

SOURCE	CO.		
WAGE EFF.	91	01	01
TERM.	91	12	31
NO. OF EMPLOYEES	253		
NUMBER OF EMPLOYEES	80		

**1991**

**AGREEMENT**

**- BETWEEN -**

**THE OTTAWA POLICE SERVICES BOARD**

**- AND -**

**THE OTTAWA POLICE ASSOCIATION**

**" CIVILIAN PERSONNEL "**

NOV -3 1993

May, 1992

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THIS AGREEMENT MADE THIS 8th day of May, 1992

BETWEEN: THE OTTAWA POLICE SERVICES BOARD,  
(hereinafter called the "Board")

OF THE FIRST PART

AND THE OTTAWA POLICE ASSOCIATION,  
(hereinafter called the "Association")

OF THE SECOND PART

WHEREAS the parties hereto have as of this date reached an Agreement as hereinafter set forth.

WHEREAS the parties hereto have agreed to enter into these presents for the purpose effectively of defining, determining and providing for remuneration and pensions, sick leave gratuities, and such working conditions as shall be negotiated from time to time; and,

WHEREAS it is desirable for the purpose of maintaining the efficient operation of the police force, that harmonious relations be established between the parties made, whereby grievance and disputes and other matters relative to the welfare of the parties, and those they represent may be discussed and settled amicably; and,

WHEREAS should it become necessary or expedient, all matters in dispute or all differences between the parties hereto arising from the interpretation, application or administration of this Agreement, working conditions generally including any question as to whether a matter is subject to arbitration, or any decision or award, shall provide for final and binding settlement by the procedures of arbitration, pursuant to the Police Services Act 1990; and,

WHEREAS the parties hereto, each with the other have reached an agreement with respect to the above matters for the term of this Agreement and any extension thereof; and,

NOW THEREFORE THIS AGREEMENT NOW WITNESSETH that each party hereto in consideration of the premises and mutual covenants hereinafter contained, agrees with the other as does follow.

## ARTICLE 1

That this Agreement shall apply only to the CIVILIAN PERSONNEL of the Ottawa Police as hereinafter defined.

## ARTICLE 2

That in this Agreement, except where a contrary intention appears,

- (a) "Association" means the Ottawa Police Association.
- (b) "Board" means the Ottawa Police Services Board.
- (c) "Chief of Police" or "Chief" means the Chief of Police of the Ottawa Police.
- (d) "Civilian Member" or "Member" means any person who may be employed from time to time by the Ottawa Police and who may occupy any of the positions set forth in Appendix "A" annexed hereto and forming part of this Agreement.
- (e) "Service" or "Length of Service" shall include service with the police force of the City of Ottawa.
- (f) The Board and Association agree that whenever applicable in this Agreement the singular number shall include the plural and the masculine gender shall include the feminine.

## ARTICLE 3 - MANAGEMENT RIGHTS

- (a) The Association recognizes that, subject to the provisions of **The Police Services Act** and the Regulations made thereunder by the Lieutenant Governor in Council, it is the exclusive function of the Board **to:**
  - (i) hire,
  - (ii) maintain order, discipline and efficiency;
  - (iii) discharge, direct, classify, transfer, promote, demote or suspend, or otherwise discipline any member.
- (b) The Board agrees that members will **be** dealt fairly and equitably and in a manner consistent with the provisions of this Agreement, the Police Services Act and any Regulations made thereunder by the Lieutenant Governor in Council

- (c) If a member claims that the Board has exercised any of the functions outlined in paragraph (a) in violation of the provisions of this agreement, the member is entitled to exercise his/her rights commensurate with the provisions of the Grievance Procedures as outlined in this Agreement.

#### ARTICLE 4 - ASSOCIATION MEMBERSHIP

That it shall be a condition of continuous employment with the Ottawa Police.

- (a) That all present regular members who come within this Agreement and who are members of the Association shall remain members in good standing.
- (b) With the exception of students employed by the Ottawa Police, all future regular members who come within this Agreement shall become members of the Association from the respective dates of commencement of their employment with the Ottawa Police and thereafter shall remain as such members in good standing.

#### ARTICLE 5 - ASSOCIATION FEES AND DUES

That the Board concurs in the existing arrangement whereby the Treasurer of the Corporation of the City of Ottawa shall effect deductions from the regular salary of members of the Association with respect to their association fees and dues when the Treasurer has been authorized in writing **so** to do.

- (a) That the Treasurer shall deduct from each bi-weekly pay such sum as the Association may levy from time to time upon each member.
- (b) Continues to make **such** deductions until this Agreement is terminated.
- (c) Within one week's time after the end of the month pay date of the preceding month, the sum **so** deducted shall be paid to the Treasurer of the Association, e.g., deductions made for the month of January will be paid to the Treasurer of the Association by the seventh of February.
- (d) Check Off Cards

That the Chief of Police or the designate shall give a check off authorization card to each new member at the commencement of employment which shall be delivered forthwith **to** the Treasurer of the Association.

ARTICLE 6 - WAGES AND SALARIES

- (a) That, effective the 1st day of January, 1991 the wages to be paid to each member coming within this Agreement shall be in accordance with the rate of pay for each position as set forth in Appendix "A" annexed hereto and forming part of this Agreement provided, however, that the annual rate shown is for the purpose of establishing the scale and that the actual amount received in any year will be based on the sum of bi-weekly pays made in that year based on the annual salary rate.
- (b) That the Board may set rates of pay for any new or change in classifications.
- (c) The individuals listed herein form part of a "grandfathered" procedure. It is recognized by the parties that while they receive a salary higher than the classification dictates (which salary is listed herein and will be adjusted annually by the economic increase negotiated or arbitrated), that when their position becomes vacant for whatever reason, the filling of the position will be in accordance with established classification of the Commission.

<u>Name</u>	<u>By-weekly rate As of Jan 1/91</u>	<u>By-weekly rate Group (Level)</u>	<u>Normal Group As Per Job</u>
G. Rawson	\$1,436.12	4(4)	2
J. McGillvray	\$1,436.12	4(4)	2
R. Binda	\$1,436.12	4(4)	2
G. Faucher	\$1,436.12	4(4)	17

Reclassification/Internal Equity effective April 1, 1991

<u>Name</u>	<u>By-weekly rate As of Jan 1/91</u>	<u>By-weekly rate As of July 1/91</u>	<u>Normal Group As per Job</u>
* R. Berger	\$1,163.14	\$1,198.03	2
R. Binda	\$1,436.12	\$1,479.20	2
J. Blackburn	\$1,121.33	\$1,154.97	3
M. Buskard	<b>\$1,289.88</b>	\$1,328.58	2
* K. Callahan	<b>\$1,289.88</b>	\$1,328.58	2
M. Cheff	\$1,202.65	\$1,238.73	2
D. Cloutier	\$1,289.88	\$1,328.58	2
L. Dawson	\$1,289.88	\$1,328.58	2
U. Erfle	\$1,289.88	\$1,328.58	2
L. Goldfarb	\$1,593.76	\$1,641.57	5
L. Hsiung	\$2,228.24	\$2,295.09	9
C. Hudz	\$1,289.88	\$1,328.58	2
* D. Kelly	\$1,163.14	\$1,198.03	2
B. Kotlarewsky	\$1,847.56	\$1,902.99	7

* K. Lahey	\$1,289.88	\$1,328.58	2
* H. Leeks	\$1,202.65	\$1,238.73	2
* J. Legros	\$1,202.65	\$1,238.73	2
* G. Lepine	\$1,640.09	\$1,689.29	6
* C. Martel	\$1,289.88	\$1,328.58	2
J. McClelland	\$1,121.33	\$1,154.97	3
* J. McGillvray	\$1,436.12	\$1,479.20	2
D. Paulin	\$1,121.33	\$1,154.97	3
N. Paulin	\$1,289.88	\$1,328.58	2
J. Pope	\$1,289.88	\$1,328.58	2
G. Rawson	\$1,436.12	\$1,479.20	2
* J. Rollo	\$1,847.56	\$1,902.99	7
* D. Seaman	\$1,695.22	\$1,735.78	7
D. Westwood	\$1,245.32	\$1,282.68	2

\* These individuals have not reached the top-level of their pay category at the dates listed above and their pay will change accordingly.

#### ARTICLE 7 - SHIFT PREMIUMS

Every civilian member of the Ottawa Police coming within this Agreement who is required to work "a shift" shall receive in addition to regular salary, the following wage differentials:

(a) 12:00 Midnight Sunday to 11:50 p.m. Friday

Shift - 8:00 a.m. to 4:00 p.m.	- 0%
Shift - 4:00 p.m. to Midnight	- 5%
Shift - Midnight to 8:00 a.m.	- 10%

(b) 12:00 Midnight Friday to 11:50 p.m. Sunday

Shift - 8:00 a.m. to 4:00 p.m.	- 5%
Shift - 4:00 p.m. to Midnight	- 10%
Shift - Midnight to 8:00 a.m.	- 15%

(c) In order to meet the demands for service, shifts may be varied and the premium provided in paragraph (a) above for each shift will be paid when 50% or more of the hours of an individual shift falls within the hours indicated above.

#### ARTICLE 8 - HOURS OF WORK

**8.01** For the purpose of this Agreement, a member's normal tour of duty shall be defined as the hours of duty assigned to members of the force by the regular posting of assignments as determined by the Chief of Police who shall inform the Association membership concerned.

- 8.02
- (a) All civilian personnel falling within this Agreement shall work a thirty-five (35) hour week, from September **to** May, inclusive, with a fifteen minute break before the lunch period and a fifteen minute break after the lunch period.
  - (b) When a member is required to be on duty for any period in excess of one-half (1/2) hour after a normal tour of duty, such time shall accumulate, including the first half hour and be credited to the member as overtime.
  - (c) From June 1st to Friday next before Labour Day members shall work six and a half hour day with only one fifteen minute break per day, excluding those members employed by the Transport Section, Information Desk Personnel, Telephone Operators, Computer Operators, Communication Clerks, and C.P.I.C. Operators who shall continue to work the weekly hours outlined in paragraph (a) hereof.
  - (d) Any member required to work in excess of the hours on a daily or weekly basis, shall be compensated for at the rate of time and one-half, with the member having the option of taking pay or time off in lieu.
  - (e) That-all overtime as presently specified be paid within sixty (60) days at the rate of time and one-half (1 1/2), or granted in lieu, time one and one-half (1 1/2) hours for each hour **so** worked.
  - (f) **For** the purposes of lieu time, as specified in Section 8.02 (d) a bank may be established by individual members for the purpose of time off in lieu to a maximum of one hundred and twenty (120) straight time hours. One hundred and twenty (120) straight time hours for the time off **in** lieu purposes incorporates Article 11, Court Time, and all references to time off as a result of attending court. **Any** "payment" to be received under Court Time will be paid in accordance with the provisions of Article 8.02 (d) Overtime, with the exception of Section 11 (e) which remains status quo.
  - (g) In the event a member utilizes the hours accrued, the member may then replenish the hours to one hundred and twenty hours (120) hours maximum in the future, based on his overtime.
  - (11) Members requiring time off, shall make application, and the Chief of Police or the Designee shall have the final authority in granting the time off required.
  - (i) **For** the purpose of this Agreement, a normal tour of duty shall be defined as the hours of duty assigned to a member of the force by the regular posting of assignments as determined by the Chief of Police.



The administration may change the tour of duty of a member from that posted on the following basis:

- (i) If notification of the change is given 24 hours or more in advance of the starting time of the member's posted tour of duty, there shall be no premium.
  - (ii) Otherwise, where a member's tour of duty is changed, in addition to the normal pay or overtime accruing to the member, the member shall be entitled to a bonus of  $3/4$  of an hour's pay at straight time rate for each hour that the starting time of the member's tour of duty has been advanced to a maximum of  $4 \frac{1}{2}$  hours.
- (j) That the 35-day cycle and the methodology with regards to sick leave, vacation, etc. as described in the Letter of Understanding appended to this Agreement, be recognized as the shift schedule for the following Civilian sections:
- Information Office Clerks
  - Information Desk Clerks
  - Communication Clerks
  - CPIC Operators

Further sections operating under the above terms, may be introduced by the Chief at his discretion.

In the event of any problems arising with regards to the 35-day cycle which cannot be resolved, the matter will be referred to the Ottawa Police Commission for final disposition. The Association will have the right to present arguments in respect to the proposed matter by the Chief.

#### ARTICLE 9 - DESIGNATED HOLIDAYS

- (a) That the following days be designated as Statutory and declared holidays:

NEW YEARS DAY	LABOUR DAY
GOOD FRIDAY	THANKSGIVING DAY
EASTER MONDAY	REMEMBRANCE DAY
VICTORIA DAY	CHRISTMAS DAY
DOMINION DAY	BOXING DAY
CIVIC HOLIDAY (August)	ONE (1) FLOATING DAY

- (b) In addition to those set out in the preceding paragraph, any day proclaimed by the Governor General in Council or the Lieutenant Governor in Council for the Province of Ontario or the Mayor of Ottawa shall be a Statutory Holiday.
- (c) That members required to work on a Statutory Holiday in addition to regular salary, shall be credited with one-half hour at straight time rate for each hour so worked, for which a member can elect to receive either pay or time off in lieu.

#### ARTICLE 10 - OVERTIME

- (a) Overtime shall be deemed to be any time spent in the service of the department in excess of a member's normal tour of duty, at the rate of one and a half times the hourly rate excepting such time as is hereinafter defined as Court time.
- (b) For the purpose of this Agreement, a call back or standby shall be defined as the requiring of members to be available for duty or the recall of members to duty after the normal tour of duty and before the members' next tour of duty other than under the conditions set forth in paragraph 8.01 above. Any recall to duty between midnight and 6:00 a.m. other than recall to a full tour of duty shall be treated as a call back and remunerated as set forth in the next paragraph.
- (c) In the case where members are called back or required to standby other than immediately prior to the start of the regular tour of duty, the members shall be paid at the rate of 4 1/2 hours at the regular rate for the first hour of duty and at the rate of 1 1/2 hours at the regular rate for each additional hour of duty, provided that **if** the actual hours worked by the members are more than three, the pay for the total period shall not exceed the number of hours worked times twice the normal hourly rate.
- (d) Members who elect to receive payment in lieu of overtime shall receive same within sixty (60) days of such application on the form supplied to the Chief of Police or the designee. Members who elect to accumulate overtime credit and in compensation thereof requests time off, shall on application to the Chief of Police or the designee receive such time within thirty (30) days of such application.
- (e) The regular rate of pay shall be calculated as follows:
 
$$\frac{\text{Bi-weekly salary}}{\text{Bi-weekly hours of work}} = \text{hourly rate}$$

ARTICLE 11 - COURT TIME

- (a) Court time shall be deemed to be time spent by members in off-duty hours in attendance at any court, civil trial, inquest, inquiry or departmental trial or hearing (excluding such time required to spend on such tribunal for personal reasons) or any time spent as a result of service to the department in litigation of any description.
- (b) When members are required to attend court during normal tour of duty and are prevented from going off duty at the normal time, time in excess of the normal tour of duty shall be credited at time and one-half to members' accumulated court time.
- (c) When members are required to attend court immediately before tour of duty (1:30 *or* 2:00 p.m. court and report for duty on any shift commencing before 5:00 p.m.) they shall be paid from the time required to report for court until the member reports for duty at the rate of time and one-half.
- (d) When members are required to attend court in off-duty hours, they shall receive in compensation thereof, eight (8) hours court time at straight time for each morning, afternoon or evening attendance. If a member is required to attend court for more than one court appearance in a calendar day, the member shall receive in compensation thereof, six (6) hours court time for each appearance.
- (e) When members are required **to** attend court on any occasion during annual vacation they shall be granted three (3) extra days leave in compensation thereof for each day or portion thereof for which they may elect to take pay or time **off**.
- (f) Any fee received by the members shall be turned over to the Corporation of the City of Ottawa in lieu of Court time **as** herein defined.
- (g) When members are required to attend an inquest and when the inquest continues past 12:30 a.m. they shall be entitled to an additional 4 hours pay at time and one-half and above the entitlement under paragraph (d) above.
- (h) All Members shall be reimbursed for any parking expense incurred while attending court, providing they submit proof satisfactory to the Force and in accordance with established procedure.

ARTICLE 12 - ANNUAL VACATION

- (a) Other than members specified in subparagraph (b) all other members coming within this Agreement shall be entitled to vacation with full pay on the following basis.
- (i) On completion of one year's service and in each subsequent year members shall be granted fifteen (15) working days.
  - (ii) That in the year members complete ten (10) years of service and in each subsequent year, they be granted twenty (20) working days.
  - (iii) That in the year members complete sixteen (16) years *of* service and in each subsequent year, they be granted twenty-five (25) working days.
  - (iv) That in the year members complete twenty-four (24) years of service and each subsequent year, they be granted thirty (30) working days.

Members shall be entitled to take annual vacation in one or more holiday draws. The member shall make the first draw in the usual manner (in order of seniority) and the subsequent draw (in order of seniority) after the first draw has been completed.

- (b) Each member who has not completed one year's service, shall be entitled to one and one quarter (1-1/4) days for each completed month of service.
- (c) Where, in any year, members leave the force prior to receiving annual vacation in that year, the members shall be given the proportionate amount of vacation earned for that year before the members' name is removed from the paysheet or before the resignation becomes effective.
- (d) Where in any year, members die prior to receiving annual vacation in that year, there shall be paid to the estate an amount equal to the salary that would have been paid on the proportionate amount of vacation earned for that year.
- (e) Annual vacations shall be taken by members in each section in order of seniority based on the total length of service with the force.

- (f) Should members be sick immediately prior to or during annual vacation and should the illness require the members to be confined to bed for a period of five or more days during annual vacation period, the members shall be given the option of charging the time actually sick either to annual vacation or to sick leave. The balance of annual vacation or total vacation would then be taken outside the normally established vacation schedule and subject to the agreement of the Chief.
- (g) When members are required to return to duty for any reason other than court while on annual vacation the members shall be granted three extra days' pay for each day or portion thereof. This return to duty would only be on the orders of the Chief of Police.
- (h) In a year a member leaves on retirement as specified under this Agreement, the member shall be entitled to full vacation entitlement for that year.

### ARTICLE 13 - LEAVE WITH PAY

#### 13.01 Compassionate Leave

- (a) Compassionate leave shall be granted members in the amount of four (4) working days immediately following the death of a relative. For the purpose of this section, a relative means, wife, husband, common-law spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, grandchild or a person standing in loco-parentis.

Compassionate leave shall be granted to a member in the amount of one (1) working day immediately following the death of a grandparent of the member's spouse.

Common-law spouse is defined as two individuals who cohabitate for a minimum of one year.

Grandparents are defined as the grandmother or grandfather of the member or the parent of a person standing in loco parentis to the member.

#### 13.02 Special Leave

- (a) Special leave to a maximum of three (3) days per year non-cumulative shall be granted a member and it is to be utilized for special emergency situations involving the health of a member's spouse, children, and in the case of a member's parent living in the same domicile and under the care of the member.

The member, to be entitled to this leave, would have no other annual leave, statutory holidays or overtime upon which the member could draw.

- (b) Special leave of four (4) working days shall be granted members for the purpose of getting married.
- (c) The representative(s) of the Civilian Personnel group shall be allowed a maximum of fifteen (15) days leave of absence with pay in total per year to attend Police Association of Ontario meetings. The Association shall notify the Chief of Police, in writing, at least thirty (30) days prior to date of absence.
- (d) A leave of absence shall be granted for a full-time designated executive officer for the Association at the cost of the Association, plus one (1) additional part-time assistant for up to two (2) occasions per calendar year. The Association shall provide at least thirty (30) days notice to the Board of the request for the part-time assistant, indicating the length of such leave.

The member will not be subject to discipline by the Board, under this Agreement, for activities related to his/her duties on behalf of the Association during the period of such leave.

It is further understood that any leave of absence for this part-time leave is without pay.

#### ARTICLE 14 - LEAVE WITHOUT PAY

For the period during which members have been granted leave of absence without pay in excess of 20 continuous working days within the calendar year, benefits including annual leave, sick leave, leave for statutory holidays, compassionate leave, seniority and all other benefits shall be suspended or adjusted on the basis of the period of total absence within the year. When the members return to full time employment with pay they shall be entitled to resume benefits at the level at which they were at, at the time when they absented themselves on leave without pay.

#### 14.01 Maternity Leave

- (a) Every female who becomes pregnant, and has worked continuously for the Department for at least thirteen (13) weeks preceding the estimated date of her delivery shall notify the Chief of Police, in writing, of her pregnancy when possible, no less than five (5) months prior to the expected day of the termination of her pregnancy, which day shall be verified by a qualified

medical practitioner, and should be granted leave without pay upon request of the member.

- (b) A female member may commence maternity leave eleven (11) weeks immediately preceding the expected date of delivery.
- (c) The Department shall not require the female member to resume her duties for a period of six (6) weeks after the actual day of delivery as confirmed by a statement of a duly qualified medical practitioner.
- (d) The periods mentioned in 14:01 (b) and 14:01 (c) shall be shortened or lengthened if requested by the female member employee upon presentation of a statement of a duly qualified medical practitioner in support of such a request or may be shortened or lengthened upon mutual agreement between the Department and the female employee for other reasons.
- (e) The maximum length of a maternity leave shall not exceed one (1) year and shall terminate on a date mutually agreed to by the female employee and the Chief of Police. The return date is to be determined prior to the commencement of leave. Or, if she desires to return to work prior to the determined date, the member granted maternity leave must give written notice to the Chief of Police at least two (2) full weeks before her return to work. Any member who fails to return to work on the pre-determined day, or to provide written notice as aforesaid, shall be deemed to have terminated her employment.
- (f) Court Security Officers - subject to the member's written request to the contrary, which must be supported by a duly qualified medical practitioner, any employee shall be assigned to duties not involving direct contact with prisoners during the term of her pregnancy.
- (g) Summons Servers - subject to the member's written request to the contrary, which must be supported by a duly qualified medical practitioner, any employee shall be assigned to inside duties during the term of her pregnancy.
- (h) Any pregnant employee working with a VDT shall be offered alternate employment during the term of her pregnancy and shall not suffer any reduction in rate of pay or benefits because of such transfer.
- (i) The Board's obligation to reinstate the employee ends at the expiration of thirty-five (35) weeks of absence, provided a longer maternity leave has not been granted under 14:01 (e)

- (j) The Board shall continue to pay the premiums normally payable by the Board to maintain those fringe benefits to which the employee is entitled for a period of six (6) months. For the remainder of the Maternity Leave the member shall reimburse the Board **for** all premiums payable by the Board.
- (k) A member on Maternity Leave shall not lose seniority standing during such leave period to a maximum of six (6) months.
- (l) A member shall not receive sick leave pay in accordance with Section 15:01 of this agreement during the period of Maternity Leave.
- (m) Where an employee is granted Maternity Leave, such leave shall be counted for the purpose of calculating any entitlements based on years of service. Time spent on such leave shall also be counted for pay increment purposes.
- (n) Where a member has been placed with a child or children for the purpose of adoption, **os** upon birth of a child, a leave of absence shall be granted under the same terms and conditions for the term as outlined for maternity leave.
- (o) Effective upon approval by the Canada Employment and Immigration Commission, the Board shall provide Supplemental Unemployment Benefits to members on maternity/parental leave in accordance with the terms and conditions of the Supplemental Unemployment Benefit Plan as described in Appendix <sup>BB</sup>.

## ARTICLE 15 - ACCIDENT AND SICKNESS LEAVE AND BENEFITS

### 15.01 (a) Sick Pay

- (i) All members on account of sickness shall be entitled to one and one-half (1 1/2) days leave of absence with full pay, on account of sickness, for each completed month of service from the time of appointment, which leave shall be known as "sick leave", and shall be cumulative. In January of each year, all members shall be notified of the number of days sick leave standing to their credit.



- (ii) If it should appear to the head of the division or section that members are making too frequent applications for sick leave, the matter shall be referred to the Chief of Police or the designee for investigation and report.
  - (iii) The present members of the Transport Section who were given an advance credit of sixty (60) days leave of absence on account of sickness will retain this credit until they have earned same as set out in paragraph (i) above.
  - (iv) Effective for employees hired after January 1, 1990, every member upon completion of one (1) year of continuous service shall have added to their sick leave bank thirty-six (36) days for the purposes of sick leave. The member shall not accumulate any further sick leave for a twenty-four (24) month period after which he/she shall continue to accumulate credits as per Article 15:01(a)(i).
  - (v) Court Security Officers hired prior to January 1, 1990, will be governed by Article 15:01(a)(iv) of the 1987-1988 court security officer contract (as amalgamated).
- (b) Accidents under the Workers' Compensation Act
- (i) All members shall be covered by the Workers' Compensation Act.
  - (ii) Where members are absent from duty as a result of personal illness or injury arising out of and in the course of duties within the meaning of the Workers' Compensation Act, the members shall be provided with free hospitalization and medical care. The Board agrees that the member will continue to receive full salary for the period of temporary disablement as determined by the Workers' Compensation Board.
  - (iii) Members absent as a result of a personal injury or accident, as defined in 15:01(b)(ii), shall be required to produce a properly completed medical certificate within the first ten (10) days of **absence**. The member **shall** be required to renew such certificate(s) at the request of the Workers' Compensation Board at their discretion, and a copy of that certificate shall be delivered by the member to the Chief of Police or his designate.

(c) Terminal Allowance

That a terminal allowance be provided as follows:  
On separation other than death or retirement:-

- (i) Every member shall be entitled to a terminal allowance except members with less than five (5) years of service.
- (ii) The terminal allowance shall be 50% of the unused sick leave standing to the member's credit at the time of separation multiplied by the member's daily rate of pay at the date of the separation.
- (iii) That in no case shall the terminal allowance exceed the equivalent of 195 days' pay.

(d) On Death

- (i) The estate of members shall be paid a terminal allowance on the death of the members.
- (ii) The terminal allowance shall be 50% of the unused sick leave standing to the member's credit at the time of death multiplied by the member's daily rate of pay at the date of death.
- (iii) That in no case shall the terminal allowance exceed the equivalent of 195 days' pay.

(e) On Retirement

- (i) Members on retirement shall be entitled to a terminal allowance.
- (ii) On the date of retirement the number of days unused sick leave standing to the member's credit shall be doubled. The terminal allowance shall be 50% of this number of days multiplied by the member's daily rate of pay at the date of retirement.
- (iii) That in no case shall the terminal allowance exceed the equivalent of 195 days' pay.

15.02

Terminal Leave Provision for Long Service Members

- (a) To be eligible for this benefit, the member must have such years of service with the City of Ottawa which with the member's age, will add up to 90 or more, and **the** member must have been hired prior to May 15, 1990.
- (b) The benefit may not be exercised prior to the member having reached age 55.

- (c) The member shall make application for this terminal leave and when the leave is granted, the member's position will be deemed to have been vacated and the member shall be deemed to have retired from the payroll and shall only be entitled to such benefits as are set forth herein.
- (d) Each member shall be allowed all accumulated sick leave to the member's credit. The member shall not be entitled to any other separation allowance, except that if on reaching retirement date, there is still sick leave remaining, this sick leave will be paid to the member as a terminal allowance as set forth in this agreement.
- (e) Each member shall be paid for their terminal leave by a bi-weekly payment which shall equate to 1/26th of the member's annual salary at the time of application for the terminal allowance. This payment shall be charged against the member's sick leave at the rate of ten (10) days for each bi-weekly payment. At the end of the period, the final 195 days standing to the member's credit may be taken as a lump sum payment in terms of the terminal allowance provisions.
- (f) Each member may elect either to accept an actuarially adjusted pension after any sick leave has been used up, or a deferred pension to be paid at the date of retirement.
- (g) During the period that the member is on this special terminal leave, no further sick leave or annual leave shall accumulate. The members shall be entitled to the continuance of benefits which were in effect at the time of application for terminal leave. The continuance of insured benefits shall cease when and if the member elects to take a lump sum payment.

#### ARTICLE 16 - ANNUAL MEDICAL EXAMINATION

All members of the force shall, if required, have an annual medical examination by a qualified medical practitioner of their choice, and all members who attend for an examination shall obtain a copy of the medical report and a copy shall be sent to the Board.

If the Board is not satisfied, the Board, at their own expense, may have the member attend for an examination before a qualified medical practitioner of the Board's choice. However, if the member objects to the medical practitioner

selected by the Board, he/she shall have the option of naming three (3) medical practitioners, one whom shall be selected by the Board.

ARTICLE 17 - MEDICAL PLAN

- (a) The Board agrees to pay 100% of the cost required to fund single or family OHIP, which ever is required to all members.
- (b) Effective December 1, 1985, the Board agrees to contribute towards the premium costs of the present semi-private hospital and extended medical program for members on the following basis.

SINGLE	\$ 9.00 per month
FAMILY	\$27.79 per month

Further, that the monetary contributions, commencing in 1986, be changed commensurate with the finalization of negotiations by the Board of Commissioners of Police with the Association with respect to the Police Personnel collective agreement.

ARTICLE 18 - LIFE INSURANCE

- (a) Life Insurance

The Board agrees to pay the following towards the purchase of group life insurance for each member of the Force.

SINGLE	\$26.40 per month
FAMILY	\$26.40 per month

Effective December 31, 1991

ALL MEMBERS	\$33.00 per month
-------------	-------------------

- (b) Long Term Disability

The Board agrees to adjust a member's salary equal to 100% of the cost of the premium for the long-term disability insurance. The cost of this insurance is fully paid by the members. The long term disability insurance provides a benefit equal to 60% of a member's monthly salary, to a maximum benefit of \$2,000 per month from January 1, 1991 to December 30, 1991, and effective December 31, 1991, to a maximum benefit of \$3,000 per month.

A member absent from duty on Long Term Disability Insurance shall not accumulate annual leave or sick leave credits until he/she returns to active duty.

(c) Dental

The Board agrees to contribute towards the premium cost of the present dental plan on the following basis.

SINGLE	\$17.72 per month
FAMILY	\$56.45 per month

Further, that the monetary contributions, commencing in 1986 be changed commensurate with the finalization of negotiations by the Board of Commissioner of Police with the Association with respect to the Police Personnel collective agreement.

ARTICLE 19 - LONGEVITY PAY

- (a) Each member qualified by the service requirement shall receive in appreciation of long service the following longevity award annually.
- |   |                     |
|---|---------------------|
| (i) after five (5) years of service           | - \$ 60.00 per year |
| (ii) after ten (10) years of service          | - \$120.00 per year |
| (iii) after fifteen (15) years of service     | - \$180.00 per year |
| (iv) after twenty (20) years of service       | - \$240.00 per year |
| (v) after twenty-five (25) years of service   | - \$300.00 per year |
| (vi) after thirty (30) years of service       | - \$360.00 per year |
| (vii) after thirty-five (35) years of service | - \$420.00 per year |
| (viii) after forty (40) years of service      | - \$480.00 per year |
- (b) All members shall receive longevity pay in one (1) installment on the 1st of December on the year of entitlement and on succeeding years at the rate listed above.
- (c) In the event that members leave the service prior to retirement, payment of longevity pay shall be paid on a pro rata basis for the portion of the year served.
- (d) That in the event of a members' death, the Board agrees to pay to the estate of the members the full amount of longevity pay for that year.
- (e) In the year in which members retire on retirement they shall be entitled to receive the full amount of the longevity pay for that year.

ARTICLE 20 - SPECIAL. PAY ALLOWANCE20.01 Meal and Accommodation Allowance

When a member is directed by a Superior Officer to travel a distance in excess of 100 km from Ottawa Police Headquarters, 474 Elgin Street, Ottawa, such member shall be entitled to \$25.00 per diem for every day or part thereof during which he/she is outside the said 100 km zone for the purpose of meals and general expenses. When the member is directed by a Superior Officer to travel a distance in excess of 200 km from Ottawa Police Headquarters, 474 Elgin Street, Ottawa, such member shall be entitled to \$50.00 per diem for every day or part thereof during which he/she is outside the 200 km zone for the purpose of meals and general expenses. When the member is required to remain overnight and is within the 100 to 200 km zone, \$50.00 per diem for every day or part thereof shall apply. The member will also be entitled to be reimbursed the actual amount paid for accommodation which shall be supported by a receipt.

20.02 Dry Cleaning Allowance/Uniform Requirements

Each member working within the following sections, transport, property room, court security and summons servers shall be supplied with a uniform and shall be allowed the sum of \$325.00 per annum payable on the 1st pay of December each year to compensate for dry cleaning of uniforms.

Further, the monetary contributions, commencing in 1986, be changed commensurate with the finalization of negotiations by the Board of Commissioners of Police with the Association with respect to the Police Personnel Collective Agreement.

ARTICLE 21 - OUT-OF-TOWN TRIPS

Where members are required to travel out-of-town in a vehicle, if there is only one driver, the length of the trip shall not exceed 500 kilometers in a single day. If, however, there are two members available to share the duties of driving, the trip may not exceed 1,000 kilometers in a single day.

Where a member is required to carry out any assignment out-of-town, payment shall be for the hours from the start of the out-of-town assignment until the finish of the assignment provided the member does not receive less than eight (8) hours of more than sixteen (16) hours pay in any twenty-four (24) hour period from the start of assignment (except in cases where the member is actually required to work in excess of sixteen (16) hours). In the case of a member who is on duty, this sixteen (16) hours pay shall include eight (8) hours of normal pay. Payment shall be as defined in applicable clauses of this Agreement.

**ARTICLE 22 - ANNUAL INCREMENT**

The normal effective date for the implementation of a member's salary increment within a pay range shall be the 1st day of the bi-weekly pay period following the appropriate salary increment date, as per pay schedule in Appendix "A".

**ARTICLE 23 - PROMOTION PROCEDURE**

All vacancies for positions within the bargaining unit shall be posted for a period of not less than one week so that members may make application.

The following factors shall **be** considered in all matters of promotion:

- (a) The member's qualifications, academic and otherwise for the position available.
- (b) The member's general ability, efficiency and past record of performance and absenteeism as determined by the Force.
- (c) The member's seniority.

**ARTICLE 24 - ACTING PAY**

When, in accordance with a written instruction from the Chief or the authorized designate, members temporarily perform the full duties of a position in a classification having a higher salary range than the one the member presently enjoys, the member shall be paid one hour's additional pay of the classification presently held at straight time rates for each completed day the member so acts. Eligibility for pay purposes will be that a member has performed the full duties and responsibilities **of** the position for at least ten (10) consecutive days or twenty scattered days during the calendar year.

**ARTICLE 25 - MEMBERS KILLED ON DUTY**

To provide that the widow/widower or dependent of a member who is killed in the course of duty would be eligible for the following considerations:

- (a) The maintenance of the salary of the member's rank or position to the widow/widower or dependent child (as defined by the Workers' Compensation Act) including regular adjustments as negotiated on an annual basis.

- (b) In considering the total income for the purpose of this Article, the amount would be reduced by the amount of any pension from the Workers' Compensation Board, from C.O.S.F., from O.M.E.R.S. or from any other source to which the Employer had contributed in whole or in part.
- (c) For the widow/widower, the arrangement would continue as long as there was a dependent child, as defined by the Workers' Compensation Act or for five (5) years, whichever is longer. In any event, the arrangement would cease at the time when the deceased member would have attained retirement age.

For the dependent child, the arrangement would continue as long as the child remained a dependent child, as defined by the Workers' Compensation Act. In any event, the arrangement would cease at the time when the deceased member would have attained normal retirement age.

## ARTICLE 26 - PENSIONS

- (a) The Board and the Association mutually agree that members or the dependents shall be entitled on the members' retirement or death, resignation or dismissal, to the benefits as set forth in The Corporation of the City of Ottawa Superannuation By-Law Number 7200 as amended from time to time, or in the case of members employed after July 1st, 1965 by the Ontario Municipal Employees Retirement System (OMERS) and Supplementary Agreement with the Ontario Municipal Employees Retirement System which may be applicable.
- (b) The compulsory age for retirement for the following members shall be the first of the month immediately following the member's 60th birthday.

Richard McGrath	John McGillvray
Gary Rawson	Richard Binda

## ARTICLE 27 - GRIEVANCE PROCEDURE

- (a) It is agreed by both parties that for the purposes of this grievance procedure, a grievance shall be a difference of opinion between a member or the Association or both, and the Employer as to the meaning or application of a provision of this Agreement. Those matters of discipline and any other matters regulated by the Police Services Act of Ontario and any regulations pursuant thereto shall not be deemed to constitute a



grievance for the purpose of this procedure but shall be dealt with as prescribed by the Police Services Act.

- (b) The Ottawa Police Services Board shall recognize and deal with the Grievance Committee to be appointed by the Ottawa Police Association Limited consisting of no more than four (4) members of the Association who shall be members of the Police Force covered by this Agreement.
- (c) Any member covered by the provision of this Agreement shall not file a grievance with the Association's Grievance Committee until such time as he has given his immediate supervisor an opportunity to adjust his complaint. If within ten days after he becomes, or should have become aware of the fact giving rise to the complaint, the complaint is not resolved, he may then present his grievance in writing to the Chair of the Association's Grievance Committee.
- (d) The Grievance Committee shall investigate the grievance of the member, and if the Grievance Committee deems it advisable to do so, it shall present the grievance signed by the aggrieved member to the Chief of Police or his designee within seven (7) days of the date upon which the grievance was presented to the Committee by the member.
- (e) The Chief of Police and/or his designate, and the officer or officers directly involved, shall meet the Grievance Committee within seven (7) days from the date upon which the grievance is presented to him by the Grievance Committee, and shall render his decision in writing within three (3) days thereafter.
- (f) If the Chief of Police or his designate fails to meet with the Grievance Committee within the said seven (7) days through his default or, if the decision of the Chief of Police or his designate is not acceptable to the Grievance Committee, or if the Chief of Police or his designate has not rendered his decision within the time prescribed by the preceding paragraph, the Grievance Committee may forward a copy of the member's grievance to the Secretary of the Ottawa Police Services Board, but shall do so within seven (7) days of the date upon which the Chief or his designate has rendered his decision, or if he fails to render any decision within said three (3) day period, or to meet within said seven (7) day period, then within ten (10) days after the expiration of such seven (7) or three (3) day period respectively.

- (g) The Ottawa Police Services Board shall within fifteen (15) days after service of the copy of the grievance upon the secretary, meet with the Grievance Committee and the Ottawa Police Services Board and shall within seven (7) days after meeting with the Grievance Committee notify the said Committee in writing of its decision with regard to the grievance.
- (h) In the event that the decision of the Ottawa Police Services Board, is not acceptable to the Grievance Committee the said Committee may notify the said Board through its Secretary that it desires the grievance to be submitted to arbitration, and the matter shall be dealt with under the provision of the Police Services Act. The decision of the Board of Arbitration shall be final and binding on both parties to the agreement as well as upon the member or members involved in the dispute.
- (i) The Arbitrator shall not have the jurisdiction to alter or change any of the provisions of this Agreement or to substitute any new provision, nor to give any decision inconsistent with the terms and provisions of the Agreement or to deal with any matter not related to the subject matter of this Agreement.

#### ARTICLE 28 - JOB DESCRIPTION

The parties agree that an official job description is to be drafted and verified with the relevant members of the bargaining unit and further that this job description, when finalized, will be forwarded to the association for their records.

#### ARTICLE 29 - LAY-OFF AND RECALL

Lay-off shall be made in reverse order of seniority and for the purposes of this section, seniority is defined as the length of service of a member with the Ottawa Police commencing from the date of hiring of a member and to include any leave of absence, long-term disability or extended sick leave. Recalls shall be on a seniority basis.

#### ARTICLE 30 - STAFF TRAINING POLICY

The Board agrees to pay To--training and tuition costs as follows.

- (A) The need for specialized training for members will continue. This will necessitate continued training to supply new skills and to update existing skills.

The policy of the Ottawa Police is to provide specialized on duty training, detached duty training, and to encourage **off** duty training. The training is directed to augmenting specialized qualifications in various fields of law enforcement.

The policy of assisting a member during a training period is widespread not only in industry and government but also in law enforcement agencies throughout North America.

- (B) The control of money spent on training will be exercised through the Force operation budget. The Force Educational Section will be responsible for determining educational budget forecasts.

The Ottawa Police Services Board will be made aware of, and sanction, all budget requests, including those for educational purposes before the budget is approved by City Council. This is in keeping with The Police Services Act, 1990.

Transfer of funds from one account into the training account during the course of the budget year will only be permitted with approval of the Ottawa Police Services Board.

- (C) Essentially, the determination of who shall be granted assistance for training will be the responsibility of the Chief **of** Police, subject to the provision **of** funds within the current budget.

1A. Training Requiring a Leave of Absence with Part Pay

- (a) To be eligible, **a** member must have been in the employ of the Ottawa Police for three **(3)** years prior to considerations for requiring a leave of absence.
- (b) The training is to be in a field directly related to the member's responsibilities in the service.
- (c) Where this training is required by the Force, payment should be as **follows** :
- (i) The member shall be able to receive 75% **of** his salary during the training period, which period is not to exceed two (2) full academic years;

- (ii) During the normal school breaks, the member will be expected to return to his or her regular position with the Ottawa Police during which time the member will receive full salary;
- (iii) During the leave of absence, the member will continue to accrue annual and sick leave proportionate to actual working months within the total period of leave of absence and will be eligible for all other benefits as outlined under the terms of the Collective Agreement with the Association to which he or she belongs;
- (iv) The member's salary will be adjusted by general increases negotiated by the staff association to which he or she belongs but will not be eligible to receive a statutory increase until he or she has completed twelve (12) full working months.
- (v) The member will enter into an agreement to remain with the Ottawa Police after completion of his studies for a period equal to twice the period for which he or she received training. For example, a member who has received 75% of his salary plus benefits for two (2) academic *years*, would undertake to remain with the Ottawa Police for a full 48 months.
- (vi) If a member fails to carry out his undertaking with the force, the Ottawa Police will recover from the member the total amount of money spent by the Ottawa Police in enabling the member to take this training;
- (vii) The training is to be given by an accredited school, college or university;
- (viii) Every effort should be made by the member to obtain bursaries. The salary provision of the Force should be such that in no case would the salary plus the bursary exceed *the* amount which would be the member's normal salary. Should the total of both exceed the member's normal salary, the percentage payable by the Force shall be reduced proportionately.

1B Training Requiring a Leave of Absence without Pay

Members may apply for leave of absence without pay for full-time attendance at university or college for the furtherance of post-secondary education in fields of study not required by their employment but of a nature to enhance the member's value to the force.

Applications for this leave shall be in accordance with Force Standing Orders and the Chief of Police shall base his recommendation to the Board for the granting or denial of same on:

The member's demonstrated potential for the assimilation of such study and its future value to his or her career progression in the Force.

2. Training Outside Regular Hours of Work

- (a) A member shall have his or her fees paid for all courses taken under this category.
- (b) The training is to be given by an accredited school, university or association.
- (c) Upon registration and approval, the member will obtain an invoice or receipt from the institution of learning whereupon the Force will initiate a pay sheet to be forwarded to the Finance Department who will either pay the fees directly to the institution concerned or to the member.

3. Training During Regular Hours of Work

- (a) When training requires a member to be absent for a period during the normal working day, the member may be granted, with the permission of the Chief of Police, time off as long as it does not exceed ten (10) hours per week.
- (b) The member will receive his complete salary during this period as well as all benefits under the Collective Agreement with *the* Association.
- (c) The training is to be given by an accredited school, university or association.

4. Detached Duty Training

Detached duty as defined in Miscellaneous Regulations of the Force Standing Orders means physical separation of a member of the Force. Members attending detached duty training within the City of Ottawa shall be entitled to

payment of registration, tuition and other fees and expenses, including meals and lodging where provided intramurally.

Members attending detached duty training outside the City of Ottawa shall be entitled to payment of registration and other fees, transportation and living allowances as posted in the current Collective Agreement.

5. It will be the responsibility of the Chief of Police to obtain regular progress reports and to retain such a report on file.

If the reports indicate that the member has failed to regularly attend classes or does not write the examinations, he will be required to reimburse the Force to the full extent of fees paid on his behalf.

Whenever possible, advantage should be taken of all funds available to reimburse the Force for training, however, the needs of service rather than the availability of grants should be the criterion upon which the training is given.

### ARTICLE 31 - LEGAL INDEMNIFICATION

- 31:01** Subject to the other provisions of this Article, a member charged with and finally acquitted of a criminal or statutory offence, because of acts done in the attempted performance in good faith of his/her duties as a member shall be indemnified for the necessary and reasonable legal costs incurred in the defence of such charges.
- 31:02** Notwithstanding Clause **31:01**, the Board may authorize payment of necessary and reasonable legal costs of a member pleading or being found guilty of an offence described in Clause **31:01**, where the court, instead of convicting the accused, grants him/her an absolute discharge, provided that the Board accepts the recommendation of the Chief of Police, or an officer designated by him/her to make such a recommendation, that the member's actions in the course of performing his/her duties were motivated by an intent to do his/her lawful duty, that such actions do not constitute any of the actions described in Clause **31:03** hereof, and that such indemnification will not in the opinion of the Board reduce respect for law enforcement to the City of Ottawa.
- 31:03** Notwithstanding Clause **31:01**, the Board may refuse payment otherwise authorized under Clause 31:01 where the actions of the member from which the charges arose amounted to a gross dereliction of duty or deliberate abuse of his/her powers as a member.

- 31:04 Where a member is a defendant in a civil action for damages because of acts done in the attempted performance in good faith of his/her duties as a member he/she shall be indemnified for the necessary and reasonable legal costs incurred in the defence of such an action in the following circumstances only:
- (a) Where the Chief of Police is not joined in the action as a party **as** set out in The Police Services Act, and the Chief of Police does not defend the action on behalf of himself/herself and of the member as joint tortfeasers at the Board's sole expense.
  - (b) Where the Chief of Police is joined as a party or elects to defend the action, but the solicitor retained on behalf of the Chief of Police and the member is of the view that it would be improper for him/her to act for both the Chief of Police and the member in that action.
- 31:05 A member whose conduct is called into question in the course of an inquiry under the Coroner's Act because of acts done in the attempted performance in good faith of his/her duties as a member shall be indemnified for the necessary and reasonable legal costs incurred in representing his/her interests in any such inquest in the following circumstances only:
- (a) Where the Chief of Police and/or the Board does not provide counsel to represent the member at the inquest at the Board's expense; or
  - (b) Where the counsel provided by the Chief of Police or the Board to represent either or both of them along with the member is **of** the opinion that it would be improper for him/her to act for both the Chief of Police or the Board and the member in that action.
- 31:06 Where a member intends *to* apply to the Board for indemnification hereunder, the member shall, within thirty (30) days of being charged or receiving notice of other legal proceedings covered herein, or receiving notice that he/she will not be represented by counsel retained by the Chief of Police and/or the Board, apply in writing to the Chief of Police or to the officer designated by the Chief of Police to deal with such applications for approval to retain counsel and approval of the counsel to be so retained. In the event **of** any dispute concerning the counsel to be retained, the matter shall be resolved by an officer designated by the Chief and a member of the Association Executive designated for that purpose.



31:07 Where the Chief of Police, pursuant to Board policy, elects to provide legal counsel to defend a member in any legal proceeding covered by this provision, the cost of such counsel is the Board's responsibility irrespective of the outcome of the proceedings and neither the member nor the Board may rely upon the other provisions of this policy.

#### ARTICLE 32 - DURATION OF AGREEMENT

The terms and conditions of this Agreement shall remain in full force and effect from the date of Ratification until December 31st, 1991 (save and except salaries which shall be ~~effective~~ from January 1st, 1991, or otherwise specified and agreed to in the master agreement) and thereafter from year **to** year until replaced by a new agreement, decision or **award**. If either party to this Agreement desires amendments, revisions or modifications to any section, they shall notify the other party in writing, not more than ninety (90) days and not less than thirty (30) days previous to the expiry date of the said Agreement, of their intention to amend, alter or revise the Agreement.

This Agreement shall enure and be binding upon not only the parties hereto agreed but also their respective successors and assigns.

Witness the Ottawa Police Services Board, attested to by the hand of its Chair and Vice-Chair, and the Ottawa Police Association, attested to by the hands of its President and Secretary-Treasurer, respectively.



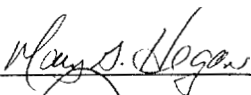
SIGNED, SEALED & DELIVERED at the City of Ottawa in the  
Regional Municipality of Ottawa-Carleton in the Province of  
Ontario this

8th day of May, 1992 in the presence of:

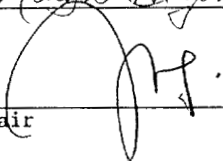
THE OTTAWA POLICE SERVICES BOARD

Per:

Chair



Vice-Chair

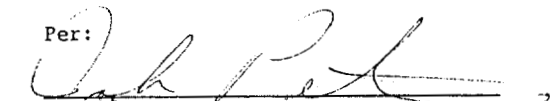
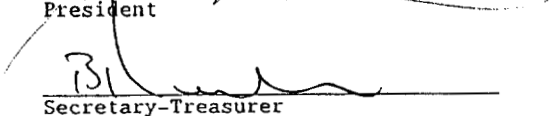


THE OTTAWA POLICE ASSOCIATION

Per:

President

Secretary-Treasurer

APPENDIX "A"SALARY SCHEDULEJANUARY 1, 1991 to APRIL 1, 1991

	(1)	(2)	(3)	(4)
<u>GROUP 1</u>				
Annual	\$23,693.12	\$25,189.27	\$26,786.11	\$28,490.44
26 pays	23,613.20	25,104.30	26,695.76	28,394.34
2 weeks	908.20	965.55	1,026.76	1,092.09
Hourly/70 hrs	12.97	13.79	14.67	15.60

GROUP 2

Annual	\$27,019.08	28,205.56	29,449.18	30,749.14
26 pays	26,927.94	28,110.42	29,349.84	30,645.42
2 weeks	1,035.69	1,081.17	1,128.84	1,178.67
Hourly/70 hrs	14.80	15.45	16.13	16.84

Driver/Garage Attendant, Piling Clerk, Switchboard Operator,  
General Clerk 2, C.I.D. Clerk 2

GROUP 3

Annual	\$30,344.00	31,374.73	32,487.91	33,650.39
26 pays	30,241.64	31,268.90	32,378.32	33,536.88
2 weeks	1,163.14	1,202.65	1,245.32	1,289.88
Hourly/70 hrs	16.62	17.18	17.79	18.43

Secretary (Field, Support), Storekeeper, Vehicle Clerk, Data Input Clerk,  
Criminal Record Clerk, Charged Persons Clerk, General Clerk 3, Community  
Services Clerk, Warrant Clerk, Insurance Clerk, Accident Clerk, C.I.D.  
Clerk 3, Court Liaison Clerk.

GROUP 4

Annual	\$32,301.38	33,938.40	35,658.64	37,465.50
26 pays	32,192.42	33,823.92	35,538.36	37,339.12
2 weeks	1,238.17	1,300.92	1,366.86	1,436.12
Hourly/70 hrs	17.69	18.58	19.53	20.52

Secretary 3 - Chief, Supervisor - Filing, Supervisor - Criminal Records,  
Supervisor - Summons, Supervisor - Q.M. Stores, Supervisor - Transportation  
Photographic Technician, Senior Clerk - Finance, Communication Clerk

JANUARY 1, 1991 to APRIL 1, 1991 SALARY SCHEDULE

	(1)	(2)	(3)	(4)
<u>GROUP 5</u>				
Annual	\$35,759.08	37,601.94	39,540.28	41,578.01
26 pays	35,638.46	37,475.10	39,406.90	41,437.76
2 weeks	1,370.71	1,441.35	1,515.65	1,593.76
Hourly/70 hrs	19.58	20.59	21.65	22.77

Programmer, Supervisor - Data Input.

GROUP 6

Annual	\$38,874.25	40,783.63	42,786.67	44,889.36
26 pays	38,743.12	40,646.06	42,642.34	44,737.94
2 weeks	1,490.12	1,563.31	1,640.09	1,720.69
Hourly/70 hrs	21.29	22.33	23.43	24.58

Supervisor - Property Room, Technician - Electronic, Assistant Budget Officer

GROUP 7

Annual	\$41,988.38	43,964.02	46,033.06	48,199.15
26 pays	41,846.74	43,815.72	45,877.78	48,036.56
2 weeks	1,609.49	1,685.22	1,764.53	1,847.56
Hourly/70 hrs	22.99	24.07	25.21	26.39

EDP Supervisor, Intermediate programmer.

GROUP a

Annual	\$45,103.28	47,144.67	49,278.93	51,509.45
26 pays	44,951.14	46,985.64	49,112.70	51,335.70
2 weeks	1,728.89	1,807.14	1,888.95	1,974.45
Hourly/70 hrs	24.70	25.82	26.99	28.21

Budget Officer, Admin. Officer - Staff Services, Electronic Technician Supervisor.

GROUP 9

Annual	\$48,217.93	50,326.10	52,523.75	54,820.02
26 pays	48,055.28	50,156.34	52,346.58	54,635.10
2 weeks	1,843.28	1,929.09	2,013.33	2,101.35
Hourly/70 hrs	26.40	27.56	28.76	30.02

JANUARY 1, 1991 to APRIL 1, 1991 SALARY SCHEDULE

	(1)	(2)	(3)	(4)
<u>GROUP 10</u>				
Annual	\$51,332.31	53,505.44	55,769.36	58,130.33
26 pays	51,159.16	53,324.96	55,581.24	57,934.24
2 weeks	1,967.66	2,050.96	2,137.74	2,228.24
Hourly/70 hrs	28.11	29.30	30.54	31.83

Senior Analyst Programmer

GROUP 11

Annual	\$54,446.70	56,685.31	59,014.97	61,192.80
26 pays	54,263.04	56,494.10	58,815.90	60,986.38
2 weeks	2,087.04	2,172.85	2,262.15	2,345.63
Hourly/70 hrs	29.31	31.04	32.32	33.51

GROUP 12

Annual	\$57,561.08	59,864.92	62,259.27	64,750.68
26 Pays	57,366.92	59,662.93	62,049.26	64,532.26
2 weeks	2,206.42	2,294.73	2,386.51	2,482.01
Hourly/70 hrs	31.52	32.78	34.09	35.46

Manager - Computer Operations

GROUP 13

Annual	\$55,955.63
26 pays	55,766.88
2 weeks	2,144.88
Hourly/70 hrs	30.64

Co-ordinator Crisis Intervention &amp; Victim.

JANUARY 1, 1991 to APRIL 1, 1991 SALARY SCHEDULEGROUP 17

Annual	\$29,253.26	31,624.92	34,189.63
26 pays	29,154.58	31,518.24	34,074.30
2 weeks	1,121.33	1,212.24	1,310.55
Hourly/70 hrs	16.02	17.32	18.72

Secretary (Chief, Traffic, Personnel, C.I.D., Community Services), C.P.I.C. Operator, Property Room Attendant, Report Analyst, Finance Clerk, General Clerk 17, Information Desk Clerk, Micrographic Clerk, Finance Clerk 2, Firearms Officer, Special Constable, Printer, Identification Clerk, Internal Affairs Clerk, Information Office Clerk, Intelligence Clerk, Computer Operators

GROUP 18

Annual	\$32,475.65	35,109.23	37,956.47
26 pays	32,366.10	34,990.80	37,828.44
2 weeks	1,244.35	1,345.80	1,454.94
Hourly/70 hrs	17.78	19.23	20.78

Special Constable Supervisor

APRIL 1, 1991 SALARY SCHEDULE\*

\* Reclassification/Internal Equity, effective April 1, 1991

	(1)	(2)	(3)	(4)
<u>GROUP 1</u>				
Annual	\$27,338.40	\$28,477.40	\$29,664.14	\$30,899.93
26 pays	27,246.18	28,381.34	29,564.08	30,795.70
2 weeks	1,047.93	1,091.59	1,137.08	1,184.45
Hourly/70 hrs	14.97	15.59	16.24	16.92

Switchboard Operator

<u>GROUP 2</u>				
Annual	\$28,774.28	\$29,973.02	\$31,221.34	\$32,522.34
26 pays	28,677.22	29,871.92	31,116.02	32,412.64
2 weeks	1,102.97	1,148.92	1,196.77	1,246.64
Hourly/70 hrs	15.76	16.41	17.10	17.81

Driver/Garage Attendant, Filing Clerk, C.I.D. Clerk 2, Data Input Clerk, Community Services Clerk, Provincial Offences Clerk, C.I.D. Clerk 3, Court Liaison Clerk, General Clerk 2 (Court Liaison), Personnel Clerk

<u>GROUP 3</u>				
Annual	\$30,284.25	\$31,545.87	\$32,860.18	\$34,230.06
26 pays	30,182.10	31,439.46	32,749.34	34,114.60
2 weeks	1,160.85	1,209.21	1,259.59	1,312.10
Hourly/70 hrs	16.58	17.27	17.99	18.74

C.P.I.C. Operator, Property Room Attendant, Vehicle Preparation, Criminal Record Clerk, Charged Persons Clerk, General Clerk 3 (Traffic), Warrant Clerk, Case Management Clerk, Information Desk Clerk, Micrographic Clerk, Finance Clerk, Storekeeper - QM, Identification Clerk, Intelligence Clerk, Information Office Clerk, Vehicle Clerk, F.O.I. Clerk

<u>GROUP 4</u>				
Annual	\$32,055.89	\$33,391.60	\$34,783.13	\$36,232.32
26 pays	31,947.76	33,278.96	34,665.80	36,110.10
2 weeks	1,228.76	1,279.96	1,333.30	1,388.85
Hourly/70 hrs	17.55	18.29	19.05	19.84

Secretary (Traffic, C.I.D., Community Services, Field, Support, Personnel) Special Constable, Computer Operator, Professional Standards Clerk, Petty Cash Clerk, Court Coordinator

APRIL 1, 1991 to JULY 1, 1991 SALARY SCHEDULE

	(1)	(2)	(3)	(4)
<u>GROUP 5</u>				
Annual	\$34,458.60	\$35,894.48	\$37,390.10	\$38,948.34
26 pays	34,342.36	35,773.40	37,263.98	38,816.96
2 weeks	1,320.86	1,375.90	1,433.23	1,492.96
Hourly/70 hrs	18.87	19.66	20.47	21.33

Programmer, Report Analyst, Finance Audit Clerk, Communication Clerk, Firearms Registrar, Administration Coordinator, Supervisor - Q.M. Stores, Supervisor - Transport (Drivers), Printer, Civilian Crime Analyst, CPIC Audit Clerk, Assistant Photo Technician

<u>GROUP 6</u>				
Annual	\$36,567.29	\$38,090.57	\$39,677.76	\$41,330.70
26 pays	36,443.94	37,962.08	39,543.92	41,191.28
2 weeks	1,401.69	1,460.08	1,520.92	1,584.28
Hourly/70 hrs	20.02	20.86	21.73	22.63

Supervisor - Filing, Supervisor - Criminal Records, Supervisor - Court Liaison, Photographic Technician, Special Constable Supervisor, Technician - Electronic, Administrative Assistant

<u>GROUP 7</u>				
Annual	\$39,858.03	\$41,518.27	\$43,248.95	\$45,050.32
26 pays	39,723.58	41,378.22	43,103.06	44,898.36
2 weeks	1,527.83	1,591.47	1,657.81	1,726.86
Hourly/70 hrs	21.83	22.74	23.68	24.67

Executive Assistant, Supervisor - Data Input, Computer Operators Supervisor, Intermediate Programmer, Comcentre Supervisor

<u>GROUP 8</u>				
Annual	\$43,445.65	\$45,255.38	\$47,141.02	\$49,105.18
26 pays	43,299.10	45,102.72	46,982.00	48,939.54
2 weeks	1,665.35	1,734.72	1,807.00	1,882.29
Hourly/70 hrs	23.79	24.78	25.81	26.89

Assistant Budget Officer, Supervisor - Property Room

APRIL 1, 1991 to JULY 1, 1991 SALARY SCHEDULE

	(1)	(2)	(3)	(4)
<u>GROUP 9</u>				
Annual	\$47,355.46	\$49,327.71	\$51,383.71	\$53,525.01
26 pays	47,195.72	49,161.32	51,210.38	53,344.46
2 weeks	1,815.22	1,890.82	1,969.63	2,051.71
Hourly/70 hrs	25.93	27.01	28.14	29.31

Budget Officer, Administration Officer - Staff Support Services, Senior Analyst Programmer, Co-ordinator Crisis Intervention & Victim Services, Electronic Technician Supervisor

GROUP 10

Annual	\$51,617.46	\$53,768.15	\$56,008.33	\$58,341.38
26 pays	51,443.34	53,586.78	55,819.40	58,144.58
2 weeks	1,978.59	2,061.03	2,146.90	2,236.33
Hourly/70 hrs	28.27	29.44	30.67	31.95

GROUP 11

Annual	\$57,287.68	\$59,674.21	\$62,160.40	\$64,750.68
26 pays	57,094.44	59,472.92	61,950.72	64,532.26
2 weeks	2,195.94	2,287.42	2,382.72	2,482.01
Hourly/70 hrs	31.37	32.68	34.04	35.46

Manager - Computer Services



JULY 1, 1991 to DECEMBER 31, 1991 SALARY SCHEDULE

	(1)	(2)	(3)	(4)
<u>GROUP 1</u>				
Annual	\$28,158.60	29,331.78	30,554.00	31,826.84
26 pays	28,063.62	29,232.84	30,450.94	31,719.48
2 weeks	1,079.37	1,124.34	1,171.19	1,219.98
Hourly/70 hrs	15.42	16.06	16.73	17.43

Switchboard Operator

GROUP 2

Annual	\$29,637.53	30,872.28	32,157.89	33,498.04
26 pays	29,537.56	30,768.14	32,049.42	33,385.04
2 weeks	1,136.06	1,183.39	1,232.67	1,284.04
Hourly/70 hrs	16.23	16.91	17.61	18.34

Driver/Garage Attendant, Filing Clerk, C.I.D. Clerk 2, Data Input Clerk, Community Services Clerk, Provincial Offences Clerk, C.I.D. Clerk 3, Court Liaison Clerk, General Clerk 2 (Court Liaison), Personnel Clerk

GROUP 3

Annual	\$31,192.90	32,492.34	33,846.05	35,256.89
26 pays	31,087.68	32,382.74	33,731.88	35,137.96
2 weeks	1,195.68	1,245.49	1,297.38	1,351.46
Hourly/70 hrs	17.08	17.79	18.53	19.31

C.P.I.C. Operator, Property Room Attendant, Vehicle Preparation, Criminal Record Clerk, Charged Persons Clerk, General Clerk 3 (Traffic), Warrant Clerk, Case Management Clerk, Information Desk Clerk, Micrographic Clerk, Finance Clerk, Storekeeper - QM, Identification Clerk, Intelligence Clerk, Information Office Clerk, Vehicle Clerk, F.O.I. Clerk

GROUP 4

Annual	\$33,017.49	34,393.38	35,826.65	37,319.41
26 pays	32,906.12	34,277.36	35,705.80	37,193.52
2 weeks	1,265.62	1,318.36	1,373.30	1,430.52
Hourly/70 hrs	18.08	18.83	19.62	20.44

Secretary (Traffic, C.I.D., Community Services, Field, Support, Personnel), Special Constable, Computer Operator, Professional Standards Clerk, Petty Cash Clerk, Court Coordinator

JULY 1, 1991 to DECEMBER 31, 1991 SALARY SCHEDULE

	(1)	(2)	(3)	(4)
<u>GROUP 5</u>				
Annual	\$35,492.46	36,971.39	38,511.89	40,116.82
26 pays	35,372.74	36,846.68	38,381.98	39,981.50
2 weeks	1,360.49	1,417.18	1,476.23	1,537.75
Hourly/70 hrs	19.44	20.25	21.09	21.97

Programmer, Report Analyst, Finance Audit Clerk, Communication Clerk, Firearms Registrar, Administration Coordinator, Supervisor - Q.M. Stores, Supervisor - Transport (Drivers), Printer, Civilian Crime Analyst, CPIC Audit Clerk, Assistant Photo Technician

GROUP 6

Annual	\$37,664.29	39,233.22	40,868.16	42,570.66
26 pays	37,537.24	39,100.88	40,730.30	42,427.06
2 weeks	1,443.74	1,503.88	1,566.55	1,631.81
Hourly/70 hrs	20.62	21.48	22.38	23.31

Supervisor - Filing, Supervisor - Criminal Records, Supervisor - Court Liaison, Photographic Technician, Special Constable Supervisor, Technician - Electronic, Administrative Assistant

GROUP 7

Annual	\$41,053.64	42,763.71	44,546.30	46,401.94
26 pays	40,915.16	42,619.46	44,396.04	46,245.42
2 weeks	1,573.66	1,639.21	1,707.54	1,778.67
Hourly/70 hrs	22.48	23.42	24.39	25.41

Executive Assistant, Supervisor - Data Input, Computer Operators Supervisor, Intermediate Programmer, Comcentre Supervisor

GROUP 8

Annual	\$44,749.01	46,612.99	48,555.25	50,578.37
26 pays	44,598.06	46,455.76	48,391.46	50,407.76
2 weeks	1,715.31	1,786.76	1,861.21	1,938.76
Hourly/70 hrs	24.50	25.53	26.59	27.70

Assistant Budget Officer, Supervisor Property Room

JULY 1, 1991 to DECEMBER 31, 1991 SALARY SCHEDULE

	(1)	(2)	(3)	(4)
<u>GROUP 9</u>				
Annual	\$48,776.21	50,807.42	52,925.25	55,130.73
26 pays	48,611.68	50,636.04	52,746.72	54,944.76
2 weeks	1,869.68	1,947.54	2,028.72	2,113.26
Hourly/70 hrs	26.71	27.82	28.98	30.19
Budget Officer, Administration Officer - Staff Support, Senior Analyst Programmer, Co-ordinator Crisis Intervention & Victim Services, Electronic Technician Supervisor				
<u>GROUP 10</u>				
Annual	\$53,166.04	55,381.17	57,688.66	60,091.62
26 pays	52,986.70	55,194.36	57,494.06	59,888.92
2 weeks	2,037.95	2,122.86	2,211.31	2,303.42
Hourly/70 hrs	29.11	30.33	31.59	32.91
<u>GROUP 11</u>				
Annual	\$59,006.36	61,464.37	64,025.17	66,693.19
26 pays	58,807.32	61,257.04	63,809.20	66,468.22
2 weeks	2,261.82	2,356.04	2,454.20	2,556.47
Hourly/70 hrs	32.31	33.66	35.06	36.52
Manager - Computer Services				

## APPENDIX "I"

SUPPLEMENTAL UNEMPLOYMENT BENEFITS (MATERNITY LEAVE)

This appendix contains the terms and conditions of the Supplemental Unemployment Benefits provided for under Article 14:01 of the Collective Agreement.

- a) The following group of employees are covered by the plan: all members of the Ottawa Police Association as defined by Article 1 of the Collective Agreement for Civilian Personnel.
- b) The plan is to supplement the unemployment insurance benefits received by workers for temporary unemployment caused as follows:
  - 1) for maternity leave for female employees for a period of fifteen (15) weeks; such plan covering the top-up only of unemployment benefits and;
  - 2) for parental leave for male and female employees for newborn and adoption for a period of two (2) weeks; such plan covering top-up only.
- c) Employees must prove that they have applied for and are in receipt of unemployment insurance benefits in order to receive payment under this plan.
- d) The benefit level paid under this plan is set at 93% of the employees' regular weekly earnings.

In any week, the total amount of SUB payments and the weekly rate of UI benefits will not exceed 95% of the employees' weekly earnings.

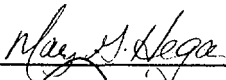
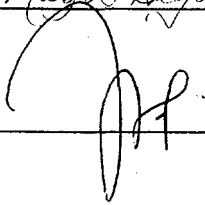
- e)
  - 1) The plan is financed through the employer's general revenue.
  - 2) SUB payments will be kept separate from payroll records.
- f) The duration of the plan is from November 21, 1991 until revised.
- g) The employer will inform the Canada Employment and Immigration Commission in writing of any changes to the plan within thirty (30) days of the effective date of the change.

- h) Employees do not have a right to **SUB** payments except for supplementation of UI benefits for the unemployment period as specified in the **plan**.
- i) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

Dated at Ottawa, this 8th day of **May**, 1992.


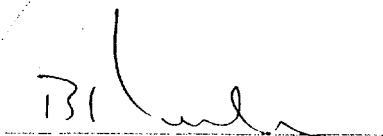
THE OTTAWA POLICE SERVICES BOARD

Per:

  
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THE OTTAWA POLICE ASSOCIATION

Per:

  
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