

SOURCE	City
EFF.	91/01/16
TERM.	94/01/15
No. OF EMPLOYEES	535
NOMBRE D'EMPLOYÉS	535

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CORPORATION OF THE CITY OF HAMILTON

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5, C.L.C.

January 16, 1991 to January 15, 1994

SEP - 8 1992

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INDEX

ARTICLE	<u>PAGE</u> <u>NO.</u>
1. SCOPE	1
2. EMPLOYER RESPONSIBILITY	3
3. UNION RESPONSIBILITY	4
4. STANDARD WORKING HOURS	5
5. INCLEMENT WEATHER	6
6. OVERTIME COMPENSATION	7
7. SHIFT PREMIUM	14
8. ANNUAL VACATION	15
9. VACATION PAY ON RETIREMENT OR ON SEPARATION FROM SERVICE	18
10. STATUTORY HOLIDAYS	19
11. SICK LEAVE, PENSION AND GROUP MEDICAL AND HOSPITALIZATION PLANS	21
12. SENIORITY	24
13. LEAVE OF ABSENCE	26
14. PROMOTION AND REDUCTION OF STAFF	29
15. DISCIPLINE	33
16. GRIEVANCE PROCEDURE	34
17. ARBITRATION PROCEDURE	36
18. DEPARTMENT STEWARDS	37
19. UNION SECURITY	38
20. HEALTH AND SAFETY	39
21. HEALTH AND WELFARE	39
22. CONTRACTING OUT	41
23. RETROACTIVITY	41
24. REPRESENTATION	42
25. OPERATION OF VEHICLE	42
26. EDUCATION	43
27. TRAVEL ALLOWANCE AND BUSINESS INSURANCE	43
28. TECHNOLOGICAL CHANGE	43
29. TRANSFERS	44
30. DURATION OF AGREEMENT	45
LETTERS OF UNDERSTANDING	47-53
SCHEDULE "A"	54-58
LIFE INSURANCE (APPENDIX "A")	59
MEDICAL INFORMATION (APPENDIX "B")	60-64
DENTAL INFORMATION (APPENDIX "C")	65-73
INCOME PROTECTION PLAN (APPENDIX "D")	74-85
HUMAN RIGHTS CODE (APPENDIX "E")	86

COLLECTIVE BARGAINING AGREEMENT

THIS AGREEMENT made in triplicate this day of 1992

BETWEEN:

THE CORPORATION OF THE CITY OF HAMILTON
(hereinafter called the "Employer")

of the FIRST PART.

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 5, C.L.C.
(hereinafter called the "Union")

of the SECOND PART.

WHEREAS the parties hereto have agreed to enter into these presents for the purpose of effectively defining the duties, privileges, working conditions, remuneration and other benefits respecting **Local 5** employees of the Employer, including, but without restricting the meaning hereof, all of the employees of the Employer who are employed, from time to time, in the **classifications** set forth in Schedule "A" attached hereto.

NOW THEREFORE THIS AGREEMENT WITNESSETH

1. *SCOPE*

- 1.1** The provisions of this Agreement shall apply to all employees employed in the job classification set forth in Schedule "A" attached hereto and forming part of **this** Agreement and for purposes of clarity the rates of pay set forth in the said Schedule "A" in respect of the job classifications described therein shall apply, during the term of this Agreement, to all employees employed in the said classifications.

Notwithstanding the foregoing, however, any employee hired under a special "make-work program" made available by any level of government shall be excluded from this Agreement excepting that "regular employees" who are transferred to a "make-work" scheme shall retain all rights and benefits under this Collective Agreement.

Prior to a submission of an application for funding from **any** level of government for special employment programs, the Union shall be provided with a copy of such application. Upon receipt of such application, the Union shall indicate promptly, in writing, of its approval or disapproval.

1.2 The parties have agreed upon a Job Evaluation Manual of Procedures which shall be supplemental to, and form part of the current Collective Agreement. The Manual of Procedures is established **as a guideline to** the parties to establish and maintain the Job Evaluation Programme, specifically for the purpose of providing and maintaining the basis of an equitable wage structure and providing the method by which job descriptions and job ratings shall be maintained to meet new and changing conditions and work requirements.

1.3 The parties have agreed **upon** a Rating Manual for Job Evaluation and Wage Administration which shall be supplemental to, and form part of, the current Collective Agreement. The Rating Manual **contains** basic guides used in analyzing and evaluating the Content of a job.

1.4 During the term of this Agreement if the Employer establishes any additional positions or job classifications that are not specified in Schedule "A" but which positions or classifications are appropriate for inclusion in Schedule "A" then the Employer agrees,

- (a) that the said position or job classifications are **to** be included in and form part of Schedule "A", and
- (b) that the rates for such positions or job classifications are subject to the Job Evaluation Manual of Procedures.

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1.5 The provisions of this Agreement shall not apply to an employee holding any of the following confidential or **supervisory** positions:

Department Heads, Deputy Department Heads, Directors, Assistant Directors, Superintendents, Assistant Superintendents, General Foreman, Storekeeper, Assistant Storekeeper, Assistant Foremen/women, **Section Foremen/women** and temporary Security personnel.

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No employee holding a supervisory position shall be permitted to perform any job function normally performed by a member of the bargaining unit as described in Schedule "A" of this Agreement except in cases of emergency or where there is no member of the bargaining unit available.

2. EMPLOYER RESPONSIBILITY

In accordance with The Labour Relations Act, being Chapter 228 of the Revised Statutes of Ontario, 1980, as amended, and The Ontario Human Rights Code, Chapter 53 of the Revised Statutes of Ontario, 1981, as amended, the Employer accepts the following responsibilities:

- 2.1** The Employer recognizes the Union as the Exclusive Bargaining Agent for all employees coming within the scope of this Agreement and more particularly described in schedule "A" and they are hereinafter referred to as "employee" or "employees", whichever is the case. In this Agreement the word "employee" means a person hired by the Employer for a position which is set out in Schedule "A" and who is on the active payroll of the Employer. The Employer further agrees to recognize all Union officers coming within the scope of this Agreement.
- 2.2** The Employer agrees not to interfere with the rights of its employees designated within the scope of this Agreement, to become members of the Union, and there shall be no discrimination, interference, restraint or coercion by the Employer or any of its representatives against any employees because of Union Membership or lawful union activities.
- 2.3** The Employer agrees that during the term of this Agreement, there shall be no lockout of employees. 7-2
- 2.4** The Employer agrees to abide by the Ontario Human Rights Code, being Chapter 53, of the Revised Statutes of Ontario, 1981, as amended, and further agrees that there shall be no discrimination with respect to any employee by reason of the employee's membership or lawful activity in a trade union.
- 2.5** The Employer recognizes and accepts the provisions of this Agreement as binding upon itself and upon each of its duly authorized representatives, and pledges that it and each of its duly authorized representatives will observe the provisions of this Agreement.
- 2.6** The Employer shall distribute the pay cheques in a sealed envelope.

2.7 The Employer agrees to forward a copy of the Agenda for each Council meeting, to the Secretary of the Union, by prepaid mail, at the same time the Agenda is distributed to Council members.

3. UNION RESPONSIBILITY

In accordance with The Labour Relations Act, being Chapter 228 of the Revised Statutes of Ontario, **1980, as** amended, and The Ontario Human Rights Code, being Chapter 53 of the Revised Statutes of Ontario, **1981, as** amended, the Union accepts the following responsibilities:

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

3.2 The Union agrees that membership solicitation, and other Union activity not specifically provided for in this Agreement, will not take place during working hours or on the premises of the Employer or on any work project the Employer may be engaged in.

3.3 The Union agrees that during the term of this Agreement, there shall **be** no strike, suspension or slow down of work, picketing or **any** other interference with the operation of Employer's business, and **to** this end the Union will take affirmative action to prevent an employee from engaging in any **such** activity.

3.4 The Union agrees **to** abide by the Ontario Human Rights Code, being Chapter 53, of the Revised Statutes of Ontario, **1981, as** amended.

3.5 The Union recognizes that it is the exclusive right and function of the Employer:

(a) to direct the working force which includes the right **to** direct, plan and control working operations and schedule working hours. and

(b) to hire, classify, transfer, promote, demote, dismiss or layoff employees because of lack of work or other legitimate reason, and

(c) to introduce new and improved facilities and methods to improve the efficiency of the operations of the Employer, but such exclusive functions of the Employer are subject always to the provisions of this Agreement.

3.6 The Union recognizes and accepts the provisions of this Agreement **as** binding upon itself, each of its duly authorized officers, representatives, and employees represented by the Union, and pledges that it, each of its duly authorized officers

and representatives, and employees represented by the **Union**, will observe the provisions of this Agreement.

4. **STANDARD WORKING HOURS**

Standard working hours for employees shall be as follows:

- 4.1 The standard hours of work per day shall be eight (8) hours.
- 4.2 The standard working hours shall be from 7 a.m. to 4 p.m., or 8 a.m. to 5 p.m. or any other eight (8) hour shift made necessary by the nature of operations.

These working hours, with the exceptions noted in clause 7.5 of this Agreement, include a one (1) hour **unpaid lunch**. By mutual Agreement between the parties, this lunch break may be altered.

- 4.3 The standard hours of work per week shall be forty **(40)** hours. 34-4000
- 4.4 The standard working days shall be five (5), Monday to Friday inclusive, with the exception that employees assigned to shift work and trouble calls will be required to work on any regularly assigned consecutive five (5) day period in any weekly period of seven (7) days. Employees may be excluded from this provision by mutual consent. 46-04
- 4.5 **An** employee who reports for work on a scheduled working day and who has not been previously notified not to report shall be guaranteed a minimum of **four (4)** hours work or pay.

- 4.6 All employees shall be allowed a fifteen **(15)** minute rest period in the first half and the second half of a shift.
- 4.7 For employees who work on a regularly scheduled shift basis, the Employer shall post such schedule thirty (30) calendar days in advance. The schedule shall not be changed without advising the Union, in which case 10 calendar days notice must be given to the affected employee and the Union. The foregoing shall not apply when the change of shift is caused by the absence of employees or matters beyond the control of the Employer in which **case** the **Union** will be notified of these matters.
- 4.8 The aforementioned Standard Hours of Work are stated solely for the purpose of calculating overtime and shall not be construed as a guarantee of any minimum or as a restriction on any maximum number of hours to be worked.

5. INCLEMENT WEATHER

5.1 The Employer will endeavour to provide inside work in periods of inclement weather during which the employee would normally be employed, subject to the following:

- (a) the employee has completed at least five (5) years of continuous service as of January 1st in any year, and
- (b) the employee is normally employed on a year round basis.

5.2 That each employee of the Employer coming with the Local 5 unit who reports for a day's work, but by reason of inclement weather, is unable to perform any work or is able to perform only part of a day's work, shall be paid by the Employer, the equivalent of four (4) hours work for each day such employee so reports, plus the pay for the time, if any, after the expiration of the first four (4) hours of such day, that such employee actually works, provided that such employee remains ready to perform work during the first four (4) hours of such day, and provided further that such employee for each day he/she so reports and is paid the equivalent of four (4) hours work, shall not receive any additional pay for the first four (4) hours of such last-mentioned day. Inclement weather shall be defined as severe, especially cold or stormy.

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5.3 In the event that weather conditions should change, the Employer will endeavour to recall employees sent home under Section 5.2 of this Article, but the four (4) hour minimum shall not be duplicated in the same day.

5.4 The procedure for establishing that inclement weather exists shall be as follows:

- (1) The Foreman/woman shall upon concluding that inclement weather exists in his/her work area, contact:
 - (a) Superintendent of Districts
 - (b) Horticulturist
 - (c) Superintendent of Parks Maintenance
 - (d) Superintendent of Operations - Fleet Services
 - (e) General Foremen/Women - Cemeteries
 - (f) General Foreman - Sanitation

or those senior supervisors appointed by the Director of Public Works from time to time who will apply the decision on whether or not inclement weather exists and relay their decision to the Foreman/woman in charge of the work crew.

(2) The Foreman/woman will then advise the crews under his/her supervision of the decision and will instruct the crew or crews to either:

(a) continue with their work

(b) discontinue the operation

6. OVERTIME COMPENSATION

For the purpose of this overtime article all references to "employee(s)" shall be construed as referring to "regular employee(s)" as defined in Article 13.13(d).

6.1 Compensation at the rate of time and one-half (1 1/2) of the standard rate per hour as set forth in Schedule "A" of this Agreement shall be paid for all work performed in excess of eight (8) hours per day or in excess of the standard hours per week as outlined in Article 4 provided that both daily and weekly overtime shall not be paid for the same hours, except that overtime compensation shall not apply to such hours of work in excess of eight (8) hours per day necessitated by shift changes that employees working on a shift schedule are off duty for a period of not less than eight (8) hours between shifts.

6.2 Compensation at two (2) times the standard rate per hour as set forth in Schedule "A" of this Agreement shall be paid for work performed in excess of ~~twelve (12) continuous hours~~ Monday through Friday. Unpaid meal periods shall not be considered as part of "continuous hours worked." "Continuous hours worked" shall not be considered broken by:

(a) unpaid meal periods, or

(b) time taken for sustenance under Article 6.11 of this Agreement.

6.3 Compensation at time and one-half (1 1/2) times the standard rate per hour as set forth in Schedule 'A' of the Agreement shall be paid for all overtime work performed on Saturday, but double time (2) shall be paid for all work performed in excess of twelve (12) continuous hours. Unpaid meal periods shall not be.

considered as part of "continuous hours worked. "Continuous hours worked" shall not be considered broken by:

- (a) unpaid meal periods, or
- (b) time taken for sustenance under Article 6.11 of this Agreement.

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Compensation at two (2) times the standard rate per hour as set forth in Schedule "A" of this Agreement, shall be paid for all overtime performed on Sunday.

6.5

An employee may be allowed to place accumulated overtime in a lieu time bank, drawing from and adding to said bank, the maximum balance in the lieu bank shall never exceed eight (8) converted hours of overtime. Employees may draw from their lieu time bank to compensate unpaid leave. This lieu time shall be granted at a time mutually agreed to by the employee and the Department Head taking into account the operational requirement of the section in which the employee works.

An employee shall not be allowed to carry over any unused lieu time, therefore, the Department Head shall initiate payment for same by December 31st annually.

6.6

Due to the nature of operations and shifts, an employee whose scheduled days off occur during the week, shall have his/her first day off designated as Saturday and his/her second day designated as Sunday. The employee shall be paid in accordance with Articles 6.3 and 6.4. The employee shall be paid double time (2) for any shift worked on his/her second day off even if he/she has not been called into work on his/her first scheduled day off.

6.7

An employee

- (a) who is sent home at any time or times during the week because of lack of work or inclement weather, or
- (b) who is absent at any time or times during the week because of illness or accident, or
- (c) who is absent from his/her regular duties, on approved leave of absence, while attending to Union business either within or without the Collective Agreement, shall be treated for the purpose of calculating overtime in respect of his/her normal work week as if he/she had worked his/her standard hours of work on such day or days and shall

be paid for all hours of work performed by him/her in excess of his/her normal work week at the overtime rates specified in this Article 6.

6.8 Where a Statutory or Proclaimed Holiday occurs on, or is celebrated on any working day, an employee who does not work his/her regular shift on such day, shall be deemed to have worked his/her regular shift on any such day for the purpose only of computing his/her normal work week under the circumstances described in clause 6.7 of this Agreement.

6.9 Overtime shall be defined as:

- (a) Continuation of the work day
- (b) Scheduled
- (c) Call-Out
- (d) Stand By

Sections, for purposes of this clause shall be:

- 1) Garbage
- 2) District #1
- 3) District #2
- 4) District #3
- 5) District #4
- 6) District #5
- 7) District #7
- 8) Parks East and Parks East by Satellite Park
- 9) Parks West and Parks West by Satellite Park
- 10) Sports Facilities by Facility
- 11) Forestry
- 12) Beautification
- 13) Parks Development
- 14) Greenhouse
- 15) Chedoke Golf Course
- 16) King's Forest Golf Course
- 17) Woodland Cemetery
- 18) Hamilton Cemetery
- 19) East End and Mountain Cemeteries
- 20) Surface Treatment Crew
- 21) Crack Sealing Crew
- 22) Asphalt Crew

- 23) Fleet Services
- 24) Garage - each individual satellite location
- 25) Recreation by Rink and Pool
- 26) Property Maintenance

(a) Continuation ~~the Work Day~~

- i) Overtime that is a continuation of the work day shall be performed by the employee on the job in the Garbage Section.
- ii) In all other sections, such overtime shall first be offered in seniority order, to employees in the classification in the section at the time the work is available.
- 40 ~
iii) In the event that insufficient volunteers are obtained through the application of (ii) above, overtime shall then become compulsory for employees in the classification in the section where the work is required in reverse order of seniority to the extent that this is made necessary by the amount of work that is available to be performed.
- iv) In the event that insufficient employees are obtained through the application of (ii) and (iii) above, overtime will then be offered in seniority order to qualified employees in the section where the work is available.
- v) In the further event that insufficient employees are obtained through the application of (iv) above, the overtime shall then be offered in seniority order to employees currently at work in the same classification as had been canvassed as per (ii) above in the division in which the work is available.

Divisions for the purpose of this clause shall be as follows:

- 1) Sanitation
- 2) Streets
- 3) Parks Maintenance
- 4) Parks Facilities
- 5) Forestry
- 6) Beautification and Greenhouse
- 7) Golf Course
- 8) Cemetery
- 9) Specialty Crew

- 10) Fleet Services
- 11) Culture & Recreation
- 12) Property Maintenance

Notwithstanding the above, where overtime is required in Fleet Services with respect to work that is of a nature that no interruption in the work should occur such overtime shall be performed by the employee on the job. Such overtime shall be distributed as equitably as possible amongst all qualified mechanics.

In all other sections the employee on the job shall continue performing the work until the senior qualified employee is able to be moved to the work site. This continuation of work shall be for no more than one (1) hour.

(b) **Scheduled**

- (i) Overtime that is scheduled shall be offered to employees, in seniority order, to the employees who are in the classification in the section at the time the work is available.
- ii) In the event that insufficient volunteers are obtained through the application of (i) above, overtime shall then become compulsory for employees in the classification in the section where the work is available in reverse order of seniority to the extent that this is made necessary by the amount of work that is available to be performed.
- (iii) The exception to the foregoing shall be as follows:

GARBAGE - In the event that overtime may be required to be scheduled, employees shall be contacted, in seniority order, in the classification in the section. When the requirement for workers is not able to be met in the Garbage section, employees in Group 1, then Group 2, then Group 3, and finally Group 4 as listed as follows shall be contacted. Within each group the overtime shall be offered in seniority order.

Group 1 - Sections 2 - 7, 19 - 21

Group 2 - Sections 8 - 10

Group 3 - Sections 11 - 15

Group 4 - Sections 16 - 18

(c) **Call-Out**

- i) A Call-Out is defined **as** any situation requiring an employee to be called from his/her residence by an authorized official of the Employer to do necessary work for the Employer and then return to his/her residence outside regular working hours.

Employees called **out** shall receive thirty (30) minutes paid travelling time at his/her standard hourly rate.

- ii) In the event that employees are required to be called from home to perform overtime work, employees shall be called in seniority order in the classification in the section where the overtime work is available to be performed. **An** employee of lesser seniority called to perform such work **as** a result of senior employee(s) not being available shall work the full term of such overtime and this situation shall not be grievable by the more senior employee. Employees called out to work overtime shall be compensated **as** per (iii) below.

- 48P-1
iii) Call-Out shall be paid at overtime rates of time and one-half (1 1/2) for all such call-out for the period Monday through to and including Saturday. Call-Out time on Sunday shall be at the rate of double time (2). **An** employee called out shall be guaranteed a minimum of four (4) hours of work.

- iv) **An** employee being called out shall be paid 30 minutes to travel to the work place.

d) **Stand By Duty (except Winter Operations)**

- i) Stand-by duty commences at the regular quitting time of one (1) working day and terminates at the regular starting time of the following day.

- 49-6600
ii) Stand-by duty on weekends commences at the quitting time on the last regular working day prior to a weekend and terminates at 7:00 a.m. or 8:30 a.m. of the next regular working day.

- iii) **An** employee who is scheduled for Stand-by Duty shall be entitled to receive ~~three (3)~~ hours of pay at his/her standard hourly rate for each ~~weekday night so scheduled~~, and shall be entitled to six (6) hours of pay at his/her standard hourly rate for each Saturday, Sunday, and Statutory or Proclaimed Holidays.

- iv) Stand-by duty shall be equally divided among the qualified employees by classification by section.
- v) Without restricting the meaning of this Article, Stand-by **Duty** shall be scheduled and assigned as follows:

No employees shall be required to perform stand by duty until he/she is furnished with prior written instructions by his/her immediate supervisor.
- vi) It is expressly understood that those employees who are placed **on** stand by duty shall be the first to be called in to perform any overtime work for which they are qualified by classification by section that arises during the period of time that they are **on** stand by.

This clause 6.9 is subject to the following conditions:

- (a) **An** employee who is not at work on the day on which overtime **occurs** or on his/her last scheduled day prior to the overtime shall not be entitled to overtime until he/she returns to work. The **only** exception to this shall be the employee who is absent on his/her last scheduled day prior to the overtime for either Union business or his/her scheduled Floating Holiday; in this event the employee shall be required to contact his/her Foreman/woman within the first two (2) hours of his/her regular shift to confirm his/her availability and to receive confirmation of the scheduling of overtime.
- (b) **On** a call-out where we have exhausted the existing workforce, the Employer agrees to call in those employees **on** vacation who have previously indicated a desire to be called.

For the purpose of overtime calculation:

lost vacation shall be rescheduled but shall not take precedence over any other employee's scheduled vacation;

overtime shall be calculated **as** if the employee had worked his/her standard hours or work on such day;

beyond the first overtime shift the employee shall be considered to have returned to work **and** all relevant provisions of the Agreement shall apply;

the employee may elect to return to vacation at any time and there shall be no further obligation on the Employer to contact the employee for overtime purposes.

6.10 Provisions will be made for an employee to indicate at the end of his/her shift that he/she is not available for overtime.

6.11 An employee required to work overtime, following the completion of his/her regular hours of work, which continues in excess of two (2) hours, shall be eligible for a meal period at a time mutually agreed between the employee and his/her immediate Supervisor. In the event overtime continues, such an employee shall become eligible for further meal periods at intervals of four (4) consecutive hours following the completion of the previous meal period provided that overtime is to continue. Regardless of the time of the initial meal break, for the purpose of this clause, it shall be deemed to have been taken after the completion of two (2) hours of such overtime worked. An employee shall be entitled to sustenance up to \$5.50 for each meal break that he/she is entitled to under the provisions of the foregoing.

29A/B
PEF

Effective January 16, 1992 - \$6.00 for sustenance

Effective January 16, 1993 - \$6.50 for sustenance

6.12 No premium pay shall be paid for regularly scheduled working hours except in emergency situations where an employee works beyond twenty-four (24) continuous hours; in this event, pay shall continue at two (2) times the standard rate per hour as set forth in Schedule "A" of this Agreement until the employee has been off duty for a period of not less than eight (8) hours between shifts. If, in an emergency situation, an employee remains at the workyard at the Employer's direction for a rest period prior to returning to work, he/she shall be paid straight time while in the yard. When he/she returns to work duties overtime shall re-commence as if there had been no break in work.

3763

6.13 Call out of employees for emergencies shall be based on seniority within the shift commencing or finishing at a time not more than four (4) hours from that emergency. All general call out shall be as directed in 6.9.

SHIFT PREMIUM

7.1 Shifts shall be designated as Day, Afternoon and Night, and shall be of eight (8) hours duration. All employees working regular shift periods shall be paid a shift premium as follows:

7.2 Day Shift • No Shift Premium

7:00 a.m. to 4:00 p.m.

7:30 a.m. to 4:30 p.m.

8:00 a.m. to 5:00 p.m.

44 DEF

7.3 Afternoon Shift • Forty-five (45) cents per hour

Effective January 16, 1992 - Fifty (50) cents per hour

Effective January 16, 1993 - Fifty-five (55) cents per hour

The afternoon shift is described as a shift in which the majority of the hours worked are between 3:00 p.m. and 12:00 o'clock midnight.

7.4 Night Shift • Forty-five (45) cents per hour.

45 DEF

Effective January 16, 1992 - Fifty (50) cents per hour

Effective January 16, 1993 - Fifty-five (55) cents per hour

The night shift is described as a shift in which the majority of the hours worked are between 12:00 o'clock midnight and 7:00 a.m.

7.5 Employees who work regular shift periods as set out above shall have included as part of their normal eight (8) hour afternoon shift and night shift a one-half (1/2) hour paid lunch period but the one-half (1/2) hour paid lunch shall not apply to the day shift.

36-230

7.6 There shall be a weekend premium of forty-five (45) cents per hour with respect to any regularly scheduled shift between midnight Friday and midnight Sunday. Weekend premium will be paid in addition to shift premium but will not be paid for overtime hours.

Effective January 16, 1992 - Fifty (50) cents per hour

Effective January 16, 1993 - Fifty-five (55) cents per hour

42, 43
DEF

8. ANNUAL VACATION

8.1 An employee shall be granted, except as otherwise expressly provided herein, an annual vacation with pay according to his/her aggregated credited services as follows:

Column I
Years of Service

Column II
Vacation With Pay

1 year	2 weeks and thereafter
3 years	3 weeks and thereafter
7 years	4 weeks and thereafter
15 years	5 weeks and thereafter
18 years	5 weeks and 1 day and thereafter
19 years	5 weeks and 2 days and thereafter
20 years	5 weeks and 3 days and thereafter
21 years	5 weeks and 4 days and thereafter
24 years	6 weeks and thereafter
27 years	7 weeks and thereafter

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04 04
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18 05 1
19 05 2
20 05 3
21 05 4
24 06
27 07

- 8.2** Notwithstanding the schedule of vacation leave previously noted, an employee, who has been granted and taken vacation leave and terminates his/her employment with the Employer before the anniversary date when the employee commenced work, shall have the unearned portion of vacation leave deducted from his/her termination pay as per Article 9.
- 8.3** An employee's vacation period and pay shall be based on his/her standard week and his/her standard rate of pay but shall not include any shift premium, overtime or other increments.
- 8.4** Pay for a week's vacation with pay for hourly paid employees shall be the basic hours worked per week multiplied by the employee's standard rate per hour paid on a weekly basis, but shall not include any shift premium, overtime or other increments.
- 8.5** Pay for a week's vacation with pay for salaried employees shall be the employee's basic salary paid per week on a weekly basis but shall not include overtime, shift premium or other increments.
- 8.6** The vacation period shall commence from and include **January 1st** and continue to and include December 31st of the same year. All employees are expected and encouraged to take their vacation during the current year.

However, it is understood that special circumstances may develop which would make it desirable for an employee to carry over up to one (1) year's vacation entitlement to the immediately following year. ~~Requests to carry over~~ vacation

55 D-1

must be submitted in writing not later than September 1st in any year and will be subject to the approval of the Department Head concerned.

Notwithstanding the foregoing, it is understood that an employee, upon exhausting his S.T.D. benefits, may exercise his/her option of utilizing any vacation entitlement currently standing to his/her credit, before being placed on **L.T.D.**

8.7 When a Statutory Holiday falls on a day of the scheduled vacation, **an** employee shall be entitled to an additional day of vacation. The additional day or days are to be granted at a time which shall not interfere with the efficient operation of the Employer's business or disrupt the vacation period **as** scheduled for other employees.

8.8 On or before the 1st day of March in each year, the Employer shall circulate lists so that each employee may write in his/her choice of vacation dates. When preparing the annual vacation schedule, the Employer shall, subject to its right to maintain the efficiency of its operation, give the choice of vacation dates, by section, to employees with the greatest seniority, provided they give notice of such choice not later than the 1st day of April. The vacation schedule shall be completed on or before the 1st day of May in each year and when completed, copies shall be posted on the bulletin boards in the departments concerned. **An** employee who changes positions through a job posting after April 1st will have to alter his/her vacation schedule to meet the posted schedules of the new section, if necessary.

In the classification of Rink Attendants, at any one time one employee will be allowed vacation during the period December 15 to January 10. This shall be done in seniority order.

8.9 Where **an** employee who is entitled to Short Term Disability benefits is on vacation and is,

- (a) hospitalized, or
- (b) convalescing following hospitalization, or
- (c) in home care under O.H.I.P., following hospitalization

there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated at a later date at the employee's option.

8.10 Where an employee is on vacation and is entitled to bereavement pay under the terms of Article 13.2, there shall be **no** deduction from vacation credits for

such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated at a later date at the employee's option.

8.11 All vacations granted in any year shall be determined on the basis of the aggregate credited service of the employee and such service is to include any period or periods of paid absence due to sickness (certified by a medical practitioner), accident while on duty, or leave of absence for Union Business. All other periods of absence, other than those noted above, will reduce an employee's vacation entitlement in the same proportion as the factor by which the period of absence relates to the full calendar year.

8.12 Within the first calendar year of employment, an employee will, upon request, be granted one (1) week leave of absence without pay, at a time suitable to the Department Head. To qualify for this leave, the employee must have completed his/her probationary period. No part of this leave may be carried forward into the next calendar year.

9. VACATION PAY ON RETIREMENT OR ON SEPARATION FROM SERVICE

9.1 An employee who separates shall be paid separation vacation pay on the basis of the following:

<u>Column I</u> <u>Vacation Qualification</u>	<u>Column II</u> <u>Vacation Pay</u>
7 weeks	14.0 %
6 weeks	12.0 %
5 weeks + 4 days	11.6 %
5 weeks + 3 days	11.2 %
5 weeks + 2 days	10.8 %
5 weeks + 1 day	10.4 %
5 weeks	10.0 %
4 weeks	8.0 %
3 weeks	6.0 %
2 weeks	4.0 %

9.2 Separation vacation entitlements, as set out in Column II, shall be calculated on the basis of the following, subject to clause 8.2:

- (a) vacation pay on separation for employees employed after January 1, 1980, shall be the relevant percentage for the period between the employee's last anniversary date of when the employee commenced work and the date the employee actually separates from employment with the Employer;

- (b) vacation pay on separation for employees employed before January 1, 1980, shall be the sum of:
 - (i) the full vacation entitlement for the year preceding his/her termination regardless of his/her anniversary date, and,
 - (ii) the relevant percentage of earnings for the period January 1, in the year of separation, to the effective date of separation.

9.3 Employees who do not qualify for separation vacation pay under the terms of this Agreement shall be paid separation vacation pay in accordance with the provisions of the Employment Standards Act.

9.4 Should death occur to an employee, any unpaid vacation pay will be paid to the estate of the deceased employee.

9.5 All vacation entitlement in the retiring year may be converted to days and be taken prior to date of retirement at the option of the employee.

10. STATUTORY HOLIDAYS

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10.1 (a) The Parties agree to the following Statutory Holidays with pay: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, and such other holidays as may be proclaimed or declared by law and are recognized by the Employer. Payment for Statutory or Proclaimed Holidays shall be at the employee's standard basic daily rate of pay.

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(b) Each employee shall be entitled to ~~one (1) day~~ with pay each year, to be known as a Floating Holiday. ~~Employees~~ starting on or before October 15th of any year shall be entitled to such Floating Holiday described in that year. This day may not be carried forward from one year to the next. This day shall be granted at a time mutually agreed to by the employee and the Department Head subject to the operational requirements of the section in which the employee works.

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(c) Employees shall be entitled to either a one (1) day holiday with pay on the working day immediately before Christmas Day or the working day immediately before New Year's Day. The one (1) day Holiday to be arranged and scheduled by November 25th according to seniority. In the event that operational requirements preclude the taking of this one (1) day, at the Employer's discretion, the one (1) day shall be worked and the employee shall receive his/her regular pay for the eight hours

plus time and one-half (1 1/2). In the event that overtime is required beyond the regular hours on this day, overtime rates shall commence in the 9th hour at two (2) times the standard rate per hour.

Such one (1) day shall be effective for new employees only if the employee commenced work on November 10th or earlier of that year.

- 10.2** Employees required to perform work on a seven (7) day shift basis shall be entitled to an additional day's pay, or a day in lieu at the employee's option, should any designated Statutory or Proclaimed Holiday fall on his/her scheduled day off.

The employee may have the option of a day off in lieu of a day's pay provided he/she gives the Department Head two (2) weeks' notice in advance of such day and where the option of a day off is exercised, it shall be a day that shall be approved by the Department Head.

- 10.3** 37E-0 Employees required to perform work on any of these Statutory or Proclaimed Holidays shall, in addition to the remuneration as outlined in Clause 10.1 be paid at two (2) times the standard rates for any hours worked with a guaranteed minimum of (4) hours pay.

- 10.4** An employee shall not be paid for any Statutory Holiday,

- (a) if he/she does not work on such Holiday without good cause when he/she has been scheduled to do so, or
- (b) if he/she has been absent without good cause on the scheduled working day immediately preceding or succeeding such Holiday. or
- (c) if he/she has not been employed by the Employer for at least thirty (30) continuous days but, notwithstanding the provisions of this paragraph, where more than one (1) Statutory or Proclaimed Holiday occurs or is observed in such period he/she is to be paid in accordance with the terms of this Agreement for all such Statutory or Proclaimed Holidays except one (1) thereof, and
- (d) the Employer shall determine whether there has been good cause for such absence, subject to the limitation that holiday pay shall not be unjustly withheld
- (e) when an employee has not earned wages on at least twelve (12) days during the four work weeks immediately preceding such holiday.

10.5 Where any Statutory or Proclaimed Holiday described in clause 10.1 of this Article falls on a Saturday or Sunday and is not proclaimed **as** being observed **on** another day, the immediately preceding Friday or the immediately following Monday at the discretion of the Employer is to be deemed a holiday for all purposes of this Agreement. The deemed day shall be the only day on which premium pay **as** described in this Article shall be paid.

Notwithstanding the foregoing, shift workers who work **on** a regularly scheduled seven (7) day shift work basis shall be paid the premium for the Statutory or Proclaimed Holiday only on the actual day on which the Statutory or Proclaimed Holiday falls. The "actual day" for the purposes of this clause shall conform to any Federal or Provincial Statutes which govern the day in which the Statutory or Proclaimed Holiday must fall.

11. SICK LEAVE, PENSION AND GROUP MEDICAL AND HOSPITALIZATION PLANS

11.1 The benefits provided hereunder shall continue for the life of this Agreement.

11.2 The Employer shall pay the full cost of the premiums for all benefits provided hereunder.

11.3 On completion of three months service with the Employer, an employee shall be entitled to the following benefits:

- (a) Group Life Insurance **as** outlined in Schedule "A" attached. 70C-100
- (b) Extended Medical **as** outlined in Schedule "B" attached. 70T-100
- (c) Dental Care Plan **as** outlined in Schedule "C" attached, under the terms of the current Ontario Dental Association (O.D.A.) schedule. 70E-100

11.4 The Employer shall pay the cost of maintaining the enrolment of all employees in O.H.I.P. **as** per the regulations.

11.5 All employees shall be enrolled in the Ontario Municipal Employees Retirement System (O.M.E.R.S.). The Employer shall pay only the Employer's required contribution ✓

11.6 **On** completion of the probationary period an employee shall also be entitled to the following benefits:

- (a) Short Term Income Protection detailed in the attached plan (Appendix "D"). The provisions of the "**Cumulative Sick**" 70B-100

Leave Allowance" Bylaw, **as** amended, shall continue **as** modified by the Income Protection Plan.

700-100 (b)
Long Term Disability plan detailed in the attached plan (Appendix "D").

- 11.7** The Employer agrees to pay full coverage for all benefit plans for laid **off** employees for a period of up to **six (6)** months providing the employee **has** completed his/her probationary period. Benefit plans shall mean dental, drug, vision care, group life and Ontario Health Insurance.
- 11.8**
- (a) Any dispute over the payment of benefits shall be adjusted between the employee and the Insurance Company.
 - (b) The Employer will **use** its best efforts to assist the employee in dealing with the Insurance company and agrees to provide all documentation and consultation when requested by the employee or by the employee and Union.
 - (c) The Employer agrees to provide that the employee and a Union representative, if the employee **so** chooses, may deal **directly** with the Insurance company regarding any dispute over payment of benefits.
 - (d) The Employer agrees to provide the Union with copies of all relevant Insurance policies.
- 11.9** The Union agrees that the Employer may allocate the Unemployment Insurance Premium Rebate received for each employee towards the annual cost of benefit plans.
- 11.10** The normal date of retirement for employees shall be the first day of the month following that in which the employee attains his/**her** 65th birthday.
- 11.11** Certificates covering any illness or injury will not be accepted **by** the Department later than **two (2)** weeks following such illness or injury **unless** there are extenuating circumstances made **known** to the Department **by** the third day of the illness or injury.
- 11.12** The Employer reserves the right to change the carrier of **any** of the benefit plans prodded that the level of benefit coverage is not decreased. Notice of **such** change of carrier will be communicated to the Union prior **to** the change.
- 11.13** Whenever **an** employee recovers from a third party, any amount claimed for loss of wages or sick leave, **he/she** shall repay to the Employer forthwith the amount

of all monies paid to him/her by the Employer, in respect of the period for which such amount is recovered from the third party, provided that the amount to be repaid to the Employer shall not exceed the amount recovered from the third party.

In the event the employee repays to the Employer the amount of sick leave paid, the attendance record shall be altered in the following manner:

- (a) the number of occasions recorded **for** this absence shall be removed;
- (b) the number shall be amended to appear **as** a leave of absence;
- (c) the sick bank, if utilized, shall be restored to its former balance;
- (d) vacation entitlement shall not be effected by this amendment.

11.14 The following benefits will be provided to any employee retiring under the OMERS 90 factor, or any employee between the ages of 55 and 65 who retires on an early OMERS or Workers Compensation disability pension if he/she has a minimum of ten (10) years continuous employment with the Employer at the time of retirement:

Ontario Health Insurance Plan
Extended Medical Plan (attached Appendix "B")
Dental Care (attached Appendix "C")
Life Insurance (attached Appendix "A")

The following conditions apply:

- (a) The OHIP coverage listed above will automatically cease at the appropriate time if the employee's spouse attains the age of 65 before the employee does.
- (b) The above benefit coverage terminates on the last day of the month in which the employees attains age 65, or in which his/her death occurs.
- (c) The above benefit coverage will only be available to retirees if benefit coverage is not available through other means (i.e. other employment or spousal coverage).

11.15 The Employer has the right to direct any employee who has incurred six (6) or more absences in two (2) consecutive years to a counselling or medical facility of the employees choice. The Employer shall pay the full cost of the counselling or medical intervention program.

The employee has the right to refuse such direction, however, in the event of such refusal, the employee shall be considered to have received such counselling or medical intervention.

12. SENIORITY

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12.1 Employees with less than 6 months aggregate service with the Employer will be considered probationary. Such employees shall attain seniority rights only after completion of such probationary period.

12.2 (a) (i) Seniority for the purpose of this Agreement shall be defined as the length of aggregate service of an employee in the scope of Local 5 with the Employer, uninterrupted by severance of service with the Employer other than lay-off as provided for in the Collective Agreement.

(ii) Total service with the Employer will be the governing factor for seniority for those employees in the bargaining unit prior to January-IQ 1980.

27A.G.D-1

(iii) The intent of the foregoing is to apply for purposes of lay-offs, recalls and promotions.

(b) On completion of the probationary period, an employee shall be classed as a regular employee and shall be entitled to:

(i) progress from the hiring rate to the permanent rate established for the job;

(ii) a seniority date reflective of his/her aggregate service;

(c) An employee laid off prior to completion of his/her probationary period, when called back, shall continue his/her probationary period from where it was interrupted.

12.3 Seniority shall be based on bargaining unit-wide seniority.

12.4 The Employer agrees to compile and post yearly, in the month of January, and make available at the Human Resources Centre, a list of the names of all employees, showing the seniority standing of each employee.

US Protests regarding seniority standing must be submitted by the Union in writing to the Commissioner of Human Resources within thirty (30) days from the date seniority lists are posted. When proof of error is presented by an employee of

his/her representative, such error shall be corrected and when so corrected the agreed upon seniority date shall be final. No change shall be made in the existing seniority **status** of any employee unless concurred in by the Union.

12.6 The Union recognizes that employees:

- (a) who are hired in an emergency situation; or
- (b) who are students and who are hired for school vacation periods; or
- (c) who are hired on make ~~work~~ schemes initiated by either the Federal or Provincial Governments

shall not be classed **as** "regular employees" and shall not attain seniority. However, regular employees who are transferred to a make work scheme shall retain all rights and benefits under the said Collective Agreement.

12.7 No student coming within the scope of the Local 5 Agreement shall continue to be employed beyond the second pay week in September in any year.

No student shall be afforded any privileges not available to regular employees.

U S **An** employee's seniority rating and credited service shall be broken by reason of:

- (a) dismissal for just cause; or
- (b) voluntary resignation in writing; or
- (c) failure to report for work within a period of two (2) days of recall and further five days after sending a telegram of notice **to** return to work; or
- (d) absence without leave; or
- (e) a lay-off extending continuously for a period of ten **(10)** months.

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12.9 Employees who are not in receipt of pay for work performed for a period ~~of~~ 30 months for any reason other than lay-off, shall be terminated at the end of the 30 months period, inclusive of Short Term Disability following consultation with the Union. This shall not apply to employees presently in receipt of W.C.B. benefits except permanent pensions.

Any vacation or lieu time paid **out** during the aforementioned thirty (30) month period shall not constitute receipt of pay for the purposes of this clause.

12.10 Employees with less than six months accumulated aggregate service with **the** Employer shall be considered **as** probationary employees and will have no

seniority rights until such time as they have completed six months of accumulated aggregate service.

12.11 Definitions for the purpose of defining seniority in this Agreement:-

- (a) "Accumulated Aggregate Service" is service in the scope of Local 5 uninterrupted by severance of service with the Employer, other than lay-off, as provided for in the Collective Agreement.
- (b) "Probationary period" is a period of six months of accumulated aggregate service as defined above.
- (c) "Probationary Employee" is an employee with less than six months of accumulated aggregate service as defined above, and will have no seniority rights.
- (d) "Regular Employee" is an employee who has completed a probationary period of six months of accumulated aggregate service as defined above.

12.12 Time spent in the service of the Employer as a student shall not count towards a probationary period or accumulated aggregate service as defined in 12.11 (a) and (b).

13. LEAVE OF ABSENCE

13.1 Employees requesting time off for the purpose of attending Labour Conventions or other Union Business not connected with this Agreement, shall be granted such time off without pay subject to the following conditions:

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- (a) number of employees not to exceed seven (7) for each period of leave, and
- (b) maximum days not to exceed forty (40) days in any calendar year, and
- (c) the number of employees from any one department or sub-department in the case of large departments shall be limited to one (1), save and except that the Employer shall give consideration to a request by the

Union that more than one (1) employee from a department or sub-department in the case of large departments, be permitted leave of absence, and

- (d) the Union shall notify the Commissioner of Human Resources in writing of the names of the employees to be granted time off under the conditions **as** outlined in this Article, not less than three (3) working days before such leave **is** to be taken.

Should an emergency situation arise, the President, or his designate, shall telephone the Commissioner of Human Resources, or his/her designate, directly to request the leave of absence for the employee and the Commissioner of Human Resources shall authorize such leave only after checking with the Department Head to see if such leave **can** be accommodated. Overtime for replacement employees shall be a valid reason for denial.

The **Union** shall pay the cost of all premium time resulting **from** leaves of absence for Union business other than those absences that are **as** a result of contract administration.

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- 2** **An** employee shall be granted three (3) regularly scheduled consecutive work days' leave of absence **without loss of pay** or benefits in the event of the death of his/her spouse, **common-law spouse**, child, stepchild, parent, foster parent, adopted parent, parent-in-law, brother or sister, brother-in-law or sister-in-law, grandparent or grandchild.

The following definition of spouse will be used to determine the entitlement of employees **who** are in "common-law" relationships, to bereavement leave in the event of the death of any of the individuals listed above.

"Spouse" means either of a man and woman who are not married to each other **and** have co-habitated,

- (a) continuously for a period of not less than three (3) years, or
- (b) in a relationship of some permanence, if they are the natural or adoptive parents of a child

The Commissioner of Human Resources, or his designate, may require **an** employee to provide satisfactory evidence confirming the employee's status **as a** "spouse" in accordance with the above definition.

Such bereavement leave shall be taken at the time of that bereavement or at the time the employee received notification of such bereavement. Proof of bereavement may be required by the Commissioner of Human Resources.

Where the burial occurs outside the Province, reasonable travelling time up to five (5) working days without pay may be granted at the discretion of the employee's Department Head.

In order to receive the paid leave provided for in this Clause, absence must result in loss of time and pay from a regular shift and the employee must have worked the day before or the day after, provided that an employee granted leave without pay for compassionate purposes within two (2) weeks prior to death shall not lose benefits under this Clause.

- 13.3** One employee designated by the President of Local 5 (or his/her alternate) from time to time shall be granted one day ~~off with~~ pay for the purpose of attending the funeral of a member of Local 5 or a retired member of Local 5.
- 13.4** Members of Joint Union/Management committees including but not limited to Grievance Committee, Labour/Management Committee, Joint Occupational Health and Safety Committees, shall be granted leave of absence with pay for attendance at all meetings with officials of the Employer necessary to the administration of this agreement, including, but without limiting the generality of this section, any meetings or hearings with any Committee or Board necessary to or incidental to the administration of this Agreement.
- 13.5** The Grievance Committee shall be composed of three (3) members, one of whom shall be the Chairperson. All members of the Grievance Committee shall be employees of the Employer.
- 13.6** All members of the Negotiating Committee, including the Chairperson, shall be employees under this Agreement.
- 13.7** Members of the Negotiating Committee shall be granted leave of absence ~~with pay~~ for attendance at all meetings with Officials of the Employer, including with any Committee, Board or other duly constituted statutory authority, arranged or called for the purpose of
- 63D-1
- (a) negotiating or determining any matter arising during the terms of this Agreement, or
 - (b) bargaining with the View towards
 - (i) an extension of or renewal of, with or without modification, this Agreement, or
 - (ii) the making of a new Agreement.

- 13.8 The Union agrees
- (a) to furnish the Employer with a list of its Negotiating Committee Members, but the said Committee is to be comprised of not more than seven (7) members, and
 - (b) to notify the Employer in writing of any changes in such Committee Members.
- 13.9 **An** employee who is required to serve **as a juror**, or **as a witness** in any court, shall be paid his/her regular rate of pay for his/her normally scheduled working hours for any day or part of a day that he/she is absent because of such service. Jury duty pay, less reasonable expenses incurred by the employee **as a result of serving as a juror, or as a witness**, shall be paid to the Treasurer of the Employer on receipt thereof by such employee.
- 13.10 The Employer will grant leave of absence without loss of seniority to an employee selected for a full time position with the Union or elected in a public office for his/her term of office.
- 13.11 While on such leave of absence **as** set out in 13.10 the employee may make the full contribution to continue his/her medical, hospital, pension and other benefits under the Agreement. However, there shall be no obligation by the Employer to make contributions to any of the foregoing premiums on the employee's behalf. The employee's Sick Leave **Bank** shall remain intact but he/she shall not accumulate further credits during such leave of absence.
- 13.12 **An** employee who is granted a personal leave of absence without pay of one month or longer shall pay the full cost of available benefits during the leave. Service and seniority shall not accumulate during such leave. Granting of personal leaves of absence shall be at the sole discretion of the Employer.
- 13.13 Maternity/Paternity leave shall be granted **on** the conditions **as set out in the** Employment Standards Act of the Province of Ontario.
- 13.14 The Employer will grant a leave of absence with pay to employee(s) enrolled in the Literacy in the Workplace program to the extent that, in management's opinion, operational requirements permit.
14. **PROMOTION AND REDUCTION OF STAFF**
- 14.1 Notice of vacancies shall be posted in a prominent place in all work locations. Applicants will have five (5) working days **from** the date of posting to apply for

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such vacancy, Date of posting shall be entered on the notice when it is posted.

The notice shall include:

- (a) Educational requirements
- (b) Experience requirements
- (c) Special qualifications required
- (d) Wage Rate
- (e) Number of positions available.
- (f)** Bargaining Unit

14.2 When vacancies occur in the bargaining unit in a higher or lower classification, the applicant shall be awarded promotion subject to the following:

(a) Both parties recognize:

- (i) The principle of promotion within the service of the Employer
- (ii) That job opportunities should increase in proportion to length of service.
- (iii) That skill and experience acquired on the job are factors to be considered when assessing the knowledge, efficiency and ability of an applicant to do the work of the job.

(b) In promotions and demotions, the following factors should be considered:

- (i) seniority
- (ii) knowledge, efficiency and ability to do the work of the job
- (iii) physical fitness

and when factors (ii) and (iii) are relatively equal in the judgement of the Employer, which shall not be exercised in an arbitrary or discriminatory manner, factor (i) shall govern.

The Union acknowledges that in matters of promotion the function of the Union in dealing with complaints or grievances arising out of such promotions will consist of satisfying itself that all relevant facts and circumstances relating to an employee qualifications as outlined in 14.2 (a) and (b) above, have been

adequately and justly considered by the Employer and any grievance arising out of promotions shall be confined to these considerations.

The provisions of this clause shall not apply to transfers which are defined as a lateral move within a job classification. Transfer requests are subject to the provisions of Article 29.4.

- 14.3** If an employee is promoted or appointed to a position, whether included in or excluded from the scope of this Agreement, and within **sixty** (60) working days proves unsatisfactory or if the employee feels he/she cannot perform the job function in his/her new position, he/she shall be returned to his/her former position without loss of seniority or wage rate. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to his/her former position without loss of seniority.
- 14.4** In all cases of lay-off and recall after lay-off, such lay-off or recall shall be made with seniority being the governing factor provided the employee retained or recalled can perform the work in a satisfactory manner.
- 14.5** In the event of a temporary transfer to a position outside the bargaining **unit**, the employee shall retain seniority within the bargaining unit for a period of up to **six** (6) months. During this **six** (6) month period the employee shall pay union dues to both units, **as** may be applicable. The employee shall have the right to return to his/her former position in the bargaining **unit** at any time during the **six** (6) month period with full seniority. Thereafter the employee's seniority within this unit will cease.
- Before a temporary transfer to a position outside the bargaining unit may be renewed the position must first be posted and the previous holder of the temporary position must return to the bargaining unit for a period of a least ten **(10)** working days. The Union shall be informed of the return to the bargaining unit by the employer of an employee from a position outside the unit.
- 14.6** No new employee will be hired until those laid off (who have sufficient ability to perform the work required) have been given the opportunity to rehire.
- 14.7** The Employer shall **provide notice of lay-off** in accordance with the Employment Standards Act to the **employee affected** in the first instance. Such notice shall be considered to be notice of lay-off and shall contain the possible date of recall and such notice shall also be provided to the junior employee. A copy of this notice of lay-off will be sent **to** the Union and also posted in a prominent place in the department affected.

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- 14.8 The Employer agrees that, within a period of thirty (30) working days of the posting by it of a new position or classification, a job description for the said position or classification is to be delivered to the Union and which job description shall form and shall be deemed to form a part of this Agreement unless the Union objects to any or all of the said job descriptions within a period of ~~sixty~~ (60) working days after receipt thereof, except this period may be extended by mutual consent. If request for extension does not exceed two (2) weeks, such extension shall not be refused by either party. In the event there is an objection, said objection is subject to the provisions of Articles 16 and 17 of this Agreement, except that it is to be processed commencing with step ~~two~~ (2) of the grievance procedure set forth under Article 16.
- 14.9 Any classification set forth under Schedule "A" to this Agreement that is altered or varied by the Employer is subject to the provisions of the Job Evaluation Manual of Procedure.
- 14.10 An employee replacing another employee for three (3) hours or more on a shift shall receive the higher of the two rates involved for that shift to be computed on a daily basis.
- 14.11 In the event of lay-off within the Local 5 Bargaining Unit, members of the Executive Board of Local 5, Grievance Committee persons, Shop Stewards and Sergeant-at-Arms shall be the last to be laid off, regardless of where they may be employed. The union shall ~~keep the Employer~~ ^{z6A1} informed of the names of the members of the Board, Grievance Committee persons, Shop Stewards and Sergeant-at-Arms and in the event of any dispute, the latest list of names as received by the Employer shall govern.
- 14.12 Notwithstanding the foregoing sections of this Article, an employee who has become incapable of fully performing his/her regular duties because of ~~advancing years~~ ¹¹⁻² may be given preference for any available position for which he/she is considered to be competent to perform by the Employer without the necessity for the Commissioner of Human Resources to advertise the position, providing such employee may not displace a more senior employee and the Employer shall advise Local 5 prior to all such appointments.
- 14.13 Vacancies created as the result of an employee being absent due to either illness or leave of absence for a minimum period of ~~six~~ (6) weeks, shall be posted and filled when it is known that the employee's absence is expected to be more than ~~six~~ (6) weeks. ~~Notations~~ shall be made on the posting that the vacancy is due to the absence of the employee.

The senior employee in the section who meets the requirements of the job description shall be offered the vacant position for the period of time until the position is posted and filled.

Upon the return of the absent employee, the employee filling the position on a temporary basis shall be returned to his/her former position.

In the event the absent employee does not return the employee filling the position on a temporary basis shall be confirmed in the position with the exception as noted below.

In the event the absent employee does not return and there is more than one position in the same classification being filled on a temporary basis because of employee absence the senior employee temporarily filling a vacancy in the classification shall be confirmed in the position.

15. DISCIPLINE

15.1 In the event an employee is disciplined, suspended or discharged for other than irregular attendance, written notification of the action stating reasons for such action shall be delivered to the employee within ten (10) working days of the occasion giving rise to the action. Absence due to vacation, sickness or any other reason by the employee involved shall extend the ten (10) days referred to above. An employee may request that a Steward be present at any meeting related to discipline. An employee shall have the right to request a copy of the disciplinary notification be provided to the Union.

15.2 An employee who maintains a clear record for a period of two (2) years following his/her last warning or suspension shall have his/her record cleared at the end of such period as it applies to warnings and suspensions for reasons other than irregular attendance.

15.3 Upon written request to the Commissioner of Human Resources, an employee shall have access during regular working hours to his/her file retained in the Human Resources Centre. He/she shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record. The employee shall be subject to disciplinary measures should he/she remove any documents from such file. A union representative may see an employee's file with the employee's written consent.

15.4 The Employer agrees that no employee of the bargaining unit shall be required to cross any legal picket line. Failure to cross a picket line as described above shall not be cause for disciplinary action.

16. GRIEVANCE PROCEDURE

16.1 Within the terms of the Agreement, a grievance shall be defined as a difference between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, and which has been submitted by the Union to the Employer in writing. All grievances shall specify the nature of the grievance and the section or sections allegedly violated.

16.2 In order to ensure that differences between the parties are remedied as quickly as possible, the parties agree that the following procedure for submitting and dealing with grievances shall be adhered to by both parties, provided that any of the time limits imposed herein may be extended by mutual consent.

Both parties agree that grievances that are submitted after Step One will have the signature of the Grievance Chairperson or his/her designate. The grievance will not be recognized by either party without signature.

16.3 **STEP ONE:** The Employee and the Union Steward shall present the grievance in writing to the employee's Supervisor or Foreman/woman within ten (10) working days of the origin of the grievance.

Within five (5) working days of the written submission a meeting with the grievor, Steward, Foreman/woman and Supervisor will occur to attempt to resolve the grievance.

The Foreman/woman or Supervisor shall respond within five (5) working days of the meeting.

16.4 **STEP TWO:** Failing a satisfactory settlement at Step One, the Chairperson of the Grievance Committee, or his/her designate shall submit the written grievance to the employee's Department Head within ten (10) working days of the response in Step One.

The Department Head, or his/her designate will meet with the Grievance Committee, the grievor, and the Steward if necessary, within ten (10) working days of the receipt of the grievance. The Department Head, or his/her designate will issue a response in writing to the Chairperson of the Grievance Committee within ten (10) working days of the meeting. In the event the Department Head, or his/her designate denies the grievance, the reasons shall be stated in writing.

16.5 **STEP THREE:** Failing a satisfactory settlement at Step Two, the Chairperson of the Grievance Committee, or his/her designate shall submit the written grievance to the Commissioner of Human Resources within ten (10) working

days of the receipt of the response of the Department Head, or his/her designate.

The Commissioner of Human Resources, or his/her designate and the Chief Administrative Officer, or his/her designate will meet with the Grievance Committee, the grievor, and the Steward if necessary, within fifteen (15) working days of the receipt of the grievance. The Commissioner of Human Resources, or his/her designate will issue a response in writing to the Chairperson of the Grievance Committee within ten (10) working days of the meeting. In the event the Commissioner of Human Resources, or his/her designate denies the grievance, the reasons shall be stated in writing.

16.6 Where the dispute involves:

- (a) the question of general application of or interpretation of the provisions of this Agreement, or
- (b) a group of employees, or
- (c) the suspension or dismissal of any employee or group of employees

the grievance may be submitted by the Chairperson of the Grievance Committee, or his/her designate to the Department Head at Step Two.

In the case of a group grievance or a number of grievances arising from a common complaint, the Union will select one or two employees as representatives of all the affected employees at any and all hearings held in conjunction with the grievance or grievances.

16.7 Where a satisfactory settlement of the matter in dispute is not reached, the said matter may be referred to Arbitration under the provisions of Article 17 within the thirty (30) calendar days of the receipt of the Commissioner of Human Resources response.

16.8 Meetings with the Commissioner of Human Resources and/or authorized representatives of the Employer, in reference to grievances, shall be held during the regularly scheduled working hours. Payment shall be at the prevailing rate of pay.

16.9 The Employer recognizes the President of the Union, or his/her designate, as a member of the Grievance Committee.

16.10 Where the complaint referred to in 16.1 relates to a job posting in a section or department other than the one the employee is currently working in, the entire

grievance procedure shall occur with the Employer's representatives in the department where the job posting occurred.

17. ARBITRATION PROCEDURE

17.1 Where a dispute arises in respect of any of the matters covered by this Agreement, including

- (a) the interpretation, application or administration of this Agreement, or
- (b) whether a matter is arbitrable, or
- (c) where an allegation is made that this Agreement has been violated, and

if a satisfactory settlement cannot be reached the matter in dispute may be submitted by the Employer or the Union to a Board of Arbitration.

The Board of Arbitration may consist of a single Arbitrator or by joint Agreement of the parties may constitute a three person Board of Arbitration.

17.2 SINGLE ARBITRATOR: Either of the parties to this Agreement is in such event to notify the other party in writing of its desire to submit the matter in dispute to arbitration and if the recipient of the said notice and the party desiring the arbitration do not, within a period of ten (10) days after the receipt of the said notice, agree upon a single arbitrator the appointment of the single arbitrator shall be made by the Minister of Labour for Ontario upon the request of either party.

17.3 BOARD OF ARBITRATION: Either of the parties to this Agreement desirous of exercising this provision, shall give written notice to the other party and at the same time shall appoint its member of the Board of Arbitration. The other party shall within seven (7) calendar days appoint its member to the Board of Arbitration or shall inform the other party in writing of its desire for a single Arbitrator.

Where two (2) members are thus appointed they shall confer jointly in an endeavour to select a third member who shall be the Chairperson of the Board. If within ten (10) days the two members have not reached an Agreement the matter shall be referred to the Minister of Labour for the Province of Ontario who shall appoint a Chairperson.

17.4 Where there is a single Arbitrator the Employer and the Union shall share equally the cost of the arbitration proceedings and the cost of the Arbitrator.

Where there is a Board of Arbitration, each party shall bear the cost of its own Arbitrator and shall bear equally the cost of the Chairperson and the arbitration proceedings.

17.5 The Board of Arbitration appointed pursuant to this Article has no jurisdiction to alter, modify or amend, or to make any decision that is inconsistent with, the provisions of this Agreement.

17.6 The decision of the Board of Arbitration appointed pursuant to this Article is final and binding upon the Employer, the **Union** and any employee affected thereby.

17.7 Notwithstanding the provisions of Article 16 or of this Article

(a) no matter in dispute is to be submitted to arbitration which has not been properly processed through all the previous steps of the grievance procedure as set forth in Article 16, and

(b) a grievance which has not been processed by the grievor, his/her representatives or agents, in accordance with the time limit prescribed in Article 16 and this Article shall be deemed to be withdrawn.

17.8 The time limits and other procedural requirements set forth in Article 16 and this Article are mandatory and not directory, and no matter may be submitted to arbitration which has not properly been carried through all specified previous steps of the grievance procedure within the times specified. The provisions of ~~this~~ section shall not be considered to have been waived under any circumstances by the parties hereto unless they expressly provide a waiver thereof in writing duly signed by both parties.

18. DEPARTMENT STEWARDS

18.1 Department Steward is a person elected or appointed by the Union members of his/her department, or sub-department, to represent the employees of the department, or sub-department, in which he/she is employed.

18.2 The Employer acknowledges the right of the Union to elect or appoint one Steward for each department, or sub-department, to assist employees in the presentation of their grievances to their foreman/woman or immediate supervisor.

18.3 The Union acknowledges that Stewards, as well as other members of the Union's committees and the Union's officers, will continue to perform their regular duties on behalf of the Employer, and that:

- (a) such persons (not more than one of the above plus the **grievor**) will not leave their regular duties without obtaining permission from their foreman/woman or immediate supervisor who will be given a reasonable explanation for the requested absence, (e.g. **to** investigate a grievance) and
- (b) when resuming their regular duties after engaging in duties on behalf of the Union the Steward will report to his/her foreman/woman or supervisor immediately upon their return.

18.4 A department Steward will assist in the Grievance Procedure, **as set** forth in Article 16 of the Agreement, except that in the absence of a Steward, the Chairperson of the Grievance Committee may **act** in his/her place. In the event of a grievance by a Steward, the Grievance Chairperson will represent the Steward with his/her grievance.

18.5 Time lost by a Steward, or Chairperson of the Grievance Committee, during his/her normal hours of work **as set out** in Article 4 of the Agreement when authorized to be absent from his/her regular duties under Section 3 of this Article, shall not thereby disqualify him/her for premium rates under Article 6 of the Agreement **to** which he/she would otherwise be entitled.

18.6 The Union shall notify the Commissioner of Human Resources in writing of the name of each Steward and the Department(s) or sub-department(s) he/she represents before the Employer shall be required to recognize the Steward.

19. UNION SECURITY

19.1 A compulsory check-off shall apply to all employees coming within the scope of this Agreement. It shall continue during the period of this Agreement. The amount **to** be deducted shall be such **a sum as** may from time **to** time **be** assessed by the Union or its members according **to** its constitution, for general union purposes: it shall not extend to special assessments or to an increment **in** an assessment which relates to special benefits such **as** for instance, Union insurance, in which the non-union member employees **as such** would not participate or the benefit of which he/she would not enjoy.

19.2 All deductions made under the provisions of Article 19.1 will be remitted no later than the 20th day of the month following the month of deduction **to** the proper authorized officials of the Union, together with a list of employees' names eligible for such deductions.

- 19.3** The Union will save harmless the Employer from any and all claims which may be made against the Employer for amounts deducted from pay **as** provided in this section.
- 19.4** The Employer agrees that within thirty (30) days of ratification of the Agreement by the Council, the Union will receive a draft copy of the Collective Agreement between the parties.
- 19.5** Each employee ~~is~~ to advise his/her immediate supervisor and the Union of his/her current mailing address and phone number **as well as** any changes thereof within seven (7) days of the effective date of such change.
- 19.6** The Employer agrees to supply the Union with the list of the **names** and address of the present and new employees of the bargaining unit. The Union will save the Employer harmless from any and all claims which may be made against the Employer for disclosing such information.

20. HEALTH AND SAFETY

66-4

- 20.1** The Employer and the Union agree to recognize the Joint Health and Safety Committee(s) and the right of this committee(s) to represent the employees in all matters dealing with Health and Safety subject to the Occupational Health and Safety ~~Act~~ 1978 R.S.O. of Ontario and the Regulations thereto.

The Joint Health and Safety Committee(s) will operate under the terms of reference contained in the document dated December 11, 1990 exclusive of Article 3.8 thereof insofar **as** that Article provides for paid time off to take C.U.P.E. Level 1 Health and Safety training.

- 20.2** The Employer agrees that no-new substance, material, agent or chemical shall be introduced into the workplace environment without a complete review by the Joint Health and Safety Committee(s) of its ingredients and/or properties.

21. HEALTH AND WELFARE

- 21.1** Each unit of a department shall provide First Aid equipment and such equipment shall be administered **as** provided under the regulations of The Workers' Compensation Act by an employee duly trained in First Aid or by a St. John's Ambulance Course. A First Aid kit is to be supplied by the Employer to each mobile unit and in other appropriate locations of the Employer. The Employer shall abide by Regulation 950 of the Workers' Compensation ~~Act~~.

- 21.2** The Employer agrees to provide proper accommodation for all employees to have their meals, proper washing-up and sanitary facilities **and** suitable lockers

for the storage and protection of clothing and lunches. A personal clean-up time of up to ten (10) minutes duration shall be allowed before breaks, meals and quitting time. Employees shall not utilize this period to extend breaks, lunches or to leave work before the end of the work day.

21.3 All employees shall be provided with the following when required:

- 1 pair of rain pants or leggings
- 1 rain jacket - long or short
- 1 pair of rubber boots or overshoes
- 1 safety helmet with liner
- leather, rubber and cotton gloves
- safety glasses and prescription safety glasses where prescription **glass** worn
- ear protection (noise control)
- lined rubber **gloves** (winter issue)
- insulated winter coveralls

21.4 All employees shall receive the following on date of hire:

- 2 short sleeve all weather shirts or 2 T-shirts or a combination thereof
- 2 long sleeve all weather shirts
- 4 pairs of all weather pants
- 2 pairs of coveralls (jackets and trousers)
- 1 parka
- 1 pair winter **mitts** (lined with thumb and forefinger) where required
- Safety shoes or boots of a standard approved by the Canadian Standard Association - this provision includes winter safety **boots**. Commuter boots for employees choosing **low** safety shoes.

All employees in receipt of the above issue of clothing shall be eligible to receive a replacement issue of any of the above on a 1 for 1 basis when such an article is returned to Stores and proves to be:

- (a) either damaged and rendered unusable as a result of the employee's work activities, or
- (b) worn out as a result of normal wear for such garment
- (c) If probation period is not completed by an employee, the employer will deduct monies owing for clothing issued.

21.5 Students hired for summer employment and probationary employees are required to wear safety footwear **as** a condition of employment. Such safety shoes or boots are to be purchased at no cost **to** the Employer. The exception to the foregoing shall be a summer student commencing his/her third consecutive summer term. In these circumstances the student shall be reimbursed with the dollar value of the Employer's **cost** of a pair of safety shoes.

21.6 The Employer agrees to provide all specialty tools required for the maintenance of the Employer's equipment. Specialty tools shall be tools not normally possessed by a general automotive mechanic. Further, the Employer agrees to replace tools damaged while in use on behalf of the Employer with a tool of equal quality for employees performing the job of machinists, motor mechanics, welders, carpenters, plumbing repairers, equipment mechanics and yard attendants.

21.7 The Employer agrees to provide cleaning service for motor mechanic's coveralls at **no cost to** the employee.

22. CONTRACTING OUT

5-1

22.1 No Bargaining Unit employee shall be laid off or terminated **as** a result of the Employer contracting out any of its work or services.

22.2 Prior to contracting out work now performed by the bargaining unit, the Employer shall, where practicable, provide ninety (90) calendar days written notice to the Union so **as to** allow the Union to make any representations it wishes. Any representations shall be made promptly and in any event within thirty (30) days of the above notice. Departmental information pertinent to the proposed contracting **out** shall be made available **to** the Union.

23. RETROACTIVITY

23.1 The Employer will make every effort to ensure that all retroactive increases in wages, overtime payments and shift premiums are paid within 30 **working** days of ratification of the Memorandum of Settlement by both parties **to:**

- (a) each employee on the payroll of the Employer on the date of the signing of the Memorandum of Settlement; and
- (b) each employee who retired from his/her employment with the Employer between the expiry date of the immediately preceding Agreement and the date of the Memorandum of Settlement; and

- (c) each employee who terminated their employment between the expiry date of the immediately preceding Agreement and the date of the Memorandum of Settlement. All cheques returned to the Employer due to failure of the terminated employee to notify the Employer of a forwarding address shall be cancelled and shall only be reproduced at the request of such employee within a period not to exceed ~~six~~ (6) months following the ratification date of both parties and such employee shall pay all **costs** related to the cancelled cheque and production of the new cheque.

24. REPRESENTATION

24.1 The **Union** has the right to have, at any time, in attendance, **official** Representatives of the Canadian Union of Public Employees or the Union's Business Agent at meetings with the Employer for the purpose of negotiating the terms of a new Agreement or discussing any matter arising out of the terms of an Agreement.

24.2 The Employer has the right to have, at any time, in attendance, **any** supervisory **persons**, at meetings with the Union for the purpose of negotiating the terms of a new Agreement or discussing any matter arising out of the terms of an Agreement.

24.3 A Labour-Management Committee will be formed which will meet on request of either party to discuss,

6-1

- (a) Labour relations problems other than grievances
- (b) Safety
- (c) Health and Welfare
- (d) Job Descriptions.

25. OPERATION OF VEHICLE

Within each section, **as** defined in this Agreement, senior qualified personnel shall operate vehicles and equipment provided that **such** senior personnel within their classification are available at the start of the shift **or at** any time during the shift that such vehicles or equipment must be operated.

No student shall operate motorized equipment over 25 hp if employees coming within the scope of the Local 5 on the same shift and in the same section **as** described in Article 6.9 are available and qualified to operate **such** equipment.

62 P-1

26. EDUCATION

The Employer agrees to place into a special fund one-half cent (1/2 ¢) per hour for each employee in the bargaining unit, **calculated on the basis of regular hours only, for the purpose of providing paid leave for Union training.** Such monies are to be paid on a quarterly basis into a trust fund established by the Canadian Union of Public Employees (C.U.P.E.) Local 5 and sent by the Employer to the Treasurer of Local 5. This fund shall be used to finance attendance of members of the bargaining unit at Leadership Training Institutes and must not be used to promote the political purposes of any political party. Requests for such leave shall be submitted 30 calendar days prior to the dates of such leave.

27. TRAVEL ALLOWANCE AND BUSINESS INSURANCE

27.1 Travel allowance shall be paid only under the following conditions:

- (a) the employee is authorized and directed to use his/her vehicle for the purposes of travelling from job site to job site and,
- (b) the employee has presented proof that his/her automobile insurance has been endorsed for business purposes.

27.2 The rate paid per kilometre driven on the Employer's business will be thirty six (36) cents for the first five thousand (5,000) kilometres per annum and twenty-three (=) cents for all kilometres in excess of five thousand (5,000).

In addition, each employee who meets the above conditions shall be entitled to reimbursement of up to one-hundred dollars (100.00) per year upon submission of receipt from his/her insurer.

28. TECHNOLOGICAL CHANGE

22A-1

- (a) The Union agrees that the Employer has the right to study or introduce new or improved methods or facilities. Not less than ninety (90) days prior to the introduction or implementation of substantial technological change affecting employees, the Employer shall, by written notice, furnish the Union with all information in its possession of the planned change or changes. Such notice shall contain the information known to the Employer respecting
 - (i) the nature and degree of change,

(ii) the date or dates **on** which the Employer plans to effect the change,

(iii) the location or locations involved.

(b) Following the said disclosure, representatives of the parties will meet for the purpose of engaging in discussions with a view to resolving **any** issue which may concern the employment status of any employee.

(c) The words "technological change" in this Article mean

(i) the introduction by the Employer of equipment or material of a different nature or kind than that previously utilized; and

(ii) a change in the manner in which the Employer carries on its work and undertaking that is directly related to the introduction of that equipment or material.

29. TRANSFERS

EMPLOYER INITIATED

27B-1
29.1 Where the need arises to transfer employees from one reporting location to another, the Employer shall respect the seniority of the affected employees within the classification.

29.2 The Employer agrees that Stewards shall not be transferred from one reporting location to another unless the need for such transfer is reasonable and necessary to the efficient operation of the Employer's business.

29.3 The above provisions shall apply to transfers other than those brought about by vacation, absenteeism, or emergency situations.

EMPLOYEE INITIATED

29.4 **The** Employer agrees that an employee may request of his/her Department Head a transfer from one reporting location **to** another for purposes that are reasonable and justified. Transfer requests are **limited** to one **(1)** per twelve **(12)** month period and are restricted to work areas under the jurisdiction of his/her particular Department Head. The employee requesting the transfer must be



able to perform the work required in the new work area into which he/she wishes to be transferred. Such a transfer shall be implemented upon a permanent vacancy arising at the reporting location to which the employee wishes to transfer. In the event that more than one employee requests or has requested a transfer to the same reporting location, transfer requests will be honoured in the order in which they were submitted. Transfer requests will be honoured prior to the posting of any permanent vacancy. Notwithstanding the foregoing, transfers will only be allowed to the extent to which operational requirements permit. A copy of each transfer request shall be retained by the employee and a copy shall be forwarded to the union upon submission of the request.

30. DURATION OF AGREEMENT

30.1 This Agreement shall remain in force and effect from and including the 16th day of January 1991, to and including the 15th day of January 1994, and from year to year thereafter unless within a period of ninety (90) days before the 15th day of January in any year either party hereto gives notice in writing to the other party hereto of its desire to bargain with the view towards the renewal with or without modification of this Agreement or the making of a new Agreement.

30.2 The Negotiating Committee of the Union will provide the Employer with notice in writing of the desire to bargain on October 15th of the final year of the Agreement. Any amendments to the Agreement as may be proposed by either party to the Agreement, are to be provided to the other party to the Agreement on October 31st of the final year of the Agreement.


30.3 It is understood and agreed that this Collective Agreement for the period January 16, 1991 to January 15, 1994, is the sole Collective Agreement between the Employer and the Union.

IN WITNESS WHEREOF the Parties hereto have on this ~~11th~~ day of JUNE 1992, affixed their respective seals attested by the hands of their respective proper officers in that behalf duly authorized.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

THE CORPORATION OF
THE CITY OF HAMILTON

THE CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 5, C.L.C.




MAYOR



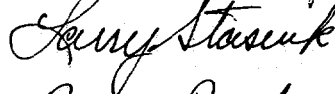
James Keenan



CLERK




Ernest Brown



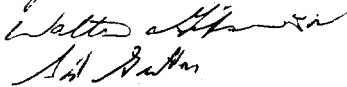
Jerry Stasenk



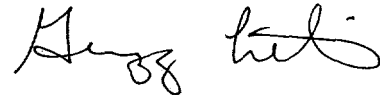
Raina Bachman



Walter Hoffman



Neil Nathan



Henry Keli

LETTER OF UNDERSTANDING-POSTINGS

That upon completion of the job descriptions being developed in the Job Evaluation program the City of Hamilton will implement a posting document similar in style and content to that presently in use by the Regional Municipality of Hamilton-Wentworth.

LETTER OF UNDERSTANDING-JOB DESCRIPTIONS

16-2

That until completion of the job descriptions being developed in the Job Evaluation program the Employer will provide to the Union an outline of any change in duties within a job description. Nothing in this letter of understanding prohibits the right of the Employer to direct the workforce nor to ensure that required functions are performed.

LETTER OF UNDERSTANDING-WEATHER CONDITIONS

The Employer agrees where possible during periods of extreme cold and extreme condition of heat that the Employer shall make an effort to provide rest periods in warmer or cooler environments where appropriate.

LETTER OF UNDERSTANDING-TEMPORARY MODIFIED WORK

The parties agree to the implementation of the Temporary Modified Work and Vocational Rehabilitation Programs during the term of this Agreement.

The parties further agree to delete from the Agreement the Article entitled Light Duties which reads **as** follows:

"Employment on light duties for those employees returning to duty after illness or injury under the following qualifications:

- (a) that light duties are available **as** indicated in the Light Duties/ Inventory of the Commissioner of Human Resources
- (b) the light duty period shall not exceed three (3) weeks
- (c) the Employer may order an examination by a doctor of its choice if any doubt exists **as** to the need for light duties ~~with~~ respect to that employee."

12-7
1 day

If the Temporary Modified Work and Vocational Rehabilitation Programs are not implemented during the term of this Agreement, the Employer agrees that the Article entitled Light Duties shall continue to form a part of this Collective Agreement.

LETTER OF UNDERSTANDING-ERGONOMICS

The Employer agrees that the Union's Health and Safety Representatives may address **concerns** on matters of Ergonomics **to** either the Safety Officer or the Occupational Therapist.

LETTER OF UNDERSTANDING-CONTRACTING OUT

It is not the intent of the Employer to reduce the size of the workforce through the contracting out of work presently performed by the bargaining unit.

LETTER OF UNDERSTANDING-TRAINING

The Employer agrees **to** implement during the term of this Agreement a training program for members of C.U.P.E. Local 5.

The training program will be offered initially **to** employees in the Department of Engineering, Regional Municipality of Hamilton-Wentworth and the Department of Public Works, City of Hamilton.

The parties agree to the following:

- 25A-1
- (a) Payment of thirty (30) **cents** per hour bonus **to** employees, selected by the Employer **as** trainers, while they are involved in training.
 - (b) Payment of half the differential between the rate of **pay** for the present classification and the rate of pay for the training classification to employees selected by the Employer **as** trainees. At the conclusion of the training the employee will return **to** his/her standard rate of pay.
 - (c) Waiver of Article 29: Transfers, **such** that a trainee may be transferred to another work location for training. In the event that the trainee **is** transferred, the junior employee in the new work location in the same classification **as** the trainee left, shall be subject **to** transfer.

The Employer agrees that the Union shall have the right **to** express their concerns with the operation of the training program. The Joint Labour/Management Committee **shall** hear

these concerns and make recommendations to the Employer for amendments to the training program.

The Employer further recognizes that no member of Local 5 will be asked through the training program to express judgements with respect to the abilities of other members of **Local 5**.

LETTER OF UNDERSTANDING-FLEXIBLE BENEFITS

The Union agrees to meet with the Employer during the term of this Agreement to discuss flexible benefit plans.

LETTER OF UNDERSTANDING-JOB EVALUATION

The Employer agrees to initiate a Job Evaluation Plan jointly with the Union. The Job Evaluation Plan agreed to by the parties will be consistent with the requirements of the Pay Equity Act of Ontario. The monetary component of the plan will be subject to separate discussions at the conclusion of the **Job** Description and Job Rating phases of the plan.

Local 5 Only: The first positions to be covered in the Job Evaluation **study** will be those involved with the operation of motor vehicles.

The Employer agrees to set aside an amount of money equal to 1% of payroll to be used to fund the implementation of the plan retroactive to August 1, 1989.

LETTER OF UNDERSTANDING-COLA INFORMATION

The parties agree to exchange information, during the term of this agreement with respect to **Cost** of Living Allowances negotiated in other Collective Agreements to enable the parties to prepare for discussions at the next round of Collective Bargaining.

LETTER OF UNDERSTANDING

(Effective January 1, 1990)

The Union and the Employer agree to recognize that there is a problem of absenteeism in the workplace. The Union further agrees to recognize the employers right to implement the absence control policy. The Employer agrees to recognize its obligation to advise all employees of the policies prior to implementation and further recognizes the right of the Union to carry grievances with respect to the application of the policy on individual union **members**.

The Employer agrees to take such steps necessary to ensure consistent application of the policy by its supervisory workforce.

The Employer agrees that an employee to be placed on the mandatory doctors certificate list shall be defined **as an** employee who has incurred the sixth occurrence in a calendar year.

The Employer agrees that it will continue payment to those employees who file for W.C.B. or LTD at the rates of pay which would have been paid by the Workers Compensation Board or the LTD carrier. Such payment shall not take place unless the employee signs a waiver acceptable to the Employer directing any funds **to** be paid directly **to** the Employer. At such time **as** the claim is decided by W.C.B. or LTD payment will revert **to direct** payment from W.C.B. for LTD.

ABSENCE CONTROL POLICY

The Employer agrees that in the development of the policy it will follow the guidelines outlined below and that it will provide the Union with a written **copy** of the policy:

1. **An** employee who incurs **six (6)** or more occurrences in a single year shall be placed on the mandatory doctor's certificate list and shall **be** subject to a written notice and may be asked to participate in a counselling or medical intervention program.
2. An employee who has received a written notice and in subsequent year exceeds **six (6)** or more occurrences shall be subject to a second written notice and shall be directed to participate in a counselling or medical intervention program.
3. **An** employee who has received a written notice, a second written notice, and who has been given the opportunity to participate in the counselling or the medical intervention program and who in the subsequent or third year exceeds **six (6)** or more occurrences shall be subject to termination.

Upon implementation of the policy, any employee who has received counselling or medical intervention by the employer will be considered to have received such counselling or medical intervention **as** described in the policy and will continue the process at the appropriate step in the policy.

2561

LETTER OF UNDERSTANDING (APPRENTICESHIP PROGRAMS)

The parties hereby agreed to meet during the term of this Collective Agreement **to discuss** the establishment **and implementation** of an apprenticeship program for the skilled trades.

LETTER OF UNDERSTANDING (TOOL ALLOWANCE)

The Employer agrees to institute a tool allowance for vehicle mechanics to be provided at the Employer's discretion, in an amount up to two hundred and fifty (\$250.00) dollars per employee, in order to address a need to replace tools whose design has been rendered obsolete **as** a consequence of wholesale changes in the Employer's fleet.

LETTER OF UNDERSTANDING (EXTENSION OF BENEFITS IN THE EVENT OF LOSS OF SENIORITY)

The Commissioner of Human Resources will be available to consider the necessity and feasibility of extending health care benefits to **employee(s)** with less than ten (10) years service who are terminated pursuant to the operation of Article 13.11 and were sixty (60) years or older at the time of termination.

LETTER OF UNDERSTANDING: FULL TIME OFFICER

The employer and the union agree that there is merit in pursuing the creation of a full time union officer position. The parties agree to meet during the first year of the Agreement in **an** effort to resolve their differences in this matter. Should an agreement not be reached prior to December 31, 1991, the matter will be referred to the next round of collective bargaining.

WINTER OPERATIONS/CITY

For the purposes of winter operations of Snow Plowing and Automatic Road Sanding, employees in the classifications of Truck Driver, Sweeper Operator, Grader Operator, Roller Operator, Yard Attendant, Utility Man/Woman, Tractor Operator, Bombardier Operator, Transcrete Mixer Operator, Equipment Operator, Small Grader Operator, Gradall Operator, Snow Loader Operator, Backhoe Operator, and Truck Drivers transferred from Parks, Cemetery, or Garbage Sections for winter months will be called in by seniority within their section.

Labourers that qualify within their sections may be called in by seniority if the above mentioned does not generate enough operators for the needs at hand.

Job operations of Wing Plow, Flagging, Silos and Shovelling of **Snow** will **be** recognized **as** Labourer duties and Labourers will be called in by seniority within the section to perform these functions.

When all sections have been exhausted and further operators are needed, Garbage **and** Cemetery sections will then be included and Truck Drivers will then be called in **by** seniority within the combined sections **as** noted above. When a worker is classified at a higher **salary** schedule, than that of **D9**, said worker will remain at present salary schedule.

This letter is in effect until such time as the parties complete the job descriptions for all positions which operate motor vehicles with the intent of defining all operators as Class I, Class II, or Class III.

STANDBY - WINTER OPERATIONS/CITY

Stand By Duty shall be implemented when deemed required by management.

1. All operation of vehicles performed in the Streets Division during the time period from the start to the finish of the winter shift operation in each winter season shall be considered as "winter operations".
2. Where labouring duties are required, labouring personnel shall be called in seniority order and in accordance with the current practice.
3. On the weekends, when Standby is in effect, personnel on standby that weekend shall be called in as required for all operations of motorized equipment. It is not necessary that all standby employees be called in when the operation requires fewer.
4. Standby personnel are for the operation of equipment and shall not be used for labouring functions.
5. When those on standby have been called in to work and have completed a twelve hour shift, other employees will be called in, in accordance with the Contract for the next twelve hour shift (if required). Should a third shift be required, the "standby" employees shall be recalled.
6. Public Works Department winter operations stand by duty required to be performed shall be scheduled and posted before the start of said operations.

Standby - Telephone Calls

1. An employee on standby for a particular weekend may provide a second telephone number where he/she may be reached during the weekend. Any alternate phone number provided must be given to his/her foreman before the end of the working day on the Friday on which the standby commences.
2. If an employee is not available at any number provided (Maximum of two numbers per employee), that employee shall not be paid the standby pay for that day. In addition, disciplinary action may be taken in accordance with the provisions of the Agreement.

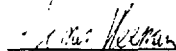
Letter of Understanding
re: Fleet Services Apprenticeship Program

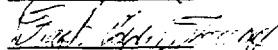
For those individuals employed in Fleet Services who are registered apprentice mechanics, the employer agrees to maintain their salary and benefits for each of the three eight-week periods during which the employee will be absent from the workplace to attend provincially-mandated training.

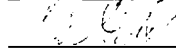
An employee's eligibility for income and benefit maintenance will be subject to the following conditions:

- 1) The employee must be a registered apprentice mechanic.
- 2) The employee must faithfully attend each and every course session during each trimester. Any absence must be excused, in advance, by the Superintendent of Operations.
- 3) The employee must maintain a grade-point average of 2.5 in each trimester.
- 4) Upon successful completion of the courses the employee agrees to remain **in** the employ of the Fleet Services section for a period of two years.
- 5) Should the employee choose to leave the Fleet Services section prior to the expiration of the **two** year period mentioned above, he/she acknowledges that the amount of wages paid to the employee while on the training course, represents a debt which the Fleet Services department may satisfy through deductions from wages, vacation pay or other appropriate means.
- 6) Employees participating in this program will be required to sign consents reflective of their obligations under this Letter of Understanding.
- 7) The Union acknowledges that it remains exclusively within Management's discretion to determine when employees registered as apprentice mechanics will be granted a paid leave to attend the training courses.

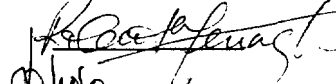
FOR THE UNION

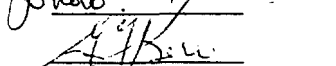






FOR THE EMPLOYER





CITY OF HAMILTON - LOCAL 5 - SCHEDULE OF RATES

CURRENT JOB TITLE	NEW WAGE GRADE	JOB EVAL MAXRATE JAN 18/91	JOB EVAL MAXRATE JULY 16/91	JOB EVAL MAXRATE JAN 16/92	JOB EVAL MAXRATE JAN 16/93
LEAD HAND WELDER	T3	\$18,691	\$19,065	\$21,047	\$23,180
WELDER (O M CERTIFICATE)	T2A	\$18,040	\$18,401	\$19,913	\$21,531
MACHINIST	T2A	\$18,040	\$18,401	\$19,913	\$21,531
MOTOR MECHANIC I	T2A	\$18,040	\$18,401	\$19,913	\$21,531
AUTO BODY MECHANIC	T2A	\$18,040	\$18,401	\$19,913	\$21,531
CARPENTER	T1B	\$17,645	\$17,998	\$19,067	\$20,198
CARPENTER (RECREATION)	T1C	\$15,945	\$16,264	\$18,157	\$20,198
MOTOR MECHANIC II	D21	\$15,927	\$16,246	\$17,367	\$18,560
LANDSCAPE TECHNICIAN	D20	\$16,349	\$16,676	\$17,510	\$18,385
FORESTRY CO-ORDINATOR	D20	\$16,349	\$16,676	\$17,510	\$18,385
MOTOR MECHANIC III	D20A	\$16,006	\$16,326	\$17,326	\$18,385
MOTOR MECHANIC III	D20B	\$15,408	\$15,716	\$17,006	\$18,385
FORESTER I	D20B	\$15,408	\$15,716	\$17,006	\$18,385
LIFT MAINTENANCE MECHANIC	D20C	\$14,985	\$15,285	\$16,779	\$18,385
MOTOR MECHANIC HELPER	D20D	\$15,235	\$15,540	\$16,913	\$18,385
LANDSCAPE DESIGNER	D20S				
FORESTRY INVESTIGATOR	D19	\$16,193	\$16,517	\$17,342	\$18,210
LEAD HAND/ TRUCK DRIVER (SPECIAL CREW)	D19A	\$15,517	\$15,827	\$16,980	\$18,210
FORESTER II	D18	\$15,131	\$15,434	\$16,691	\$18,034
SMALL EQUIPMENT REPAIRER (CEMETERIES)	D18A	\$15,016	\$15,316	\$16,629	\$18,034
LEAD HAND/ TRUCK DRIVER (STREETS)	D17B	\$15,413	\$15,721	\$16,758	\$17,859
GREENSKEEPER I/ TRACTOR OPERATOR/ SNOW GROOMER	D17C	\$15,252	\$15,557	\$16,672	\$17,859
LEAD HAND (GREENHOUSE)	D17C	\$15,252	\$15,557	\$16,672	\$17,859
SMALL EQUIPMENT REPAIRER (FORESTRY)	D17E	\$15,719	\$15,949	\$16,743	\$17,859
GREENSKEEPER I	D17F	\$15,079	\$15,391	\$16,579	\$17,859

54

507-1

CITY OF HAMILTON- LOCAL5 - SCHEDULE OF RATES

CURRENT JOB TITLE	NEW WAGE GRADE	JOB EVAL MAX RATE JAN 16/91	JOB EVAL MAX RATE JULY 16/91	JOB EVAL MAX RATE JAN 16/92	JOB EVAL MAX RATE JAN 16/93
RINK ATTENDANT I	D16B	\$15.094	\$15.396	\$16.503	\$17.683
HYDRAULIC BACKHOE OPERATOR (DISTRICTS)	D16C	\$15.200	\$15.504	\$16.560	\$17.683
TRANS CRETE OPERATOR	D16C	\$15.200	\$15.504	\$16.560	\$17.683
GREENSKEEPER I	D16C	\$15.200	\$15.504	\$16.560	\$17.683
CATCH BASIN EQUIPMENT OPERATOR	D15A	\$15.148	\$15.451	\$16.449	\$17.508
OIL DISTRIBUTOR OPERATOR	D15A	\$15.148	\$15.451	\$16.449	\$17.508
YARD ATTENDANT (DISTRICTS)	D15A	\$15.148	\$15.451	\$16.449	\$17.508
YARD ATTENDANT (SANITATION)	D15A	\$15.148	\$15.451	\$16.449	\$17.508
GRINDER OPERATOR	D15A	\$15.148	\$15.451	\$16.449	\$17.508
ROAD PATROL OPERATOR	D16B	\$14.975	\$15.275	\$16.356	\$17.508
LEAD HAND (CEMETERY)	D15C	\$14.935	\$15.234	\$16.335	\$17.508
GRAPHIC ART TECHNICIAN	D14R	\$16.824	\$17.160	\$18.019	\$18.919
GARAGE ATTENDANT I	D14A	\$14.808	\$15.104	\$16.183	\$17.332
GARDENER II	D14A	\$14.808	\$15.104	\$16.183	\$17.332
ROLLER OPERATOR	D14B	\$15.096	\$15.398	\$16.337	\$17.332
ASPHALT SPREADER OPERATOR	D14B	\$15.096	\$15.398	\$16.337	\$17.332
LARGE POWER GRADER OPERATOR	D14B	\$15.096	\$15.398	\$16.337	\$17.332
YARD ATTENDANT (PARKS)	D14B	\$15.096	\$15.398	\$16.337	\$17.332
MOBILE SNOW BLOWER OPERATOR	D14B	\$15.096	\$15.398	\$16.337	\$17.332
RINK ATTENDANT II (SEASONAL)	D14C	\$14.673	\$14.966	\$16.111	\$17.332
STREET SWEEPER/FLUSHER OPERATOR	D14D	\$14.923	\$15.222	\$16.245	\$17.332
SPORTS GROUNDKEEPER I	D14D	\$14.923	\$15.222	\$16.245	\$17.332

CITY OF HAMILTON- LOCAL5 - SCHEDULE OF RATES

CURRENT JOB TITLE	NEW WAGE GRADE	JOB EVAL MAX RATE JAN 16/91	JOB EVAL MAX RATE JULY 18/91	JOB EVAL MAX RATE JAN 16/92	JOB EVAL MAX RATE JAN 16/93
SPORTS FACILITIES HANDYPERSON	D13	\$15,257	\$15,562	\$16,340	\$17,157
TRUCK DRIVER (DISTRICTS)	D13A	\$14,812	\$15,108	\$16,102	\$17,157
TRUCK DRIVER/LABOURER (LITTER CONTAINERS)	D13A	\$14,812	\$15,108	\$16,102	\$17,157
LEADHAND/TRUCK DRIVER (BEAUTIFICATION)	D13A	\$14,812	\$15,108	\$16,102	\$17,157
GREENSKEEPER II	D13B	\$14,621	\$14,913	\$16,000	\$17,157
AVIARY TECHNICIAN	D13B	\$14,621	\$14,913	\$16,000	\$17,157
CONCRETE CUTTER OPERATOR	D13B	\$14,621	\$14,913	\$16,000	\$17,157
GARAGE ATTENDANT II	D13C	\$14,756	\$15,051	\$16,072	\$17,157
HYDRAULIC BACKHOE OPERATOR (CEMETERIES)	D13D	\$15,044	\$15,345	\$16,226	\$17,157
CONCRETE FINISHER	D12A	\$14,760	\$15,055	\$15,990	\$16,982
TRACTOR OPERATOR (PARKS)	D12B	\$14,819	\$15,116	\$16,022	\$16,982
CEMETERY GARDENER	D12C	\$14,569	\$14,860	\$15,888	\$16,982
FORESTER III	D12C	\$14,569	\$14,860	\$15,888	\$16,982
RODMAN/WOMAN	D12C	\$14,569	\$14,860	\$15,888	\$16,982
SEWER MAINTENANCE LABOURER	D12D	\$14,656	\$14,949	\$15,935	\$16,982
ASPHALT RAKER	D11	\$14,945	\$15,244	\$16,006	\$16,806
GARBAGE TRUCK DRIVER	D11	\$14,945	\$15,244	\$16,006	\$16,806
LABOURER/TRUCK DRIVER (DISTRICTS)	D11A	\$14,652	\$14,945	\$15,849	\$16,806
LABOURER/TRUCK DRIVER (CEMETERIES)	D11A	\$14,652	\$14,945	\$15,849	\$16,806
HANDYPERSON II	D11A	\$14,652	\$14,945	\$15,849	\$16,806
SKI LIFT OPERATOR	D11B	\$14,517	\$14,807	\$15,777	\$16,806
SNOW GROOMER	D11B	\$14,517	\$14,807	\$15,777	\$16,806
TRUCK DRIVER (CEMETERY)	D11C	\$14,708	\$15,002	\$15,879	\$16,806

CITY OF HAMILTON- LOCAL 5 - SCHEDULE OF RATES

CURRENT JOB TITLE	NEW WAGE GRADE	JOB EVAL MAXRATE JAN 16/91	JOB EVAL MAX RATE JULY 16/91	JOB EVAL MAX RATE JAN 16/92	JOB EVAL MAX RATE JAN 16/93
STORES ATTENDANT	D10	\$14,789	\$15,085	\$15,839	\$16,631
SHOP HELPER	D10	\$14,789	\$15,085	\$15,839	\$16,631
TRUCK DRIVER (PARKS)	D10	\$14,789	\$15,085	\$15,839	\$16,631
GARBAGEWORKER	D10	\$14,789	\$15,085	\$15,839	\$16,631
LABOURER (DISTRICTS)	D10A	\$14,465	\$14,754	\$15,665	\$16,631
SPORTS GROUNDSKEEPER II	D10A	\$14,465	\$14,754	\$15,665	\$16,631
LABOURER TRUCK DRIVER (PARKS MTCE)	D9	\$14,633	\$14,925	\$15,672	\$16,455
LABOURER (CEMETERY)	D9A	\$14,413	\$14,701	\$15,554	\$16,455
TRACTOR OPER (DISTRICTS)	D9R	\$14,679	\$14,971	\$15,717	\$16,501
YARDPERSON (DISTRICTS)	D8	\$14,477	\$14,766	\$15,505	\$16,280
SNOW MAKER	D8	\$14,477	\$14,766	\$15,505	\$16,280
YARDPERSON (BEAUTIFICATION)	D8R	\$14,505	\$14,794	\$15,533	\$16,308
GARAGE ATTENDANT III	D8R	\$14,505	\$14,794	\$15,533	\$16,308
GARDENER III	D7	\$14,321	\$14,607	\$15,338	\$16,104
LABOURER (PARKS MTCE)	D6R	\$14,303	\$14,586	\$15,309	\$16,067
STREET CLEANER (DISTRICTS)	D6R	\$14,303	\$14,586	\$15,309	\$16,067
STUDENT	D25	\$10,000	\$10,000	\$10,000	\$10,000

57

Base

NEW RATES - RED CIRCLED POSITIONS - NEW INCUMBENTS

CURRENT JOB TITLE	NEW WAGE GRADE	JOB EVAL MAX RATE JAN 16/91	JOB EVAL MAX RATE JULY 16/91	JOB EVAL MAX RATE JAN 16/82	JOB EVAL MAX RATE JAN 16/83
GRAPHICART TECHNICIAN	D14	\$15.413	\$16.721	\$16.507	\$17.333
TRACTOR OPR (DISTRICTS)	D9	\$14.633	\$14.925	\$15.672	\$16.455
YARDPERSON (BEAUTIFICATION)	D8	\$14.477	\$14.766	\$15.505	\$16.280
GARAGE ATTENDANT III	D8	\$14.477	\$14.766	\$15.505	\$16.280
LABOURER (PARKS M/TCE)	D6	\$14.165	\$14.448	\$15.171	\$15.929
STREET CLEANER (DISTRICTS)	D6	\$14.165	\$14.448	\$15.171	\$15.929

APPENDIX "A"

LIFE INSURANCE

72-999

Group Life Insurance with benefits equal to one and one half (1 1/2) times the annual basic wage rate of the employee to the nearest one thousand dollars.

Effective January 16, 1992 - Group Life Insurance coverage increases to two (2) times the annual basic wage rate of the employee to the nearest one thousand dollars.

Effective January 16, 1992 - Accidental Death and Dismemberment coverage to a maximum of two (2) times the annual basic wage rate of the employee to the nearest one thousand dollars.

LIFE INSURANCE AT RETIREMENT

Life Insurance one and one half (1 1/2 times the annual salary of the employee at time of retirement rounded to the nearest one thousand dollars)

Effective January 16, 1992 - an employee retiring on or after this date, will receive life insurance coverage of two (2) times the annual basic wage rate of the employee to the nearest one thousand dollars.

APPENDIX "B"

ELIGIBLE DEPEND — include (if applicable): ~~your spouse, unmarried,~~ unemployed children up to their ~~22nd~~ birthday or up to their ~~25th~~ birthday if a full-time student at a recognized educational institute.

DEDUCTIBLE

Deductible per Calendar Year:	Employee:	\$10.00.
	Dependents:	\$10.00.

Reimbursement: 100% of Insured **Charges**
in ~~excess~~ of the deductible
amount.

LIMITATIONS: This Plan does not pay for:

- ~~Services normally paid through any provincial hospital plan, any provincial medical plan, Worker's Compensation Board, other government agencies or any other source...~~
- Dental ~~care~~ (except as outlined under 'Benefits'), cosmetic ~~surgery, rest cures, trawl~~ for health reasons or insurance examinations, ~~services~~ provided in a psychiatric hospital, chronic care unit of a general hospital or nursing home.

COORDINATION OF BENEFITS If you have similar benefits through any other insurer, the amount payable through this Plan shall be coordinated so that payment from all coverages shall not exceed 100 percent of the actual claim,

EXTENSION OF BENEFITS FOR DISABLED EMPLOYEES: In the event of termination of employment and the employee or one of his dependents is disabled at that time, insurance under this benefit will continue for that individual for up to 90 days, provided the plan remains in force.

HOW TO CLAIM BENEFITS: Receipts (or bills) for allowable ~~expenses~~ should be sent with this claim form to ONTARIO BLUE CROSS, 150 Ferrand Drive, Toronto, Ontario M3C 1H6, or taken to the Blue Cross Hamilton Branch Office, 25 Main Street West, Suite 1401.

BENEFITS

The following services will be reimbursed when the services are provided on the order of a physician or surgeon legally licensed to practice medicine. Reimbursement will be based on the usual and customary rate in the area where the service is provided except for benefits with specific dollar amount shown.

1. DRUGS

Charges for drugs, birth control pills, medicines, serums and vaccines obtained by a written prescription; excluding patent or proprietary medicines, anti-obesity treatments and any charges made for the administration of serums, vaccines, or injectible drugs.

70F-100

2. NURSING CARE

Charges for the services of a Registered Nurse (R.N.), provided the R.N. is not normally resident in the insured person's home. A Blue Cross Authorization Form must be submitted to Blue Cross for prior approval on a monthly basis. **MAXIMUM \$50,000 LIFETIME.**

70J-100

3. HOSPITAL EXPENSES & SUPPLIES

Charges for hospital services and supplies obtained from a licensed hospital while the insured person is not confined in the hospital.

4. AMBULANCE

Charges for licensed ambulance service or other emergency service when used to transport the insured person from the place where bodily injury or disease is suffered to the nearest hospital where adequate treatment can be rendered or from one hospital to another or from hospital to the insured person's residence. (Emergency transportation includes transportation by air, rail or water.)

5. SERVICE & SUPPLIES

Charges for the following services and supplies:

- a) purchase of braces, crutches, artificial limbs or eyes and approved prosthetic devices required as a result of **bodily injury which occurred** or disease which commenced while the person was insured under this provision.
- b) rental of wheelchair, hospital-type bed or other approved durable equipment for temporary therapeutic use required as a result of **bodily injury which occurred** or disease commenced while the person was insured under this provision. If purchase of such equipment is a more satisfactory arrangement, agreement to purchase will be at the option of the Insurance Company.
- c) oxygen and blood serum.

6. DENTAL

Charges by a legally licensed dentist for the following treatment necessitated by a direct accidental blow to the mouth, and not by an object wittingly or unwittingly placed in the mouth, which occurred while the individual was insured under this benefit, received within three years of the accident:

- 1) dental treatment of **injuries to natural teeth.**
- 2) replacement of natural teeth, up to a **maximum** payment of \$500 per accident.

7. OUT OF PROVINCE COVERAGE

This benefit provides protection when you and/or ~~per~~ eligible dependants are vacationing, or travelling for other than health reasons; cover eligible expenses over and above what your provincial government health plan will pay; and are for unexpected illness or accident occurring outside your province of residence. No benefits shall be paid if service to a covered person is provided in a chronic care or psychiatric hospital, chronic unit of a general hospital, nursing home or health spa.

- A) Payment for the **cost** of hospital accommodation which is in **excess** of the amount paid by a provincial health plan or any other Blue Cross Plan.
- B) Payment for **charges** made by physicians when **such** charges are over and above the **allowance** made by a provincial health plan.
- C) **When** illness or injury is **such** that you must fly home and the physician or commercial airline stipulates in writing that you must be accompanied by a qualified medical attendant, Blue Cross pays the costs incurred for one round trip economy fare for the medical attendant (not a relative), and **extra costs** for the number of economy **seats** required to return the covered person, by most direct route, to the air terminal nearest the **departure** point in **Canada.**
- D) **Subject to payment by a provincial health plan, charges** made by chiropractors, ~~chiro~~podists and podiatrists to a maximum of \$10 Canadian per treatment **date.**

- **Request** detailed receipts (in duplicate if possible) for any health-related **expenses** incurred while outside your province of residence.
- Send **one set** of receipts to your provincial government health plan for their consideration and payment.
- **When they have** replied send **original copy** of provincial plan payment and completed claim for together with receipts to Blue Cross, 150 Ferrand Drive, Toronto, Ontario M3C 1H6 for reimbursement of remaining eligible benefits. Please note that claims in languages other than English or French require an accompanying translation.

- **Maximum amount payable with respect to a retired employee or his/her dependant shall be \$5000 during their lifetime.**

8. DIAGNOSTIC X-RAY AND LABORATORY EXPENSES

Charges for diagnostic tests and radiological treatments including x-rays and laboratory tests and radium treatments.

9. PHYSIOTHERAPY

Charges for the services of a qualified physiotherapist, who is not normally resident in the insured person's home.

10. SPEECH THERAPY

Charges for the services of a qualified Speech Therapist, up to maximum of \$200 per calendar year for each insured person, but only when we are provided with a certificate by a medical doctor or dentist that such treatment is necessary.

11. CLINICAL PSYCHOLOGY

Payment to registered clinical psychologists up to \$35.00 for the first visit and \$20.00 per hour for subsequent treatments to a maximum of \$200.00 during a calendar year in all.

U. HEARING AIDS

Charges for hearing aids prescribed by legally licensed **Otolaryngologist**, up to the maximum amount shown on your identification certificate during the lifetime of each insured person.

70 H-100

U. EYEGLASSES

The following charges recommended or approved by a legally licensed physician, surgeon, ophthalmologist or optometrist:

70 G-100

- 1) **Eyeglasses: Frames, lenses and fitting of prescription eyeglasses**, up to the maximum amount shown on your identification certificate, **an any two consecutive calendar years for each insured person.**
- 2) **Contact Lenses: One set of contact lenses during the lifetime of the insured person to a maximum of \$200**, if visual acuity is improved to at least 20/40 level of acuity not possible through regular eye glasses. In all other cases, contact lenses **would** be subject to the maximum for regular eye glasses.

14. PARAMEDICAL SERVICES

766-1

Payment to a registered masseur up to \$7.00 per treatment for not more than twelve treatments per calendar year, but only when we are provided with a certificate by a medical doctor that such treatment is necessary.

15. SEMI-PRIVATE HOSPITAL ACCOMMODATION

701-100

If an employee or dependent suffers bodily injury or disease or becomes pregnant, and as a result is confined in a legally licensed hospital, this benefit will reimburse the employee for the difference between the public ward allowance under the Provincial Hospital Plan and the semi-private charge.

Benefits are payable with no overall maximum.

This is intended to assist you in understanding the terms and benefits of your coverage. If specific details of the Agreement are required please discuss with your employer, or call the local Blue Cross office at 522-1866.

16. CHIROPRACTOR

chiropractor service qualifies as a charge but only to the extent that they Chiropractor qualifies in accordance with the laws of the Province in which he/she is practising within the scope of his/her licence.

The maximum charge for each visit is not to exceed the schedule of fees approved by the Association of which the practitioner is a member, and where there is no approved schedule of fees, the charge must be reasonable.

The maximum is \$200 per person per calendar year.

TIME LIMIT FOR SUBMISSION OF CLAIMS

Extended Health Care claims should be submitted within 180 days after the end of the calendar year in which the claim was incurred. If a delay is anticipated Blue Cross should be notified in advance.

If the Group Agreement terminates, no payment is made with respect to any claims unless proof is submitted within 90 days of termination of the policy.

APPENDIX "C"

DENTAL RIDER I

ENDODONTIC SERVICES
PERIODONTAL SERVICES
SURGICAL SERVICES

71-2

The following dental procedures **are** added to and form part of your dental coverage. Please refer to the "Summary of Benefits" for information regarding reimbursement of charges incurred under **this** Rider.

BENEFITS

ENDODONTIC SERVICES

(Root canal treatment)

Pulp capping 31100, 31110

Pulpotomy 32201, 32202, 32210, 32211

Root canal therapy 33100, 33120, 33200, 33220, 33300, 33320, 33400, 33420,

~~33440~~

Apexification 33501, 33502, 33503, 33504, 33511, 33512, 33513, 33514

Periapical services 34101, 34102, 34103, 34104, 34111, 34112, 34114, 34115,

34201, 34202, 34203, 34212, 34213

Root amputation 34401, 34402

Gingival curettage 39100

Alveolectomy 39110

Banding of tooth to maintain sterile operating field 39120

Hemisection 39210, 39220, 39230, 39300

Chemical bleaching 39400

Intentional removal, apical filling & reimplantation 39501, 39502, 39503, 39600

Emergency procedures 39901, 39902, 39903, 39904, 39910,

~~39911~~, 39940, 39960, 39970, 39980, ~~39981~~, 39985

PERIODONTAL SERVICES

(Diagnosis & Treatment of Gum Tissue)

Exam Periodontal Recall 01203

Application of displacement dressing 41100

Management of acute infections and other oral lesions 41200

Desensitization of tooth surface 41300

Gingival curettage 42001

Gingivoplasty 42002

Gingivectomy 42003

Osseous surgery 42100, 42101

over..

Osseous grafts 42103, 42104
Soft tissue grafts 42200, 42300
Vestibuloplasty 42310
Post surgical treatment 42500
Provisional splinting 43200, 43210
Periodontal scaling & root planing 43400
Special periodontal appliances including occlusal guards
(excluding TMJ related problems) 43600, ~~43601~~

SURGICAL SERVICES

~~72400, 72401, 72402~~
Surgical exposure of tooth 72410, 72411, 72412
Transplantation of a tooth 72430
Surgical repositioning of a tooth 72440
Enucleation of an unerupted tooth and follicle 72450
Alveoloplasty 73100, 73110
Gingivoplasty and/or stomatoplasty 73119, 73120
Osteoplasty 73133, 73134, 73135, 73140, 73141
Surgical excision 74108, 74109, 74408, 74409
Surgical incision 75100, 75110, ~~75111, 75112~~
Fractures 76198, 76210, 76250, 76310, 76350, 76910, 76950, 76951
Frenectomy 77800, 77810, 77840, 78110
Miscellaneous surgical services 79104, 79301, 79302, 79303, 79304, 79305,
79306, 79307, 79308, 79401, 79601, 79602, 79603, 79604
Adjunctive General Services— Injections 96100, 96101

OTHER SERVICES

DENTAL RIDER 2

COMPLETE AND PARTIAL DENTURES DENTURE REPAIRS AND RELINES

The following dental procedures are added to and form part of your dental coverage. Please refer to the "Summary of Benefits" for information regarding reimbursement of charges incurred under this Rider.

BENEFITS

PROSTHODONTIC SERVICES— REMOVABLE

Complete dentures (once every 5 years) 51100, 51110, 51120, 51300, 51310, 51320, 51600, 51610, 51620



Partial dentures (once every 5 years) 52120, 52121, 52220, 52221, 52230, 52231, 52320, 52321, 52400, 52410, 52500, 52510, 52520, 52525, 52530, 52531, 52535, 52600, 52610, 52620, 52630, 52800

Denture adjustments 54250, 54300, 54301, 54302

Denture repairs 55101, 55102, 55103, 55104, 55201, 55202, 55203, 55204, 55320, 55330, 55700

Denture rebasing, relining 56200, 56201, 56210, 56211, 56220, 56221, 56230, 56231, 56260, 56261, 56262, 56263, 56264, 56265, 56270, 56271, 56272, 56273

OTHER SERVICES

In-office laboratory charger (when applicable to the above procedures) 
Diagnostic 

DENTAL RIDER 4

CROWN AND BRIDGEWORK REPAIRS TO CROWNS AND BRIDGEWORK

The following dental procedures are added to and form **part** of your dental coverage. Please refer to *the* "Summary of **Benefits**" for information regarding reimbursement of charges incurred under this Rider.

BENEFITS

RESTORATIVE SERVICES

Gold foil restorations [REDACTED]
Metal inlay restorations **25100, 25200, 25300, 25500**
Retentive pins 25601, 25602, 25603, 25604, 25605
Onlay/Inlay, porcelain [REDACTED]
Porcelain repair [REDACTED]
Crowns 27100, 27110, 27130, 27140, 27200, 27210, 27300, 27310, 27500
Post and core 27700, 27701, 27702, 27710, 27711, 27712
Metal transfer coping 27800, 27810
Other restorative services 29100, 29300, 29501, 29502, 29503, 29511, 29512, 29513, [REDACTED]

PROSTHODONTIC SERVICES FIXED (once every 5 years)

Evaluation of extensive restorative dentistry 60100
Pontics 62100, 62200, 62500, 62510, 62600, 62700, 62702, 62800
Retainers — inlay, onlay 65200, 65300, 65400, 65500
Repairs 66100, 66200, 66300, 66400, 66500, 66600, 66610, 66620, [REDACTED]
Retainers — crowns 67100, 67101, 67110, 67200, 67210, 67400, 67410, 67600, [REDACTED]
Splinting 69610, 69620
Retentive pins in abutments 69701, 69702, 69703, 69704, 69705
Provisional coverage in extensive restorative dentistry [REDACTED]

OTHER SERVICES

In-office laboratory charges (when applicable to the above procedures) 99350
Diagnostic casts, [REDACTED]

DENTAL PLAN 7

PREVENTIVE SERVICES

Reimbursement of charges incurred by you and your eligible dependants for the following dental procedures will be made up to the fees outlined in the applicable Dental Association Fee Guide. Please refer to your Blue Cross Certificate for information regarding the appropriate Fee Guide and reimbursement of dental charges.

If you and the dentist wish to have payment made directly to the dentist, have a completed Blue Cross/ODA/CDA standard dental claim form forwarded to Blue Cross.

If you wish to claim directly from Blue Cross, the completed claim form signed by the dentist should be sent to Blue Cross at 150 Ferrand Drive, Don Mills, Ontario M3C 1H6.

EXCLUSIONS

- Dental services not listed under Benefits.
- Dental services or supplies for cosmetic purposes.
- Charges in excess of the applicable Fee Guide for General Practitioners as shown on your Blue Cross Certificate.
- Dental services paid through any other source such as government or any other service.

BENEFITS

EXAMINATIONS

Complete oral examination (once every 3 years) 01110, 01120, 01130

Re-dental examination (once every 6 months) 01200

Emergency examination 01300

Specific oral area examination 01400

CONSULTATIONS

With patient (maximum 2 units every 12 months) 05200

With another dentist 93100

RADIOGRAPHIC EXAMINATION (X-RAY)

Complete series intra oral films (once every 3 years) 02100, 02101

Periapical films 02111 - 02120 (inclusive)

Occlusal films 02131 - 02134 (inclusive)

Posterior bitewing films (once every 6 months) 02141 - 02140 (inclusive)

Extra oral films 02201 - 02204 (inclusive)

Sinus examination 02304

Sialography 02400

Use of radiopaque dyes to demonstrate lesions 02430

Temporomandibular joint films 02504, 02505

Panoramic film (once every 3 years) 02600

Cephalometric **films** 02701 - 02705 (inclusive)
 Tracing of radiographs **02750**
 Interpretation of radiographs from another source 02800
 Tomography **02920**
 Hand and wrist (as diagnostic aid for dental treatment) **02930**
DIAGNOSTIC SERVICES
 Bacteriologic cultures for determination of pathologic agents **04100**
 Dental caries susceptibility test **04200**
 Biopsy, soft-hard **tissue** **04300, 04310**
 Cytological examination **04330**
PREVENTIVE SERVICES
Prophylaxis (scaling) (once every 6 months) 11100, 11200, 11300
 Preventive Recall Packages (once every 6 months)
 11201-11203, 11301-11303, 11401-11403, 11501-11503
Fluoride treatment **12400, 12500**
 Oral hygiene instruction (once every 6 months) **13200, 13210**
 Caries/pain control **13600**
 Interproximal **discing** of teeth **13700**
RESTORATIVE SERVICES
Amalgam restorations (silver fillings)
 Primary **teeth** **21101 - 21105** (inclusive)
 Permanent anterior and bicuspid teeth **21211 - 21215** (inclusive)
 Permanent molar **teeth** **21221 - 21225** (inclusive)
 Pin reinforcement **21301 - 21305** (inclusive)
Stainless steel crowns **21401, 21403, 21411, 21413, 21421, 21423, 21431, 21433, 21441, 21443, 21451, 21453, 21461, 21463, 21471, 21473, 21481, 21483, 21491, 21493, 21501, 21503, 21511, 21513, 21521, 21523, 21531, 21533, 21541, 21543, 21551, 21553, 21561, 21563, 21571, 21573, 21581, 21583, 21591, 21593, 21601, 21603, 21611, 21613, 21621, 21623, 21631, 21633, 21641, 21643, 21651, 21653, 21661, 21663, 21671, 21673, 21681, 21683, 21691, 21693, 21701, 21703, 21711, 21713, 21721, 21723, 21731, 21733, 21741, 21743, 21751, 21753, 21761, 21763, 21771, 21773, 21781, 21783, 21791, 21793, 21801, 21803, 21811, 21813, 21821, 21823, 21831, 21833, 21841, 21843, 21851, 21853, 21861, 21863, 21871, 21873, 21881, 21883, 21891, 21893, 21901, 21903, 21911, 21913, 21921, 21923, 21931, 21933, 21941, 21943, 21951, 21953, 21961, 21963, 21971, 21973, 21981, 21983, 21991, 21993**
 Acrylic or composite **restorations** **23101-23103, 23106-23109, 23111-23114, 23116-23119, 23121-23124, 23126-23129, 23201-23204, 23221-23224 (incl.)**
 Occlusal equilibration (8 units of time every 12 months) **43310**
SURGICAL SERVICES
 Removal of erupted tooth (uncomplicated)--
Single tooth 71101
Each additional tooth in same surgical site 71111
 Removal of erupted **tooth** (complicated) **72100**
 Removal of impacted **tooth** **72210, 72220, 72230, 72240**
 Removal of residual roots **72310, 72320**
ANAESTHESIA
92110, 92120, 92201, 92202, 92215, 92251, 92252, 92310, 92311, 92330, 92340
PROFESSIONAL VISITS
94100, 94200, 94400

ADDITIONAL DENTAL BENEFITS

In addition to those dental plan benefits described on your claim form/brochure the following services are included. at the appropriate co-insurance:

- (a) crowns and inlays
- (b) fixed bridgework. removable partial dentures or complete dentures ("appliance"). including temporary dentures
- (c) replacement of existing appliances: !
 - (i) if necessitated by the extraction of additional natural teeth while insured under the plan
 - (ii) if the existing appliance is at least 3 years old and cannot be made serviceable
 - (iii) if an immediate temporary denture is replaced with a permanent denture within 12 months of the temporary installation
- (d) maintenance of an existing appliance.

REMOVABLE PROSTHODONTICS

Complete dentures (once every 3 years): 51100, 51110, 51120, 51300, 51310, 51320, 51600, 51610, 51620

Partial dentures (once every 3 years): 52120, 52121, 52220, 52221, 52230, 52231, 52320, 52321, 52400, 52410, 52500, 52510, 52520, 52525, 52530, 52531, 52535, 52600, 52610, 52620, 52630, 52800

FIXED PROSTHODONTICS (once every 3 years)

Pontics: 60700, 62100, 62200, 62500, 62510, 62600, 62700, 62702, 62800
Retainers - inlay, onlay: 65200, 65300, 65400, 65500
Repairs: 66100, 66200, 66300, 66400, 66500, 66600, 66610, 66620
Retainers - crowns: 67100, 67101, 67110, 67200, 67210, 67400, 67410, 67600
Splinting: 69610, 69620
Retentive pins in abutments: 69701, 69702, 69703, 69704, 69705

MAJOR RESTORATIVE

Metal inlay restorations: 25100, 25200, 25300, 25500
Retentive pins: 25601, 25602, 25603, 25604, 25605
Crowns: 27100, 27710, 27130, 27140, 27200, 27210, 27300, 27310, 27500
Post and core: 27700, 27701, 27702, 27710, 27711, 27712
Metal Transfer coping: 27800, 27810
Other restorative services: 29100, 29300, 29501, 29502, 29503, 29511, 29512, 29513

EXTENSION OF BENEFITS

If an employee or dependant has impressions taken or a tooth prepared for an appliance while insured and insurance ceases because of termination of employment. then insurance will be deemed to continue in force for 90 days for charges incurred under that treatment.

Claims will not be paid for any crowns, bridges or dentures for which impressions were made prior to the date when the individual's insurance started. Also, claims will not be paid for replacement of mislaid, lost or stolen appliances.

ORTHODONTICS

DIAGNOSTIC:

Orthodontic casts: 04530

PREVENTATIVE:

Space maintainers: 13100, 15110, 15111, 15120, 15200, 15210, 15300, 15310, 15400, 15500, 15600

OBSERVATION & ADJUSTMENT:

Observations: 80610
Observation and adjustsent: 80620
Repairs: 80630
Alterations: 80640
Re-cementations: 80650
Separation: 80700

ORTRODONTIC APPLIANCES:

Removable 81105, 81106, 81110, 81111, 81115, 81116, 81120, 81125, 81126, 81130, 81131, 81140
Fired-bilateral: 81201 - 81214 (inclusive)
Fixed-milateral: 81251, 81252, 81261
Appliances to control harmful habits: 82050, 82101, 82102, 82201, 82202
Myofunctional therapy: 82300
Retention Appliances: 83111, 83112

Prior to commencement of Orthodontic treatment, the dentist should prepare a report outlining the details with respect to malocclusion, diagnosis, proposed treatment and applicable fees. This treatment plan should be forwarded to Blue Cross for review to establish the extent of payable benefits.

ADDITIONAL DENTAL INFORMATION

COVERAGE FOR FIXED AND REMOVABLE PROSTHODONTICS AND MAJOR RESTORATIVE

Subject to 50% co-insurance

Maximum amount payable for each insured person in any twelve month consecutive period shall not exceed \$500.00. Effective January 1, 1988, the maximum amount payable shall increase to \$1,000.00.

COVERAGE FOR ORTHODONTICS

Effective January 1, 1988

Subject to 50% co-insurance

Maximum amount payable for each eligible dependent in a lifetime shall not exceed \$1,000.00. Coverage for dependent children to age 18 only.

Effective May 21, 1989

Subject to 50% co-insurance

Maximum amount payable for each eligible dependent in a lifetime shall not exceed \$1,500.00. Coverage for dependent children to age 18 only.

APPENDIX 'D'

INCOME PROTECTION PLAN

This Plan is comprised of two parts:

1. Short Term Income Protection Plan
2. Long Term Income Protection Plan

NOTE: This is a Plan description and final details of the Long Term Income Protection Plan will be subject to acceptability of the Insurance Company.

The Employers will be responsible respectively only for the arranging of a contract to provide benefits, but the final terms of the Plan will be found in the Master Contract as the governing document.

The Plan was effective January 1, 1982, and revised January 1, 1990.

SECTION A

1. INTRODUCTION TO INCOME PROTECTION PLAN

The following Plan is designed to provide the employee with an income if he/she cannot perform his/her normal duties due to illness/non-occupational injury during both short and long term disabilities. This Plan replaces the Cumulative Sick Leave Allowances Program and is not intended to duplicate or replace any Worker's Compensation Benefits. Provision is included under the Short Term Income Protection Plan to "top up" awards from the Workmen's Compensation Board from an employee's cumulative sick leave plan credits to 100% of earnings. **An** employee will be paid while he/she is disabled until the earlier of

- (a) the employee returns to work; or
- (b) the employee retires, either at the normal retirement age or opts to retire early; or
- (c) the employee exhausts his/her entitlements under either of the plans; or
- (d) the employee dies.

2. DEFINITIONS

Employee: For the purposes of this plan an employee is one who is either full time non-union or unionized and covered by a contractual union agreement which includes the Income Protection Plan and who has completed his/her probationary period.

Employee - New: A new employee is one who has not completed his/her probationary period.

Short Term Disability: This is defined as a period of disability resulting from illness/non-occupational injury as determined by a qualified medical practitioner, which prevents an employee from attending his/her regular work and which extends for a period of not more than twenty-six (26) weeks.

Long Term Disability: This is defined as a period of disability resulting from illness/non-occupational injury as determined by a qualified medical practitioner, which prevents an employee from attending work and which extends for a period of more than twenty-six (26) weeks.

Pay: For purposes of this Plan, a week's pay for hourly paid employees shall be the basic hours worked per week multiplied by the employee's standard rate per hour paid on a weekly basis, but shall not include any shift premium, overtime, or other increments.

SECTION B

3. COMMENCEMENT OF L.P.P.

- (a)** a new employee shall commence coverage under the Plan on the first working day following completion of his/her probationary period, and
- (b)** an employee who is not present at work on becoming eligible, will commence coverage following his/her return to work.

4. SENIORITY SERVICE

Service for all employees, for the purpose of the Plan, shall mean completed years of service with the Employer as of January 1st in any year, and shall commence from the date of their employment with the Employer and shall be based on full years of service in any year.

SECTION C

SHORT TERM INCOME PROTECTION PLAN

5. Short term coverage will apply to disabilities lasting up to twenty-six (26) weeks and pay will be continued in accordance with the following schedule:

<u>Seniority Service</u>	<u>Amount Payable</u>	
	<u>100% of Pay</u>	<u>70% of Pay</u>
From the date of eligibility to December 31st	---	plus 15 weeks
1st full year of service as at January 1st	2 weeks	plus 24 weeks
2nd full year of service as at January 1st	3 weeks	plus 23 weeks
3rd full year of service as at January 1st	4 weeks	plus 22 weeks
4th full year of service as at January 1st	5 weeks	plus 21 weeks
5th full year of service as at January 1st	6 weeks	plus 20 weeks
6th full year of service as at January 1st	7 weeks	plus 19 weeks
7th full year of service as at January 1st	8 weeks	plus 18 weeks
8th full year of service as at January 1st	9 weeks	plus 17 weeks
9th full year of service as at January 1st	10 weeks	plus 16 weeks
10th full year of service as at January 1st	11 weeks	plus 15 weeks
11th full year of service as at January 1st	12 weeks	plus 14 weeks
12th full year of service as at January 1st	13 weeks	plus 13 weeks
13th full year of service as at January 1st	14 weeks	plus 12 weeks

74-100995

14th full year of service as at January 1st	15 weeks	plus 11 weeks
15th full year of service as at January 1st	16 weeks	plus 10 weeks
16th full year of service as at January 1st	17 weeks	plus 9 weeks
17th full year of service as at January 1st	18 weeks	plus 8 weeks
18th full year of service as at January 1st	19 weeks	plus 7 weeks
19th full year of service as at January 1st	20 weeks	plus 6 weeks
20th full year of service as at January 1st	21 weeks	plus 5 weeks
21st full year of service as at January 1st	22 weeks	plus 4 weeks
22nd full year of service as at January 1st	23 weeks	plus 3 weeks
23rd full year of service as at January 1st	24 weeks	plus 2 weeks
24th full year of service as at January 1st	25 weeks	plus 1 week
25th full year of service as at January 1st	26 weeks	plus 0 weeks

Where available, sick leave credits may be used to extend the payment of 100% weeks.

- (ii)** Payments from the previous-noted schedule will be made on the following basis **with** the provision that any absence due **to** illness/non-occupational injury will constitute an occasion:
 - (a)** from the first day of absence for the first two occasions of absence in **a** calendar year, and
 - (b)** from the second day of the third absence in the calendar year, and
 - (c)** from the third day of the fourth absence in the calendar year, **and**

- (d) from the fourth day of the fifth and subsequent absences in a calendar year.
 - (iii) Where available, sick leave credits may be used to replace the unpaid days **as** provided for in (b), (c), and (d) above.
 - (iv) When an employee can demonstrate to the Employer that he/she can only attend his/her physician **as** part of regular **on** going treatments during the day, the absences shall collectively constitute one occasion for the purposes of this plan. In order for this to occur, the employee must provide the Employer with documentation from his/her physician at the commencement of the ongoing treatment program, outlining the anticipated schedule for treatments, including dates when the series will likely commence and cease.
 - (v) **An** employee shall be provided up to two one-half (**1/2**) day absences for doctor appointments in any calendar year. Each of these one-half (**1/2**) day absences shall not constitute an occasion for the purpose of this plan.
- 6.**
- (i) Payments will be made for a maximum of twenty-six (**26**) weeks during any one continuous period of disability.
 - (a) Successive absences due to the same or a related cause will be considered **as** one continuous period of disability unless separated by return to active employment for a period of three (3) months.
 - (b) A disability due to a different cause will be considered a new period after a return to active employment for one month.
- 7.**
- (i) No benefits will be payable during a period of pregnancy leave of absence to which an employee is entitled under the Employment Standards Act, or during any such longer period of pregnancy leave for which the employee has applied and been approved by the Employer.
 - (ii) Short term disability payments will be offset by any disability benefits payable to the employee from the Canada Pension Plan.
 - (iii) **An** employee who is engaged in outside employment apart from his/her employment with the Corporation/**R**egion is not entitled to any benefits under the provisions of the short term income protection plan for any occupational injury or sickness sustained during such periods of outside employment

- (iv) The Employer will continue to pay fringe benefits costs including Dental, O.H.I.P., Extended Medical benefits, Life Insurance, etc., and any other applicable benefits negotiated for a period not longer than thirty (30) consecutive months. Where required, payroll deductions for pension purposes will continue to be made from disability pay.

REGULATIONS

- a
 - i) **An** employee shall on the first day of illness/non-occupational injury, report or cause to report such illness/non-occupational injury to his/her Department Head or Supervisor.
 - ii) **An** employee who fails to report on the first day that he/she is absent from work due to illness/non-occupational injury shall be considered **as** being absent without leave non-paid and is subject to appropriate disciplinary action up to and including termination.
 - iii) Upon receiving notice of an employee's illness/non-occupational injury, the Department Head or Supervisor shall on the same day report such illness/non-occupational injury on the Daily Absence Status Report **as** provided by the Commissioner of Human Resources.
 - iv) **An** employee whose illness/non-occupational injury extends to the third working day shall, on or before the third working day, file a doctor's certificate with the Department Head or Supervisor.
 - v) Where the Department Head or Supervisor has reason to believe that absence of the employee was not due to illness/non-occupational injury, the Department Head may demand a doctor's certificate for one day of absence.
 - vi) **An** employee whose illness/non-occupational injury extends to fifteen (15) consecutive working days shall, on the fifteenth (15) day and for every subsequent fifteen (15) working days, file a doctor's certificate ~~with~~ his/her Department Head or Supervisor.
 - vii) **An** employee failing to file a doctor's certificate pursuant to Regulation (iv) or Regulation (v) shall be considered **as** being

absent without leave non-paid and is subject to appropriate disciplinary action up to and including termination.

9. **An** employee who has been absent on **six** occasions under this plan in a calendar year shall then be placed on the mandatory doctor's certificate list.
10. The Head of a Department is responsible for reporting to the Commissioner of Human Resources all cases of illness/non-occupational injury, periods of lay-off, termination of service, and absenteeism relative to administration of the Income Protection Plan.
11. The Commissioner of Human Resources
 - (a) shall keep a record of all sick leave and accumulated credits and
 - (b) shall notify those responsible for Department payrolls, when an employee is not, or has ceased to be eligible for sick leave benefits.
12. On retirement or death of an employee the Commissioner of Human Resources shall advise those responsible for Department payrolls of the number of days of cumulative sick leave standing to the credit of an employee at the date of his/her retirement or death.

SECTION D

LO

13. ELIGIBILITY

All permanent seniority employees who are members of an eligible employee group who have not attained age 65.

14. EFFECTIVE DATE OF BENEFITS

Your coverage will become effective on your date of eligibility, provided you are actively at work on a full-time basis. If you are not actively at work on the date insurance would normally commence, coverage will begin on your return to work full-time for full pay.

15. LONG TERM DISABILITY BENEFIT

The Long Term Disability insurance provides income security should you become totally disabled prior to age 65 due to a sickness or injury which totally

disables you over a long period of time. The Plan provides you with coverage on and off the job.

16. **MONTHLY BENEFIT**

Your monthly benefit is equal to ~~66 2/3%~~ ^{75-067 9997} of your normal monthly earnings which are defined as your base rate times the regular hours per week and excludes overtime pay. This amount is reduced by an income payable to you as a result of your disability from any of the following sources:

- (i) Sick Pay from the City
- (ii) Any other group insurance disability benefits arranged through the Employer or any professional association
- (iii) Retirement benefits from the City/Region, or a governmental plan
- (iv) Governmental disability benefits
- (v) Workmen's Compensation benefits
- (vi) Canada or Quebec Pension Plan benefits (excluding benefits for dependents and automatic adjustment due to Cost of Living Index while receiving benefit).

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If you are receiving other disability income, the monthly benefit under this Plan will be reduced so that disability income you receive from all sources does not exceed 80% of your regular monthly earnings at the time you became disabled.

17. **COMMENCEMENT OF BENEFITS**

The benefits commence six (6) months from the date that disability began, which shall include the period of payment under the terms of the short term income protection plan. Proof of disability must be submitted within six (6) months following the Qualifying Period.

18. **BENEFIT PERIOD**

Following the Qualifying Period you will receive a monthly income until the earlier of:

- (i) Attainment of age 65
- (ii) Cessation of total disability
- (iii)** Attainment of date of retirement
- (iv) Death

19. (i) DEFINITION OF TOTAL DISABILITY

Total disability means that you are unable, because of sickness or accident, to perform the duties of your regular occupation. This definition applies for the first twenty-four **(24)** months of payments. After this time, the inability to perform any occupation for which you are reasonably fitted by training, education or experience will constitute total disability.

It is not required that you be confined to home, but you must be under the regular care of a physician.

(ii) RECURRENT DISABILITIES

A recurrence of total disability due to the same or related causes will be treated **as** the same disability unless the member returned to work full time for more than:

- (a)** 1 month if satisfying the qualifying period, or
- (b)** 6 months if receiving the disability benefits.

20. REHABILITATIVE EMPLOYMENT

If during the first twenty-four **(24)** months of payments you are able to engage in some work and earn some income, the Plan will continue to pay you a reduced basis. The benefit amount will be reduced by 50% of the wages or earnings which you receive from such employment during this twenty-four **(24)** month period.

Your income from all sources during this period of rehabilitative employment must not exceed 90% of your basic wages from your normal occupation immediately prior to your total disability.

21. WAIVER OF PREMIUM

Premiums falling due within a period when benefits are payable are waived.

22. TERMINATION OF EMPLOYMENT

Your Long Term Disability benefit terminates when you terminate your employment. If **you** are disabled **at** the time of termination you may still **be** eligible for Long Term Disability benefits in accordance with the provisions of the Plan.

23. EXCEPTIONS AND LIMITATIONS

· Benefits are not payable for the following:

- (i) A disability where you are not under continuing medical supervision and treatment.
- (ii) A disability caused by intentionally self-inflicted injuries or illness while sane, or self-inflicted injuries or illness while insane.
- (iii) A disability resulting from insurrection, war, service in the armed forces of any country, or participation in a riot.
- (iv) Pregnancy related disabilities during any period you are on pregnancy leave of absence to which you are entitled under applicable Provincial statutes or mutually agreed to by you and the City/Region.
- (v) Alcoholism, drug addiction or any mental condition connected therewith, unless the insured person is under active treatment in, or certified as being actively supervised by a rehabilitation centre or Provincially designated institution.
- (vi) If your disability is due to a nervous, mental, psychological or emotional disorder, payments will not be made unless you are under the care of a registered specialist in psychiatry, or a doctor approved by a registered specialist in psychiatry.

24. COST OF THE PLAN

The premiums will be paid in full by the Corporation/Region.

25. **TAXABILITY OF BENEFITS**

Because the premiums are paid by the Corporation/Region, all benefit payments from the Plan during a period of disability are considered **as** taxable income.

26. **CLAIMS**


To make a Long Term Disability claim, obtain a claim form from the Human Resources Centre, have your doctor complete the form and return it to the Human Resources Centre.

In order to be eligible for payment, claims must be submitted no later than six (6) months following the Qualifying Period.

SECTION E

NOTES:

27. **SICK LEAVE CREDITS**

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- (i) Sick leave credits presently accrued to existing permanent employees shall be frozen **as** of the end of the month prior to the implementation of the I.P.P. and no further credits will be granted. The term "frozen" shall mean the number of days standing to the employee's credit **as** of the date of the commencement of the Plan. The value will be that in effect on the date utilized.
 - (ii) The terms of the existing Cumulative Sick Leave Allowances Plan shall remain in effect, except **as** modified by this Plan.
 - (iii) **An** employee may use any or all of his/her sick leave credits at current value to supplement benefits of the Short Term I.P.P.
 - (iv) **An** employee may elect to supplement a Worker's Compensation Board award up to 100% of regular earnings.
 - (v) The number of credits **to** be deducted from the Cumulative Sick Leave Allowances balance shall be pro-rated equal **to** the ratio of supplementary payments to regular earnings.



Declaration of Management Policy

We observe and uphold the

HUMAN RIGHTS CODE, 1981

It is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law.

The Human Rights Code, 1981, provides for equal treatment in the areas of services, goods and facilities, accommodation, contracts, employment, and membership in vocational associations and trade unions without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, handicap, age, family status, marital status, the receipt of public assistance (in accommodation only), and record of offences (in employment only).

The Code provides for freedom from harassment in employment and accommodation on all the stated grounds of discrimination.

It is the privilege and the responsibility of every person in Ontario to honour and adhere to the letter and spirit of the Code, and to support its aim of creating a climate of understanding and mutual respect for the dignity and rights of each individual.

We recognize that this applies to all employers, employees, employment agencies, trade unions, professional associations, landlords, tenants, realtors, those entering into a contract, and those providing goods, services and facilities.

ONTARIO HUMAN RIGHTS COMMISSION
490 University Avenue, Toronto, Ontario M7A 1J7

Offices in Hamilton, Kenosha, Kingston, Kitchener, London, Mississauga,
Ottawa, Sault Ste. Marie, St. Catharines, Scarborough, Sudbury, Thunder Bay, Timmins, Windsor.