

***2006 - 2009 COLLECTIVE AGREEMENT***

***BETWEEN***

***OKANAGAN MAINLINE MUNICIPAL LABOUR RELATIONS ASSOCIATION***

***on behalf of the City of Kelowna***

***AND***

***CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 338***

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**THIS AGREEMENT MADE AND ENTERED INTO  
ON THE 19th DAY OF MAY, 2005.**

**BETWEEN:** **OKANAGAN MAINLINE MUNICIPAL LABOUR RELATIONS ASSOCIATION**  
(hereinafter called the "Association"), on behalf of the City of Kelowna

**PARTY OF THE FIRST PART**

**AND:** **THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 338**  
(hereinafter called the "Union"), Chartered by the Canadian Union of Public Employees and Affiliated with the Canadian Labour Congress

**PARTY OF THE SECOND PART**

**ARTICLE I: PREAMBLE**

**1.01** This Agreement is entered into for the purpose of promoting and continuing the good relationship between the City of Kelowna (hereinafter called the "Employer") and its employees represented by the Union; to secure prompt and equitable disposition of grievances, and to establish conditions of employment, rates of pay and hours of work.

**ARTICLE 2: RIGHTS OF MANAGEMENT**

**2.01** The Union agrees that the management and control of the Employer's business and the direction and control of the Employer's workforce are vested exclusively in the Employer, subject only to the limitations imposed upon the Employer by the provisions of this Agreement. The Union further recognizes and agrees that the Employer retains all the customary rights, responsibilities, functions and prerogatives of management, except as expressly modified or restricted by a specific provision of this Agreement.

**ARTICLE 3: UNION RECOGNITION & BARGAINING UNIT**

**3.01** The Employer recognizes the Union as the sole and exclusive collective bargaining representative for its employees covered by the certification granted to the Union by the Labour Relations Board.

**3.02 Application**

(a) Employees whose jobs are not covered by Schedule "A" of this Agreement are hereby excluded from the terms and conditions of this Agreement.

- (b) *If, upon application to the Labour Relations Board by either the Union or the Employer, or by the Association on behalf of the Employer, the said Board rules that any person whose job classification is not included in Schedule "A", is an employee within the meaning of the Labour Relations Code and is included in the unit for which the Union is certified, the Employer shall forthwith institute a new classification for such person and all the provisions of Article 28 of this Agreement shall apply thereto.*

### **3.03 Work of the Bargaining Unit**

*It is further agreed that, except for incidental or emergent situations or except for employees of a bonafide contractor who are not in the bargaining unit for which the Union is certified, any person whose classification is not covered by the Agreement shall not perform work that is normally done by those employees who are deemed to be within the bargaining unit for which the Union is certified.*

## **ARTICLE 4: NO DISCRIMINATION**

- 4.01** *There shall be no discrimination, interference, restriction or coercion with respect to any employee in the matter of wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, discharge or otherwise by reason of race, creed, age, colour, national origin, political or religious affiliation, place of residence, sex or marital status, nor by reason of his/her membership or non-membership in a trade union.*
- 4.02** *Wherever the singular is used in this Agreement, it shall be considered as if the plural has been used where the context of the party or parties hereto so required.*
- 4.03** *All personnel have the right to work without sexual harassment. Any complaint alleging sexual harassment will be dealt with in the Grievance Procedure and will commence at Step 2, as outlined in Article 10.03.*

## **ARTICLE 5: UNION SECURITY**

- 5.01** *Every employee who is now or hereafter becomes a member of the Union shall maintain his/her membership in the Union as a condition of his/her employment, and every new employee whose employment commences hereafter shall within 30 days after the commencement of his/her employment, apply for and maintain his/her membership in the Union as a condition of his/her employment.*

## **ARTICLE 6: CHECKOFF OF UNION DUES**

### **6.01 Checkoff**

*As a condition of employment, every employee to whom the terms and conditions of this Agreement apply, whether a member of the Union or not, shall sign a checkoff form authorizing the Employer to deduct from his/her earnings and to pay to the Union an amount equal to the current monthly union dues as established by the Union in accordance with its Constitution and/or Bylaws.*

**6.02** *While this Agreement continues to apply to those employees who have signed the checkoff form, the Employer shall, as a condition of continued employment, deduct from the earnings of each such employee an amount equal to the current monthly union dues.*

**6.03** *Upon receipt of written authorization from an employee, the Employer shall deduct from his/her earnings an initiation fee in the amount established by the Union in accordance with its Constitution and/or Bylaws and shall forward such deduction to the Union in the manner provided for in Article 6.04. Should the dues structure change, the Union will meet with the Employer to ensure a minimum cost to the Employer for computer change, insofar as it affects normal monthly deductions.*

**6.04** *Deductions shall be made on a bi-weekly basis and forwarded to the Secretary-Treasurer of the Union after each second pay period, accompanied by a list of the names of all employees from whose wages the deductions have been made. Upon request from the Union, the Employer will supply addresses of all employees from whose wages the foregoing deductions have been made.*

## **ARTICLE 7: EMPLOYER SHALL ACQUAINT NEW EMPLOYEES**

**7.01** *The Union will supply all new employees in the CUPE Bargaining Unit, including relief and part time employees, with a copy of this agreement.*

*The Employer will include a CUPE representative, and allow for a brief presentation, in the Employee Orientation sessions.*

**7.02** *The Employer will ensure the current Collective Agreement is available on the Intranet site where available.*

## **ARTICLE 8: LABOUR MANAGEMENT RELATIONS**

### **8.01 Representation**

*No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer or the Association without proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers, union stewards and authorized committee members. Similarly, the Employer and/or the Association 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 Relations Committee**

*A Labour-Management Relations Committee shall be appointed and consist of not more than 3 representatives of the Employer, as appointees of the Employer, and not more than 3 members of the Union, as appointees of the Union.*

**8.03 Function of Labour - Management Relations Committee**

*All matters of mutual concern pertaining to performance of work, operational problems, rates of pay, hours of work, and other working conditions arising during the term of this Agreement, shall be referred to the Labour-Management Relations Committee for discussion and, if possible, settlement by the Committee. Grievances, as defined in Article 10.02 of this Agreement, shall be dealt with under the provisions of Articles 10 and 11 and shall not be referred to the Labour-Management Relations Committee.*

**8.04 Meetings of Committee**

*In the event the Union or the Employer wishes to call a meeting of the Labour-Management Relations Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than 10 calendar days after the request has been given.*

**8.05 Time Off for Meetings**

*Any representative of the Union on the Labour-Management Relations Committee, who is in the employ of the Employer, shall have the privilege of attending Labour-Management Relations Committee meetings held within working hours without loss of remuneration.*

**8.06 Collective Bargaining**

*Where permission has been granted to employees who are representatives of the Union to leave their employment to carry on collective bargaining with the Association with respect to the renewal of this Agreement, they shall suffer no loss of pay while acting in such capacity.*

**8.07 Representatives of the Canadian Union of Public Employees**

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

**ARTICLE 9: RULES & REGULATIONS**

**9.01** *Copies of all rules and regulations made by the Employer for the government of employees in the Bargaining Unit shall be forwarded to the Union and shall be posted on all bulletin boards or by other means of communication.*

## **ARTICLE 10: GRIEVANCE PROCEDURE**

### **10.01 Permission to Leave Work**

*Union Stewards and members of the Grievance Committee shall be permitted time off to handle grievances without loss of pay, provided they have first sought and obtained permission from their immediate supervisor to absent themselves from their regular duties for that purpose, which permission shall not be unreasonably withheld.*

### **10.02 Definition of Grievance**

*“Grievance” means any difference between the persons bound by this Agreement concerning its interpretation, application, operation, or any alleged violation thereof, including any question as to whether any matter is arbitrable, and shall also mean any difference arising from disciplinary action or relating to employment where it is alleged that the Employer has acted unjustly.*

*“Party”, as used in Articles 11 and 12 of this Agreement, shall mean the Union and it shall also mean the Employer. All grievances shall be finally and conclusively settled in the manner set out in this Article without slowdown or stoppage of work.*

### **10.03 Settling of Grievances**

**Step 1** *The employee concerned, in person, with his/her Union Steward in attendance, shall first seek to settle the grievance with the immediate Supervisor or person holding an equivalent position, within 25 days from the time the grievance became known to the employee or, in the case of a policy grievance, to the Union.*

*Where an employee claims denial of selection on a job posting, the employee must file his/her grievance within 10 days of receiving such notice.*

**Step 2** *If a satisfactory settlement is not reached within 3 working days after a grievance was first discussed under Step 1, the grievance shall be submitted, in writing, to the aggrieved employee’s Department Head, with a copy to the Human Resources Department.*

*Within 5 working days of receipt of the grievance, the aggrieved employee, in person with the Union’s Grievance Committee and any necessary witnesses, will meet with the Employer’s Grievance Committee and any necessary witnesses, in an effort to resolve the grievance.*

*The Employer’s Grievance Committee may be comprised of the Department Head of the affected Department, the Director of the affected Department, the Superintendent or Manager of the affected Department, the Supervisor of the affected Department and the Representative of the Human Resources Department.*

*At the grievance meeting held between the Parties, both Parties shall present and hear all of the known evidence and facts related to the dispute. Both Parties commit to bringing forward all known evidence and facts of the case and not to withhold any known evidence or facts, in the best interests of resolving the dispute to the benefit of the Parties and the Grievor.*

*Should the dispute remain unresolved following this meeting, the Parties shall be restricted to using only that evidence and those facts relied upon at the grievance meetings in any arbitration proceedings.*

*Should either of the Parties become aware of any relevant or pertinent evidence or facts related to the dispute following the grievance meeting, which were unknown to that Party at the time of the grievance meeting, the Party shall be obligated to immediately inform the other Party of the new information.*

*Failure to provide such information to the other Party prior to any arbitration proceeding into the dispute shall disqualify that Party from relying on such new information at any arbitration proceeding into that dispute.*

**10.04** *The Employer shall advise the Union of its decision within 5 days following the Step 2 grievance meeting. The Union shall notify the Employer within 15 days after receiving the Employer's Step 2 response if it intends to proceed to Arbitration and shall name its nominee to the Arbitration panel. In the event that the Union does not notify the Employer that it will proceed to Arbitration within the prescribed 15 day time limit, the Grievance shall be deemed to be abandoned and all rights to the Grievance Procedure at an end.*

**10.05 Policy Grievances**

*Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union has a grievance, Step 1 of this Article may be bypassed.*

**10.06 Grievances on Safety**

*An employee or group of employees who believe they are being required to work under conditions which are unsafe shall have the right to immediately file a grievance in Step 2 of the Grievance Procedure. Until the grievance has been disposed of by the Department Head or his/her authorized representative at Step 2 of Article 10.03, the employee or employees concerned shall have the right to refuse to work under the alleged unsafe conditions.*

**10.07 Replies in Writing**

*Replies to grievances shall be in writing at all stages following Step 1.*

**10.08 Employee May Discuss His/Her Own Personal Problem**

*Nothing in this Article shall be interpreted as preventing an employee from discussing his/her own personal problem with his/her immediate Supervisor or person holding an equivalent position.*

#### **10.09 Employer Grievance**

*The Employer may submit a grievance in writing to the Union, upon receipt of which the Union, through one or more of its Officers or the Grievance Committee, shall meet with the City Manager or person holding an equivalent position, or his/her authorized representative, with a view to bringing about a settlement. If a satisfactory settlement is not reached within 7 days after the Employer submitted the grievance in writing to the Union, the Employer may refer the grievance to a Board of Arbitration as set out in Article 11.*

### **ARTICLE 11: ARBITRATION**

#### **11.01 Board of Arbitration**

- (a) *A Board of Arbitration shall consist of 3 members, one to be chosen by each party, the third, who shall be Chairman, to be selected by the two so appointed. The members chosen by the parties must meet within 7 days of their selection, and they shall be allowed a further 7 days to agree upon a Chairman. If they fail to agree on a Chairman, either party may apply to the Minister of Labour to appoint a Chairman.*
- (b) *Upon his/her selection or appointment, the Chairman of the Board of Arbitration shall fix a date for hearing the grievance, which shall be not later than 14 days from the date of the Chairman's selection or appointment.*
- (c) *The Board shall deliver its award in writing to each of the parties within 20 days after all the evidence has been submitted. The award of a majority of the Board shall be the award of the Board and shall be binding upon the parties, but in no event shall the Board have the power to alter, modify, or amend this Agreement in any respect.*
- (d) *Grievances submitted to a Board of Arbitration shall be in writing and shall clearly specify the nature of the issue.*
- (e) *Each party shall bear the fee and expenses of the member appointed by such party and shall pay half the fee and expenses of the Chairman and of the stenographic and other expenses of the Board.*

#### **11.02 Amending of Time Limits**

*Except for Step 2 of the Grievance Procedure, time limits mentioned in Articles 10 and 11 refer to clear calendar days and may only be extended by written mutual agreement of the parties.*

#### **11.03 Witnesses**

*At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee concerned as witness and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the Board of Arbitration to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.*

#### **11.04 Single Arbitrator**

*Notwithstanding the foregoing, the parties may mutually agree to the use of a single arbitrator, who will be governed by the provisions of this Article. Failing to agree on a single arbitrator, the provisions of the 3 person Board will apply.*

### **ARTICLE 12: DISCHARGE, SUSPENSION & DISCIPLINE**

#### **12.01 Warnings**

*Whenever the Employer deems it necessary to censure an employee in a manner indicating that dismissal may follow any repetition of the act complained of or omission referred to, or may follow if such employee fails to bring his/her work up to a required standard by a given date, the Employer shall within 5 days thereafter give written particulars of such censure to the employee involved, with a copy thereof to the Secretary of the Union.*

#### **12.02 Discharge or Suspension**

*Discharge or suspension of an employee shall be for proper cause. Proper cause shall not include the refusal of an employee to cross a picket line maintained at the premises of the Employer by other employees of the Employer who are engaged in a legal strike.*

*When an employee is discharged or suspended he/she shall be given the reasons for such discharge or suspension in writing, in a timely manner.*

**12.03** *A claim by an employee that he/she has been discharged or suspended for other than proper cause shall be treated as a special grievance and shall be submitted at Step 2 of Article 10.03.*

**12.04** *Should it be found upon investigation that an employee has been suspended or discharged for other than proper cause, such employee shall be immediately reinstated in his/her former position, without loss of seniority, 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 opinion of the parties or in the opinion of a Board of Arbitration, if the matter is referred to such a Board.*

**12.05** *The Employer agrees that all employees will have access to their personnel file and may review same in the presence of the Director of Human Resources, or his/her designate. To obtain access to his/her personnel file, the said employee will forward the appropriate request in writing to the Director of Human Resources who will deal with the said request within a reasonable time. Any employee may respond in writing to any report on his/her personnel file and such response will become a part of the file.*

### **ARTICLE 13: EMPLOYEE CATEGORIES**

- (a) **"EMPLOYEE"** - a person in the bargaining unit who ~~is~~ employed by the Employer ~~for~~ remuneration.
- (b) **"PROBATIONARY EMPLOYEE"** - an employee who has not completed the probationary period.
- (c) **"FULL TIME EMPLOYEE"** - an employee who has completed the probationary period and who is working the normal hours of work, as per Article 17.
- (d) **"PART TIME EMPLOYEE"** - an employee who works less than the fully prescribed hours of work, not exceeding 20 hours per week, on a recurring or scheduled basis in the Recreation Department, Operations Division (clerical) or in the R.C.M.P. operation. Where part time positions are required in other areas of the City, the establishment of those positions shall be by mutual agreement. Such mutual agreement shall not be unreasonably withheld.

None of the provisions of this Agreement, other than wage rates, Union dues deductions, 14% payment in lieu of all vacation and fringe benefits, and access to grievance procedure shall apply to part time employees. Part time employees shall be placed on a "Part Time Employment List" after an employee has worked 910 hours. The list will be based on the date the employee completed the 910 hour qualifying period. Placement on the list shall entitle the part timer to limited rights for the purpose of bidding into full time positions such that a part time employee, working in the Recreation Department, Operations Division (clerical) or in the R.C.M.P. operation, shall be given first preference for a vacant position, only in the department and classification group within which the employee is working, provided they possess the required qualifications, skills, abilities, and knowledge and where no full time employee has applied and is qualified.

Any part time employee who becomes a full time employee would not carry time worked from the Part Time Employment List to the Seniority List.

- (e) **"RELIEF EMPLOYEE"** - a person who is employed for a specified period of time to fill a position which is available due to the absence of an employee through illness, accident, vacation, or approved leave of absence, or extra workload. Any position occupied by a relief employee shall be assumed by the person, normally holding the position, upon their return from leave. "Extra workload" shall mean a specific project with a definite end date that has been identified, upfront, by the requesting department.

None of the provisions of this Agreement, other than wage rates, Unions dues deductions, 14% in lieu of all vacation and fringe benefits, and access to grievance procedure shall apply to relief employees. Relief employees shall be placed on a relief staff seniority list when they have worked 1,500 hours in the preceding 12 months. The seniority date shall be the first day of the first month of the qualifying 12 month period. Placement on the list shall entitle the relief employee to limited rights for the purpose of bidding into full time positions within the City, such that where a posted position is not filled by an existing full time employee or a part time employee in the Recreation Department, Operations Division (clerical) or the RCMP as provided in 13 (d), a relief employee shall be given first preference for the vacant position provided they possess the required qualifications, skills, abilities and knowledge.

An "extra workload" project will be posted in accordance with Article 15 in cases where the project end date is identified, upfront, to be beyond 3 months. Commencing the first of the month following completion of 3 months continuous employment in that specific posted assignment, the successful applicant will have the option of either continuing to receive the 14% in lieu of all vacation and fringe benefits or to enrol in the City's medical, extended health, group life and accidental death and dismemberment plan and to receive 6% in lieu of all vacation and other fringe benefits. Enrolment in these benefits and receipt of the 6% in lieu ceases immediately at the end of the posted assignment and the employee is not entitled to continuation of the benefits and vacation pay after that date. If the "extra workload" assignment lasts beyond 12 months it will be posted on a permanent basis unless the parties agree, at labour management, to extend the assignment.

A part time employee who works as a "relief employee", for a specified period of time for reasons as noted above, shall continue to be considered a part time employee.

- (f) "STUDENT" – a person employed by the Employer for remuneration who is attending school, college or university and who intends to return to school, college or university in the subsequent academic year. A student may only be hired with the prior agreement of the Union and shall be paid \$11.64 per hour, plus 14% in lieu of all vacation and fringe benefits. A student shall not acquire seniority.

## **ARTICLE 14: SENIORITY**

### **14.01 Seniority Defined**

Seniority shall be measured by length of service in the bargaining unit and, except as provided in Article 14.04 and 14.06, shall operate on a bargaining unit-wide basis. For the purpose of consideration for promotion for a posted position only, the reference to bargaining unit-wide basis, as contained in this Article, shall also include the City of Kelowna Airport employees.

### **14.02 Probationary Employees**

New employees shall be considered to be probationary employees until they have been continuously employed for 3 months, and during such probationary period they shall not be entitled to seniority and may be discharged for any reason. At the end of such probationary period, an employee shall be entered on the seniority list as of his/her original date of employment.

### **14.03 Seniority List**

The Employer shall prepare a seniority list, to be posted on the bulletin boards on or before the first day of April each year, showing the seniority standing of each employee covered by this Agreement. This list shall be subject to correction upon proper representation by the Union.

#### **14.04 Seniority for Purpose of Layoff and Recall**

*Seniority shall prevail on a bargaining unit-wide basis for the purpose of layoff and recall. For this purpose only, the departments where layoffs or recalls shall be initiated are:*

- 1. Pollution Control Department*
- 2. Sewer and Water Department*
- 3. Public Works, Trades and Garage Department*
- 4. Recreation Services Department*
- 5. Parks and Parks Maintenance Department*
- 6. Inside Department (including Civilian Guards and Traffic Control)*

#### **14.05 Loss of Seniority**

- (a) Except as provided in Subsection (b), an employee shall not lose his/her seniority if he/she is absent from work because of sickness, accident, layoff, or leave of absence approved by the Employer.*
- (b) An employee shall lose his/her seniority in the event:*
- (i) He/she is discharged for just cause;*
  - (ii) He/she resigns;*
  - (iii) He/she is absent from work in excess of 5 working days without approval, unless it was not reasonably possible to contact the Employer to request such approval;*
  - (iv) He/she fails to return to work following a layoff, within the period prescribed in Article 16.06, unless unable to do so because of sickness, or other cause acceptable to the Employer;*
  - (v) He/she is laid off for a period longer than 1 year.*
  - (vi) He/she is absent from work because of sickness or accident for a period of 36 months.*
- (c) When an employee loses his/her seniority his/her right to continued employment and/or to re-employment shall cease. In the event of re-employment, such person shall start as a new employee and his/her right to seniority and other benefits based upon his/her length of service with the Employer shall be calculated from his/her date of re-employment.*

#### **14.06 Inside and Outside Staff Division for Layoff and Recall**

*Seniority shall prevail on the basis on Inside and Outside Staff division for the purpose of layoff and/or recall.*

## **ARTICLE 15: PROMOTIONS, DEMOTIONS & TRANSFERS**

### **15.01 Seniority to Apply**

*Promotions, demotions and transfers shall be made on the basis of seniority, provided the employee concerned possesses the necessary qualifications, skill, knowledge and ability to efficiently fulfill the job requirements.*

### **15.02 Job Posting**

*If a job vacancy occurs, or a new position is created which comes within the scope of this Agreement, notice of such vacancy or new position shall be posted for a period not less than 7 calendar days. The posting shall include a classification summary and salary range. This posting requirement shall not preclude the Employer from filling such job vacancies or new positions on a temporary basis, pending posting, for a maximum of 30 days. This 30 day maximum time limit may be extended by mutual agreement. Copies of the posting will be sent to the Union.*

### **15.03 Applications for Lateral Positions**

*An employee may not apply for a posting at the same or lower pay grade than their current posted assignment until he/she has been in that current position for a period of 1 year.*

### **15.04 Employee to be on Probation**

*When a job vacancy or new position is filled on a permanent basis, the employee concerned shall be on probation for 3 months. At the conclusion of such 3 month trial period (or sooner if it should become apparent that the employee cannot successfully complete the trial period), the Employer shall review the service of the employee while on the job. If such service has proven satisfactory the Employer shall confirm the employee in the job. If the employee's service is not deemed to be satisfactory, the Employer may extend the probationary period for not more than 1 additional month, or shall return the employee to his/her former job, or shall place him/her on other work consistent with his/her qualifications, skill, knowledge and ability to efficiently fulfill the job requirements, in which case the employee shall be paid not less than the rate of pay he/she was in receipt of when last employed on his/her former job.*

### **15.05 Temporary Job Opportunities**

*Temporary job opportunities resulting from the absence of an employee through illness, accident, vacation, or approved leave of absence, or extra workload, of 3 months or greater duration, shall be posted. The successful applicant will return to her/his former position upon completion of the temporary term.*

*The Employer will be required to post only the original vacancy plus one backfill position.*

### **15.06 Placement of Disabled Employees**

*Subject to Article 14.05 (b) (vi) and Article 24.06, employees who have become unable to handle their regular jobs or employees who are partially disabled through sickness or accident will be given preference for such work as is suitable and available.*

**15.07** *If any employee indicates to his/her supervisor, in writing, prior to going on vacation or leave ~~of~~ absence, his/her intent to apply for an anticipated job posting, he/she would be considered for such opening.*

**15.08** **Labourer I to Labourer II**

*Any Labourer I who has completed 6 months ~~of~~ employment with the City will be advanced to Labourer II.*

**ARTICLE 16: LAYOFFS & RECALLS**

**16.01** *The provisions ~~of~~ Article 16 shall not apply in the event ~~of~~ a suspension ~~of~~ work due to inclement weather or emergency conditions beyond the control ~~of~~ the Employer ~~for~~ up to 2 shifts.*

**16.02** **Notice of Layoff**

*The Employer shall notify employees with seniority rights who are to be laid off, 5 working days before layoff is to be effective.*

**16.03** *In the event ~~of~~ layoff, probationary employees shall be laid off first, and thereafter employees shall be laid off in reverse order ~~of~~ seniority, provided that there are available employees with seniority who are qualified and willing to do the work ~~of~~ employees laid off*

**16.04** *It shall be the responsibility ~~of~~ a laid off employee to keep the Employer informed of his/her current address and telephone number at which he/she may be contacted.*

**16.05** **Layoff Procedure**

- (a) *In the event ~~of~~ a layoff, such layoff will be by classification as covered by this Agreement. The employee with the least seniority with the Employer, shall be reduced out ~~of~~ such classification.*
- (b) *In the event ~~of~~ a layoff in any classification, the affected employee shall revert to a prior classification held within the Department as outlined under Article 14.04. If the affected employee did not hold a previous classification in the said Department, he/she shall exercise his/her seniority in the lowest classification in the Department.*
- (c) *In the event ~~of~~ a layoff in a Department as per Article 14.04, the employee(s) with the least seniority, with the Employer, shall be reduced out ~~of~~ that Department as per Article 14.04, into a pool for the purpose of re-allocation by seniority.*
- (d) *In the event ~~of~~ a layoff within the Bargaining Unit, the affected employee shall be laid off in reverse order of seniority.*

#### **16.06 Recalls**

- (a) *Employees shall be recalled from layoff in order of seniority, provided they are qualified to perform the work available.*
- (b) *Those employees who are recalled from layoff shall return to their former division and classification, prior to layoff, consistent with their seniority, prior to any job posting.*

**16.07** *Such employees shall return to work within 5 working days (or such longer period as may be mutually agreed upon) after recall notice has been received.*

**16.08** *When emergent or short term work of less than 5 working days occurs, the Employer may recall employees out of order of seniority and the provisions of Article 16.07 shall not apply.*

### **ARTICLE 17: HOURS OF WORK**

#### **17.01 Normal Work Day / Week**

##### **(a) "Inside" Employees**

*The normal work day shall consist of a scheduled period of 7 hours of work between the hours of 6:00 a.m. and 5:00 p.m. No 7 hour day for "inside" employees shall be spread over a period longer than 8 hours, including not more than 1 hour off for lunch. The normal work week shall consist of 5 such days, Monday to Friday inclusive.*

##### **(b) "Outside" Employees**

*The normal work day shall consist of a scheduled period of 8 hours of work between the hours of 6:00 a.m. and 5:00 p.m. No 8 hour day for "outside" employees shall be spread over a period longer than 9 hours, including not more than 1 hour off for lunch. The normal work week shall consist of 5 such days, Monday to Friday inclusive.*

(c) *At the request of either the employee(s) or the Department, variations to the start and quit times, within the parameters of Article 17.01, may be mutually agreed to by the employee(s) and the Supervisor with an Executive Officer of the Union present during such discussions.*

(d) *Employees may be placed on a shift schedule whereby, over a period of 8 consecutive weeks, they work an average of not more than 40 hours per week (Schedule "A" – Outside Positions) or 35 hours per week (Schedule "A" – Inside Positions).*

### **17.02 Exceptions to the Normal Day / Week**

*The Employer and the Union have set forth the work schedules for each department. The Employer can vary the work schedules and implement new work schedules provided the Employer gives the Union 20 days notice prior to implementation.*

*If the Union disputes the implementation of a new shift schedule, it may refer the issue to a Labour Management meeting. If the disagreement is not resolved, the Union may refer the issue to an Arbitrator, within 7 days of the Labour Management meeting, for final and binding settlement.*

*The Arbitrator shall approve the new shift if it will result in a cost or efficiency saving or service improvement to the Employer. A decision of the Arbitrator to reject the proposed schedule shall not be retroactive such that no premium pay shall be awarded or paid to the employees who worked the shift during the interim period.*

*Should the parties fail to agree on an Arbitrator, either party may apply to the Minister of Labour to appoint an Arbitrator to resolve the dispute.*

*Variations to start and quit times under 17.01 (c) are not subject to the provisions of Article 17.02.*

### **17.03 Rest Periods**

*Employees shall be permitted a paid 15 minute rest period in the first half of the work day and a second such rest period in the second half of the work day.*

**17.04** *An employee who is required to remain at work following the end of his/her normal work day shall be entitled to a paid 15 minute rest period after he/she has completed 2 hours of overtime work, provided such overtime work is to extend for a period of time in excess of the said 2 hours.*

## **ARTICLE 18: OVERTIME**

**18.01** *All time worked outside the scheduled hours constituting an employee's normal work day or his/her normal work week shall be considered overtime and shall be paid for as follows:*

- (a) On an employee's normal work day, time and one-half for the first 2 hours and double time thereafter.*
- (b) On an employee's days of rest, double time.*

**18.02** *All overtime must be authorized by the appropriate Supervisor; otherwise an employee shall not receive overtime pay for any overtime worked.*

### **18.03 Paid Time Off in Lieu of Worked Overtime**

*Subject to the Employer's operational requirements, employees may consider paid time off in lieu of worked overtime. Time off will only be taken upon mutual agreement between the employee and his/her Supervisor, provided that any unused banked time will be paid out once yearly at a time to be determined by the Employer. Paid time off shall be provided at the same rate as the applicable overtime rates.*

## **ARTICLE 19: REPORTING FOR WORK**

**19.01** *An employee reporting for work on his/her regular shift shall be paid his/her regular rate of pay for all hours worked, with a minimum of 2 hours pay if he/she does not commence work and a minimum of 4 hours pay if he/she does commence work.*

## **ARTICLE 20: CALL-OUTS**

**20.01** *Subject to the provisions of Article 20.02 and 20.03, an employee who is called back to work after he/she has completed his/her normal day's work and has left the Employer's premises, or who is called in to work before his/her regular starting time, or who was previously instructed to report to work before his/her regular starting time, shall be paid double time for all hours worked outside his/her normal working hours. Such employee shall be guaranteed a minimum of 2 hours work or 2 hours pay at the double time rate. This guarantee shall not apply when a call-out extends into an employee's normal working hours.*

**20.02** *An employee who, before the end of his/her normal day's work, is instructed to return to work within 2 hours following the end of his/her normal day's work, shall not be considered to be on a call-out, however, the hours worked following the end of the employee's normal day's work under the provisions of this section shall be paid at the double time rate.*

**20.03** *An employee who, before the end of his/her normal day's work, is instructed to next report for work not more than 2 hours before the regular starting time of his/her normal work day, shall not be considered to be on a call-out, however, the hours worked before the regular starting time of the employee's normal work day, under the provisions of this section, shall be paid at the double time rate.*

## **ARTICLE 21: SHIFT PREMIUM**

**21.01** *A premium shift is defined as any shift that commences or ends between the hours of 6:00 p.m. in one day and 5:00 a.m. the following day.*

**21.02** *An employee shall receive a premium of 50¢ per hour for all scheduled hours worked on a premium shift.*

## **ARTICLE 22: STATUTORY HOLIDAYS**

**22.01** *The Employer will observe the following as paid statutory holidays:*

<i>New Year's Day</i>	<i>Labour Day</i>
<i>Good Friday</i>	<i>Thanksgiving Day</i>
<i>Easter Monday</i>	<i>Remembrance Day</i>
<i>Victoria Day</i>	<i>Christmas Day</i>
<i>Canada Day</i>	<i>Boxing Day</i>
<i>British Columbia Day</i>	

*and any other day declared or proclaimed a statutory or public holiday by the Employer or by the Province of British Columbia or the Government of Canada.*

**22.02** *If by law, declaration or proclamation another day is substituted for the observance of a statutory holiday listed in Article 22.01, the day of observance shall be considered as the holiday insofar as payment for the listed statutory holiday is concerned.*

### **22.03 When Holiday Falls on Non-Working Day**

*If a statutory or public holiday falls on a non-working day, the Employer may declare that the working day immediately preceding the holiday or the working day immediately following the holiday shall be observed in lieu of the said holiday.*

**22.04** *Subject to the provisions of Article 22.07, should a statutory or public holiday be observed on a day that is a non-working day for an employee, such employee shall be given a holiday with pay at some other time not later than his/her next annual vacation, or the termination of his/her employment, whichever first occurs.*

### **22.05 Payment for Statutory Holidays**

*Subject to the provisions of Article 22.07, employees to whom Article 22.04 does not apply shall receive holiday pay at their regular rates of pay for each of the statutory or public holidays mentioned in Article 22.01.*

**22.06** *If an employee is required to work on a statutory or public holiday he/she shall, in addition to his/her holiday pay, be paid at double his/her regular or equivalent hourly rate for all hours worked by him/her.*

**22.07** *Articles 22.05 and 22.06 shall not apply to Arena employees and Water and Wastewater Treatment Operators. If scheduled to work on a statutory holiday, such employees will be paid at double his/her regular or equivalent hourly rate for all hours worked; and will be given a day off with pay at some other time not later than his/her next annual vacation at a mutually agreeable time.*

**22.08** *No employee shall receive holiday pay for a statutory or public holiday unless he/she has been continuously employed for a period of 30 calendar days immediately preceding the holiday. A layoff, which starts and ends within that 30-day period, but does not exceed 5 calendar days shall not be deemed to be a break in service for the purpose of this section.*

*A leave of absence without pay, that starts or ends within the 30 day qualifying period immediately preceding the statutory holiday, but does not exceed 5 consecutive calendar days, shall not be deemed to be a break in service for the purpose of qualifying for the statutory holiday pay. The employee must, however, work his/her last scheduled working day before and his/her first scheduled working day after the holiday, unless he/she does not work on one or both such days because of vacation, banked overtime leave, paid sick leave or Workers' Compensation.*

*A leave of absence without pay granted under the provisions of Article 25.03 of the Collective Agreement, will not result in the statutory holiday pay being forfeited.*

**22.09** **Holiday Occurring During Annual Vacation**

*Should a statutory or public holiday occur during an employee's annual vacation period, the employee shall be given an extra day's vacation with pay in lieu of payment for such holiday.*

**22.10** *No employee is entitled to Statutory Holiday Pay for any such holiday which occurs while the employee is on layoff.*

**ARTICLE 23: ANNUAL VACATIONS**

**23.01** **Definition of Vacation Year**

*The term "vacation year", as used in this Agreement, shall mean the 12 month period running from January 1<sup>st</sup> to December 31<sup>st</sup> of the previous calendar year.*

**23.02** **New Employees**

*Effective the first of the calendar year, following the year an employee enters service with the Employer, he/she shall be entitled to annual vacations in accordance with the following schedule:*

- (a) Accumulated service from date of entering service to December 31<sup>st</sup> of 10 complete months or more - 15 working days.*
- (b) Accumulated service at December 31<sup>st</sup> of less than 10 complete months - 1½ days for each complete month of service.*

**23.03** **Anniversary Date**

*On December 31<sup>st</sup> of each year, employees are credited with an anniversary date, regardless of when employment commenced in the previous 12 months.*

**23.04 Employee With 1 Year Service**

*An employee who has completed 1 but less than 9 years service at the end of the vacation year shall be entitled to a paid vacation of 3 calendar weeks. Payment for such vacation shall be at the employee's rate of pay as at the time he/she takes his/her vacation.*

**23.05 Employee With 9 Years Service**

*An employee who has completed 9 but less than 17 years service at the end of the vacation year shall be entitled to a paid vacation of 4 calendar weeks. Payment for such vacation shall be at the employee's rate of pay as at the time he/she takes his/her vacation.*

**23.06 Employee With 17 Years Service**

*An employee who has completed 17 but less than 21 years service at the end of the vacation year shall be entitled to a paid vacation of 5 calendar weeks. Payment for such vacation shall be at the employee's rate of pay as at the time he/she takes his/her vacation.*

**23.07 Employee With 21 Years Service**

*An employee who has completed 21 or more years of service at the end of the vacation year shall be entitled to a paid vacation of 6 calendar weeks. Payment for such vacation shall be at the employee's rate of pay as at the time he/she takes his/her vacation.*

**23.08 Employees on Layoff**

*The provisions of Article 23.02, 23.04, 23.05, 23.06 and 23.07 shall not apply to an employee who is laid off. Vacation entitlement for such employee shall be as follows:*

- (a) For each of the first 9 years of service, as calculated under the provisions of Article 23.03, 6% of his/her total earnings during the current calendar year, to be paid to him/her at the time of layoff; or if the employee so elects, to be paid to him/her as vacation pay during the following calendar year when he/she may take a vacation not exceeding 3 calendar weeks.*
- (b) For the 10<sup>th</sup> and up to and including the 17<sup>th</sup> year of service, as calculated under the provisions of Article 23.03, 8% of his/her total earnings during the current calendar year, to be paid to him/her at the time of layoff; or if the employee so elects, to be paid to him/her as vacation pay during the following calendar year when he/she may take a vacation not exceeding 4 calendar weeks.*
- (c) For the 18<sup>th</sup> and up to and including the 21<sup>st</sup> year of service, as calculated under the provisions of Article 23.03, 10% of his/her total earnings during the current calendar year, to be paid to him/her at the time of layoff; or if the employee so elects, to be paid to him/her as vacation pay during the following calendar year when he/she may take a vacation not exceeding 5 calendar weeks.*

- (d) For the 22<sup>nd</sup> and subsequent years of service, as calculated under the provisions of Article 23.03, 12% of his/her total earnings during the current calendar year, to be paid to him/her at the time of layoff; or if the employee so elects, to be paid to him/her as vacation pay during the following calendar year when he/she may take a vacation not exceeding 6 calendar weeks.

**23.09** An employee who is paid his/her vacation entitlement at time of layoff shall not be entitled to a paid vacation during the following calendar year.

**23.10 Employees on Long Term Disability / W.C.B.**

Employees will not accrue vacation entitlement while on Long Term Disability or while on Workers' Compensation exceeding 26 weeks.

An employee who is on Long Term Disability Benefits and who participates in a Transitional Return to Work Program may earn vacation credits on a pro-rata basis. Vacation credits may be earned only for that period on the Program immediately coincident with an employee's return to full time active employment. Vacation credits are not earned for any other time worked on the Program where an employee's participation was stopped or suspended for any reason.

**23.11 Part Time or Relief Employees**

An employee to whom Article 13 (d) and (e) applies, who becomes a regular full time employee shall not be entitled to a paid vacation during the calendar year following that for which he/she was paid vacation entitlement under the provisions of Article 13 (d) and (e).

**23.12 Scheduling of Vacations**

Vacations shall be granted at such time as is mutually agreed upon by the employee and the Employer. Preference in choice of vacation period shall be accorded the employee with the greatest seniority, provided that the vacation request is submitted prior to March 15<sup>th</sup> of each year. Requests submitted after March 15<sup>th</sup> will be granted on a first come, first served basis. Vacation schedules shall be posted by March 31<sup>st</sup> of each year.

Vacations earned during the vacation year shall be taken in the calendar year immediately following and cannot be postponed without the written consent of the Employer.

**23.13 Termination of Employment**

In the event of termination of employment the provisions of the Employment Standards Act shall apply: except that, in the case of an employee who has not been discharged for proper cause and who has given the Employer 14 calendar days notice of termination, the basis of calculation shall be 6% of his/her total earnings if he/she has over 1 year service, 8% of his/her total earnings if he/she has over 9 years service, 10% of his/her total earnings if he/she has over 17 years service, and 12% of his/her total earnings if he/she has over 21 years service, as calculated under the provisions of Article 23.03.

## **ARTICLE 24: HEALTH LEAVE**

### **24.01 Health Leave Defined**

*Health leave is a period of time that an employee is permitted to be absent from work due to illness, compassionate leave (Article 25.11) and various health related absences including medical, dental, paramedical and counseling appointments. Health related medical appointments are generally expected to be scheduled outside of regular working hours. Where this is not possible, they are to be scheduled so as to minimize any disruption of the work day.*

### **24.02 Health Leave Bank**

*Employees shall accrue health leave at a rate of 1/3 "day" per month to a maximum of 9 "days". A "day" shall mean the average number of hours in an employee's work day based on the average number of hours in the employee's work week over his/her complete shift schedule cycle.*

*New employees shall be credited with 1 "day" health leave upon qualification for health leave under 24.05 (b). Health leave accrues each biweekly in accordance with the following formula:*

$$\frac{1/3 \text{ "day" } \times 12 \text{ (months)} \times \text{employee's average hours per work day}}{26.089 \text{ (biweekly pay periods/year)}}$$

*An employee who works a 35 hour work week, or a shift schedule based on an average 35 hour work week (7 hour average work day), shall accrue health leave at a rate of 1.0732 hours each biweekly pay period to a maximum of 63 hours.*

*An employee who works a 40 hour work week, or a shift schedule based on an average 40 hour work week (8 hour average work day), shall accrue health leave at a rate of 1.2266 hours each biweekly pay period to a maximum of 72 hours.*

*An employee who works a 38.5 hour work week, or a shift schedule based on an average 38.5 hour work week (7.7 hour average work day), shall accrue health leave at a rate of 1.1806 hours each biweekly pay period to a maximum of 69.3 hours.*

*An employee who works a 42 hour work week, or a shift schedule based on an average 42 hour work week (8.4 hour average work day), shall accrue health leave at a rate of 1.2879 hours each biweekly pay period to a maximum of 75.6 hours.*

*Health leave shall accrue only while the employee is being paid by the Employer on active payroll. The health leave bank shall not accrue in any biweekly period during which the employee is not paid by the Employer on active payroll, including, but not limited to, any time while on LTD, WCB beyond 26 weeks, layoff or any other unpaid leave, excluding pregnancy and parental leave,*

#### **24.03 Health Leave Pay**

*Pay, for health leave, shall be deducted from the employee's health leave bank on an equivalent and actual time basis to a maximum of 5 days per health leave claim, subject to the balance in the employee's health leave bank. An employee must follow any and all requirements of the Employer to qualify for health leave pay.*

*Commencing the 6<sup>th</sup> day of a continuous absence, to a maximum of 26 weeks from the 1<sup>st</sup> day of health leave, an employee who continues to qualify for health leave shall receive 70% of gross regular weekly earnings through a Wage Indemnity Plan. The employee shall pay the premium for the Wage Indemnity Plan. Health and welfare benefits and their premium cost share arrangement will continue during any period of Wage Indemnity.*

*An employee who participates in a Return to Work Program while drawing Wage Indemnity benefits will have his/her Wage Indemnity benefit augmented so as to provide 100% of the employee's normal net take home pay, subject to normal benefit and statutory deductions.*

#### **24.04 Workers' Compensation**

*Where disability benefits are payable under the Workers' Compensation Act, the employee shall have his/her Workers' Compensation Board benefits augmented by the Employer so as to provide 100% of the employee's normal net take home pay. Such earnings will be subject to normal benefit and statutory deductions. The wage augmentation only will be payable to a maximum of 26 weeks per claim.*

*In the event that the Workers' Compensation Board rejects a claim, or during a period of Workers' Compensation Board delay prior to accepting a claim, the Employer will pay full regular earnings to the employee for as long a period as the employee has vacation, overtime, or other banked credits. Where the WCB subsequently accepts the employee's claim, the employee's pay shall be recalculated, retroactively, for the period of the claim. In the event that the Workers' Compensation Board rejects a claim, the Employer will immediately forward the claim to the Wage indemnity Plan.*

*An employee who has received Workers' Compensation in excess of 26 weeks and who participates in a Transitional Return to Work Program may earn vacation credits on a pro-rata basis. Vacation credits may be earned only for that period on the Program immediately coincident with an employee's return to full time active employment. Vacation credits are not earned for any other time worked on the Program where an employee's participation was stopped or suspended for any reason.*

#### **24.05 General Principles**

- (a) *Participation in the Wage Indemnity Plan is mandatory.*
- (b) *Coverage for health leave, including Wage Indemnity, commences the date of completion of 3 months continuous service or when an employee becomes eligible to have his/her name entered on the seniority list.*
- (c) *The OMMLRA is the Policyholder and administrator of the Wage Indemnity Plan.*
- (d) *Surplus funds available as a result of positive claims experience under an ASO Wage Indemnity plan will be used for future wellness initiatives which may include benefits and/or premiums. The Employer will provide the Union with an annual report on the status of the Wage Indemnity account.*

**24.06** *In any case where an employee has been absent due to illness or injury for a period of time in excess of 1 month, the employee shall provide his/her Supervisor with notice of intent to return to work as follows:*

- (a) *1 to 6 months leave - 2 days notice:*
- (b) *6 to 18 months leave - 1 week notice:*
- (c) *18 to 36 months leave - 1 month notice.*

*If an employee has been absent due to illness or injury for 12 months, the employee relinquishes the right to his/her position and the Employer can post the position. If the Employer is satisfied that an employee will be medically fit to return to work after 12, but before 36, months has elapsed from the original date of absence, the employee will be placed in accordance with Article 15.06 or, at the Employer's discretion, will be allowed to 'bump'. Notwithstanding the foregoing, if the Employer agrees, based on medical evidence, that an employee will be medically fit to return to work after 12, but before 18, months has elapsed from the original date of absence, the Employer may delay posting for up to the end of that 18 month period.*

### **ARTICLE 25: LEAVE OF ABSENCE**

#### **25.01 Leave of Absence Without Pay**

*The Employer shall grant leave of absence without pay and without loss of seniority to an employee requesting such leave for good and sufficient reason, provided the employee's request is in writing, and that the granting of such leave will be subject to the Employer's approval.*

## **25.02 Leave for Union and Other Purposes**

*An employee who is elected to a full time position with any trade-union body with which the Union is affiliated, or who is elected to public office, shall, if he/she so requests in writing, be granted leave ~~of~~ absence without pay and without loss ~~of~~ seniority for a period not exceeding 1 year. Such leave may be renewed by mutual agreement between the Employer and the Union.*

**25.03** *In addition to the leaves allowed under Article 25.02, at the request ~~of~~ the Union, and by mutual agreement between the Employer and the Union, leave of absence without pay will be granted to employees to attend conventions or other bona-fide meetings of the Canadian Union of Public Employees or other trade-union body with which the Union is affiliated. Such approval will not be unreasonably withheld.*

## **25.04 Bereavement Leave**

*In the event ~~of~~ a death in the immediate family of an employee, or an employee's spouse, the Employer shall grant a maximum ~~of~~ 3 regularly scheduled consecutive work days leave without loss of pay or benefits. Additional leave ~~of~~ absence with pay for travel may be granted by the Director ~~of~~ Human Resources. "Immediate family" shall mean: child, step-child, parents, brother, sister, grandparents, grandchild, stepparent, foster child, foster parent, aunt, uncle, niece, nephew, fiancée; and the employee's son-in-law, daughter-in-law, sister-in-law and brother-in-law.*

*A maximum of 2 additional days leave without loss ~~of~~ pay or benefits will be granted in the event ~~of~~ the death of an employee's spouse.*

*½ day shall be granted without loss ~~of~~ salary or wages to attend a funeral as a pallbearer, provided such employee has the approval ~~of~~ his/her Supervisor.*

## **25.05 Pregnancy Leave**

- (a) A pregnant employee who requests leave under this section is entitled to up to 17 weeks of unpaid leave beginning no earlier than 11 weeks before the expected birth date and no later than the actual birth date.*
- (b) Pregnancy leave shall end no earlier than 6 weeks after the actual birth date unless the employee requests a shorter period and no later than 17 weeks after the actual birth date.*
- (c) An employee who requests leave under this section after the birth ~~of~~ a child or the termination of a pregnancy is entitled to up to 6 weeks of unpaid leave beginning on the date of the birth or ~~of~~ the termination ~~of~~ the pregnancy.*
- (d) An employee is entitled to up to 6 additional consecutive weeks of unpaid leave if, ~~for~~ reasons related to the birth or termination of the pregnancy, she is unable to return to work when her leave ends under (a), (b) or (c) above.*

- (e) *A request for leave must:*
  - (i) *be given in writing to the employer,*
  - (ii) *if the request is made during the pregnancy, be given to the Employer at least 4 weeks before the day the employee proposes to begin leave, and*
  - (iii) *if required by the Employer, be accompanied by a medical practitioner's certificate stating the expected or actual birth date or the date the pregnancy terminated or stating the reasons for requesting additional leave under (d) above.*
- (f) *A request for a shorter period under (b) above must be given in writing to the Employer at least 1 week before the date the employee proposes to return to work and, if required by the Employer, be accompanied by a medical practitioner's certificate stating the employee is able to resume work.*

## **25.06 Parental Leave**

- (a) *An employee who requests parental leave is entitled to:*
  - (i) *for a birth mother who takes leave under Article 25.05, in relation to the birth of the child or children with respect to who the parental leave is to be taken, up to 35 consecutive weeks of unpaid leave, beginning immediately after the end of the leave unless the Employer and employee agree otherwise.*
  - (ii) *for a birth mother who does not take leave under Article 25.05 in relation to the birth of the child or children with respect to whom the parental leave is to be taken, up to 37 consecutive weeks of unpaid leave beginning after the child's birth and within 52 weeks after that event,*
  - (iii) *for a birth father, up to 37 consecutive weeks of unpaid leave beginning after the child's birth and within 52 weeks after that event, and*
  - (iv) *for an adopting parent, up to 37 consecutive weeks beginning within 52 weeks after the child is placed with the parent.*
- (b) *If the child has a physical, psychological or emotional condition requiring an additional period of parental care, the employee is entitled to up to 5 additional weeks of unpaid leave, beginning immediately after the end of the leave taken under (a) above.*
- (c) *A request for leave must:*
  - (i) *be given in writing to the employer,*
  - (ii) *if the request is for leave under (a) above be given to the employer at least 4 weeks before the employee proposes to begin leave, and*
  - (iii) *if required by the employer, be accompanied by a medical practitioner's certificate or evidence of the employee's entitlement to leave.*
- (d) *An employee's combined entitlement to leave is limited to 52 weeks plus any additional leave the employee is entitled to under Article 25.05 (c) and Article 25.06 (b).*

#### **25.07 Employer May Require Pregnancy Leave**

*An employer may require an employee to commence a leave of absence under Article 25.05 if the employee cannot reasonably perform her duties because of the pregnancy and to continue the leave until she provides a certificate from a medical practitioner stating that she is able to perform her duties.*

#### **25.08 Duties of the Employer**

- (a) *The Employer must not, because of an employee's pregnancy or parental leave, terminate employment or change a condition of employment without the employee's written consent.*
- (b) *As soon as the leave ends, the Employer must place the employee in the position, or a comparable position, the employee held before taking pregnancy or parental leave.*

#### **25.09 Employment Deemed Continuous**

- (a) *The service of an employee who is on pregnancy or parental leave is deemed continuous for the purpose of calculating annual vacation entitlement and any pension, medical or other plan beneficial to the employee*
- (b) *The Employer must continue to make payments to these plans if the Employer pays the total cost of the plan or if the employee chooses to continue to pay his/her share of a jointly paid plan.*
- (c) *The employee is entitled to all increases in wages and benefits he/she would have been entitled to had pregnancy or parental leave not been taken.*
- (d) *Article 25.08 (a) does not apply if the employee, without the Employer's consent, takes a longer leave than is allowed under Article 25.05 or 25.06.*

#### **25.10 Jury Duty or Court Witness**

*The Employer shall pay to an employee who is required to serve as a juror or court witness the difference between his/her normal earnings and the payment he/she received for jury duty or as a court witness, conditional upon the employee presenting to the Employer proof of service and of the amount of payment received by him/her.*

#### **25.11 Compassionate Leave**

*Compassionate leave, including leave in the event of the illness of an employee's child, where no one at home other than the employee can provide for the needs of the child during illness, is to be taken under the provisions of Article 24, and shall be charged as an occurrence in accordance with Article 24.03.*

*Such leave, in a less serious illness situation, is intended to provide sufficient time for the employee to arrange for a care taker for the ill child at the earliest point in time. The employee shall return to work upon concluding such arrangement.*

## **ARTICLE 26: WAGES, SALARIES & APPLICABLE PROVISIONS**

### **26.01 Wage and Salary Rates**

*Wage and salary rates shall be as set out in Schedule "A" of this Agreement.*

### **26.02 Salary Ranges**

*Where a graduated salary range is provided in Schedule "A", the lowest figure will be the starting rate and the maximum rate will be reached in accordance with the time schedule set out for each classification; provided, however, that the Employer may start an employee in any yearly increment of the salary range for the classification, according to the employee's experience and ability. The Employer may make increases to salaries, as it deems necessary, without affecting the basic rates of a classification, but in such case shall notify the Union of the increase.*

### **26.03 Promotions, Demotions and Temporary Assignments**

- (a) Subject to the provisions of Subsection (b), in the event an employee is promoted or temporarily assigned to a higher rated classification, he/she shall receive the higher rate of pay.*
- (b) In the event a salaried employee is promoted or temporarily assigned to a higher rated classification, where a graduated salary range is provided, he/she shall be paid at least that rate in the salary range for the classification to which he/she is promoted or temporarily assigned which is next higher than his/her present rate.*
- (c) In the event an employee is temporarily assigned to a lower rated classification, he/she shall continue to receive his/her regular rate of pay.*
- (d) In the event an employee is demoted to a lower rated classification, he/she shall receive the lower rate of pay.*

### **26.04 More Favourable Rate**

*In the event any present employee enjoys a more favourable rate than specified in Schedule "A", such employee shall suffer no reduction in such rate because of the signing of this Agreement.*

#### **26.05 Dirty Work**

*An employee shall be paid a premium of \$0.35 per hour for actual hours worked on dirty work. When dirty work is intermittent, payment of the premium shall be at the discretion of the supervisor on the job, who will also determine the number of hours for which the premium shall be paid. Dirty work shall mean:*

- (a) Sanitary Landfill employees (Compactor, Loader and Crawler Operators and, except when working in the Scalehouse, Landfill Attendant).*
- (b) Waterworks and Sewer Department (only when working in ditches or manholes where muddy conditions or sewage is present).*
- (c) Road patching and crack sealing.*
- (d) Oil truck – Unit #3101.*
- (e) Trackless sidewalk sweeper – Unit #4208*

#### **26.06 No Pyramiding**

*There shall be no pyramiding of overtime and premium rates of compensation. When two or more types of overtime and/or premium (excluding the premium for dirty work) apply to the same hours of work only the higher rate shall be paid.*

#### **26.07 First Aid Attendants**

*An employee who has been appointed by the Employer to act as a Level II First Aid Attendant shall be paid a premium of 50¢ per hour for the whole of each shift on which so employed. This First Aid Attendant shall also receive a \$500 bonus upon successful completion of the required First Aid course plus an additional \$500 bonus after serving a full 2 year term as the Attendant, immediately following completion of the required course.*

#### **26.08 Grant Workers**

*Grant Workers (i.e.: Canada Works) will be considered “employees” insofar as the Employer is concerned. The rate of pay and benefits will be negotiated between the OMMLRA and the Union.*

#### **26.09 Job Related Liability Protection**

*Any regular employee, coming within the scope of the Canadian Union of Public Employees, Local No. 338, will be granted the services of a City solicitor without charge for the purpose of representing him/her, who as a result of any matter arising out of or in the course of his/her normal work duties and/or assignments, is personally involved in legal or court action.*

## **ARTICLE 27: STANDBY**

**27.01** *An employee who is required to be on standby at a time or times other than his/her regular working hours, shall be paid a premium ~~for~~ each day he/she is on standby, as follows:*

- (a) 2 hours pay at his/her regular rate ~~of~~ pay ~~for~~ each normal work day on which the employee was on standby and also worked his/her regular 8 hour shift.*
- (b) 2 hours pay at his/her regular rate ~~of~~ pay ~~for~~ each day ~~of~~ rest or statutory holiday on which the employee was on standby.*

## **ARTICLE 28: NEW OR CHANGED CLASSIFICATIONS**

**28.01** *The Employer may institute new classifications in addition to those listed in Schedule "A". Should any such new classification be instituted, the Employer shall establish the rate for same and shall submit the classification and rate to the Union in writing and, in addition, shall post the classification and rate in the manner required by Article 15.02. The posting shall indicate that the new classification and rate of pay ~~is~~ subject to agreement between the Union and the Employer. Within 30 working days ~~of~~ such submission and posting, the Union may, if it deems necessary, request to meet with the Employer to review the classification and rate and if mutual agreement cannot be reached, the difference may be referred to arbitration under the provisions ~~of~~ Article 11. Any change in rate resulting from discussion between the parties, or following a reference to arbitration, shall be retroactive to the date the new classification was instituted by the Employer.*

### **28.02 Changed Classification**

*If the Union claims that the duties ~~of~~ an existing classification have been changed to an extent sufficient to alter the classification and/or rate, the Union may request to meet with the Employer to review the classification and/or rate. ~~If~~ within 30 working days of the submission ~~of~~ such request, which shall be in writing, and the request shall specify any changes in duties and any proposed change in the rate ~~of~~ pay, mutual agreement cannot be reached, the difference may be referred to arbitration under the provisions ~~of~~ Article 11. Any change in rate resulting from discussion between the parties, or following a reference to arbitration, shall be retroactive to the date the Union submitted its request to the Employer.*

### **28.03 Abandonment**

*If the Union does not request to meet with the Employer to review the classification and rate within 30 working days, as provided for in Article 28.01, or if the Union does not refer the difference, if any, to arbitration within 30 working days, as provided for in Article 28.02, then the difference, if any, shall be deemed to be abandoned and all rights of recourse to arbitration shall be at an end.*

### **28.04 Extension of Time Limits**

*The time limits referred to in this Article may be extended by mutual agreement ~~of~~ the parties in writing.*

## **ARTICLE 29: SUPERANNUATION**

**29.01** *The Public Sector Pension Plans Act applies to the Employer and its employees. The Employer, in addition to its own contributions on his/her behalf, shall deduct from the wages or salary of each employee, as a condition of his/her continued employment, the contribution required of him/her under the provisions of the Public Sector Pension Plans Act.*

### **29.02 Retirement Age**

*On the last day of the month after reaching maximum retirement age under the provisions of the Public Sector Pension Plans Act, every employee shall automatically cease to be employed, but the Employer may employ or re-employ an individual over retirement age on a temporary basis.*

## **ARTICLE 30: HEALTH & WELFARE COVERAGE**

*The following benefits will be provided to municipal employees:*

### **30.01 Group Life Insurance and Accidental Death and Dismemberment**

*Group Life Insurance and Accidental Death and Dismemberment for each eligible employee to twice annual earnings and double indemnity for Accidental Death and Dismemberment. The premium for the Group Life and Accidental Death and Dismemberment Plan shall be shared equally by the Employer and the employee.*

### **30.02 Medical Services Plan**

*Each eligible employee shall be enrolled in the Medical Services Plan at no cost to the employee.*

### **30.03 Extended Health Benefit**

*Each eligible employee shall be enrolled in the Extended Health Plan at no cost to the employee.*

### **30.04 Dental Plan**

*A Dental Plan will be provided based on the following general principles:*

- (a) Basic Dental Services (Plan "A") - Plan pays 100% of approved schedule of fees.*
- (b) Prosthetics, Crowns and Bridges (Plan "B") - Plan pays 50% of approved schedule of fees.*
- (c) Orthodontics (Plan "C") - Plan pays 50% of approved schedule of fees.*
- (d) Premium costs for the Dental Plan shall be paid by the Employer.*

### **30.05 General Principles**

- (a) *Participation in the aforementioned Plans shall be mandatory.*
- (b) *Life, Accidental Death and Dismemberment, Weekly Indemnity Plan, Extended Health and B.C. Medical Plan coverage commences on the date of completion of 3 months continuous service, or when an employee becomes eligible to have his/her name entered on the seniority list.*
- (c) *Dental coverage commences on the date of completion of 6 months continuous service.*
- (d) *Coverage during layoff will be provided as follows:*  
  
*In the event of layoff, full coverage excluding Weekly Indemnity will be continued for a period of 2 months from date of layoff. An employee may also have the option of continuing Life, Accidental Death and Dismemberment, Extended Health and B.C. Medical Plan coverage for an additional 4 months by paying the full cost of these specific benefits, and making the necessary arrangements with the Human Resources Department.*
- (e) *Coverage during leave of absence shall be provided as follows:*  
  
*An employee on an approved leave of absence may continue Life and Accidental Death and Dismemberment coverage for up to 1 year provided the full cost of premiums are paid to the Employer.*
- (f) *Eligible employees will be entitled to a Wellness Payment, paid to the employee on a bi-weekly basis.*
- (g) *The Employer agrees to meet with the Union to discuss any changes in benefit policies prior to implementation.*

### **ARTICLE 31: BULLETIN BOARDS**

**31.01** *Union notices may be posted on designated bulletin boards.*

### **ARTICLE 32: TECHNOLOGICAL CHANGE**

**32.01** *During the term of this Agreement, any disputes arising in relation to adjustment to technological change, shall be discussed between the bargaining representatives of the two parties to this Collective Agreement.*

**32.02** *Where the Employer introduces, or intends to introduce, a technological change that:*

- (a) *affects the terms and conditions or security of employment of a significant number of employees to whom this Collective Agreement applies: and*

- (b) *alters significantly the basis upon which the Collective Agreement was negotiated, either party may, if the dispute cannot be settled in direct negotiations, refer the matter directly to an Arbitration Board pursuant to Article 12 of this Collective Agreement, bypassing all other steps in the grievance procedure.*

**32.03** *The Arbitration Board shall decide whether or not the Employer has introduced, or intends to introduce a technological change, and upon deciding that the Employer has or intends to introduce a technological change the Arbitration Board:*

- (a) *shall inform the Minister of Labour of its findings; and*
- (b) *may then or later make any one or more of the following orders:*
  - (i) *that the change be made in accordance with the terms of the Collective Agreement unless the change alters significantly the basis upon which the Collective Agreement was negotiated;*
  - (ii) *that the Employer will not proceed with the technological change for such period, not exceeding 90 days, as the Arbitration Board considers appropriate;*
  - (iii) *that the Employer reinstate any employee displaced by reason of the technological change;*
  - (iv) *that the Employer pay to that employee such compensation in respect of his/her displacement as the Arbitration Board considers reasonable.*

**32.04** *The Employer will give to the Union in writing at least 90 days notice of any intended technological change that:*

- (a) *affects the terms and conditions or security of employment of a significant number of employees to whom this Collective Agreement applies; and*
- (b) *alters significantly the basis upon which the Collective Agreement was negotiated.*

## **ARTICLE 33: GENERAL**

### **33.01 Tool Insurance**

*In case of fire or proven theft, verified by police investigation, insurance coverage will be provided for an approved list of tools which is supplied prior to the loss.*

### **33.02 Part Time Payment in Lieu of Fringe Benefits**

*All employees who are employed as part time employees shall be paid 14% in lieu of all vacation and fringe benefits. This premium will be applicable to every pay period.*

**33.03 Third Party Liability**

*In any case where an employee is paid by the Employer during any absence due to illness or injury, and the employee receives compensation from a third party (e.g. ICBC) for an accidental bodily injury or illness, there shall be no "double dipping". Employees shall repay the employer the total amount of compensation they did, or will in future, receive from the Employer for the period(s) of disability resulting from the above-noted accident or illness in the event that they receive any compensation from a third party, (e.g. ICBC) for the same period(s). This reimbursement to the Employer shall equal the amount of any and all wages, benefits and any other monies paid, to employee, by the Employer.*

*Employees who pay premiums for a personal, private wage-loss-only insurance plan shall not be required to reimburse the employer for any compensation he/she receives from his/her private insurance carrier.*

*On an individual case basis, where an employee recovers substantially less from the third party than is paid by the Employer during the period of absence, the Employer will meet with the employee and the union to consider a variance to the normal repayment requirement.*

**ARTICLE 34: TERM OF AGREEMENT**

**34.01** *This Agreement, unless changed by mutual consent of both parties hereto, shall be in force and effect from January 1, 2006, up to and including December 31, 2009, and thereafter from year to year unless either party to this Agreement gives notice to commence collective bargaining in accordance with the provisions of the Labour Relations Code.*

**IN WITNESS WHEREOF** the parties hereto, by their authorized representatives, have affixed their signatures hereto on this        day of        , 2005 .

**ON BEHALF OF:**

**Canadian Union of Public Employees,  
Local No. 338**

\_\_\_\_\_  
*President*

\_\_\_\_\_  
*Secretary*

\_\_\_\_\_  
*National Representative*

**ON BEHALF OF:**

**Okanagan Mainline Municipal Labour  
Relations Association**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE "A"**  
**CITY OF KELOWNA**  
**INSIDE POSITIONS - BI-WEEKLY**  
**2006 - 2007 - 2008 - 2009**

**Step1 - 1st Year; Step2 - 2nd Year;**  
**Step3 - 3rd Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-07 2006</b>	<b>Dee-07 <u>2006</u></b>	<b>Jan-07 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-07 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>	<b>Apr-01 <u>2009</u></b>
<b><u>1</u></b>								
<b><u>2</u></b>								
Clerk TypistII	1	1203.38	1224.44	1245.87	1267.67	1286.68	1312.42	1345.23
	2	1276.46	1298.80	1321.53	1344.65	1364.82	1392.12	1426.92
	3	1340.29	1363.74	1387.61	1411.89	1433.07	1461.73	1498.27
<b><u>3</u></b>								
Accounting ClerkI	1	1238.36	1260.03	1282.08	1304.51	1324.08	1350.56	1384.33
	2	1315.44	1338.46	1361.88	1385.72	1406.50	1434.63	1470.50
	3	1385.44	1409.69	1434.35	1459.46	1481.35	1510.97	1548.75
<b><u>4</u></b>								
Data Entry Clerk	1	1286.04	1308.55	1331.45	1354.75	1375.07	1402.57	1437.64
Data Processor- RCMP	2	1367.18	1391.11	1415.45	1440.22	1461.83	1491.06	1528.34
Receptionist- City Hall	3	1429.07	1454.08	1479.53	1505.42	1528.00	1558.56	1597.52
Receptionist- RCMP								

**Schedule 'A'**  
**City of Kelowna**  
**Inside Positions- (Bi - Weekly)**  
**2006 - 2007 - 2008 - 2009**  
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**Step 1 - 1st Year; Step 2 - 2nd Year;**  
**Step 3 - 3rd Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-01 2006</b>	<b>Dec-01 2006</b>	<b>Jan-01 2007</b>	<b>Now-01 2007</b>	<b>Jan-01 2008</b>	<b>Oct-01 2008</b>	<b>Apr-01 2009</b>
<b><u>5</u></b>								
Accounting Assistant - Level I	1	1335.75	1359.12	1382.91	1407.11	1428.21	1456.78	1493.20
Accounting/Tax Clerk	2	1408.77	1433.43	1458.51	1484.04	1506.30	1536.42	1574.83
Administrative Clerk	3	1496.02	1522.20	1548.84	1575.95	1599.58	1631.58	1672.37
Cashier Clerk- City Hall								
Cemetery Clerk								
Development Clerk								
Engineering Clerk								
Inspection & Licensing Clerk								
Leisure Services Clerk								
Operations Clerk								
Planning & Development Clerk								
Purchasing Clerk								
Records Management Clerk								
Recreation Clerk								
Secretary I								
Secretary- RCMP								
Traffic Clerk Typist- RCMP								
Watch Clerk- RCMP								

Schedule "A"  
City of Kelowna  
Inside Positions - Bi - Weekly  
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Step 1 - 1st Year; Step 2 - 2nd Year; Step 3 - 3rd Year

PAY GRADE / JOB TITLE	Steps	Jan-01 <u>2006</u>	Dec-01 <u>2006</u>	Jan-07 <u>2007</u>	Nov-01 <u>2007</u>	Jan-07 <u>2008</u>	Oct-01 <u>2008</u>	Apr-01 <u>2009</u>
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**6**

Operational Intelligence Clerk - RCMP	1	1387.47	1411.75	1436.46	1461.59	1483.52	1513.19	1551.02
Rod Person	2	1473.70	1499.49	1525.73	1552.43	1575.71	1607.23	1647.41
	3	1562.23	1589.57	1617.39	1645.70	1670.38	1703.79	1746.38

Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year;  
Step 4 - 3rd Year; Step 5 - 4th Year

**7**

Accounting Assistant - Level II	1	1431.08	1456.12	1481.60	1507.53	1530.14	1560.75	1599.76
Bylaw Enforcement Clerk	2	1485.88	1511.88	1538.34	1565.26	1588.74	1620.52	1661.03
Clerk/Administrative Coordinator	3	1543.70	1570.71	1598.20	1626.17	1650.56	1683.57	1725.66
Draftsperson I	4	1587.56	1615.35	1643.61	1672.38	1697.46	1731.41	1774.70
Police Information Clerk	5	1637.32	1665.98	1695.13	1724.80	1750.67	1785.68	1830.32
Police Records Coordinator								

**8**

Recreation Systems Administrator	1	1499.07	1525.30	1552.00	1579.16	1602.84	1634.90	1675.77
	2	1556.88	1584.12	1611.84	1640.05	1664.65	1697.95	1740.39
	3	1614.01	1642.26	1671.00	1700.24	1725.74	1760.26	1804.26
	4	1664.69	1693.82	1723.47	1753.63	1779.93	1815.53	1860.92
	5	1718.42	1748.49	1779.09	1810.22	1837.38	1874.12	1920.98

**Schedule "A"**  
**City of Kelowna**  
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**Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year;**  
**Step 4 - 3rd Year; Step 5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-01 <u>2006</u></b>	<b>Dec-01 <u>2006</u></b>	<b>Jan-01 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-01 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>	<b>Apr-01 <u>2009</u></b>
<b><u>9</u></b>								
Assistant Plan Checker	1	1564.27	1591.65	1619.50	1647.84	1672.56	1706.01	1748.66
Cultural Services Coordinator	2	1627.16	1655.63	1684.61	1714.09	1739.80	1774.59	1818.96
Environmental Technician I	3	1692.08	1721.69	1751.82	1782.48	1809.22	1845.40	1891.54
Junior Accountant	4	1746.90	1777.47	1808.57	1840.22	1867.83	1905.18	1952.81
Landscape Design Technician	5	1803.68	1835.25	1867.36	1900.04	1928.54	1967.12	2016.29
Marketing/Communications Coordinator- Transportation								
* Planning & Development Officer 1/1								
Property Officer I								
Water & Wastewater Quality Technician								

**10**

Draftsperson II	1	1622.09	1650.48	1679.36	1708.75	1734.38	1769.07	1813.30
	2	1687.03	1716.55	1746.59	1777.16	1803.81	1839.89	1885.89
	3	1754.99	1785.70	1816.95	1848.75	1876.48	1914.01	1961.86
	4	1811.76	1843.47	1875.73	1908.56	1937.18	1975.93	2025.33
	5	1870.62	1903.36	1936.67	1970.56	2000.12	2040.12	2091.12

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**Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year; Step 4 - 3rd Year; Step 5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-01 <u>2006</u></b>	<b>Dec-01 <u>2006</u></b>	<b>Jan-01 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-07 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>	<b>Apr-01 <u>2009</u></b>
<b><u>11</u></b>								
Buyer	1	1677.86	1707.22	1737.10	1767.50	1794.01	1829.89	1875.64
Environmental Technician II	2	1745.84	1776.40	1807.48	1839.11	1866.70	1904.03	1951.63
G.I.S. Technician	3	1816.84	1848.64	1880.99	1913.90	1942.61	1981.46	2031.00
Intermediate Accountant	4	1876.71	1909.55	1942.97	1976.97	2006.63	2046.76	2097.93
Survey Technician	5	1938.57	1972.50	2007.02	2042.14	2072.77	2114.23	2167.08
<b><u>12</u></b>								
Client Support Technician	1	1733.67	1764.01	1794.88	1826.29	1853.69	1890.76	1938.03
Computer Support Technician- Police Services	2	1805.71	1837.31	1869.46	1902.18	1930.71	1969.33	2018.56
Cross Connection Program Coordinator	3	1879.75	1912.64	1946.11	1980.17	2009.87	2050.07	2101.32
Drafting Coordinator	4	1942.64	1976.64	2011.23	2046.43	2077.12	2118.67	2171.63
Inspector I - Building	5	2006.55	2041.66	2077.39	2113.74	2145.45	2188.36	2243.07
Parking Coordinator								
Plan Checker								
Survey Coordinator								

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**Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year; Step 4 - 3rd Year; Step 5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-01 2006</b>	<b>Dec-01 2006</b>	<b>Jan-01 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-01 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>	<b>Apr-01 <u>2009</u></b>
<b><u>13</u></b>								
Assistant City Clerk	1	1789.44	1820.75	1852.62	1885.04	1913.31	1951.58	2000.37
Building Technician	2	1863.51	1896.12	1929.30	1963.06	1992.51	2032.36	2083.17
Construction Inspector	3	1940.62	1974.59	2009.14	2044.30	2074.97	2116.46	2169.38
GIS Coordinator	4	2005.53	2040.62	2076.33	2112.67	2144.36	2187.25	2241.93
Licence & Bylaw Enforcement Officer	5	2073.53	2109.82	2146.74	2184.31	2217.07	2261.41	2317.95
Property Officer II								
Senior Accountant								
Senior Buyer								
Senior Computer Support Technician- Police Services								

<b><u>14</u></b>								
Design Technician Engineering	1	1844.24	1876.52	1909.36	1942.77	1971.91	2011.35	2061.63
Engineering Traffic Technician	2	1921.36	1954.98	1989.20	2024.01	2054.37	2095.45	2147.84
Planning & Development Officer III	3	2002.50	2037.54	2073.20	2109.48	2141.12	2183.95	2238.55
	4	2070.44	2106.67	2143.54	2181.05	2213.77	2258.04	2314.49
	5	2140.46	2177.92	2216.03	2254.81	2288.64	2334.41	2392.77

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**Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year; Step 4 - 3rd Year; Step 5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-01 2006</b>	<b>Dec-01 2006</b>	<b>Jan-01 2007</b>	<b>Nov-01 2007</b>	<b>Jan-01 2008</b>	<b>Oct-01 2008</b>	<b>Apr-01 2009</b>
<b>15</b>								
Business Systems Analyst	1	1901.05	1934.32	1968.17	2002.61	2032.65	2073.31	2125.14
Development Technician- Engineering	2	1980.18	2014.83	2050.09	2085.96	2117.25	2159.60	2213.59
Inspector II – Building	3	2065.37	2101.52	2138.29	2175.71	2208.35	2252.52	2308.83
Inspector II – Gas & Plumbing	4	2135.38	2172.75	2210.78	2249.47	2283.21	2328.87	2387.09
Laboratory Coordinator	5	2208.43	2247.08	2286.40	2326.42	2361.31	2408.54	2468.75
Network Systems Analyst								
Park & Landscape Planner								
Planner								
Spatial Data Analyst/Planner								

**Trade Inspectors Adjustment**

*Building and/or Plumbing Inspectors required to have a Trades Certificate, as set out in their job description, shall receive \$84.00 bi-weekly (\$183 per month), in addition to their normal monthly salary.*

- Upon completion of 12 months satisfactory service, a PDO I is advanced to the PDO II level at Pay Grade 12.

**SCHEDULE "A"**  
**CITY OF KELOWNA**  
**OUTSIDE POSITIONS - HOURLY**  
**2006 - 2007 - 2008 - 2009**

<b>PAY GRADE / JOB TITLE</b>	<b><u>Jan-01</u> <u>2006</u></b>	<b><u>Dec-01</u> <u>2006</u></b>	<b><u>Jan-01</u> <u>2007</u></b>	<b><u>Nov-01</u> <u>2007</u></b>	<b><u>Jan-01</u> <u>2008</u></b>	<b><u>Oct-01</u> <u>2008</u></b>	<b><u>Apr-01</u> <u>2009</u></b>
<b><u>1</u></b>							
Ticket Seller	17.80	17.61	17.91	18.50	18.50	8.85	19.34
<b><u>2</u></b>							
<b><u>3</u></b>							
<b><u>4</u></b>							
Labourer I Lifeguard	20.40	20.75	21.12	21.49	21.87	22.25	22.80
<b><u>5</u></b>							
Labourer II Landfill Attendant Landfill Scale Operator Lifeguard Instructor I Maintenance Person I - Civic Properties Yard Person - Parks Theatre Crew	21.00	21.35	21.74	22.12	22.46	22.91	23.48

**Schedule "A"**  
**City of Kelowna**  
**Outside Positions**  
**Page 2**

<b>PAY GRADE / JOB TITLE</b>	<b><u>Jan-01</u> <u>2006</u></b>	<b><u>Dec-01</u> <u>2006</u></b>	<b><u>Jan-01</u> <u>2007</u></b>	<b><u>Nov-01</u> <u>2007</u></b>	<b><u>Jan-01</u> <u>2008</u></b>	<b><u>Oct-01</u> <u>2008</u></b>	<b><u>Apr-01</u> <u>2009</u></b>
<b><u>6</u></b>							
<i>Equipment Operator I</i>	21.27	21.64	22.02	22.41	22.74	23.20	23.78
<i>Recreation Program Assistant</i>							
<i>Volunteer Integration Assistant</i>							
<b><u>7</u></b>							
<i>Carpenter I</i>	21.71	22.09	22.47	22.87	23.21	23.68	24.27
<i>Cement Worker- Form Setter</i>							
<i>Civilian Guard</i>							
<i>Equipment Operator II</i>							
<i>Painter I</i>							
<i>Sign Worker</i>							
<b><u>8</u></b>							
<i>Arena/Stadium Attendant</i>	22.18	22.57	22.96	23.36	23.71	24.19	24.79
<i>Equipment Operator III</i>							
<i>Groundsperson</i>							
<i>Inventory Control Clerk</i>							
<i>Outdoor Event Coordinator</i>							
<i>Swimming Pool Operator Maintenance Person</i>							

**Schedule "A"**  
**City of Kelowna**  
**Outside Positions**  
**Page 3**

**PAY GRADE / JOB TITLE**

<b><u>Jan-01</u></b> <b><u>2006</u></b>	<b><u>Dec-01</u></b> <b><u>2006</u></b>	<b><u>Jan-07</u></b> <b><u>2007</u></b>	<b><u>Nov-01</u></b> <b><u>2007</u></b>	<b><u>Jan-01</u></b> <b><u>2008</u></b>	<b><u>Oct-01</u></b> <b><u>2008</u></b>	<b><u>Apr-01</u></b> <b><u>2009</u></b>
22.63	23.02	23.43	23.84	24.19	24.68	25.29

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Arborist I  
 Cement Finisher  
 Equipment Operator IV  
 Garage Serviceperson & Shop Attendant  
 Gardener I  
 Hydrant & Valve Maintenance Attendant  
 Maintenance Technician- Civic Properties  
 Parking Meter Service Person  
 Pipefitter/Layer  
 Police Transport Maintenance Coordinator  
 Utilities Serviceperson  
 Water Meter Serviceperson  
 Water & Wastewater Treatment Plant Operator I

**10**

Building Operator  
 Community Recreation Coordinator  
 Equipment Operator V  
 Gardener II  
 Irrigation Technician  
 Lifeguard Instructor II  
 Parks Coordinator  
 Sewer Equipment Operator  
 Sign Technician  
 Theatre Technician

Schedule "A"  
City of Kelowna  
Outside Positions  
Page 4

PAY GRADE / JOB TITLE	Jan-01 2006	Dec-01 2006	Jan-01 2007	Nov-01 2007	Jan-01 2008	Oct-01 2008	Apr-01 2009
<b><u>10A - With Trade Premium Included (* for explanation, see next page)</u></b>							
* Carpenter II	25.15	25.57	26.00	26.81	27.32	27.97	
* Cement Finisher - Bricklayer							
* Mechanic							
* Millwright							
* Painter II							
* Welder							
<b><u>11</u></b>							
Utility Equipment Operator	24.14	24.56	24.99	25.43	25.81	26.33	26.99
Water & Wastewater Treatment Plant Operator II							
<b><u>12</u></b>							
Arborist II	24.53	24.96	25.40	25.84	26.23	26.76	27.42
H.V.A.C. Technician - Building Operations Coordinator							
Instrumentation/Electrical Technician							
<b><u>13</u></b>							
Sub-Foreman Area	25.07	25.51	25.96	26.41	26.81	27.34	28.03

**Schedule "A"**  
**City of Kelowna**  
**Outside Positions**  
**Page 5**

<b>PAY GRADE / JOB TITLE</b>	<b>Jan-01 <u>2006</u></b>	<b>Dec-01 <u>2006</u></b>	<b>Jan-01 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-01 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>	<b>Apr-01 <u>2009</u></b>
<b><u>14</u></b>							
<i>**Foreman- Building Trades</i>	25.72	26.17	26.63	27.09	27.50	28.05	28.75
<i>**Foreman- Parks</i>							
<i>** Foreman- Roadways</i>							
<i>** Foreman- Utilities</i>							
<i>** Foreman- Wastewater</i>							
<i>** Foreman- Water Distribution&amp; Sewer Collection</i>							

*\* Certified Tradesmen who are qualified with a certificate of proficiency issued pursuant to the Apprenticeship and Tradesmen's Qualification Act and who are posted to a trades position as shown hereafter will receive \$1.20 per hour. Eligible tradesmen are Mechanic, Painter II, Welder, Carpenter II, Cement Finisher- Bricklayer.*

*\*\* Effective October 15, 2002 a premium of \$0.75 shall be added to the hourly rate of pay for Foreman (Pay Grade 14 only). Effective July 1, 2003, a premium of \$1.40 shall be added to the hourly rate of pay for Foreman (Pay Grade 14 only) and shall replace the \$0.75/hour premium.*

**SCHEDULE "A"**  
**CITY OF KELOWNA**  
**INSIDE POSITIONS - BI-WEEKLY**  
**2006 - 2007 - 2008 - 2009**

**Step 1 - 1st Year; Step 2 - 2nd Year; Step 3 - 3rd Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-01 <u>2006</u></b>	<b>Dee-01 <u>2006</u></b>	<b>Jan-01 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-01 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>
<b><u>1</u></b>							
<b><u>2</u></b>							
Clerk Typist II	1	1203.38	1224.44	1245.87	1267.67	1286.68	1312.42
	2	1276.46	1298.80	1321.53	1344.65	1364.82	1392.12
	3	1340.29	1363.74	1387.61	1411.89	1433.07	1461.73
<b><u>3</u></b>							
Accounting Clerk I	1	1238.36	1260.03	1282.08	1304.51	1324.08	1350.56
	2	1315.44	1338.46	1361.88	1385.72	1406.50	1434.63
	3	1385.44	1409.69	1434.35	1459.46	1481.35	1510.97
<b><u>4</u></b>							
Data Entry Clerk	1	1286.04	1308.55	1331.45	1354.75	1375.07	1402.57
Data Processor - RCMP	2	1367.18	1391.11	1415.45	1440.22	1461.83	1491.06
Receptionist - City Hall	3	1429.07	1454.08	1479.53	1505.42	1528.00	1558.56
Response Operator							

**Schedule "A"**  
**City of Kelowna**  
**Inside Positions- (Bi - Weekly)**  
**2006 - 2007 - 2008 - 2009**  
**Page 2**

**Step 1 - 1st Year; Step 2 - 2nd Year; Step 3 - 3rd Year**

**PAY GRADE / JOB TITLE**

<b>Steps</b>	<b>Jan-01 <u>2006</u></b>	<b>Dee-01 <u>2006</u></b>	<b>Jan-01 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-01 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>
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Accounting Assistant - Level I	1	1335.75	1359.12	1382.91	1407.11	1428.21	1456.78
Administrative Clerk	2	1408.77	1433.43	1458.51	1484.04	1506.30	1536.42
Cemetary Clerk	3	1496.02	1522.20	1548.84	1575.95	1599.58	1631.58
Development Services Clerk							
Engineering Clerk							
Legislative Clerk							
Operations Clerk							
Purchasing Clerk							
Records Management Clerk							
Recreation Clerk							
Secretary- RCMP							
Traffic Clerk Typist- RCMP							
Watch Clerk - RCMP							

**Schedule "A"**  
**City of Kelowna**  
**Inside Positions - Bi - Weekly**  
**2006 - 2007 - 2008 - 2009**

**Page 3**

**Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year; Step 4 - 3rd Year; Step 5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b><u>Jan-07</u> <u>2006</u></b>	<b><u>Dec-01</u> <u>2006</u></b>	<b><u>Jan-07</u> <u>2007</u></b>	<b><u>Nov-01</u> <u>2007</u></b>	<b><u>Jan-07</u> <u>2008</u></b>	<b><u>Oct-01</u> <u>2008</u></b>
<b><u>6</u></b>							
Operational Intelligence Clerk - RCMP	1	1387.47	1411.75	1436.46	1461.59	1483.52	1513.19
Rod Person	2	1473.70	1499.49	1525.73	1552.43	1575.71	1607.23
	3	1562.23	1589.57	1617.39	1645.70	1670.38	1703.79
<b><u>7</u></b>							
Accounting Assistant - Level II	1	1431.08	1456.12	1481.60	1507.53	1530.14	1560.75
Bylaw Enforcement Clerk	2	1485.88	1511.88	1538.34	1565.26	1588.74	1620.52
Clerk/Administrative Coordinator	3	1543.70	1570.71	1598.20	1626.17	1650.56	1683.57
Draftsperson I	4	1587.56	1615.35	1643.61	1672.38	1697.46	1731.41
Operations Intelligence Coordinator - RCMP	5	1637.32	1665.98	1695.13	1724.80	1750.67	1785.68
Planning Technician I							
Police Information Clerk							
<b><u>8</u></b>							
Recreation Systems Administrator	1	1499.07	1525.30	1552.00	1579.16	1602.84	1634.90
	2	1556.88	1584.12	1611.84	1640.05	1664.65	1697.95
	3	1614.01	1642.26	1671.00	1700.24	1725.74	1760.26
	4	1664.69	1693.82	1723.47	1753.63	1779.93	1815.53
	5	1718.42	1748.49	1779.09	1810.22	1837.38	1874.12

**Schedule "A"**  
**City of Kelowna**  
**Inside Positions - Bi - Weekly**  
**2006 - 2007 - 2008 - 2009**  
**Page 4**

**Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year; Step 4 - 3rd Year; Step 5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-07 <u>2006</u></b>	<b>Dec-01 <u>2006</u></b>	<b>Jan-07 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-07 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>
<b><u>9</u></b>							
<i>Cultural Services Coordinator</i>	<b>1</b>	1564.27	1591.65	1619.50	1647.84	1672.56	1706.01
<i>Environmental Technician I</i>	<b>2</b>	1627.16	1655.63	1684.61	1714.09	1739.80	1774.59
<i>Junior Accountant</i>	<b>3</b>	1692.08	1721.69	1751.82	1782.48	1809.22	1845.40
<i>Landscape Design Technician</i>	<b>4</b>	1746.90	1777.47	1808.57	1840.22	1867.83	1905.18
<i>Marketing &amp; Communications Coordinator</i>	<b>5</b>	1803.68	1835.25	1867.36	1900.04	1928.54	1967.12
<i>Planning Technician II</i>							
<i>Property Officer I</i>							
<i>Water &amp; Wastewater Quality Technician</i>							
<b><u>10</u></b>							
<i>Draftsperson II</i>	<b>1</b>	1622.09	1650.48	1679.36	1708.75	1734.38	1769.07
	<b>2</b>	1687.03	1716.55	1746.59	1777.16	1803.81	1839.89
	<b>3</b>	1754.99	1785.70	1816.95	1848.75	1876.48	1914.01
	<b>4</b>	1811.76	1843.47	1875.73	1908.56	1937.18	1975.93
	<b>5</b>	1870.62	1903.36	1936.67	1970.56	2000.12	2040.12

**Schedule "A"**  
**City of Kelowna**  
**Inside Positions - Bi - Weekly**  
**2006 - 2007 - 2008 - 2009**  
**Page 5**

**Step1 - 3 mos; Step2 - next 9 mos; Step3 - 2nd Year; Step4 - 3rd Year; Step5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-07 <u>2006</u></b>	<b>Dec-01 <u>2006</u></b>	<b>Jan-01 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-07 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>
<b><u>11</u></b>							
Buyer	1	1677.86	1707.22	1737.10	1767.50	1794.01	1829.89
Community Policing Coordinator	2	1745.84	1776.40	1807.48	1839.11	1866.70	1904.03
Environmental TechnicianII	3	1816.84	1848.64	1880.99	1913.90	1942.61	1981.46
G.I.S. Technician	4	1876.71	1909.55	1942.97	1976.97	2006.63	2046.76
IntermediateAccountant	5	1938.57	1972.50	2007.02	2042.14	2072.77	2114.23
Legislative Coordinator							
Risk & Claims Analyst							
Survey Technician							
Wastewater Source Control Technician							
<b><u>12</u></b>							
Building Inspector/Plan Checker I	1	1733.67	1764.01	1794.88	1826.29	1853.69	1890.76
Client Support Technician	2	1805.71	1837.31	1869.46	1902.18	1930.71	1969.33
Computer Support Technician- Police Services	3	1879.75	1912.64	1946.11	1980.17	2009.87	2050.07
Cross Connection <b>Program</b> Coordinator	4	1942.64	1976.64	2011.23	2046.43	2077.12	2118.67
Drafting Coordinator	5	2006.55	2041.66	2077.39	2113.74	2145.45	2188.36
Parking Coordinator							
Planning TechnicianIII							
Planner I							
Survey Coordinator							

**Schedule "A"**  
**City of Kelowna**  
**Inside Positions - Bi - Weekly**  
**2006 - 2007 - 2008 - 2009**  
**Page 6**

**Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year; Step 4 - 3rd Year; Step 5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-07 <u>2006</u></b>	<b>Dec-07 <u>2006</u></b>	<b>Jan-07 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-07 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>
<b><u>13</u></b>							
Building Technician	1	1789.44	1820.75	1852.62	1885.04	1913.31	1951.58
Construction Inspector	2	1863.51	1896.12	1929.30	1963.06	1992.51	2032.36
GIS Coordinator	3	1940.62	1974.59	2009.14	2044.30	2074.97	2116.46
Licence & Bylaw Enforcement Officer	4	2005.53	2040.62	2076.33	2112.67	2144.36	2187.25
Property Officer II	5	2073.53	2109.82	2146.74	2184.31	2217.07	2261.41
Senior Accountant							
Senior Buyer							
Senior Computer Support Technician - Police Services							
<b><u>14</u></b>							
Design Technician Engineering	1	1844.24	1876.52	1909.36	1942.77	1971.91	2011.35
Engineering Traffic Technician	2	1921.36	1954.98	1989.20	2024.01	2054.37	2095.45
Planner II	3	2002.50	2037.54	2073.20	2109.48	2141.12	2183.95
Planning & Development Officer III	4	2070.44	2106.67	2143.54	2181.05	2213.77	2258.04
	5	2140.46	2177.92	2216.03	2254.81	2288.64	2334.41

**Schedule "A"**  
**City of Kelowna**  
**Inside Positions - Bi - Weekly**  
**2006 - 2007 - 2008 - 2009**  
**Page 7**

**Step 1 - 3 mos; Step 2 - next 9 mos; Step 3 - 2nd Year; Step 4 - 3rd Year; Step 5 - 4th Year**

<b>PAY GRADE / JOB TITLE</b>	<b>Steps</b>	<b>Jan-01 <u>2006</u></b>	<b>Dec-01 <u>2006</u></b>	<b>Jan-01 <u>2007</u></b>	<b>Nov-01 <u>2007</u></b>	<b>Jan-01 <u>2008</u></b>	<b>Oct-01 <u>2008</u></b>
<b><u>15</u></b>							
<i>Building Inspector/Plan Checker II</i>	I	1901.05	1934.32	1968.17	2002.61	2032.65	2073.31
<i>Business Systems Analyst</i>	2	1980.18	2014.83	2050.09	2085.96	2117.25	2159.60
<i>Development Technician- Engineering</i>	3	2065.37	2101.52	2138.29	2175.71	2208.35	2252.52
<i>Financial Analyst</i>	4	2135.38	2172.75	2210.78	2249.47	2283.21	2328.87
<i>Plumbing &amp; Gas Inspector</i>	5	2208.43	2247.08	2286.40	2326.42	2361.31	2408.54
<i>Laboratory Coordinator</i>							
<i>Network Systems Analyst</i>							
<i>Park &amp; Landscape Planner</i>							
<i>Planner Specialist</i>							

**Trade Inspectors Adjustment**

*Building and/or Plumbing Inspectors required to have a Trades Certificate, as set out in their job description, shall receive \$84.00 bi-weekly (\$183 per month), in addition to their normal monthly salary.*

**SCHEDULE 'A'**  
**CITY OF KELOWNA**  
**OUTSIDE POSITIONS - HOURLY**  
**2006 - 2007 - 2008 - 2009**

<b>PAY GRADE / JOB TITLE</b>	<b><u>Jan-07</u> <u>2006</u></b>	<b><u>Dec-01</u> <u>2006</u></b>	<b><u>Jan-07</u> <u>2007</u></b>	<b><u>Now-07</u> <u>2007</u></b>	<b><u>Jan-07</u> <u>2008</u></b>	<b><u>Oct-01</u> <u>2008</u></b>
<b><u>1</u></b>						
<i>Ticket Seller</i>	17.30	17.61	17.91	18.23	18.50	18.87
<b><u>2</u></b>						
<b><u>3</u></b>						
<b><u>4</u></b>						
<i>Labourer I</i>	20.40	20.75	21.12	21.49	21.81	22.25
<i>Lifeguard</i>						
<b><u>5</u></b>						
<i>Labourer II</i>	21.00	21.37	21.74	22.12	22.46	22.91
<i>Landfill Attendant</i>						
<i>Landfill Scale Operator</i>						
<i>Lifeguard Instructor I</i>						
<i>Maintenance Person I - Civic Properties</i>						
<i>Yard Person- Parks</i>						
<i>Theatre Crew</i>						

**Schedule "A"**  
**City of Kelowna**  
**Outside Positions**  
**Page 2**

<b>PAY GRADE / JOB TITLE</b>	<b><u>Jan-01</u> <u>2006</u></b>	<b><u>Dec-01</u> <u>2006</u></b>	<b><u>Jan-01</u> <u>2007</u></b>	<b><u>Nov-01</u> <u>2007</u></b>	<b><u>Jan-01</u> <u>2008</u></b>	<b><u>Oct-01</u> <u>2008</u></b>
<b><u>6</u></b>						
<i>Equipment Operator I</i>	21.27	21.64	22.02	22.41	22.74	23.20
<i>***Groundsperson I</i>						
<i>Recreation Program Assistant</i>						
<i>Recreation Technician</i>						
<i>Volunteer Integration Assistant</i>						
<b><u>7</u></b>						
<i>Carpenter I</i>	21.71	22.09	22.47	22.87	23.21	23.68
<i>Cement Worker- Form Setter</i>						
<i>Equipment Operator II</i>						
<i>Painter I</i>						
<i>Sign Worker</i>						
<i>Utility Maintenance Person</i>						
<b><u>8</u></b>						
<i>Arena/Stadium Attendant</i>	22.18	22.57	22.96	23.36	23.71	24.19
<i>Equipment Operator III</i>						
<i>Groundsperson II</i>						
<i>Inventory Control Clerk</i>						
<i>Outdoor Event Coordinator</i>						
<i>Parking Meter Service Person</i>						
<i>Pipelayer</i>						
<i>Swimming Pool Operator Maintenance Person</i>						

**Schedule "A"**  
**City of Kelowna**  
**Outside Positions**  
**Page 3**

**PAY GRADE / JOB TITLE**

<b><u>Jan-07</u></b>	<b><u>Dee-07</u></b>	<b><u>Jan-07</u></b>	<b><u>Nov-01</u></b>	<b><u>Jan-07</u></b>	<b><u>Oct-01</u></b>
<b><u>2006</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2008</u></b>

**9**

Arborist I	22.63	23.02	23.43	23.84	24.19	24.68
Cement Finisher						
Equipment Operator IV						
Garage Serviceperson & Shop Attendant						
Gardener I						
Hydrant & Valve Maintenance Attendant						
Utilities Serviceperson						
Water Meter Serviceperson						

**10**

Building Operator	23.95	24.37	24.80	25.23	25.61	26.12
Community Recreation Coordinator						
Equipment Operator V						
Gardener II						
Irrigation Technician						
Lifeguard Instructor II						
Parking Meter Technician						
Parks Coordinator						
Pipefitter						
Police Transport Maintenance Coordinator						
Sewer Equipment Operator						
Sign Technician						
Theatre Technician						

**Schedule "A"**  
**City of Kelowna**  
**Outside Positions**  
**Page 4**

**PAY GRADE / JOB TITLE**

***Jan-01  
2006***    ***Dec-01  
2006***    ***Jan-01  
2007***    ***Nov-01  
2007***    ***Jan-01  
2008***    ***Oct-01  
2008***

**10A** - *With Trade Premium Included*(\* for explanation, see next page)

* Carpenter II	25.15	25.57	26.00	26.43	26.81	27.32
* Cement Finisher - Bricklayer						
• Mechanic						
• Millwright						
* Painter II						
* Welder						

**11**

Water & Wastewater Treatment Operator	24.14	24.56	24.99	25.43	25.81	26.33
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**12**

Arborist II	24.53	24.96	25.40	25.84	26.23	26.76
Electrical Technician						
H.V.A.C. Technician						
Instrumentation/Electrical Technician						

**13**

	25.07	25.51	25.96	26.41	26.81	27.34
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**Schedule "A"**  
**City of Kelowna**  
**Outside Positions**  
**Page 5**

**PAY GRADE / JOB TITLE**

**14**

<b>Jan-01 2006</b>	<b>Dee-01 2006</b>	<b>Jan-01 2007</b>	<b>Nov-01 2007</b>	<b>Jan-01 2008</b>	<b>Oct-01 2008</b>
------------------------	------------------------	------------------------	------------------------	------------------------	------------------------

** Foreman - Arenas & Stadiums	25.72	26.17	26.63	27.09	27.50	28.05
** Foreman - Building Trades						
**Foreman- Parks						
**Foreman- Mechanic Shop						
**Foreman- Roadways						
** Foreman - Utilities						
** Foreman - Wastewater						
** Foreman - Water Distribution & Sewer Collection						

• Certified Tradesmen who are qualified with a certificate of proficiency issued pursuant to the Apprenticeship and Tradesmen's Qualification Act and who are posted to a trades position as shown hereafter will receive \$1.20 per hour. Eligible tradesmen are Mechanic, Painter II, Welder, Carpenter II, Cement Finisher - Bricklayer.

\*\*A premium of \$1.40 shall be added to the hourly rate of pay for Foreman (Pay Grade 14 only).

\*\*\*Advancement from Pay Grade 6 to Pay Grade 7 based on fulfillment of specified education and experience requirements.

## **SCHEDULE "B"**

### **EXCEPTIONS TO NORMAL WORK DAY, NORMAL WORK WEEK & OTHER CONDITIONS OF EMPLOYMENT**

*Due to the nature of their work, the hours and days of work and any other special conditions of employment applicable to the employees referred to in this Schedule shall be as follows:*

**1. Street Sweeper Operator**

*The normal work day for these employees shall consist of a scheduled period of 8 hours of work and their normal work week shall consist of 5 consecutive days, followed by 2 consecutive days off.*

**2. Recreation Employees**

*The normal work day for these employees shall consist of a scheduled period of 8 hours of work and their normal work week shall consist of 5 such consecutive days, followed by 2 consecutive days off.*

*The Employer may implement split shifts if the introduction of such shifts would result in the creation of a full time position where part time staff have previously been used to meet work schedule requirements.*

**3. Community Theatre**

*These employees shall not be subject to regular daily or weekly hours of work. Such employee shall, however, be entitled to overtime at the rate of time and one-half for the first 2 hours and double time thereafter for work in excess of 8 hours in any one day and in excess of 40 hours in any calendar week, excluding hours worked in excess of 8 in any one day. The provisions of Article 18.03 shall apply to these employees.*

**4. Relief Guards and Matrons**

*None of the provisions of this Agreement, including employee categories, other than wage rates union dues deductions, access to grievance procedure, shift premiums (subject to Article 26.06 – No Pyramiding), Article 26.09 and Article 33.02 – payment in lieu of all vacation and fringe benefits shall apply to persons hired as Relief Guards or Matrons.*

*Over time shall be paid at the rate of time and one half for the first two hours and double time thereafter for hours worked in excess of 12 hours in one shift. Due to the nature of the scheduling process for Matrons, they shall receive payment for Statutory Holidays in accordance with Article 22.06.*

**Schedule "B"**

**Exceptions to Normal Work Day, etc.**

**Page 2**

*Relief Guards and Matrons shall mean any person who is not employed full time and who is hired due to prisoner load or to relieve full time staff on their days off and when absent from duty due to sickness, statutory holidays, annual vacation and leave of absence.*

**5. RCMP - Receptionist**

*Receptionists shall continue to be paid for 35 hours per week. Such payment represents, in addition to regular pay, pay in lieu for statutory holidays. Receptionists shall not be paid for statutory holidays under Article 22.*

**6. Road and Street Painting Crews**

*The normal work day for these employees shall consist of a scheduled period of not more than 8 hours of work and the normal work week shall consist of 5 consecutive days followed by 2 consecutive days off, Monday to Friday inclusive.*

**LETTER OF UNDERSTANDING #1.00**

**LETTER OF INTENT**

*The following understanding does not commit the parties to Pattern, Regional or Master Bargaining.*

*Should the Parties engage in Pattern or some form of Regional Bargaining in the future, the Parties agree as follows:*

- A. All local bargaining by Local Committees will continue as in the 1979 - 1980 Collective Agreement.*
- B. The Employer will pay regular straight time wages and benefits for Union Negotiating Committee members as follows, when involved in direct collective bargaining with the Employer or the Employer's representative:*

**NOTE:** *For the purpose of this Letter direct collective bargaining means: negotiations whereby both parties are scheduled by agreement or otherwise to meet with each other on a date or dates agreed to between the parties for the purposes of the renewal of a Collective Agreement.*

City of Kelowna (2)

- C. This shall not be deemed to limit the amount of people allowed in Bargaining Committee Caucuses, provided, however, it will be the Local Union's responsibility to pay for all wages and benefits for numbers of employees in excess of those shown in paragraph "B" above.*
- D. In all cases involving collective bargaining, whether for Local or Regional purposes, employees involved must obtain permission to be absent as provided for in the appropriate clause of their Collective Agreement.*
- E. The Union will supply a list of employees entitled to payment under "B" above.*

**ON BEHALF OF:**

**Canadian Union of Public Employees,  
Local No. 338**

\_\_\_\_\_  
"Jim Kelly"

\_\_\_\_\_  
"W. Wostradowski"

**ON BEHALF OF:**

**Okanagan Mainline Municipal Labour  
Relations Association**

\_\_\_\_\_  
"R. Bozzer"

\_\_\_\_\_  
"R.J. Moffat"

Original: June 4, 1981  
Renewed: May 19, 2005

LETTER OF UNDERSTANDING #2.00

**BETWEEN:** *The Canadian Union of Public Employees on behalf of Locals 338, 363, 608, 1136 and 1908*

**AND:** *The Okanagan Mainline Municipal Labour Relations Association on behalf of Kelowna, Revelstoke, Penticton, Summerland, Salmon Arm and Princeton.*

**RE: EMPLOYER OBLIGATIONS TO EMPLOYEES**

*In recognition of the Employer's right to contract out work and in recognition of the Employer's obligations to his/her employees, the parties agree as follows:*

1. *In the event the Employer wishes to examine the feasibility of contracting out work currently being done by bargaining unit employees then the following process will apply:*
  - (a) *The Employer will provide the Union with an estimate of the cost of doing the work "in house".*
  - (b) *The Union may then provide the Employer with any suggestions on productivity improvements, cost or efficiency savings. In the event that the Union wishes to respond it will do so within 10 working days of receiving said cost estimate.*
2. *Those employees named on the agreed to list attached and forming part of this Letter of Understanding will not lose their employment as a result of contracting out.*
3. *The officers of each CUPE Local or unit will provide a letter to their respective councils offering suggestions and incentives for doing work "in house" which is currently being contracted out.*
4. *Employees who are displaced by the contracting out of their job and covered by number 2 above, shall have the option of receiving severance pay at a rate of 1 week's pay for each year of seniority to a maximum of 10 weeks upon severing his/her employee/employer relationship. The employee shall have up to 3 months from the date of displacement to exercise his/her option. Severance pay will be paid at the rate of the job the employee was displaced from.*

**ON BEHALF OF:**

*Canadian Union of Public Employees*

\_\_\_\_\_  
*"Jim Kelly"*

**ON BEHALF OF:**

*Okanagan Mainline Municipal Labour Relations Association*

\_\_\_\_\_  
*"Rick Baker"*

*Original: November 28, 1986  
Revised: October 26, 1988  
Renewed (List Revised): ~~May~~ 19, 2005*

**CITY OF KELOWNA**

Adams, Terri Lynn  
Allin, Rod S.  
Asao, Kimberly  
Avender, Marilyn  
Backstrom, William  
Bailey, Mary-Lou  
Becker, Kurt  
Benmore, Heather  
Bentley, Russ  
Bevandick, Greg A  
Bille, Michael  
Billington, John  
Bissell, Arla  
Blancher, Greg  
Blanchette, Arlene  
Blinn, Michele  
Bosch, Wayne  
Boyle, Shirley  
Braden, William  
Brandt, Keith  
Brooks, Pamela  
Brophy, Colin  
Browne, Marcia  
Bryans, Stephen  
Buhler, Claudia  
Burgat, Bernard  
Burggraaf, Harry  
Butchart, Brian  
Callioux, Gary  
Campbell, Elizabeth  
Campbell, Laurens  
Carey, Sheila M  
Carlson, Ron  
Cichon, Richard  
Connatty, Robert J.  
Corbett, Mardelle  
Cornfield, Sharon  
Cretin, Brad  
Dacre, Bruce  
Dalzell, Mike  
Daskis, Erwin  
Davies, Denise  
Davison, Ingrid  
Deleurme, Denis U.  
DenOuden, Michael  
Dionne, Dave

Jensen, Michael K  
Johnson, Kim  
Jones, Larry D.  
Kabatoff, Ron  
Kains, Emery  
Kalbfleisch, Carl B  
Kam, Gary  
Keen, Susan  
Kinnear, Edward  
Kirkpatrick, Robert  
Kohout, Henry  
Komick, Theodore J.  
Kosy, Donald  
Lamb, Daniel  
Lange, Sam  
Leduc, Judy  
Lenz, Robert  
Levere, Randolph  
Lindsay, Shaun  
Long, Jeffrey  
Ludvigsen, Louise  
MacDonald, Gayle  
Mack, William V.  
Mackie, Russell  
Mahoney, William  
Maier, Greg  
Majewski, Wendy  
Malakoff, Dan  
Mandryk, Robert  
Marshall, Andrew  
Marshall, Judith  
Martin, Dan H  
McAuley, Brian  
McCallum, Chris  
McClelland, Arlene  
McIntyre, Rod  
McKay, John  
McKechnie, Tracy  
McLaughlin, Bryan T  
McVey, Paul  
Mead, Kenneth  
Medernach, Donna  
Melzer, Dennis  
Millsap, Garry  
Misutka, Danuta  
Moore, Gary

Seabrook, Ray  
Seneshen, Darren  
Senft, Janet A.  
Senger, Thomas A.  
Siegmann, Yvonne  
Soroka, Brent  
Sparks, Joy  
Spittal, Harvey  
Stephen, Gary  
Stewart, Robert  
Stockdale, Thomas D.  
Stolz, Donald  
Stone, Robert  
Stregger, Christine  
Sweeney, Patricia  
Szalla, Kurt  
Taylor, Lillie  
Thiessen, Robert  
Thompson, Darin  
Toma, Marianne M.  
Torgerson, Mark  
Tresoor, William  
Tribe, Irene Lynn  
Udala, Harvey  
Valentim, Frank  
Van de Mortel, Marjory  
Van De Sype, Russ  
Vanderhoek, Sherry Lynn  
Vickery, Wayne  
Vines, Krystyna  
Vines, Stephen  
Voisin, Steve  
Wangler, Irene  
Weninger, Alan  
Weninger, Gary  
Whiting, Steve  
Williamson, Bruce  
Willis, Barbara  
Wilson, Heather  
Wirth, Wanda R.  
Wise, Greg  
Wollin, Wilfred  
Yakiwchuk, Richard  
Yarrow, Clark  
Zahara, Dennis P.  
Zahara, Randy

Dirr, Heather  
 Dostie, Kay L.  
 Doty, Dianne  
 Dueck, Jackie  
 Dungate, Donald  
 Esplen, Jack  
 Faasse, Bradley  
 Famenoff, John C  
 Faulkner, Gail M.  
 Fenton, Danny  
 Flick, Lori  
 Floor, Timothy  
 Foster, Coll  
 Foster, Joseph  
 Fraser, Charles  
 Fraser, Susan  
 Garneau, Maurice E.  
 Gavin, Carol  
 Gerk, John W.  
 Goffic, Ursela  
 Goncalves, John R  
 Gosselin, Michael  
 Grant, John  
 Greenway, Chris  
 Haddad, Kim  
 Hanson, Kelly  
 Hardy, Charles  
 Hardy, J. Blake  
 Henning, Kenneth M.  
 Hilstob, Brian  
 Hogaboam, Susan  
 Hughes, Vincent  
 Humes, D Michael  
 Hunchak, Neil  
 Hunchak, Trevor  
 Hunter, Beth A.  
 Hunter, Carol  
 Jackson, Ronald

Mossman, Lee W  
 Murphy, Gregory  
 Mushta, Larry  
 Nadasde, Wayne  
 Nelmes, Brenda  
 Neudorf, Anne  
 Newmark, Gregory  
 Oakley, Larry  
 Oliver, Rennie  
 Onderstal, Garry J  
 O'Reilly, Roger  
 Ough, Jason  
 Parker, Thomas  
 Pawlitsky, Dora  
 Pearson, Keith D.  
 Phillips, Gordon  
 Polmear, Gary K.  
 Pommier, Kenneth George  
 Preston, Kym  
 Primus, Frank  
 Rathbone, Anne  
 Reece, Colin V  
 Reglin, Bill  
 Reimer, Terry  
 Ritchey, Darcy  
 Roberts-Taylor, Louise  
 Rogers, Christopher D.  
 Rout, Michael  
 Rowland, Lorna  
 Rutley, William H  
 Ryder, Norman  
 Sailer, Larry  
 Sali, Michael  
 Salisbury, Kenneth L  
 Schaad, Fred L  
 Schermann, Denis  
 Schoch, Bruce

Zikmund, Milan

**LETTER OF UNDERSTANDING #2.00 (a)**

**BETWEEN:**    *The City of Kelowna*

**AND:**            *The Canadian Union of Public Employees, Local 338*

**RE: ITEM #1(a) - EMPLOYER OBLIGATIONS TO EMPLOYEES**

*Where the City is examining the feasibility of contracting out work through a formal public tender, the City will provide the Union with any readily available costs and other pertinent information concerning the work in question prior to the call for tender.*

*It is understood that, in some cases, the City might not have cost information or other pertinent information about the work in question and in those cases will meet with the Union to discuss the work in question prior to the call for tender.*

**ON BEHALF OF:**

*Canadian Union of Public Employees,  
Local No. 338*

\_\_\_\_\_  
*"Clifford MacDonald"*

\_\_\_\_\_  
*"W. Wostradowski"*

**ON BEHALF OF:**

*Okanagan Mainline Municipal Labour  
Relations Association*

\_\_\_\_\_  
*"Rick Baker"*

*Original: July 3, 1990  
Renewed: May 19, 2005*

**LETTER OF UNDERSTANDING #3.00**

**BETWEEN:**    *The Okanagan Mainline Municipal Labour Relations Association*

**AND:**            *The Canadian Union of Public Employees, Locals 338, 363, 608, 1136 & 1908*

**RE: CUPE LONG TERM DISABILITY PLAN**

*In parties, hereto, agree to the following:*

1.     *Employees who were off work due to sickness or accident on the last day of coverage under the former OMMLRA Long Term Disability Plan will continue to be entitled to benefit payments under the terms of that OMMLRA Plan as long as they remain eligible under the terms and conditions of that Plan.*
2.     *The Employer agrees to advise the Union of employees on extended sick leave, and who may be expected to make claims for Long Term Disability insurance income, no later than the end of the 4<sup>th</sup> month in which said employees are on Weekly Indemnity. The Employer agrees to provide the Union with the employee's rate of pay on the last day of work prior to illness, date of illness, current address, classification and marital status.*
3.     *The Employer agrees to the check-off of premiums from all employees who shall be required to join as a condition of employment unless the Employer is otherwise notified by the Union.*
4.     *The Employer agrees to remit L.T.D. premiums to the Union. Payroll deductions will be made on a bi-weekly basis from all eligible employees and shall be forwarded to the Union not later than the 15<sup>th</sup> day of the following month with a list of names of all employees from whom deductions have been made. The premium deductions must be calculated as a percentage of an employee's salary (pay) or a flat amount per employee. Changes to the amounts to be deducted must be submitted by the Union to the Employer no later than 30 days in advance of the effective date of such changes.*
5.     *The Union agrees to administer the CUPE plan and to handle L.T.D. claims and other business arising with employees having L.T.D. coverage.*
6.     *With the exception of the expressed terms of this Letter of Understanding, the Union agrees that the Employer will not be held liable for Long Term Disability protection for employees.*

**ON BEHALF OF:**

*Canadian Union of Public Employees*

\_\_\_\_\_  
"Bob Finley"

\_\_\_\_\_  
"Bob Crockett"

**ON BEHALF OF:**

*Okanagan Mainline Municipal Labour Relations Association*

\_\_\_\_\_  
"R.A. Carter"

\_\_\_\_\_  
"G. Sobool"

\_\_\_\_\_  
"R.W. Baker"

*Original: July 6, 1987  
Revised: August 28, 1992  
Renewed: May 19, 2005*

**LETTER OF UNDERSTANDING #4.00**

**BETWEEN:**    *The Okanagan Mainline Municipal Labour Relations Association*

**AND:**            *The Canadian Union of Public Employees. Locals 338, 363, 608, 1136 & 1908*

**RE: JOB TRAINING**

*The parties agree that, where operational requirements present a need and opportunity ~~for~~ on the job training and where it is economical and efficient to undertake such training, the Employer will post such opportunity in a manner to inform employees in the bargaining unit.*

*It is understood that, where training is provided, employees eligible for training must be currently working in the occupational group within which training is available.*

*Where a training opportunity becomes available and more than 1 employee indicates an interest in acquiring that training, the Employer will assess qualifications, skills, ability, knowledge and previously demonstrated initiative to acquire training, relative to the classification being trained for; and where all else is equal, seniority would prevail.*

*The parties agree to meet with local bargaining committees, prior to July 1, 1989, to identify current opportunities for on the job training.*

*The parties intend that training is provided as a means whereby employees can improve their qualifications in the event ~~of~~ a vacancy arising, in the future. Training ~~of~~ employees should not be utilized to circumvent the seniority or promotion provisions of the Collective Agreement.*

*The above process also applies to employees being displaced by the contracting out ~~of~~ their jobs.*

**ON BEHALF OF:**

*Canadian Union of Public Employees*

\_\_\_\_\_  
"Jim Kelly"

\_\_\_\_\_  
"Al C. Laface"

**ON BEHALF OF:**

*Okanagan Mainline Municipal Labour Relations Association*

\_\_\_\_\_  
"R.A. Carter"

\_\_\_\_\_  
"G. English"

\_\_\_\_\_  
"R.W. Baker"

Original: October 26, 1988  
Renewed: May 19, 2005

**LETTER OF UNDERSTANDING #5.00**

**BETWEEN:**    *The City of Kelowna*

**AND:**            *The Canadian Union of Public Employees, Local 338*

**RE: TIME OFF IN LIEU OF STANDBY PAY**

- 1)    *Public Works Division*
- 2)    *Utilities Division*
- 3)    *Water and Waste Water Division*
- 4)    *Garage - Maintenance Division*
- 5)    *Parks Department*

**(a)    GENERAL:**

*In the event that an employee of the above noted divisions is required to work standby duty, he/she may consider time off in lieu equivalent to worked standby. Time off will only be taken upon mutual agreement between the employee and Supervisor, provided that when an employee has accumulated the equivalent of 5 working days lieu time off, he/she will be scheduled equivalent time off within 60 calendar days.*

- (b)**    *When an employee of the Utilities Division is on standby and receives 4 telephone calls that make up ½ hour, that employee will be paid ~~for~~ that ½ hour at the applicable overtime rate. This overtime rate will be paid over and above the prevailing standby pay. All of the foregoing provisions of this paragraph are terminated if there is any abuse of this arrangement.*

**ON BEHALF OF:**

*Canadian Union of Public Employees,  
Local No. 338*

\_\_\_\_\_  
*"M. Bailey"*

\_\_\_\_\_  
*"Bill Dingman"*

\_\_\_\_\_  
*"Peter Clark"*

**ON BEHALF OF:**

*On behalf of the Okanagan Mainline  
Municipal Labour Relations Association*

\_\_\_\_\_  
*"G. Sobool"*

\_\_\_\_\_  
*"J. Staniszewski"*

\_\_\_\_\_  
*"Rick Baker"*

*Original: July 28, 1987  
Revised: January 27, 1999  
Renewed: May 19, 2005*

Objet: Convention collective (R)

No certificat: DM -2003-0326

No dossier d'accréditation: AM-1005-2117

**EMPLOYEUR**

VILLE DE MONTRÉAL

DRH - DIRECTION DES RELATIONS DE TRAVAIL  
333, RUE SAINT-ANTOINE EST, 4E ÉTAGE  
MONTREAL (QUEBEC) H2X 1R9

Secteur d'activité: Secteur municipal

CAE: 8351 Organismes des pouvoirs exécutif et législatif

**ASSOCIATION**

SYNDICAT CANADIEN DE LA FONCTION PUBLIQUE, *Brigadiers Scolaires*  
SECTION LOCALE 930

565, BOULEVARD CRÉMAZIE EST, BUREAU 7100  
MONTREAL QC H2M 2V9

Affiliation: Fédération des Travailleurs et Travailleuses du Quebec

*RH*  
*20040628*

Date signature 2004-06-16

Date dépôt: 2004-06-22

Nombre de  
salariés visés: 700

Date début: 2002-05-01

Date d'expiration 2007-08-14

Remarque:

Claude Gravel  
Responsable

2004-06-23  
Date