the grievance to expire.

10.04 Decisions Between Corporation and Grievance Committee

The Corporation acknowledges the right of the Union to appoint or otherwise select a Grievance Committee comprised of up to three (3) Union members who shall be regular employees of the Corporation. The personnel of such Committee shall be communicated to the Human Resources Manager within one (1) calendar week of their date of appointment.

The Union shall have the right to have a CUPE National Representative at all steps of the grievance procedure.

The Corporation acknowledges the right of the Union's Unit Chair, or designate, to lead or assist in the investigation of any grievance.

All decisions arrived at by agreement between the Corporation and the Grievance Committee with respect to any grievance shall be in writing and shall be final and binding on the Corporation and on the Union.

10.05 Omission of Foreman Involved in a Grievance From the Grievance Committee

Any foreman directly involved in a grievance shall not act as a member of the Grievance Committee for that particular grievance.

10.06 Meetings between Grievance Committee and Corporation

Once a grievance has been filed by the Grievance Committee at Step 3, there shall be no direct communication between any union officer, including but not limited to any individual member of the Grievance Committee or any employee with a Superintendent, Division Manager, Official of the Corporation. Meetings between the Grievance Committee and the Corporation shall take place only at mutually agreed times and places.

10.07 Policy Grievance

Policy grievances commence directly at Step 3 of the grievance procedure thus by-passing Steps 1 and 2. Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union or the Employer has a grievance, the above grievance procedure shall apply. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could himself institute and the regular grievance procedure shall not be thereby by-passed.

10.08 Grievance Forms

All grievance forms shall contain one (1) grievance. A written grievance shall contain a clear and concise statement concerning the alleged grievance; the employee(s) involved; the date on which the alleged grievance occurred; the clause(s) alleged to have been violated; and the relief sought.

10.09 Deviation from Grievance Procedure

After a grievance has been initiated by the Union, representatives of the Employer shall not enter into discussion or negotiation with respect to the grievance with the aggrieved employee, either directly or indirectly, without the consent of the Union. Violation of this article shall permit the grievance to be forwarded to the next step, subject to the time limits.

10.10 Employer Grievance

It is acknowledged that the Employer may bring forward at a meeting held with the Union any dispute with respect to the application of this Agreement which may affect the Employer, within ten (10) working days after the occurrence of the event giving rise to the complaint. If such complaint is not settled to the mutual satisfaction of the conferring parties, it may be treated as an employer grievance and reduced to writing, and the written grievance shall be sent to the Union, with a copy to the National Servicing Representative.

If such complaint is not settled to the satisfaction of the Employer, the Union shall reply in writing to the Employer within ten (10) working days after receipt of the employer grievance.

If the written reply has not settled the grievance to the satisfaction of the Employer, or if no written reply is received by the Employer within ten (10) working days after the receipt of the written grievance to Union, the Employer may, within ten (10) working days, refer the grievance to arbitration in accordance with Article 11 of this Agreement. Unless otherwise agreed to in writing, the Employer shall comply with the time limits set out in this clause respecting any Employer grievance, otherwise the grievance shall be deemed to have been abandoned.

ARTICLE 11 - ARBITRATION

11.01 Go to Single Arbitration

In the event the parties are unable to reach a settlement of a grievance involving interpretation or application of any provision of the Collective Agreement under the provisions of the Grievance Procedure, the aggrieved party may within thirty (30) calendar days after receiving the CAO's written decision at Step 3, notify the other party of a desire to have the dispute arbitrated by a third party. Failure to provide such notification within such thirty (30) day period shall constitute a waiver by the aggrieved party to further consideration of the case and cause the grievance to expire and be deemed to have been finally abandoned.

11.02 Sole Arbitrator

Within fifteen (15) calendar days after referral to Arbitration the parties will attempt to select a sole Arbitrator to hear the matter and for that purpose will exchange nominations.

11.03 Board of Arbitration

Failing agreement between the parties on a sole arbitrator as per 11.02 above either party may refer the matter within seven (7) calendar days thereafter to a three person Board of Arbitration and shall at the same time inform the other party of the name of its nominee to the Board of Arbitration and the other side shall appoint its nominee to the Board within seven (7) calendar days of receiving the other party's nominee. The two nominees so selected shall within fifteen (15) calendar days of appointment of the second nominee appoint a third person who shall be the Chairperson. If the parties fail to appoint a Chairperson within the time designated, either or both parties may request the Minister of Labour of Ontario to make the necessary appointment.

11.04 Role of Arbitrator or Arbitration Board

The Arbitrator or Arbitration Board, as the case may be, may only consider the issue(s) raised in the grievance form itself. The grievance form must give particulars of the circumstances and facts which it is alleged constitute a violation of the Collective Agreement. Any grievance which does not conform with the foregoing requirements may be returned to the grieving party who will have five (5) calendar days to amend the Grievance and resubmit it.

The Arbitrator or Arbitration Board shall not be authorized to render any decision inconsistent with the terms of this Agreement nor shall he/she alter, add or amend any of its provisions. He/she shall, however, have the right to make a just and equitable award. The decision of the Arbitrator or of the Board of Arbitration, as the case may be, will be binding on the parties to this Agreement.

11.05 Arbitration Expenses

Each of the parties will bear the expenses of their respective nominees and one-half (1/2) of the expenses of the sole Arbitrator, or the Chair of the Board of Arbitration, as the case may be.

ARTICLE 12 - DISCHARGE CASES AND SUSPENSION

12.01 Discharge Procedure

An employee who has completed his/her probationary period, may be dismissed for just cause and upon the authority of the Corporation. The Manager or Superintendent may suspend an employee. Such employee and the Union shall be advised promptly in writing by the Corporation of the reason for such dismissal. Just cause shall not include the refusal of an employee to cross the picket line of a legal strike.

12.02 May Omit Grievance Steps

An employee who has completed his/her probationary period, considered by the Union to be unjustly discharged or suspended, shall be entitled to a hearing under Article 10 - Grievance Procedure. Steps 1 and 2 of the Grievance Procedure shall be omitted in such cases.

12.03 Unjust Suspension or Discharge

Should it be found upon investigation or as a result of grievance procedure, that an employee who has completed his/her probationary period has been unjustly suspended or discharged, such employee shall be immediately reinstated in his/her former position, without loss of seniority rating, and shall be compensated for all time lost in an amount equal to his/her normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangement as to compensation which is just and equitable in the decision of the parties or in the decision of the Board of Arbitration if the matter is referred to such a Board.

12.04 Access to Personnel Records

An employee, semi-annually, shall have the right to have access to his/her personnel record.

Any disagreement as to the accuracy of information contained in the file may be subject to the grievance procedure and the eventual resolution thereof shall become part of the employee's record.

No evidence from the employee's record may be introduced as evidence in any hearing of which the employee was not aware at the time of filing. An employee shall have the right to copies of any material contained in his/her personnel record on a semi-annual basis.

12.05 Record of Employee

The record of an employee shall not be used against him/her at any time after twenty-four (24) months following a suspension or disciplinary action, including letter of reprimand or any adverse report.

ARTICLE 13 - HOURS OF WORK

13.01 Public Works and Parks Employees

The hours of work for Public Works and Parks employees shall consist of forty (40) hours per week based on eight (8) hours per day, Monday to Friday. The workday shall commence at 7:30 a.m. and finish at 4:00 p.m. with one-half (1/2) hour off for lunch between 11:30 a.m. and 12:00 noon.

The starting time may be altered one (1) hour before or one (1) hour after the time specified above, providing twenty-four (24) hours advance notice is given, and upon approval of the Union. If the Union disapproves, notification shall be given to management within eight (8) hours.

Shift work when and if necessary, shall be on a voluntary basis. However if sufficient volunteers are not available management shall reserve the right to delegate employees and arrange shift schedules.

The cleaning of public washrooms is a seven (7) day operation and the scheduled shifts will not be considered overtime. These shifts will be offered to the regular seasonal employee prior to the students. It is agreed to pay stat pay on any stat day that falls within the schedule.

13.02 Clerical Employees

The hours of work for regular full-time clerical employees shall consist of thirty-five (35) hours per week based on seven (7) hours per day, five (5) days per week, Monday to Friday. The workday shall commence at 8:30 a.m. and finish at 4:30 p.m. with one (1) hour off for lunch.

The hours of work for Civic Centre staff for July and August will be from 8:00 a.m. to 4:00 p.m. with one (1) hour off for lunch. Public works clerical workday shall commence at 8:00 a.m. and finish at 4:00 p.m. with one (1) hour off for lunch.

13.03 Water Treatment Plant Employees

The hours of work for Water Treatment Plant operators will be Monday to Friday from 7:30 a.m. to 4:00 p.m. with a half hour unpaid lunch.

In addition, the three operators will have a rotating on-call schedule. For each week that an operator is on call, the operator will accumulate sixteen (16) hours of standby time, which is inclusive of the following:

1. Twelve (12) hours for weekly coverage (Tuesday to Tuesday),
2. Two (2) hours on Saturday morning and two (2) hours on Sunday morning for the Water Treatment Plant operator to go to the water treatment plant and water tower to perform water testing and plant inspection duties.

The sixteen (16) hours of standby time gained by weekly on-call duties will be taken off in the following manner:

1. Following an on-call week, the Water Treatment Plant operator will utilize eight (8) hours of standby time on the final workday of the regular workweek (Monday to Friday). This day is usually "Friday", however is subject to change due to paid holidays.
2. The operator will be allowed to accumulate the other eight (8) hours of standby time to a maximum limit of one hundred (100) hours.
3. Once at the maximum standby time, the Water Treatment Plant operator will be required not to go over this limit and will be required to utilize this standby time prior to the next on-call week.

When one of the ten (10) paid holidays as outlined in Article 21.01 occurs during an on-call week, the Water Treatment Plant operator will receive an additional eight (8) hours of standby time. All Water Treatment Plant operators will be paid a consistent forty (40) hours every pay period.

13.04 Memorial Sports Centre

The hours of work will vary depending on the season and whether the arenas are in full operations with programs. These two schedules will be referred to as Ice In and Ice Out schedules.

Ice In

The hours of work are based on a twelve (12) hour day rotating on a four (4) days on and four days (4) off schedule. They will rotate with two (2) day shifts followed by two (2) evening shifts.

- (a) Day shift will commence at six (6) am and end at six (6) pm
- (b) Evening shift will commence at six (6) pm and end at six (6) am

Employees shall be entitled to 2-20 minute rest periods and shall be taken at a place and time most convenient to the job, subject to the discretion of the Superintendent.

It is understood that the move to twelve hour shifts will not cause any overtime or increases in any benefits, vacation entitlement, sick time or any other clauses that is defined as a eight hour work day.

Ice Out

The hours of work are based on two (2) eight hour shifts Monday to Friday inclusive. This is subject to change as a result of special events in the facility.

- (a) Day shifts will commence at eight (8) am and end at five (5) pm with a one hour unpaid lunch break
- (b) Evening shift will commence at five (5) pm and end at one (1) am.

13.05 Public Works Mechanics

The mechanics will do the morning circle checks of the Public Works vehicles, on a rotating schedule, without creating any additional overtime. From approximately November 1st to March 30th annually, this rotating schedule will include the three (3) mechanics.

When a third mechanic returns to the Parks facility for summer operations the schedule will revert back to the two (2) mechanics.

	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	10 hours	10 hours	10 hours	10 hours	Off	Pos. 1
	8 hours	8 hours	8 hours	8 hours	10 hours*	Pos. 2
	8 hours	8 hours	8 hours	8 hours	8 hours	Pos. 3
Week 2	8 hours	8 hours	8 hours	8 hours	8 hours	Pos. 1
	10 hours	10 hours	10 hours	10 hours	Off	Pos. 2
	8 hours	8 hours	8 hours	8 hours	10 hours*	Pos. 3
Week 3	8 hours	8 hours	8 hours	8 hours	10 hours*	Pos. 1
	8 hours	8 hours	8 hours	8 hours	8 hours	Pos. 2
	10 hours	10 hours	10 hours	10 hours	Off	Pos. 3

*Position will accumulate two (2) hours banked time.

The scheduled ten (10) hour days are at straight time rates. There will be no shift differential paid for any of these hours. This rotation will be on regular three (3) week rotation. Banked time is accumulated at straight time rates not time and one half (1½). Banked time will be used to make up a total of eighty (80) hours in a pay period. Banked time will not accumulate past eight (8) hours whereupon it will be used.

13.06 Children's Complex Employees

The hours of work for regular full-time employees shall consist of 37.5 hours per week based on an 8 hour day inclusive of ½ hour unpaid lunch, Monday to Friday for the Day Care Centre and Monday to Friday for the Best Start Hub. The work day for the Day Care Centre shall commence at 7:30 am and finish at 6:00 pm and for the Best Start Hub, the work day will commence at 7:30 am and finish at 6:00 pm with the exception of special occasion programming.

The staff shift schedule of the hours of work and location will be posted three (3) weeks in advance of the start of the schedule.

Failure to provide one (1) week notice of change to a posted shift schedule shall result in payment of overtime for the changed hours worked on the shift schedule. No overtime payment will be made if the employer and employee mutually agree to a change in the posted shift schedule.

In an emergency, the starting time may be altered three (3) hours before or three (3) hours after the time specified on the original posted shift schedule. Overtime rates will be paid for these three (3) hours.

13.07 Other Employees

The Corporation agrees to consult with the Union and set forth a work schedule for all employees not having regular hours, but in no case shall the hours of work equal more than forty (40) hours per week.

Regular part-time employees shall be entitled to all conditions covered by this Agreement on a pro-rated basis unless this Agreement expressly provides otherwise.

13.08 Rest Periods

Employees shall be entitled to two (2) rest periods daily, limited to fifteen (15) minutes each and shall be taken at a place and time most convenient to the job and employment, subject to the discretion of the Manager or Superintendent in charge.

13.09 December 24th and December 31st

The hours of work on December 24th and December 31st shall be 8:30 a.m. to 12:00 noon for Clerical employees; 7:30 a.m. to 11:30 a.m. for Public Works and Parks Employees; 8:00 a.m. to 11:30 a.m. General Clerk Typist Public Works, and 7:30 a.m. to 12:00 noon for the Children's Complex subject to work in progress. Provided where December 24th and December 31st do not fall on a working day, the hours of work as hereinbefore set out shall apply to the last working day before said dates.

ARTICLE 14 - OVERTIME

14.01 Overtime Defined

For regular full-time employees, all time worked before or after the regular workday shall be deemed to be overtime. Overtime shall be on a voluntary basis except where, in the opinion of Management, emergency circumstances occur.

For all employees other than regular full-time employees, all time worked in excess of eight (8) hours per day (or in excess of seven (7) hours per day for clerical or seven and a half hours (7½) per day for Day Care staff) or forty (40) hours per week (or in excess of thirty-five (35) hours per week for clerical or thirty seven and a half (37½) hours per week for Day Care staff) shall be deemed to be overtime. Overtime shall be on a voluntary basis except where, in the opinion of management, emergency circumstances occur.

14.02 Sharing of Overtime

Overtime shall be shared as fairly as possible among the employees who are willing and qualified to perform the work available. The Corporation shall supply the Union with a bi-weekly list of the number of hours of overtime worked by each employee.

14.03 Rate of Overtime

Overtime shall be paid at the rate of time and one-half for the first eight (8) hours of overtime and double time thereafter. There will be no pyramiding of overtime or other premiums under this Agreement.

All overtime worked over and above the regular work schedule as defined in Article 13 will be considered overtime. Overtime shall be paid at the rate of time and one half (1.5) for the first eight (8) hours and double time (2.0) thereafter.

Any employee who is required to work on a holiday (the actual stipulated day) shall be paid at the rate of double time his/her standard rate of pay for every hour worked in addition to his/her regular holiday pay.

14.04 Overtime Meal Allowance

Employees (excluding Children's Complex staff) required to work two (2) hours overtime immediately before or after any regular shift, as described in Article 13, shall be issued, through the payroll process, a twelve dollar (\$12.00) meal allowance and one additional twelve dollar (\$12.00) meal allowance for each subsequent four (4) hours.

It is recognized that the first four (4) hours of work performed on scheduled days off will be issued through the payroll process a twelve dollar (\$12) meal allowance and one additional meal allowance for each subsequent four (4) hours.

14.05 Minimum Call-back Time

When an employee is called back to report for overtime work, he/she shall be guaranteed a minimum payment of four (4) hours at the regular rate applicable, as per Schedule "A" or "B", or the actual time worked at the appropriate premium rate, whichever is the greater except when a call-in succeeds another call-in within two (2) hours of completion of an earlier call-in, in which case time worked shall be considered as continuous from the beginning of work on the earliest call-in. Employees shall be required to perform only such work as emergency conditions require or otherwise demand.

14.06 Time Off in Lieu of Overtime

An employee receiving overtime pay as per Clause 14.03 above shall have the option of receiving payment or taking time off in the calendar year that it was accrued in the following manner:

- a) Payment; or
- b) Time off in lieu of at time mutually agreed to; or
- c) Fifty percent (50%) of overtime taken as time off in lieu and the remaining overtime taken as payment;
- d) Maximum lieu-time off that may be accrued in one (1) calendar year shall not exceed eighty (80) hours except for overtime hours (in excess of eighty (80) hours) earned in December, which will not be used as lieu time in December but will be carried over into the following calendar year.
- e) This clause shall not apply to summer students;
- f) Arena Attendants will accrue overtime from September 1st to August 31st. The maximum lieu time that may accrue from September 1st to August 31st shall not exceed eighty (80) hours.

14.07 Interim Employees – Children’s Complex

An interim employee at the Children’s Complex who is called in to work will receive a minimum of two (2) hours pay for each call in.

ARTICLE 15 - SHIFT WORK

15.01 Shift Differential

All employees required to work on a regular shift of prevailing hours of work other than the normal hours of work referred to in Article 13 shall be paid an additional fifty cents (\$.50) per hour of work performed. This shift premium shall not apply to work performed on an overtime basis.

ARTICLE 16 - SENIORITY

16.01 Vacancies

The Corporation recognizes the responsibility to an employee who has a long service record. In filling vacancies of the applicants who are considered capable of meeting the requirements of this position, the senior qualified employee shall be selected. Seniority shall operate on a Departmental basis. The Departments shall be 1) Parks, 2) Public Works / Civic Centre, 3) Memorial Sports Centre , 4) Children’s Complex.

16.02 Seniority List

The Corporation shall maintain departmental seniority lists for the bargaining unit departments listed in Article 16.01. Each seniority list shall state:

- The employee’s position as of December 31 of the prior year
- The date upon which the employee’s service commenced in that department
- The employee’s accrued seniority as of the effective date of print

Where two or more employees share the same effective date of hire in a department, the order of seniority shall be in accordance with the date and time that their application was received, as indicated by their signed entry in the Master Bulletin System Book.

In January and July of each year, updated seniority lists shall be provided to the Union for review prior to being posted to the bulletin boards.

16.03 Probation Period

Newly hired regular full-time and seasonal employees shall be considered on probation for a period of three (3) months from date of hire. Newly hired regular full-time employees at the Children’s Complex shall be considered on probation for a period of eighteen (18) weeks from date of last hire.

Newly hired regular part-time clerical employees shall be considered on probation for a period of four hundred and fifty-five (455) hours service from the date of last hire (Public Works, Parks, Memorial Sports Centre, and Children's Complex Employees - five hundred and twenty (520) hours).

During the probationary period employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge. The employment of such employee may be terminated at any time during the probationary period without recourse to the Grievance Procedure. After completion of the probationary period, seniority shall be effective from the original date of hire.

16.04 Loss of Seniority

An employee shall lose his/her seniority standing for any of the following reasons:

- a) If the employee should voluntarily quit the employment of the Corporation;
- b) Dismissal for just cause which is not reversed by the Grievance Procedure;
- c) If the employee has been laid off and fails to return to work within ten (10) days after he/she has been mailed notification in writing by the Corporation.
- d) If an employee has been laid off for a period of more than eighteen (18) consecutive months;
- e) Employees, when called for military service or working at producing war materials, shall be reinstated without loss of seniority;
- f) An employee is absent from work for three consecutive days unless such absence was for a reason beyond the employee's control; or is absent from work without notifying the Corporation, unless such notice was not reasonably possible;
- g) An employee is absent from work for a period of more than 40 consecutive months while on WSIB benefits or Weekly Indemnity / Long-Term Disability Benefits (unless the Corporation and the Union agree on a shorter period).

16.05 Job Security

Should the Corporation decide to contract out any work now performed by employees coming within the bargaining unit, no such employee with at least five (5) years of permanent service with the Corporation, will be laid off or have his/her employment terminated by reason thereof.

However, the Corporation shall first notify the Union by letter of its intention to contract out such work and the Union may file written representations at a meeting with Council within fifteen (15) days from the date of mailing of the Corporation's letter to the Union.

ARTICLE 17 - PROMOTIONS AND STAFF CHANGES

17.01 Job Postings

Where a vacancy occurs within the bargaining unit, or a new bargaining unit position is created, the Corporation shall communicate notice of the vacant position for a minimum of seven (7) calendar days, during which time bargaining unit employees shall have equal access to job postings and the exclusive opportunity to apply for said positions from within. These notices shall be posted on the bulletin boards at:

- Civic Centre
- Public Works
- Water Treatment Plant
- Parks and Cemeteries
- Arena Attendant Office
- Children's Complex

Such notices shall contain the position title, department, wage rate, instructions, and contact information for the applicable supervisor; and shall be appended with a current job description which lists the required qualifications (including education and experience).

To be considered for such vacancies, applicants must sign and date the Master Bulletin System book at the Civic Centre Reception desk at the same time as submitting a written application form. An application form for internally posted bargaining unit positions does not need to be accompanied by a current resume, a cover letter, or references.

17.02 Role of Seniority

In all cases of vacancies, either through voluntary termination or discharge, or for promotion, both parties recognize that job opportunity should increase in proportion to length of service. Therefore, in making staff changes, transfers, or promotions, appointments shall be made of the applicant senior in service within the department and having the required qualifications. (Qualifications shall include but not be limited to demonstrated knowledge, experience, education, ability, skill, past performance).

If a posting originated in the Public Works / Civic Centre department, consideration will be given first to Public Works / Civic Centre and then to Parks and then to the other two departments (Memorial Sports Centre and Children's Complex). If the posting originated in the Parks department, consideration will be given first to Parks and then to Public Works / Civic Centre and then to the other two departments (Memorial Sports Centre and Children's Complex). If the posting originated in the Memorial Sports Centre or Children's Complex, consideration will be given first to Memorial Sports Centre or Children's Complex and then to all other departments.

If no one within the department has the required qualifications, then appointment shall be made of the applicant senior in service in the other departments, having the required qualifications. The successful applicant will be placed on trial for a period not to exceed ninety (90) days. If the applicant proves unsatisfactory in the position, or if the employee is not prepared to carry out the duties of the new job classification, he/she will be returned to his/her former position without loss of seniority and any other employee promoted or transferred because of the re-arrangement of position, shall be returned to his/her former position without loss of seniority.

If the applicant does not wish to accept the position, or the applicant is unsuccessful, either party shall be advised at least five (5) working days before the expiration of the trial period.

17.03 Temporary Vacancies

When a temporary vacancy occurs of an expected duration not exceeding six (6) months and the Corporation decides to fill such temporary vacancy, preference will be given according to seniority within the department first and then according to seniority within the other departments provided the senior employee has the required skills / ability, and qualifications for such temporary position.

When a temporary job vacancy which is expected to exceed six (6) months duration occurs in other than the lowest classification in a Department because of the absence of the regular employee due to sickness, compensable accident or authorized leave of absence, such vacancy will be posted in accordance with clause 17.01.

Applications will be considered in accordance with clause 17.02 before the vacancy is filled. Upon the return to work of the regular employee, the employee who was selected to fill the temporary vacancy will return to his/her former regular job and rate.

17.04 No Outside Advertising

The Corporation shall not initiate any recruitment activity outside of the bargaining unit for such positions until the job postings requirement of Article 17 have been fulfilled.

17.05 Job Training

The Corporation will make reasonable effort to inaugurate and maintain a system of "on-the-job" training so that every employee may have the opportunity of receiving training and qualifying for promotion in the event of a vacancy arising, to the position next senior to his/her own. Accordingly, senior employees may be allowed regular opportunities to learn the work of such positions during the regular working hours by arranging with interested employees to exchange positions for temporary periods, without affecting the rate of the employees concerned, providing arrangements have been approved by the Superintendent or Manager.

Optional training, outside of regular working hours, at the discretion of the Supervisor is encouraged. The Corporation will pay registration fees and expenses as per the Travel Policy. However, wages will not be paid for this time.

The Corporation agrees to make a reasonable good faith effort to facilitate and enable employees to take and attend 'ticketed training courses as it relates to the Attendant with Ticket Classification in the wage schedule.

Employees taking such courses agree to make a reasonable and good faith effort to pass these courses.

17.06 Vacating Bulletined Classification After Probationary Period

If an employee wishes to voluntarily vacate a bulletined classification after having completed the probationary period, he/she shall so notify the Corporation, in writing, giving sixty (60) calendar days notice. Such employee shall retain his/her seniority but shall revert back to the highest open classification available, at the applicable rate of pay for such classification, without displacing any employee in an existing classification.

17.07 Successful Applicant Postings

Within seven (7) calendar days of the date of appointment to a vacant position the name of the successful applicant shall be posted on the bulletin boards at the Civic Centre, Public Works, Parks and Cemeteries, the Water Treatment Plant, the Arena Attendant Office, and at the Children's Complex. The Union shall be notified of all appointments, hiring, lay-offs, transfers, recalls and terminations of employment on a monthly basis on or about the 7th day of each month.

17.08 Preference for Seasonal Employees

The Corporation agrees that if a seasonal employee applies for a permanent position, the seasonal employee who in the opinion of the Corporation has the required qualifications including but not limited to demonstrated knowledge, experience, education, ability, skill and past performance shall be given preference over outside applicants.

17.09 Preference for Interim Replacement Employees

The Corporation agrees that if an Interim Replacement Employee applies for a permanent position, the Interim Replacement Employee who in the opinion of the Corporation has the required qualifications including but not limited to demonstrated knowledge, experience, education, ability, skill, and past performance shall be given preference over outside applicants.

ARTICLE 18 - LAYOFFS AND RECALLS

18.01 Layoffs

Both parties recognize that job security should increase in proportion to length of service. Therefore in the event of a lay off within a department, employees in the department will be laid off in the reverse order of their seniority provided the senior employee in the department has the qualifications and ability to perform the requirements of the job. Employees shall be recalled within their own department in order of their seniority provided the senior employee has the qualifications and ability to perform the requirements of the job.

No new employees will be hired until those laid off, who have the necessary qualifications to perform the work, have been given a Notice of Recall by registered mail to their last known address and have failed within ten (10) days of the mailing of such Notice of Recall to advise the Corporation that they are willing and available to return to work.

No employees from one department will be used to perform duties in the other department where it will cause a layoff of a regular employee or delay the seasonal recall or shorten the work period of seasonal employees.

18.02 Notice of Lay-off

The Corporation agrees to notify the Union as soon as possible of its intention to lay off any regular full-time and regular part-time employees and shall meet with the Union to discuss the layoffs.

The Corporation shall notify employees who are to be laid off in the following manner:

- a) notice for layoffs, for regular full time and regular part-time employees, greater than thirteen (13) weeks shall be in accordance with the Employment Standards Act and any amendments thereto.
- b) notice for planned layoffs, for regular full-time, regular part-time and seasonal employees greater than three (3) weeks but less than thirteen (13) weeks shall be no less than two (2) weeks prior to the layoff.
- c) notice of end of season lay off for seasonal employees shall be no less than five (5) days prior to the lay off and such notice shall be posted on the applicable bulletin boards.

ARTICLE 19 - SICK LEAVE PROVISIONS

19.01 Cumulative Sick Leave

a) Regular Full-time Employees

A regular full time employee shall accumulate cumulative sick leave benefits at the rate of one half (1/2) day per month of work to an absolute maximum limit of six (6) days and shall be permitted to carry the unused portion of sick leave from year to year to an absolute limit of six (6) days.

Sick time shall be accumulated only while an employee is actually at work.

Sick leave days may be used by regular full time employees participating in the WI/LTD plan to offset the waiting period(s) under such insured plans.

Sick leave days may only be used when an employee is unable to attend work due to sickness or injury. Any unused sick leave days have no other use or value whatsoever and shall therefore terminate on the retirement, resignation, termination or death of the employee.

An employee may request a copy of their sick leave accumulation from either their supervisor or the Human Resources Manager.

b) Regular Part-time Employees

A regular part-time employee shall accumulate cumulative sick leave benefits at the rate of one-half (1/2) day per month and shall be permitted to carry the unused portion of sick leave year to year to a maximum limit of twenty (20) days.

A regular part-time employee who is hired in a full-time position will be able to transfer their sick leave credits to a maximum limit of six (6) days.

c) **Seasonal Employees**

A seasonal employee shall accumulate cumulative sick leave benefits at the rate of one 1/2 day per month of work during his/her seasonal employment and shall be permitted to carry the unused portion of sick leave from year to year to an absolute limit of nine (9) weeks (45 days).

Sick leave days may be used by seasonal employees when an employee is unable to attend work due to sickness or injury and shall be paid at the rate of one hundred per cent (100%) of actual wages for first three days of illness or injury and seventy per cent (70%) of actual wage on the fourth and subsequent days off work. Sick leave payment will continue until end of work season only.

A seasonal employee who is hired in a full-time position will be able to transfer their sick leave credits to a maximum limit of six (6) days.

19.02 Proof of Illness

A medical certificate will not be required for the first three (3) days of absence related to any one illness, unless requested by the Superintendent or Division Manager; in which case the employee shall provide such certificate or shall forfeit any sick leave benefits.

In any event, a certificate from a duly qualified medical practitioner shall be required after three (3) consecutive days of absence due to any one illness. The cost for such medical certificate will be reimbursed by the Employer.

19.03 Employees to Notify Corporation

In case any employee is unavoidably kept from work due to illness, he/she will not be discriminated against.

Any employee absent from work due to illness must advise his/her immediate Superintendent or Division Manager, prior to the commencement of their scheduled shift.

At the Children's Complex, any employee detained from work on account of illness must, prior to normal commencement time of work (the opening shift and school age teacher shift must be one (1) hour prior to opening, for the second shift, it must be no later than 7:00 am and for all other shifts prior to 7:30 am) advise a Supervisor.

19.04 New Employees

New employees shall not be entitled to any sick leave until after having completed three (3) months of continuous employment. Sick leave credits shall be retroactive to the first day of employment.

19.05 Communicable Diseases

If an employee at the Children's Complex (including interim replacement employees) are sent home due to contracting children's communicable diseases ie) pink eye, lice, impetigo, measles, chicken pox, during working hours, they will be paid for the balance of the shift.

19.06 Weekly Indemnity Insurance/Long Term Disability Insurance Coverage

The Corporation shall contribute one hundred per cent (100%) of the insurance premiums towards a short term disability insurance plan and a long term disability insurance plan on behalf of regular full-time employees subject to the terms and conditions of such insured plans which contains the following:

- a) Weekly Indemnity Insurance Coverage of: 1st day hospital; 1st day accident; 4th working day of sickness; 70% weekly earnings - maximum of \$800.00; 17 week duration of 120 days; and
- b) Long Term Disability Insurance Coverage of: starts 121st day; 70% earnings-maximum \$2,500 monthly; 2 year own occupation; primary C.P.P. carve out only - payable to age 65 or earlier recovery.

The Corporation reserves the right to change the carrier of such disability plans provided that the level of insured benefit coverage is not decreased. Notice of such change of carrier will be communicated to the Union prior to the change.

If a weekly indemnity insurance claim is disputed, under investigation or otherwise delayed by more than fourteen (14) days an employee may elect to receive monies from the Corporation, not to exceed the insurable amount that the employee would be entitled to under the weekly indemnity plan. The employee must sign a waiver promising reimbursement to the Corporation once the dispute or investigation is concluded or monies received.

Eligibility is at the discretion of the insurer, and therefore, issues involving determination of eligibility shall not be subject of the grievance procedure. It is also acknowledged that the payment of such benefits during a dispute with the insurer is not deemed to be an acknowledgement of entitlement or eligibility.

ARTICLE 20 - EMPLOYEE BENEFITS

20.01 Medical and Hospital Insurance

The Corporation shall contribute one hundred per cent (100%) of the insurance premiums towards the following plans subject to the terms and conditions of such insured plans.

- a) Basic Liberty Health Dental Plan No. 9 plus Riders 1 and 3.
 - (i) Current Year ODA Schedule
 - (ii) Dental recalls shall be every nine (9) months.

- b) Liberty Health Extended Health Care Plan (10-20 Plan including generic drugs).
 - (i) Generic drugs if available
 - (ii) Fertility drugs shall not be covered.
- c) Vision Care of two hundred and twenty-five dollars (\$225.00) with one (1) eye exam every twenty-four (24) months per employee and dependent. One hundred and fifty dollars (\$150.00) every twelve (12) months under age eighteen (18).

The above provisions in 20.01 apply to regular full-time employees and to regular part-time employees on a pro-rated basis and also to seasonal employees, but only for those month(s) a seasonal employee works in his/her first year of employment as a seasonal employee and also for those months the seasonal employee works in any subsequent year(s) immediately following the previous year of seasonal employment. Benefits shown in Clause 20.01 above shall be available to dependants up to age twenty-five (25) if attending a post secondary institution.

The Corporation's obligation to contribute premiums to the insured plans in 20.01 and to the Group Life and AD&D Insurance Plan in 20.03 ceases when the employee:

- a) is absent due to sickness for a period of six (6) months following expiration of sick leave benefits (where applicable);
- b) is on unpaid absence from work exceeding thirty (30) days and/or leave of absence without pay exceeding thirty (30) days subject to the terms and conditions of such plans.

20.02 Workplace Safety and Insurance Board

It is agreed that all benefits be continued while the employee is absent from work and receiving Workplace Safety and Insurance Act disability payments for a period not exceeding twenty-four (24) months.

20.03 Group Life Insurance

The Corporation agrees to contribute for regular full-time employees and regular part-time employees on a pro-rated basis one hundred percent (100%) of the insurance premium towards a Life Insurance and AD & D Insurance Plan for life insurance coverage of \$80,000.00 and spouse \$5,000.00 and each child \$2,500.00 (14 days to age 21) (25 if in University or College). Optional additional coverage if available at employee cost.

20.04 Change of Carrier

The Corporation reserves the right to change the carrier of any of the benefit plans provided that the level of benefit coverage is not decreased. Notice of change of carriers will be communicated to the Union prior to change. In the event an employee encounters a coverage problem due to a carrier change they shall immediately contact the Corporation or agent of record, for immediate investigation and appropriate resolution.

20.05 Employee Assistance Program (E.A.P.)

The parties believe that the health and well being of all employees is vital to the success of the organization and also recognizes that a duty to accommodate and an obligation to cooperate exists on both the part of the Employer, the employee and the Union. This cooperation may exist in the form of self-referrals and assisted referrals. Therefore, the Employer will work closely with the Union and any employee in providing an Employee Assistance Program (EAP). It is understood that the plan will be provided through Riverside Community Counselling Services in its current form.

The Employer further agrees to provide all employees with a copy of the Employee Assistance Program and how they can access the services of the plan.

The Employer and Union agree that all referrals and usage of the Plan's services will be confidential and that the parties will only learn how many employees used the services, not which services were used by whom.

The Employer agrees that an employee who requires time away from work to access this program can use sick time, if available.

ARTICLE 21 - HOLIDAYS

21.01 Paid Holidays

All regular full-time employees shall have the following holidays off with pay at regular rate of pay:

- | | |
|-------------------|---------------------|
| 1. New Year's Day | 6. Labour Day |
| 2. Good Friday | 7. Thanksgiving Day |
| 3. Victoria Day | 8. Christmas Day |
| 4. Canada Day | 9. Boxing Day |
| 5. Civic Holiday | 10. Remembrance Day |
| 11. Family Day | |
12. Two (2) floating holidays (for new employees only, the floating holidays will be prorated at date of hire. The employee will then receive two (2) floating holidays the following January).
13. Any day proclaimed by the Federal Government as a National Holiday.

21.02 Absence Without Permission

An employee shall not be entitled to be paid for any of the above holidays if he/she is absent without permission in the scheduled working day immediately preceding and/or succeeding the holiday. When an employee is off on sick leave he/she will receive statutory holiday pay with no reduction of sick leave credits. There will be no pyramiding while off on WI/LTD/WSIB.

21.03 Seasonal Employee Paid Holidays

A seasonal employee shall, if he/she meets the condition set out in Clause 21.02, be entitled to any holiday(s) which occurs during the period of his/her seasonal employment and after (4) months of seasonal employment have entitlement of up to 2 floating holidays, calculated on a pro-rata basis.

21.04 Holidays Falling on Saturday or Sunday

If any paid statutory holiday falls on a Saturday or Sunday, the following Monday and/or Tuesday shall be the day granted in lieu of the statutory holiday.

21.05 Holidays falling during Leave of Absence

An employee shall not be entitled to be paid for any of the above holidays or receive an extra day off in lieu thereof while on leave of absence.

ARTICLE 22 - VACATIONS

22.01 Length of Vacations

a) Vacations with pay for regular full-time employees employed shall be as follows:

January 1 st after 1 year of service, but less than 3 years of service	2 weeks
After 3 years, but less than 10 years of service	3 weeks
After 10 years, but less than 17 years of service	4 weeks
After 17 years, but less than 24 years of service	5 weeks
After 24 years of service	6 weeks plus 1 day
After 25 years of service	6 weeks plus 2 days
After 26 years of service	6 weeks plus 3 days
After 27 years of service	6 weeks plus 4 days
After 28 years of service	7 weeks

b) When an employee is absent from work on any leave of absence without pay or any unpaid absence (excluding pregnancy and parental leave as defined under Section 35 and 38 of the Employment Standards Act) in excess of ninety (90) working days, the employee's vacation and vacation pay will be pro-rated in accordance with the amount of such absence in excess of ninety (90) working days.

c) Part-time employees will receive pro-rated vacation time.

d) Effective July 20, 2010, with the exception of Interim employees, vacation entitlement shall be calculated from the employee's original date of hire (part-time or seasonal) on a pro-rated basis for the time prior to becoming a regular full-time employee.

Effective in the 2011 vacation year, full-time employees hired prior to ratification will be granted a maximum of five (5) years service credited towards vacation entitlement.

22.02 Temporary and Seasonal Employees

Temporary and seasonal employees shall receive four per cent (4%) of the total wages earned by the employees during the year as vacation pay.

22.03 Holidays falling within Vacation Period

If a declared holiday, as stated in Article 21.01, falls or is observed during an employee's vacation period, he/she shall be granted an additional day vacation for each such holiday, at a time mutually agreeable.

22.04 Vacation Schedules

- a) Vacations shall be scheduled in accordance with seniority on requests made prior to April 1st in any year. Vacation schedules shall be posted on the bulletin board no later than April 15th.
- b) After April 1st vacations shall be granted on a "first come first served" basis upon written request. Such individual vacation requests that are granted will be posted on the bulletin board within fourteen (14) days after such request was submitted to the Superintendent. The employees will be notified within fourteen (14) days if the request is denied. Non-emergency requested leaves of absence will not be approved until the vacation schedule is finalized.
- c) Approved vacations shall not be changed without the consent of the employee.
- d) Vacations will be scheduled in one (1) week blocks. Up to two (2) weeks of any vacation entitlement in excess of two (2) weeks, may be taken as individual days.
- e) Vacation time earned up to December 31st of the first year of employment shall be pro-rated and vacation pay shall be four per cent (4%) of total wages earned up to December 31st in such first year of employment. Such pro-rated vacation time earned shall be taken between January 1st and December 31st of the calendar year immediately following the calendar year of hire.
- f) Thereafter, vacations shall be earned on a calendar year basis and must be taken between January 1st and December 31st of the following calendar year.
- g) Any employee who completes his/her third (3rd), tenth (10th), seventeenth (17th) or twenty-fourth (24th) years of service during the calendar year shall become eligible for one (1) additional week of vacation to be taken during that calendar year.
- h) In the event an employee becomes ill or injured during his/her vacation period and is hospitalized as a result of such illness or injury and presents to the Corporation confirmation of such hospitalization satisfactory to the Corporation, Article 19.04 will apply, in which case the period of hospitalization will be re-scheduled as a vacation period at a later date mutually agreeable to the Corporation and the employee.
- i) Where a relative designated as immediate family under Article 23.02 dies during an employee's vacation period, Article 23.02 shall apply and the period of vacation so displaced shall, at the discretion of the supervisor, be added to the end of the said vacation period or deferred to a later mutually agreeable time.

- j) Any employee at the Children's Complex who is receiving in excess of three (3) weeks' vacation is entitled to receive one (1) additional week vacation in periods of one (1) or more full days at a time mutually agreed upon.

ARTICLE 23 - LEAVE OF ABSENCE

23.01 Time off for Voting

Employees shall, on election days, be allowed time off for voting in accordance with the Civic, Ontario and Dominion Acts, and no deductions shall be made from their pay on that account. The time for voting shall be arranged between the Superintendent or Division Manager and the employees. Employees at the Children's Complex requiring the time off for voting must request the time off two days in advance so interim employees can be called in to replace the employee to maintain child/staff ratios.

23.02 Bereavement Leave

All employees will be allowed five (5) days off with pay in the event of bereavement in his/her immediate family resulting in the loss of a husband, wife, common-law spouse, father, mother, step-father, step-mother, sister, brother, son, daughter, or step-children, common law children.

All employees will be allowed three (3) days off with pay in the event of bereavement in his/her family resulting in the loss of a grandparent, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouses grandparents, common law in-laws, common-law grandparents and ex-spouse for care of children under 13 years of age.

An employee who attends the funeral of such deceased person will be allowed an additional two (2) days for travel time, if the funeral takes place at a location in excess of 200 kilometres from Fort Frances.

One day off with pay shall be granted to an employee who is an active or honorary pallbearer.

23.03 Leave of Absence - General

- a) Reasonable leave of absence, without pay, at the discretion of the Corporation, may be granted any employee. An employee taking employment for wages or salaries during his/her leave of absence will forfeit his/her standing on the seniority list, unless permission has been given the employee on mutual agreement between the employee, the Corporation and the Union.
- b) Any service however, on behalf of his/her fellow employees, shall not be considered as covered by the word 'employment' as used herein, and upon his/her return to the service, such employee shall be entitled to his or her former position on the seniority list.
- c) Employees requesting leave of absence on Union business are to be given preference.
- d) It is understood that at no time leave of absence will be granted for a period exceeding thirty (30) days except in the case of extenuating circumstances. Non emergency leave

of absence will not be granted until the vacation schedule is finalized.

- e) At the Children's Complex, It is understood that no leave of absence will be granted or continued if their resulting in child/staff ratio is such, so as to force reduced enrolment or programs.

23.04 Paid Jury or Court Witness Duty

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

23.05 Leave for Management Position

The Employer and the Union hereby agree that any employee selected for a management position will be granted a leave or leaves of absence totalling no more than six (6) months in any one (1) calendar year with full return rights to the bargaining unit. The employee shall not lose seniority or benefit rights but shall not accumulate seniority during the period the employee is on leave. It is agreed said employee will be required to pay his/her union dues for this period of time.

23.06 Pregnancy / Parental / Adoption Leave of Absence

Leave under this Article will be as per Employment Standards Act.

23.07 Compassionate Leave

Up to three (3) days per calendar year may be granted by the Corporation to any employee to attend to the illness or injury of an immediate family member. Immediate family member includes spouse, son, daughter, mother and father. Calculations shall be done on an hourly basis and deductions shall be made from the accumulated sick leave credits.

ARTICLE 24 - PAYMENT OF WAGES AND ALLOWANCES

24.01 Rates of Pay

The rates of pay for each position within the Corporation covered by this Collective Agreement shall be as set out in the attached wage schedules.

24.02 Pay Days

All employees shall be paid every second Friday, twenty-six (26) pay periods per year.

24.03 Payroll Deposit

All employees payroll cheques shall be directly deposited into their bank accounts.

24.04 Temporary Changes in Position

All employees, other than office employees, shall be required to undergo an initial qualifying period of fifteen (15) days upon taking over the duties of a higher paid position and shall then receive the increased pay allowance.

Office employees, upon taking over the duties of a higher paid position, must perform such duties for a minimum period of ten (10) days and shall then receive the increased pay allowance.

Previous days worked at the higher paid position will be applied towards the qualifying period.

24.05 Bonus Upon Retirement

This clause only applies to regular full time employees:

Years of Service:

10 - 14	\$1,000
15 - 19	\$1,500
20 - 24	\$2,000
25 - 29	\$2,500
30 - 34	\$3,000
Over 35	\$3,500

24.06 Excessive Deterioration of Clothing

The Corporation will make available suitable coveralls to protect clothing, also rain suits, mitts, gloves, rubber boots, hard hats and liners, steel toe insulated rubber boots and insulated coveralls. Uniforms will be provided for Arena Attendants. The above articles to be issued at the discretion of the Superintendent or Division Manager.

A raincoat will be provided for use at the Children's Complex, in the event a worker needs to go outside while it is raining.

24.07 Safety Footwear Allowance

Union members who are required to wear safety footwear on the job shall receive one hundred and eighty dollars (\$180.00) for regular full-time employees and one hundred and twenty dollars (\$120.00) for seasonal and part-time employees per year for safety footwear providing paid invoices are presented for payment to the Town.

24.08 Tool Allowance

Mechanics shall receive three hundred dollars (\$300.00) for tool allowance per year providing tools are for employment and receipts are submitted.

24.09 Mileage Allowance

The Meter-Reader shall be provided with a Town of Fort Frances vehicle for his/her work related use.

24.10 Safety Glasses

The Corporation will pay for prescription safety glasses for employees who are required to wear them on the job, up to a maximum of \$400.00 per 24 month period.

24.11 Professional Fees

- a) Where legislation or the employer requires membership to professional associations, the Corporation agrees to pay 100% of the associated fees.
- b) All costs of Criminal background checks required by the employer shall be paid for by the employer.

ARTICLE 25 - HEALTH AND SAFETY

25.01 Accident Prevention

The Corporation shall observe all reasonable precautions and provide all safety devices on appliances that may reasonably be required for ample protection of workers. All employees are required to co-operate with the Corporation and to follow the Corporation's Health and Safety Policy and achieve the prevention of accidents and will, from time to time, as occasion requires, make such representations to the Council as may be considered necessary to prevent any accidents.

25.02 All Accidents to be Reported

Employees shall immediately report all accidents to their Superintendent or Manager. Employees who are involved in an accident which may be the subject of a Workplace Safety and Insurance Board claim shall immediately report to the Superintendent or Manager and the Human Resources Manager.

ARTICLE 26 - VEHICLES DRIVERS-TESTS

26.01 Vehicles Drivers-Tests

Under Government regulation, each vehicle operator and driver must be re-tested for a classified license to operate a vehicle. Should any vehicle operator or driver fail to pass the test for the type of vehicle normally operated, such operator or driver shall not remain in that position without the proper classified license but shall drop back to the next lower position or classification for which they are qualified and for which a proper classification of operator's license can be obtained by such operator or driver.

ARTICLE 27 – GENERAL

27.01 Deportment

It is agreed that persons in authority when addressing employees, shall refrain from using abusive or obscene language, and no employee shall use abusive or obscene language to authorized personnel having supervisory authority. Employees shall, during working hours,

be courteous to the public. Employees shall not, during working hours, discuss policy or give opinions relative to the work in progress that may be prejudicial to the good and order of the Town.

27.02 Apprenticeship Program

1. a) An applicant must be at least eighteen years old;
- b) An applicant must have a secondary school diploma (Grade XII) or equivalent;
- c) Preference will be given to present employees who qualify;
- d) Prior to commencing the trade apprenticeship, the successful applicant will be thoroughly familiarized as to terms of apprenticeship; he will then be required to sign on to the apprenticeship training program.
2. The technical training of an Apprentice shall be provided through attendance at Government Trade Schools. The number of hours of technical training shall be determined by the Apprenticeship and Tradesmen Qualifications Act 1964.
3. The Corporation shall provide appropriate correspondence courses for the trade. The Apprentice shall bear the cost of such courses but will be completely reimbursed when such courses are successfully completed.
4. An Apprentice will be allowed four consecutive hours per week at straight-time pay to study during his normal workweek.
5. The Corporation will pay for books and materials for each Apprentice attending Trade School. The Apprentice will be paid forty (40) times his regular hourly rate for each week he attends Trade School, plus an allowance of \$50.00 per week. The Corporation agrees to further discussions on apprenticeship allowance while at school away from home following date of ratification of the Memorandum of Agreement.
6. Tools are essential for Tradesmen. Each Apprentice shall provide himself with a proper set of tools, according to his Trade, by the end of his apprenticeship.
7. An Apprentice will rotate through the various trades prior to and between each session at trade school.
8. When a labourer is selected as an Apprentice and has an hourly rate in excess of the apprenticeship rate, the newly selected Apprentice shall stay at the higher rate until the apprenticeship rate catches up.
9. When a special job comes up, an Apprentice or, where practical, Apprentices in the trade concerned, will be given an opportunity to work on the job.
10. The Corporation will supply a signed Certificate of Apprenticeship upon successful completion of the apprenticeship.

11. The parties to this Agreement recognize the Apprenticeship and Tradesmen Qualifications Act 1964, as it applies to employees covered by this Labour Agreement.
12. Apprentices shall receive wages as follows:

1st Year	- 75% Mechanic's Rate
2nd Year	- 80% Mechanic's Rate
3rd Year	- 85% Mechanic's Rate
4th Year	- 95% Mechanic's Rate

27.03 Singular or Masculine Terms

Whenever the singular or masculine is used in this agreement, it shall be considered as if the plural or feminine has been used where the context so requires.

27.04 Bulletin Board

The Corporation will provide a bulletin board in a non-public location for the use of the Union.

ARTICLE 28 - TECHNOLOGICAL CHANGE

28.01 Technological Change

Recognizing the need for introducing from time to time technological change(s) and/or automation, and having concern for the impact of such change(s) on its employees, the Corporation undertakes to advise and discuss with the Union, as far in advance as possible and in any case, not less than sixty (60) days before the introduction thereof, technological change(s) and/or automation which the Corporation decides to introduce. The Corporation will consider and discuss with the Union ways and means, including re-training, of lessening the impact such technological change(s) and/or automation may have on employees.

ARTICLE 29 - TERM OF AGREEMENT

29.01 Effective Date

This Agreement shall be effective as from January 1, 2016 and shall continue in full force and effect until December 31, 2018 and it shall be deemed to continue in force and effect from year to year, and shall be reopened for discussion or amendment only on notice to the proper official of the other party (the Clerk of the Corporation and the Secretary of the Union) within ninety (90) days of the expiration date.

DATED this _____ day of _____, 2016

Signed on behalf of

Signed on behalf of

THE CORPORATION OF THE TOWN OF
FORT FRANCES

CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 65

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SCHEDULE "A" – WAGE SCHEDULE

PARKS AND CEMETERIES AND PUBLIC WORKS				
POSITION	EFFECTIVE Jan. 1, 2015	EFFECTIVE Jan. 1, 2016 1.5%	EFFECTIVE Jan. 1, 2017 1.5%	EFFECTIVE Jan. 1, 2018 1.5%
Head Mechanic	\$30.95	\$31.41	\$31.89	\$32.36
GIS Expert	\$29.59	\$30.03	\$30.48	\$30.94
Engineering Technologist	\$29.59	\$30.03	\$30.48	\$30.94
Mechanic	\$28.20	\$28.62	\$29.05	\$29.49
Parks Working Foreman	\$28.20	\$28.62	\$29.05	\$29.49
Storeskeeper	\$27.82	\$28.24	\$28.66	\$29.09
Public Works Working Foreman	\$27.63	\$28.04	\$28.47	\$28.89
Public Works Leadhand	\$26.58	\$26.98	\$27.38	\$27.79
Survey Technician	\$26.56	\$26.96	\$27.36	\$27.77
Parks Leadhand	\$25.71	\$26.10	\$26.49	\$26.88
Playground Inspector	\$25.64	\$26.02	\$26.41	\$26.81
Class I Equipment Operator	\$25.48	\$25.86	\$26.25	\$26.64
Class II Equipment Operator	\$25.08	\$25.46	\$25.84	\$26.23
Truck Driver	\$24.53	\$24.90	\$25.27	\$25.65
Labourer - Parks	\$24.16	\$24.52	\$24.89	\$25.26
Labourer – Public Works	\$23.95	\$24.31	\$24.67	\$25.04
Student Labourer	\$16.00	\$16.24	\$16.48	\$16.73

WATER WORKS				
Water Distribution and Wastewater Collection System				
POSITION	EFFECTIVE Jan. 1, 2015	EFFECTIVE Jan. 1, 2016 1.5%	EFFECTIVE Jan. 1, 2017 1.5%	EFFECTIVE Jan. 1, 2018 1.5%
Overall Responsible Operator	\$28.42	\$28.85	\$29.28	\$29.72
Operator in Charge	\$27.80	\$28.22	\$28.64	\$29.07
Class II Operator	\$27.14	\$27.55	\$27.96	\$28.38
Class I Operator	\$25.22	\$25.60	\$25.98	\$26.37
Operator in Training	\$24.57	\$24.94	\$25.31	\$25.69

SCHEDULE "A" – WAGE SCHEDULE

WATER WORKS				
Water Treatment System				
POSITION	EFFECTIVE Jan. 1, 2015	EFFECTIVE Jan. 1, 2016 1.5%	EFFECTIVE Jan. 1, 2017 1.5%	EFFECTIVE Jan. 1, 2018 1.5%
Overall Responsible Operator	\$30.35	\$30.81	\$31.27	\$31.74
Operator in Charge	\$29.72	\$30.17	\$30.62	\$31.08
Class IV Operator	\$29.08	\$29.52	\$29.96	\$30.41
Class III Operator	\$27.80	\$28.22	\$28.64	\$29.07
Class II Operator	\$27.14	\$27.55	\$27.96	\$28.38
Class I Operator	\$25.22	\$25.60	\$25.98	\$26.37
Operator in Training	\$24.57	\$24.94	\$25.31	\$25.69

ARENA ATTENDANTS				
POSITION	EFFECTIVE Jan. 1, 2015	EFFECTIVE Jan. 1, 2016 1.5%	EFFECTIVE Jan. 1, 2017 1.5%	EFFECTIVE Jan. 1, 2018 1.5%
Caretaker	\$20.22	\$20.52	\$20.83	\$21.14
Facilities Attendant	\$23.95	\$24.31	\$24.67	\$25.04
Facilities Attendant with One Ticket	\$24.61	\$24.98	\$25.35	\$25.73
Facilities Attendant with Two Tickets	\$25.26	\$25.64	\$26.02	\$26.41
Facilities Attendant with Three Tickets	\$25.92	\$26.31	\$26.70	\$27.10

Tickets include Ice Maintenance Technician Ticket, Pool Maintenance Certificate, or Class B Operator Ticket

CHILDREN'S COMPLEX				
POSITION	EFFECTIVE Jan. 1, 2015 2%	EFFECTIVE Jan. 1, 2016 1.5%	EFFECTIVE Jan. 1, 2017 1.5%	EFFECTIVE Jan. 1, 2018 1.5%
Resource Teacher	\$24.70	\$25.07	\$25.45	\$25.83
Qualified Day Care Teacher (Early Childhood Education Diploma)	\$24.70	\$25.07	\$25.45	\$25.83
Day Care Cook	\$23.75	\$24.11	\$24.47	\$24.83
Qualified Interim Replacement Staff (Early Childhood Education Diploma)	\$21.74	\$22.07	\$22.40	\$22.73
Best Start Hub Assistant	\$21.43	\$21.75	\$22.08	\$22.41
Unqualified Day Care Teacher	\$19.64	\$19.93	\$20.23	\$20.54
Unqualified Interim Replacement Staff	\$19.64	\$19.93	\$20.23	\$20.54
Interim Replacement Cook	\$19.64	\$19.93	\$20.23	\$20.54

SCHEDULE "A" – WAGE SCHEDULE

OFFICE WAGE SCHEDULE - EFFECTIVE JANUARY 1, 2015					
Position	Minimum	6 Months	12 Months	24 Months	36 Months
Tax Administrator					\$27.76
Meter Reader	\$26.27	\$26.47	\$26.56	\$26.93	\$27.21
Accounting Clerk III (Accounts Payable, Payroll, Head Cashier)	\$25.66	\$25.78	\$25.92	\$26.26	\$26.57
Accounting Clerk II (Cashier, Public Works Clerk, Utility Clerk, Receptionist)	\$24.79	\$24.92	\$25.12	\$25.42	\$26.47
Accounting Clerk I					\$24.90

OFFICE WAGE SCHEDULE - EFFECTIVE JANUARY 1, 2015 – 2%					
Position	Minimum	6 Months	12 Months	24 Months	36 Months
Tax Administrator					\$27.76
Meter Reader	\$26.27	\$26.47	\$26.56	\$26.93	\$27.21
Accounting Clerk III (Accounts Payable, Payroll, Head Cashier)	\$25.66	\$25.78	\$25.92	\$26.26	\$26.57
Accounting Clerk II (Cashier, Public Works Clerk, Utility Clerk, Receptionist)	\$24.79	\$24.92	\$25.12	\$25.42	\$26.47
Accounting Clerk I					\$24.90

OFFICE WAGE SCHEDULE - EFFECTIVE JANUARY 1, 2016 – 1.5%					
Position	Minimum	6 Months	12 Months	24 Months	36 Months
Tax Administrator					\$28.18
Meter Reader	\$26.66	\$26.87	\$26.96	\$27.33	\$27.62
Accounting Clerk III (Accounts Payable, Payroll, Head Cashier)	\$26.04	\$26.17	\$26.31	\$26.65	\$26.97
Accounting Clerk II (Cashier, Public Works Clerk, Utility Clerk, Receptionist)	\$25.16	\$25.29	\$25.50	\$25.80	\$26.87
Accounting Clerk I					\$25.27

OFFICE WAGE SCHEDULE - EFFECTIVE JANUARY 1, 2017 – 1.5%					
Position	Minimum	6 Months	12 Months	24 Months	36 Months
Tax Administrator					\$28.60
Meter Reader	\$27.06	\$27.27	\$27.36	\$27.74	\$28.03
Accounting Clerk III (Accounts Payable, Payroll, Head Cashier)	\$26.44	\$26.56	\$26.70	\$27.05	\$27.37
Accounting Clerk II (Cashier, Public Works Clerk, Utility Clerk, Receptionist)	\$25.54	\$25.67	\$25.88	\$26.19	\$27.27
Accounting Clerk I					\$25.65

OFFICE WAGE SCHEDULE - EFFECTIVE JANUARY 1, 2018 – 1.5%					
Position	Minimum	6 Months	12 Months	24 Months	36 Months
Tax Administrator					\$29.03
Meter Reader	\$27.47	\$27.68	\$27.77	\$28.16	\$28.45
Accounting Clerk III (Accounts Payable, Payroll, Head Cashier)	\$26.83	\$26.96	\$27.10	\$27.46	\$27.78
Accounting Clerk II (Cashier, Public Works Clerk, Utility Clerk, Receptionist)	\$25.92	\$26.06	\$26.27	\$26.58	\$27.68
Accounting Clerk I					\$26.04

SCHEDULE "B" – CLASS 1 AND CLASS 2 OPERATOR

Any employee, upon being classified as a grader, dozer and backhoe operator, shall be classified as a Class II Operator for a period of two (2) years. During the initial two year period, the Class II Operator must be able to successfully complete the training requirements for each piece of equipment. At the end of the two year period and upon successful completion of the training requirements, a Class II Operator will move to the Class I Operator Classification.

There will be an evaluation of current Class II employees to determine their standing in the Class I progression. In addition, Class II Operators who operate a Class I machine shall be paid at the Class I rate.

Loader Backhoe	Class I
Excavator	Class I
Front End Loader	Class I
Grader	Class I
Tractor Mounted Brush Cutter	Class I
Sidewalk Blower	Class II
Sidewalk Plough	Class II
Street Sweeper	Class II
Compaction Rollers	Class II
Plough Truck	Class II
Combination High Pressure / Vacuum Unit	Class II
Sand Trucks	Class II
Diesel Tractor with Gang Mower	Class II

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE TOWN OF FORT FRANCES

(hereinafter referred to as the Employer)

- and -

CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL 65

(hereinafter referred to as the Union)

Re: Special Projects

The Employer will meet with the Union to discuss any special projects that may arise in order to review the staffing requirements.

The Parties agree that whenever possible, current qualified employees will be offered any available work prior to hiring Interim Replacement employees.

DATED this _____ day of _____ , 2016

Signed on behalf of

**THE CORPORATION OF THE TOWN OF
FORT FRANCES**

Signed on behalf of

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 65**

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE TOWN OF FORT FRANCES
(hereinafter referred to as the Employer)

- and -

CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL 65
(hereinafter referred to as the Union)

Re: Family Day

Without prejudice and without precedent, and in its sole and absolute discretion, the Employer will gratuitously recognize "Family Day" as an additional holiday off with pay. It is agreed that "Family Day" shall not be considered a holiday for purposes of Article 14.03, and specifically, paragraph No. 3 of Article 14.03 (as relates to working on a holiday) will **NOT** apply to this day. However, employees having regular scheduled work shifts on "Family Day" will be compensated as follows;

- 1) Water Treatment Plant Operators - will provide routine water testing and inspection services of the Water Treatment Plant and Water Tower in accordance with the Certificate of Approval (C of A) which usually takes 2 hours to complete and will be given 2 hours off at straight time.
- 2) Arena Attendants - Any employees scheduled to work will receive an additional day off with pay equal to the number of hours they worked on "Family Day".
- 3) Fort Frances Children's Complex - If the Daycare is open, any employees scheduled to work will receive an additional day off with pay equal to the number of hours they worked on "Family Day".
- 4) On Call Employees - Any employees scheduled to perform "On Call" services, shall receive the normal compensation to which they are entitled. No employee shall receive "Stat" Pay for time spent on Family Day.

Further, any employee called out to work on "Family Day", such as those at Public Works who are called out to perform snow removal services, shall be compensated in accordance to paragraphs No. 1 & 2 of Article No. 14.03 or in accordance with Article 14.05 (Minimum call back time).

FAMILY DAY CONTINUED

DATED this _____ day of _____, 2016

Signed on behalf of

**THE CORPORATION OF THE TOWN OF
FORT FRANCES**

Signed on behalf of

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 65**

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE TOWN OF FORT FRANCES

(hereinafter referred to as the Employer)

- and -

CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL 65

(hereinafter referred to as the Union)

Re: New Labourer Position – P.W. and Airport Back-up

Whereas the Corporation of the Town of Fort Frances has decided to hire a new Public Works Labourer, and this individual will also provide back-up relief for the Airport Attendants, it is agreed that the following exclusions and adjustments to the current Collective Agreement will apply to this individual for this position only.

Article 13 – Hours of Work

The Airport is a seven (7) day operation. Overtime will only apply if the employee works more than their scheduled forty (40) hours per week. Any 'scheduled' time at the Airport within the forty (40) hours per week, be that on a Saturday or Sunday, will be at straight time.

The employee will provide back-up relief for the Airport Attendants (be that vacation, sick-time, bereavement leave or other relief) and will be scheduled for shifts by the Airport Supervisor or designate.

Every effort will be made to give the employee sufficient prior notice of shifts at the Airport, and effort will be made to schedule those shifts in blocks of one week whenever possible. For all other shifts throughout the year, the employee will work under the schedule and direction of the Transportation Superintendent.

Article 15 – Shift Work

Article 15 will not apply to the employee hired for this position, for any of the shifts they perform at the Airport. There will be no shift Differential for the Back-up Airport Attendant.

Article 24 – Payment of Wages and Allowance

The employee hired for this position will receive the current "Labourer – Public Works" wage as per Schedule "A" of the Collective Agreement, for any and all time spent in the performance of their duties at Public Works. For all time spent as the Back-up Airport Attendant, the wage schedule listed below will apply.

Seasonal Airport Attendant (Back-up) Wage Schedule

		6 months	12 months	24 months
January 1, 2015		\$24.47	\$25.60	\$26.13
January 1, 2016	1.5%	\$24.84	\$25.98	\$26.52
January 1, 2017	1.5%	\$25.21	\$26.37	\$26.92
January 1, 2018	1.5%	\$25.59	\$26.77	\$27.32

It is understood by both parties that this is a new position, and as such situations may arise that will require further negotiations. The parties will attempt to be flexible to resolve any difficulties that may arise.

This Letter of Understanding is being entered into without prejudice and without precedent and is subject to further changes.

DATED this _____ day of _____, 2016

Signed on behalf of

**THE CORPORATION OF THE TOWN OF
FORT FRANCES**

Signed on behalf of

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 65**

