

SOURCE	City		
EFF.	91	01	81
TERM.	92	12	31
No. OF EMPLOYEES	3,175		
NOMBRE D'EMPLOYÉS	3		

COLLECTIVE AGREEMENT

between



THE CORPORATION OF THE
CITY OF TORONTO

and

**LOCAL
79**

CANADIAN UNION OF
PUBLIC EMPLOYEES
LOCAL NO. 79

JANUARY 1ST, 1991 - DECEMBER 31, 1992

FEB 19 1993

06975(05)



CANADIAN UNION OF PUBLIC EMPLOYEES

3rd Floor, 257 Adelaide Street West
Toronto, Ontario M5H 1X9
977-1629

Executive Committee

President	Steven David
1st Vice President	Anne Dubas
2nd Vice President	John Cowan
Recording Secretary	Rudy Draxl
Treasurer	Yvonne Haynes
Membership Secretary	Muriel Collins

Assigned CUPE Representatives	Michael Harper Linda Jewett
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Bargaining Units:

City of Toronto Unit
Metropolitan Toronto Unit
Metro Licensing Commission Unit
Metropolitan Toronto H.F.A. Part-Time Unit
Riverdale Hospital Service Unit
Riverdale Hospital Professional Unit

1991/92 Collective Agreement

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THIS AGREEMENT made in quadruplicate this 29th day of October one thousand nine hundred and ninety-two.

BETWEEN :

THE CORPORATION OF THE CITY OF TORONTO

hereinafter called "the City"

of the First Part,

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES. LOCAL UNION No. 72

hereinafter called "the Union"

of the Second Part.

WHEREAS the Union is an organization of employees formed for purposes that include the regulation of relations between employees and employers; and

WHEREAS the By-laws of the Union as approved provide that membership in the Union shall be open to those employees of the City as hereinafter set forth: and

WHEREAS the City and the Union entered into a Collective Agreement (hereinafter referred to as "the 1989 Agreement"), dated the 18th day of September, 1989, effective the 1st day of January, 1989, to remain in force until and including the 31st day of December, 1990, and from year to year thereafter, subject to such changes and alterations therein and thereto as from time to time may be made pursuant to and in accordance with the provisions thereof if not terminated; and

WHEREAS by Memorandum of Agreement dated the 13th day of June, 1991, the City and the Union have agreed to make such alterations and changes to the 1989 Agreement as are provided for in the said Memorandum of Agreement; and

WHEREAS the 1989 Agreement with such alterations and changes as provided for in the said Memorandum of Agreement dated the 13th day of June, 1991, is hereinafter referred to as the 1991 Agreement.

NOW THEREFORE, THIS AGREEMENT WITNESSETH, that in consideration of the premises, the City and the Union hereby mutually covenant and agree as follows:

ARTICLE 1

BARGAINING UNIT

1.01 That subject to such alterations and deletions as are provided for in Clause 1.03, the City acknowledges that the Union shall be the sole bargaining agent for collective bargaining purposes for all employees from time to time of the City, who came within the Unit of such employees described as follows and hereinafter referred to as "the 79 Unit", namely all employees, male and female, whose positions are set forth in Schedule "A" hereto annexed and forming part of this Agreement, under the heading "Position", and all employees of the Planning and Development Department, save and except the Executive Supervisors, Secretary to the Commissioner of Planning and Development, Secretary to The Planning Board, Programme Managers, and those above the position of Programme Manager, Co-ordinator - Disabled and Elderly, Co-ordinator - Special Studies, Community Development Co-ordinator, Development Officer - Business Improvement, Development Officer - Community Renewal, Industrial Liaison Manager, excluding, however, the positions of all employees of the City who are employed from time to time in the Mayor's Office, the Office of the Executive Committee, the Office of Labour Relations, the Personnel Services Division of Management Services Department, the one employee who performs stenographic or secretarial duties for each **Head** of a Department, the Deputy City Solicitor and the Corporation Counsel.

PROVIDED THAT any new positions created in the Personnel Services Division of Management Services Department on or after August 3, 1991 shall be reviewed for compliance with the Definition of Employee provision of the Labour Relations Act, R.S.O. (1980), as amended.

1.02 That except where otherwise expressly stated, the word "employee" wherever used in this Agreement, shall mean an employee of the City coming within the 79 Unit, in "The Permanent Service" or in "The Temporary Service" class of employees of the City, who is on the active payroll of the City who works full-time or part-time (less than 35/40 hours per week or 7/8 hours per day).

1.03 That in the event of the City altering the classification of or establishing a new classification for any employee or any group of employees, the City shall advise the Union of the proposed wage or salary rate therefor, and such proposed wage or salary rate may be grieved by the Union in accordance with Article 15.17 hereof, and in the event of the City establishing a new classification for any employee or any group of employees, Schedule "A" hereto shall be amended accordingly.

1.04 That whenever the City establishes a new position or classification which, in the opinion of the Union, comes within the 79 Unit, the question as to its inclusion in or exclusion from the Unit shall be determined by mutual agreement or, in the absence of agreement, by arbitration as provided for in sub-clause 15.13 hereof.

ARTICLE 2

MANAGEMENT'S RIGHTS

2.01 That the Union acknowledges that it is the exclusive function of the City to:

- (a) maintain order, discipline and efficiency.
- (b) hire, discharge, direct, classify, transfer, promote, demote and suspend or otherwise discipline any employee provided that a claim of discriminatory promotion, demotion or transfer, or a claim that any such employee has been discharged or disciplined without reasonable cause, may be the subject of a grievance and dealt with as provided.
- (c) generally to manage the operation and undertakings of the City and without restricting the generality of the foregoing to select, install and require the operation of any equipment, plant and machinery which the City in its uncontrolled discretion deems necessary for the efficient and economical carrying out of the operations and undertakings of the City.

2.02 That the City agrees that it will not exercise the foregoing functions set out in clause 2.01 in a manner inconsistent with the provisions of this Agreement.

ARTICLE 3

UNION SECURITY AND CHECK-OFF OF UNION DUES

- 1-2
- 3.01 (a) That it shall be a continuous condition of employment with the City that all employees shall be members in good standing, and that all future employees shall become members of the Union within 30 days from their respective dates of the commencement of their employment with the City and thereafter shall remain as such members in good standing.
 - (b) That the City shall not be required to discharge an employee who has been expelled or suspended from

membership in the Union, other than for engaging in unlawful activity against the Union.

- 8-1180
- (c) That the City shall have the exclusive and unlimited right to discharge any employee of the City at any time within the ~~first six months~~ actually worked within the latest period of ~~continuous~~ employment with the City, except as provided in Article 14 "Appointments and Promotions" sub-clause 14.16 thereof, such period to be defined as the Probationary Period. The Probationary Period may not be completed while the employee is absent. In no case shall an employee be required to complete more than one Probationary Period, provided that for an employee in "The Temporary Service" class of employees the Probationary Period shall be the first 913/1044 aggregate hours paid calculated from the first date of hire and provided that the employee has not been absent from work for a period of time greater than nine (9) calendar months, and once completed, the city shall inform the employee in writing on the first pay period following that time.
- (d) That the Probationary Period as defined in Sub-clause (c) hereof, of any employee originally employed in "The Temporary Service" class of employees of the City, shall include his/her service in "The Temporary Service" class of employees of the City if he/she is subsequently employed by the City in "The Permanent Service" class of employees of the City in a position in which there is no distinct change in the character of his/her employment, and such employee shall be entitled accordingly to benefit as applicable.
- 3.02 (a) That the City in respect to each of the employees who is subject to the provisions of Clause 3.01 shall: 2-1
- (i) Deduct from each pay of such employee such sums for dues and contributions to the Union, provided such are to be uniformly levied for not less than six months, payable by such employee as the By-laws of the Union may from time to time provide, and
 - (ii) Continue to make such deductions until this Agreement is terminated, and
 - (iii) Within one week after making of each such deduction, pay the sum so deducted to the Union.

- (b) That the Union will provide to the City a certified true copy of the section of the By-laws of the Union authorizing any such dues and contributions and a certified true copy of the section of the Minutes of a meeting at which any change in such dues and contributions is made.
 - (c) That the Union will save the City harmless from any and all claims which may be made against the City for amounts deducted from pay as herein provided.
- 3.03 That the City will provide the Union with:
- (a) a quarterly list of all employees from whose wages dues deductions have been made.
 - (b) a weekly listing of employees paying dues for the first time and employees no longer paying dues.
 - (c) a bi-weekly listing of employees who are in a "no-pay" status or who have insufficient pay from which to deduct dues.

ARTICLE 4

NO DISCRIMINATION 7-1

4.01 That the City and the Union, their respective servants and agents, agree that there shall be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee who is a member of the Union, in the matter of wage rates, training, up-grading, promotion, transfer, lay-off, discipline, discharge, or otherwise by reason of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship, handicap or membership in a labour union. Handicap shall be as defined by the Ontario Human Rights Code, R.S.O., , s amended.

4.02 That the City agrees that it will not, either directly or through any person acting on its behalf, discriminate against any employee because of such employee being an officer, steward, committee member or member at large of the Union.

4.03 That the Union agrees that it will not discriminate against any employee who as a member of the Union, is serving or has served in a position in which an element of supervision is required over other employees who are members of the Union.

ARTICLE: 5

WAGES AND SALARIES

50A-1

8.01 That each employee's job shall be described, evaluated and assigned to a wage grade in accordance with the provisions of the Manual and Rating Manuals, as set forth in Schedule "B" and Schedule "C", hereto annexed, and such employee shall receive a wage rate appropriate for the wage grade to which the job is thus assigned, it being understood and agreed that the wage rates for a wage grade shall be the wage rates for all jobs assigned to such wage grade. Where an out-of-schedule rate (above) **as** defined by the said Manuals, has been established for the **job**, and such employee is included in the list referred to in Clause 5.04 hereof, such employee shall in addition, receive such out-of-schedule rate during such time as he/she occupies the job, subject to the following:

- (a) The said out-of-schedule rate (above) shall be cancelled and replaced by the appropriate wage rate effective June **16, 1978**, provided that such adjustment in the wage rate does not result in a wage rate less than the employee was receiving on the 31st day of December, **1977**.
- (b) If not eliminated under sub-clause (a) hereof, the said out-of-schedule rate (above) shall be cancelled and replaced by the appropriate wage rate effective the beginning of the last pay period prior to the 31st day of December, **1978**.
- (c) That, during the period ending September **30, 1989**, notwithstanding the provisions of this Article, levels J and K of Factor 1 (Job Knowledge), level F of Factor 2 (Mental Ability), level F of Factor 3 (Human Relationships) and level H of Factor 4 (Accountability) as contained in Schedule "C" attached hereto and identified (*) and Wage Grades and Point Ranges as contained in Article 6.01 of Schedule **B** attached hereto and identified (*) shall be applicable to the job classifications added to Schedule "A" attached hereto and identified (*) and to any new or changed job classifications which are generically similar to those job classifications.

That, effective October **1, 1989**, notwithstanding the provisions of this Article and Schedules A, B and C, levels J and K of Factor 1 (Job Knowledge), level F of Factor 2 (Mental Ability), level F of Factor 3 (Human Relationships) and level H of Factor 4 (Accountability) as contained in Schedule "C" and identified (*) and Wage Grades and Point Ranges as contained in Article 6.01 of

Schedule "B" and identified (*) and job classifications as contained in Schedule "A" and identified (*) shall be applicable to all new jobs on the effective date herein without impediment and for all purposes of the Collective Agreement and the job evaluation program thereunder.

That nothing contained above shall affect in any manner Article 5.01 (c) and Schedules "A", "B" and "C" in their application to jobs created prior to October 1, 1989.

That it is further agreed that the resulting amalgamation of the existing Clerical-Technical and Planning Board Job Evaluation Manuals will be subject to the parties coming to agreement on the factor definitions. Should agreement on the factor definitions not be reached by the parties by December 1, 1989, the factors will default to the existing factor definitions.

16-1
5.02 That subsequent to the installation of a job description and rating, any revision in the Wage and Salary Schedule as set forth in Schedule "A" hereto annexed, with respect thereto, shall be applied to each employee in such a job in accordance with the provisions of the said ~~Manual and Rating Manuals~~, it being understood and agreed that ~~the first wage rate within the wage grade shown in the said Wage and Salary Schedule is the minimum wage rate therefor and each subsequent wage rate in such grade is made up of the minimum rate and the applicable increase or increases by increment having regard for length of service.~~ Employees shall progress through the increment levels as set out in Schedule A, unless the Department Head withholds an increment, in which case, the employee shall be advised in writing of the reasons therefor.

5.03 That, subject to sub-clause 5.02 hereof, an employee who is assigned to perform the duties of a higher rated position and who completes a period of twelve (12) aggregate months within a period of eighteen (18) continuous months from the date first assigned, shall be granted an increment effective the beginning of the pay period closest to the date on which he/she completes the aforesaid twelve (12) aggregate months.

An employee may qualify for any subsequent increment(s) in the same manner as set out above and will begin to accumulate such twelve (12) aggregate months immediately following the effective date of the last increment

5.04 That the City shall furnish to the Union a list of present employees who are to be paid out-of-schedule rates (above), referred to above, and such list shall contain the following:

- (a) The name of the employee to whom the said out-of-schedule rate is being paid;

- (b) The Job Title of the job on which the said out-of-schedule rate is being paid;
- (c) The evaluation, wage grade and wage rates for such job; and
- (d) The amount of the said out-of-schedule wage pay rate.

5.05 That concurrent with any revision in the said Wage and Salary Schedule each employee in a job affected thereby, shall have his/her wage rate adjusted as follows:

- (a) If prior to said revision such employee was not receiving an out-of-schedule rate (above) as defined in Schedule "B" hereto the new wage rate to replace the minimum, intermediate or maximum wage rate to which such employee had previously been assigned, as the case may be, shall be applied to such employee.
- (b) If prior to said revision such employee was receiving such an out-of-schedule rate (above) in addition to the maximum wage rate for the job, the rate of pay of such employee being made up of the said wage rate and said out-of-schedule rate (above), shall not be increased unless as a result of negotiated wage increases the said wage rate for the job exceeds the said rate of pay of the employee, provided that:
 - (i) if the employee's new wage rate is greater than the maximum wage rate for the job a new out-of-schedule rate (above) shall be established for the employee equal to the difference between the employee's new wage rate and the maximum wage rate for the job.
 - (ii) if the employee's new wage rate is less than or equal to the maximum wage rate for the job, the maximum wage rate shall be applied to the employee.

5.06 -That an employee in The Temporary Service" class of employees of the City, who has completed 1827/2088 aggregate hours paid with the City in a position set out in said Schedule "A" hereto under the heading 'Position', in respect to which a salary range is provided in his/her then current employment with the City, shall progress through the increment levels, in the same manner as if he/she is an employee in "The Permanent Service" class of employees of the City, provided that the service with the former The Corporation of the City of Toronto, The Corporation of the Village of Forest Hill or The Corporation of the Village of Swansea, of any such employees who was in the employ of such

corporation on the 21st day of December 1966, shall be included for the purpose of meeting the service requirement set out above. Service standing to the credit of employees formerly employed by the City of Toronto Planning Board as at December 31, 1980, and who were transferred to the City of Toronto effective January 1, 1981, shall be included for the purpose of meeting the service requirement of this sub-clause.

5.07 That a salary increase by increment, if granted, shall become effective at the beginning of the pay period closest to the effective date of said increment.

5.08 That any employee who for a period of at least a full day or shift is assigned to perform the regular duties of a position of a higher classification than the position to which he/she has been appointed shall be paid the greater of

- (a) the minimum wage rate of the higher classification, or
- (b) a wage rate in the position of the higher classification which is at least one full wage rate higher than his/her current wage rate but not to exceed the maximum of the salary range of the higher classification. This shall not apply to an employee in a trainee classification.

5.09 That each employee who has been paid at an alternate rate of pay by reason of performing the duties of a position of higher classification than the position to which he/she was appointed, shall continue to be paid at such alternate rate for all days such employee is absent from work, for which he/she is entitled to be paid, including paid sick leave, paid vacation, and paid holidays, provided that such employee is receiving the alternate rate at the commencement of the absence and that he/she has been receiving the alternate rate for three continuous months not broken by aggregate of more than twenty (20) working days of paid leave, paid sick leave, paid holidays or paid vacation, immediately preceding the commencement of such absence, and further provided that the alternate rate shall only be continued for the period that the employee would have been entitled to continue at the alternate rate if he/she had been at work.

- 5.10 (a) That, effective July 12, 1981, whenever an employee is assigned an alternate rate to a position within the Local 43 bargaining unit, and such employee works in such a position for a period of more than thirty (30) continuous working days, such employee shall, at the beginning of the next pay period, become a full member of the Local 43 bargaining unit for all purposes. Provided that there shall be no duplication of benefits.
- (b) That, upon completion of the alternate rate assignment, the employee shall be returned to the Local 79 bargaining

unit to his/her former position with no loss of seniority, service or benefits.

- (c) That, for the purposes of this Article, all time worked in any alternate rate position in the Local 43 bargaining unit shall be counted in calculating the thirty (30) continuous working days.
- (d) That the City shall provide to the Union a bi-weekly listing of those employees who change bargaining unit status pursuant to (a) above.
- (e) That the thirty (30) continuous working day period shall not be broken should the employee be absent on paid leave, sick pay, Workers' Compensation, paid holidays, or vacation, provided that the aggregate of such absences does not exceed ten (10) working days during such thirty (30) day period.
- (f) That the Union acknowledges that an employee of the Local 43 bargaining unit who is assigned an alternate rate in a position in the Local 79 bargaining unit shall, upon completion of thirty (30) continuous working days in the Local 79 bargaining unit position, become a member of the Local 79 bargaining unit for all purposes for the duration of the alternate rate assignment. Once the assignment is terminated, the employee concerned shall return to the Local 43 bargaining unit.

ARTICLE 6

PREMIUM PAY PROVISIONS

44

- 6.01 (a) That each full time employee shall be paid at the rate of time and one-half for all time worked in excess of his/her regularly scheduled work day or work week, provided that where such employee and the Department Head concerned agree in writing, such employee may take time off in lieu of overtime, to a maximum of seventy (70) ~~hours per calendar year,~~ such time off to be calculated at the rate of one and one-half hours for each hour of overtime worked provided that the maximum of such time off shall be eighty (80) hours per calendar year for those employees whose regular work week consists of forty (40) hours per week.
- (b) That each part-time employee shall be paid at the rate of time and one-half for all time worked in excess of seven (7)/eight (8) hours per day or 35/40 hours per week and shall not be eligible for time off in lieu of overtime worked.

34-4000

6.02 That each employee who is required to work a forty (40) hour week on any regular schedule other than Monday through Friday, shall not be required by the City to work in excess of an average of forty (40) hours per week over a reasonable period of time.

6.03 That no employee who is on a work week of forty (40) hours shall be entitled to or required to take time off in lieu of overtime worked by such last mentioned employee except as in this Article provided.

6.04 That each employee who has completed his/her regular day's work, and has left the premises where he/she works or his/her assigned yard, and is called out and reports for overtime work, or who is called out and reports for work on other than his/her regular work day, shall be paid by the City as a minimum the equivalent of three (3) hours work, at his/her overtime rate, except where there is an overlap to the commencement of his/her regular day or shift, whether such employee works or not, for each time such employee is so called out and reports for such work.

6.05 That during the period ending July 11, 1991, each employee who during a regularly scheduled work week, works on a shift any part of which, exclusive of overtime, falls within the period between 7:00 o'clock in the evening and 6:00 o'clock in the morning of the next following day, shall be paid by the city for all hours worked on such shift, a shift bonus of fifty-two (52) cents per hour, and thereafter a shift bonus of fifty-five (55) cents per hour and effective January 1, 1992, fifty-six (56) cents per hour, provided that no such bonus shall be paid where premium pay is payable to such employees hereunder.

6.06 That during the period ending July 11, 1991 each employee who works a regularly scheduled day on Saturday or Sunday shall be paid a premium of fifty-two (52) cents per hour, and thereafter a shift bonus of fifty-five (55) cents per hour and effective January 1, 1992, fifty-six (56) cents per hour for all hours worked on such days for which no other premium rate or bonus is paid.

6.07 That an employee who during a regularly scheduled work day excluding his/her scheduled working hours, or on a non-scheduled work day, is required by the Head of the Department concerned or his/her authorized representative, to stand by for work, shall be available for work when called by telephone and shall receive from the City an allowance therefor as follows:

- (a) \$15.00 if required to stand by for work on a regularly scheduled work day:
- (b) \$26.00 if required to stand by for work on a non-scheduled work day.

49-9100

Such an employee who, while required to stand by for work, is called out and reports for overtime work, shall be paid for all time worked at his/her overtime rate.

6.08 That when an employee is required, as part of his/her Civic duties, to work in air pressure greater than atmospheric pressure and gains access to and exit from the working area through an air lock, such employee shall be paid extra remuneration as hereinafter provided:

Where the air pressure is between normal atmospheric pressure and twenty (20) pounds inclusive (approx. 138 kPa) - \$9.50 per day.

Where the air pressure is more than twenty (20) pounds, \$12.00 per day.

The rates specified shall be paid only if the employee is required to enter the compressed air working area for any portion of a day, but no employee shall be paid more than one day's extra remuneration in a one-day working period on account of being required to enter and leave a compressed air working area on more than one occasion in a one-day working period.

6.09 That time off given an employee pursuant to sub-clause 6.01 (a) shall be taken during the calendar year in which the excess time involved is worked, provided that an employee who is eligible for such time off pursuant to sub-clause 6.01 (a), may, at the request of or with the consent of the Department Head and with the consent of such employee, take such time off during the next calendar year.

6.10 That during the period ending July 11, 1991, each employee of the City coming within the Local 79 Unit who, as part of a regularly scheduled work week, works on the afternoon and/or night shifts ending on a Saturday and/or a Sunday, shall be paid a weekend/shift bonus premium of one dollar and four cents (\$1.04) per hour and thereafter a weekend/shift bonus premium of one dollar and ten cents (\$1.10) per hour and effective January 1, 1992, one dollar and twelve cents (\$1.12) per hour for all regular hours worked on such scheduled shifts. The weekend/shift bonus premium shall be in lieu of the provisions of sub-clauses 6.05 and 6.06 herein.

6.11 That during the period ending July 11, 1991, each employee who works on a regularly-scheduled rotating shift shall be paid by the City a shift bonus of fifty-two (52) cents per hour and thereafter a shift bonus of fifty-five (55) cents per hour and, effective January 1, 1992, fifty-six (56) cents per hour for each regular day, afternoon or night shift from time to time worked by such employee as part of a regularly scheduled twenty-four (24) hour, seven (7) day per week rotating shift schedule.

ARTICLE 7

CHANGE OF SHIFT

7.01 That except for employees of the Department of Parks and Recreation of the City engaged in ice rink operations, when an employee is given less than forty-eight (48) hours notice of a change in his/her regular day, afternoon or night shift, he/she shall be paid at the rate of time and one-half for the **first shift** so worked or for scheduled days off that fall within such forty-eight (48) hours notice period, provided that this Clause shall not apply if the change of shift is caused by an emergency and provided further that a change of hours within a regular day, afternoon or night shift shall not constitute a change of shift.

7.02 That when the employee's shift is being changed, a minimum of 12 hours shall be scheduled off as a rest period between the end of the 'old' shift and the commencement of the 'new' shift. If an employee's 'new' shift commences during such rest period, he/she shall be paid at the **overtime** rate for all hours worked on the first shift. Provided, however, that this sub-clause shall not apply to employees of the Department of Parks and Recreation of the City engaged in ice rink operations, and provided further that this sub-clause shall not apply in cases of emergency.

7.03 That, subject to Article 1.02, the regular hours for day workers shall commence not earlier than 6:00 a.m. and end not later than 7:00 p.m. and be of seven (7) hours or eight (8) hours duration as the case may be, with not more than a one (1) hour lunch period, provided that nothing herein shall preclude the establishment of regular shifts at variance with these hours. Where hours of work of an employee normally assigned as a day worker are to be changed, the employee and the Union shall be given five (5) working days notice of such change. Nothing herein shall prohibit the City from instituting such rescheduling, but in the event of a dispute, the matter may be the subject of a grievance. This sub-clause shall not apply to employees of the Planning and Development Department.

7.04 (a) That, subject to Article 1.02, for employees of the Planning and Development Department the regularly scheduled work week will consist of 35 hours that are to be worked in 5 daily periods each of 7 hours, broken only by one lunch break of not greater than one hour in duration, such periods to fall between 8:00 a.m. and 7:00 p.m. on each day of such week from Monday to Friday, inclusive, provided that:

- (i) the **Commissioner** of Planning and Development shall have the right to schedule such periods **so** as to ensure that adequate service is provided between the hours of 8:30 a.m. and 5:30 p.m.; and

(ii) such periods for employees who write programmes to go into the computer system, shall fall between the hours of 8:00 a.m. and 8:00 p.m. of each such day.

(b) That an employee of the Planning and Development Department may submit a written request to the Commissioner of Planning and Development to vary his/her working hours from that set out in sub-clause 7.04(a) provided that such employee's work week consists of no more than 35 hours that are worked in daily periods which fall between 8:00 a.m. and 7:00 p.m. on each work day of such week or in the case of employees who write programmes to go into the computer system daily periods which fall between 8:00 a.m. and 8:00 p.m. on each work day of such week.

7.05 That flexible working hours may be implemented on an experimental or continuing basis, provided there is mutual agreement between the parties on such implementation and provided further that, if necessary, the Employment Standards Branch of the Ministry of Labour has been advised and has given its approval.

ARTICLE a

DESIGNATED HOLIDAYS

8.01 That the City hereby designates the following days to be observed as holidays during each year by all employees, namely, New Year's Day, Good Friday, Easter Monday, Queen's Birthday, Dominion Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day, and the following day, namely "Remembrance Day", to be observed as a holiday during each year whenever such day falls on a Monday, Tuesday, Wednesday, Thursday or Friday by all such employees.

PROVIDED that whenever any of the days so designated, with the exception of Remembrance Day (November 11th) falls on a Saturday or Sunday, then the preceding Friday or the following Monday will be declared by the City as the day to be observed as a holiday instead of the day so designated.

8.02 That, during the period ending July 11, 1991, each employee shall be granted once during each calendar year, one day off with pay, and thereafter one (1) additional day off with pay, to be termed a floating holiday provided such floating holiday shall only be granted to employees who have four (4) months or more of continuous service, or in the case of an employee in "The Temporary Service" class of employees who has completed 609/696 aggregate hours paid.

8.03 That each employee in "The Permanent Service" class of employees of the City who is not required to work on a day to be observed as a holiday, shall be entitled to and shall be paid by the City his/her regular rate of pay for each such holiday not so worked.

8.04 (a) That each full-time employee in "The Temporary Service" class of employees of the City who is not required to work on a day to be so observed as a holiday shall be entitled to and be paid by the City his/her regular rate of pay for each holiday not so worked providing that he/she is employed or reports for employment on both the working day previous to and the working day following the holiday concerned.

(b) That each part-time employee in "The Temporary Service" class of employees who is not required to work on a day to be so observed as a holiday shall be entitled to and be paid by the City his/her regular rate of pay for each **holiday** not so worked provided that he/she has worked for eight (8) shifts in the two (2) pay periods preceding the designated holiday.

8.05 That each employee who is regularly scheduled or who is required to work a regular full day or part of a day as the case may be on a day to be observed as a holiday by all employees shall be compensated for all hours worked on said day in accordance with sub-clause 6.01 of Article 6 herein and in addition shall be paid his/her regular day's pay or, subject to the approval of the Department Head concerned, shall be given a day off with pay in lieu thereof.

8.06 That the premium rate of pay referred to in Clause 8.05 hereof, shall not apply to time worked by any such employee, on any day that is a Saturday or Sunday, except that in the case of such an employee who is employed for work that is conducted on a seven day a week basis, and is scheduled to work a shift, the majority of hours of which fall within the twenty-four (24) hours of the actual holiday that is Christmas Day, New Year's Day, Boxing Day or Dominion Day, the premium rate of pay referred to in this clause will apply to such actual holiday and not the designated day of observance of that holiday, provided that in no circumstance will the employee be paid the premium rate of pay for both such actual holiday and the day designated to be observed as that holiday, in any year.

ARTICLE 9

VACATIONS

9.01 That each employee in "The Permanent Service" class of employees of the City shall be eligible for vacation with pay on the following basis:

- (a) On completion of one year's service as of the first anniversary date of employment with the City - three weeks' vacation annually: 0103
- (b) on completion of nine years' service as of the ninth anniversary date of employment with the City - four weeks' vacation annually; 0904
- (c) on completion of seventeen (17) years of service as of the seventeenth anniversary date of employment with the City - five weeks' vacation annually: 1705
- (d) on completion of twenty-three (23) years service as of the twenty-third anniversary date of employment with the City - six weeks' vacation annually. 2306

PROVIDED that the days to be observed hereunder as holidays by all employees shall not be considered as part of vacation. 55D-1

9.02 That annual vacation shall be taken during the calendar year provided that an employee who is eligible for vacation with pay pursuant to Clause 9.01 may with the consent of the Head of his/her respective Department, or at the request of such Head of Department and with the consent of such employee, postpone the annual vacation to the next calendar year,

9.03 That in any calendar year an employee who is eligible for vacation with pay under Clause 9.01 on the basis therein set forth, may be eligible for vacation entitlement for such calendar year provided that if any such vacation is taken in advance of actual entitlement thereto and such employee subsequently leaves the service of the City, other than by reason of death or retirement, the City shall be entitled to recover from such employee the value of such vacation taken prior to actual entitlement thereto.

9.04 That where an employee of the City leaves the service of the City after January 1st, in any year and prior to receiving vacation in that year, such employee shall be given vacation on account of the previous year's service in accordance with Clause 9.01 and, in addition, in lieu of vacation with respect to the year in which he/she leaves, an amount equal to 2 per cent for each week of his/her vacation entitlement under Clause 9.01 of such employee's pay for all work done by him/her during the period from

the anniversary date of his/her employment with the City, in such year, to the effective date of his/her leaving.

9.05 That where an employee of the City dies on or after January 1st, in any year and prior to receiving vacation in that year, such employee shall have paid to his/her estate an amount equivalent to the salary or wages that would normally have been paid to him/her on account of vacation.

9.06 That where an employee of the City is being retired, such employee shall, in addition to any vacation to which he/she is entitled under Clause 9.01, be entitled to a proportion of the vacation for the year in which he/she is being retired for which he/she would be eligible if he/she was not retired, based on his/her length of service between the first of the year in which he/she is being retired and his/her effective date of retirement, all of which vacation may be taken prior to the effective date of retirement, or a final payment of salary or wages in lieu thereof may be made on retirement, at the employee's option.

9.07 That where an employee of the City is being retired on account of disability, an amount equal to the salary or wages shall be paid to such employee on account of any unused portion of vacation due to such employee on the effective date of retirement.

9.08 That the service with the former City, The Corporation of the Village of Forest Hill or The Corporation of the Village of Swansea of any employee who was in the employ of such Corporation on the 31st day of December, 1980, shall be included for the purpose of meeting the service requirements set out in this Article. Service standing to the credit of employees formerly employed by the City of Toronto Planning Board as at December 31, 1980 and who were transferred to the City of Toronto effective January 1, 1981, shall be included for the purpose of meeting the service requirements set out in this Article.

9.09 That whenever an employee in "The Temporary Service" class of employees of the City is allocated to "The Permanent Service", such employee shall, in the computation of the length of his/her employment for the purpose of establishing the duration of his/her annual vacation with pay, be given credit for his/her aggregate service in "The Temporary Service" class with the city, and if any, with the former City, provided however, that the length of employment of such employee in "The Temporary Service" class, during any of the following periods, shall not be included in determining such aggregate service, that is to say:

- (a) prior to any period exceeding one continuous year during which such employee was not employed by the City, or the former City, or

- (b) prior to any voluntary termination by such employee of his/her employment with the City, or
- (c) prior to any dismissal of such employee by the City for cause, or
- (d) during the period that such employee was a member of another Union and not represented by Local 79 or the Metropolitan Toronto Civic Employee's Union Local 43, Affiliated to the Canadian Union of Public Employees and the Canadian Labour Congress.

9.10 That an employee shall not, in his/her first year of employment with the City receive or be granted, an annual vacation of more than three weeks' duration. Where an employee has been employed in "The Temporary Service" prior to his/her appointment to "The Permanent Service", and has received Vacation Pay from the City, equal in value to one or more day's pay of such employee, the three weeks' annual vacation to be granted to such employee pursuant to Clause 9.01 (a) shall be reduced by the number of days which represents the value in days of the Vacation Pay received by such employee during the twelve-month period prior to his/her appointment in "The Permanent Service" calculated on such employee's pay per day in "The Temporary Service."

9.11 That when a payday of an employee falls within such employee's annual vacation, such employee shall receive all pay cheques which he/she ordinarily would have received during such vacation period on the first pay day prior to the commencement of such vacation, provided that such employee has forwarded a request in writing therefor to his/her Department Head at least thirty (30) calendar days prior to the commencement of such vacation and provided further that such vacation period is of two consecutive weeks' duration or more.

9.12 That when an employee on a scheduled period of vacation is admitted to hospital as an in-patient as a result of illness or accident such employee shall be entitled:

- (a) to receive sick pay in accordance with Article 10 hereof in lieu of vacation, for the days of such vacation, lost by reason of such hospitalization, provided that written notice is given to the Department Head concerned at the commencement of such hospitalization and O.H.I.P. verification thereof is provided on such employee's return to work, and,
- (b) to the period of vacation lost by reason of such hospitalization, which shall be rescheduled and which shall not be considered as an automatic extension of the originally approved vacation schedule.

9.13 That when in any calendar year an employee is absent from work and not in receipt of salary or wages from the City for one or more periods each comprised of four consecutive pay periods or more, the vacation with pay entitlement of such employee under Clause 9.01 at the end of such year shall be pro-rated for the portion or portions of such year in excess of such first mentioned period or periods, provided that an employee on the active payroll coming within the Local 79 Unit and who is in receipt of a Workers' Compensation Award or, effective July 12, 1991, Workers' Compensation Full Supplement, as a result of an injury arising out of and in the course of employment with the City, shall be considered as being in receipt of wages or salary, and provided further that if any employee shall as a result of pro-rating under this Clause be eligible for less than the vacation with pay entitlement under Clause 9.01, such employee shall on request be granted leave of absence without pay for the balance of such vacation entitlement.

9.14 That an employee who is required to serve as a juror in a court or is required by the City to serve as a witness in a court proceeding during his/her vacation may request that the period of vacation time lost be changed to leave of absence for such purpose under Clause 15.06 hereof.

9.15 That, upon retirement, an employee will be given the option of taking their cumulative sick pay credit grant, up to the existing maximum of six (6) months, as vacation time prior to the termination of their employment.

ARTICLE 10

SICK PAY

73-18997

10.01 That in this Article "employee" shall mean an employee in "The Permanent Service" class of employees of the City and "month" shall mean a calendar month.

10.02 That each employee shall receive a gross sick pay credit of one and one-half days for each month of "unbroken" service, ~~such credit~~ to be cumulative and combined with such employee's Cumulative Sick Pay Credit, if any, in respect of service ~~prior~~ to the 1st day of January, 1967, with the former City, The Corporation of the Village of Forest Hill or The Corporation of the Village of Swansea and, in respect of service prior to the 1st day of January, 1981, with the City of Toronto Planning Board.

10.03 That a month of "unbroken" service shall be one where an employee is employed, in full or in part, on all working days in the month, provided that if the employment of the employee commences on or before the fifth calendar day of a month and such

employee is employed in full or in part on all working days of that month thereafter, such month will be considered a month of "unbroken" service, except that unemployment due to weather conditions or lack of work shall not contribute toward a "broken" month, provided that the employee works one or more days during the month, and provided further that if an employee returns from illness, without sick credits, and thereafter works on all working days of the month in which such employee returns to work, such month will be considered a month of "unbroken" service. Loss of time due to accidents occurring while on duty, illness except as provided for in Clause 10.07 hereof, leave of absence for jury service as provided for in Clause 16.06 hereof, and approved personal leave of absence without pay up to three (3) consecutive working days, that is not for the purpose of extending the annual vacation period, shall not be considered as breaking a month's service. Leave of absence, without pay, when provided in order to complete annual vacation entitlement, shall not be considered as breaking a month's service.

10.04 That credits shall be cumulative as from the beginning of the first complete month after the commencement of duties and shall be available for use from and after the completion of the first six (6) months of service as defined by Clause 10.14.

10.05 That an employee whose regular employment is on a part-time per day basis shall be entitled to part-time per day cumulative credits. 78D-1

10.06 That subject to Clause 10.03 when an employee is given leave of absence, without pay, for any reason, or is laid-off on account of lack of work, and returns to the Civic Service upon expiration of such leave of absence, etc., he/she shall not receive credits for the period of such absence but shall retain his/her cumulative credits, if any, existing at time of such leave or lay-off.

10.07 That if any employee is absent on account of illness and his/her Cumulative Sick Pay Credit has been exhausted, he/she shall not receive a credit of one and one-half days per month for the remainder of such absence.

10.08 That if an employee resigns his/her position with the Civic Service or is discharged for cause and later returns to the Civic Service, he/she shall be considered a new employee and shall not be entitled to bring forward credits available prior to leaving the Service.

10.09 That sick Pay Credit earned by service in any Department shall be allowed to the employee concerned and authorized sick pay shall be payable by the Department in which the employee is employed at the time of illness.

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10.10 That whenever an employee's days of illness exceed his/her cumulative credit, the excess days of illness shall not be carried forward but shall be regarded as days of illness without pay.

10.11 That each Department Head of the City shall authorize sick pay to an employee in his/her Department who has completed the first six (6) months of service as defined in Clause 10.14. An employee shall be eligible to receive "Sick Pay" at full salary or wage rate for any time lost by reason of illness or injury.

10.12 That the number of days or parts of days for which an employee receives "sick pay" shall be deducted from his/her Cumulative Sick Pay Credit but no deduction shall be made on account of any day on which an employee would normally be entitled to be off work. Absence on account of illness for less than half a day shall not be deducted. Absence on account of illness for half a day or more and less than a full day, shall be deducted as one-half day.

10.13 That the whole or any part of vacation which may still be due on account of the previous year's service shall be given an employee while absent because of illness or on Workers' Compensation when such employee's sick pay is exhausted, only if it is requested by such employee or it is necessary in order to complete such vacation before the end of the current calendar year, or the sick pay shall be interrupted in order that vacation may be completed before the end of the year.

10.14 That the first six (6) months of service shall be completed six (6) months from and after the first day of the calendar month following the date of commencement of employment with the City and no sick pay shall be authorized for such six (6) month period.

10.15 That an employee absent for more than three (3) consecutive working days shall furnish within seven (7) days except where reasonable explanation is given from commencement of absence, a certificate from his/her personal physician covering duration of illness, with first and last dates of attendance upon the employee. An employee absent for more than 24 consecutive working days shall furnish immediately following such 24 days, and each subsequent 24 consecutive days of absence, a certificate from his/her personal physician covering the illness, latest date of attendance and the probable date on which the employee will return to duty.

10.16 That the City may require any employee to submit to a medical examination by a physician designated by the City.

10.17 That an employee shall not be entitled to sick pay in advance of any credit he/she may earn in the current month, such credit becoming available on the first day of the succeeding month.

ARTICLE 11

PAYMENT OF CUMULATIVE SICK PAY CREDIT GRANTS

11.01 That in this Article "employee" means an employee in "The Permanent Service" class of employees of the City who has been in the employ of the City or the Local Board of Health thereof, the former City or the Local Board of Health thereof, the Corporation of the Village of Forest Hill or the Local Board of Health thereof, or The corporation of the Village of Swansea or the Local Board of Health thereof, for an aggregate of at least ten years. Service standing to the credit of employees formerly employed by the city of Toronto Planning Board as at December 31, 1980, and who were transferred to the City of Toronto effective January 1, 1981, shall be included for the purpose of meeting the service requirements set out in this Article.

11.02 That subject to Clause 9.15, upon termination of employment, there shall be paid to:

- 76E-1
- (a) every employee who ~~((a)) is retired~~ on account of age; or
 - (b) retires from employment and is qualified to receive a pension pursuant to either paragraphs (1), (2) or (3) under heading "C" of the Schedule contained in Section 5 of By-law No. 380-74 and amendments thereto, being a By-law to provide improved benefits for certain employees and certain former employees, or pursuant to the Ontario Municipal Employees Retirement System or pursuant to an approved pension plan within the meaning of Section 250 of The Municipal Act (R.S.O., (1980)) respecting the employees of The Corporation of the Village of Forest Hill or of The Corporation of the Village of Swansea or the Local Board of Health of either such Corporations:
 - (b) every employee who, while in the service of the City, has become incapable through illness, old age or disability, of efficiently discharging his/her duties;

and subject to Clause 11.05 there may be paid to one or more dependents of an employee who dies during employment the whole or part of such amount as is equal to the Cumulative Sick Pay Credit of the employee, but in no case shall such amount exceed the aggregate amount of his/her salary or other remuneration for the period set forth in Column 2 of the Schedule contained herein corresponding to the service requirements set forth in Column 1 thereof. The following is the Schedule hereinbefore mentioned:

Column 1 Service Requirement	Column 2 Period
At least 10 yrs. and less than 15 yrs	Three Calendar Months
At least 15 yrs. and less than 20 yrs	Four Calendar Months
At least 20 yrs. and less than 25 yrs	Five Calendar Months
At least 25 years	Six Calendar Months

76F-1
11.03 That upon termination of his/her employment with the City, there shall be paid to every employee who resigns such employment except where such resignation has been requested as an alternative to discharge, a separation gratuity of the whole or part of such amount as is equal to one-half the Cumulative Sick Pay Credit of the employee, but in no case shall such amount exceed the aggregate amount of his/her salary or other remuneration for the period set forth in Column 2 of the Schedule contained in Clause 11.02 hereof, corresponding to the service requirement set forth in Column 1 thereof.

11.04 That for the purpose of meeting the service requirements described in Clauses 11.02 and 11.03 the following shall be included:

- (a) All time worked with any or all Departments of the City or with the Local Board of Health.
- (b) All time lost on account of absence for reason of illness where the employee was paid for such absence.
- (c) All time lost on account of absence for reason of illness where the employee was not paid for such absence but was considered as being on sick leave.
- (d) All time worked with the former City, The Corporation of the Village of Forest Hill or The Corporation of the Village of Swansea or with the Local Boards of Health, respectively, of any of such Corporations.

11.05 That in the event of the death of an employee, the amount payable under this Article shall be paid to such of his/her dependents, if any, as the Council of the City may in its sole discretion determine, and otherwise to his/her estate.

11.06 That in no case shall an award made by the Workers, Compensation Board be deducted from any authorized grant to an employee or his/her dependents.

ARTICLE 12

HOSPITALIZATION. GROUP LIFE AND MEDICAL INSURANCE

12.01 That in respect of any employee of the City who is an insured person under the Health Insurance Act, the City shall ~~pay 100 per cent for the~~ insured services of such employee and the dependent or dependents thereof, if any, required thereunder.

12.02 That the City shall enter into a contract with an insurer selected by the City for the purpose of supplementing the insured services referred to in Clause 12.01 by providing accommodation at the ~~semi-private ward~~ level for any employee in "The Permanent Service" class of employees of the City, and such contract shall provide that in respect of each such employee, the City shall pay ~~100 per cent of the~~ single premium or the family premium, as the case may be, for such supplementary services, provided that such insured services shall provide benefits equivalent to the benefits provided by CUMBA Co-operative Health Services.

12.03 That the City shall enter into a contract with an insurer licensed under The Insurance Act or an association registered under The Prepaid Hospital and Medical Services Act to provide extended health benefits equivalent to those of the former Extended Health Benefits Plan of the former Physicians' Services Incorporated on a basis similar thereto, providing for a basic deductible of ten (10) dollars per year with respect to each employee or spouse or child thereof, covered thereby, subject to a second and final deductible of ten (10) dollars per year with respect to each employee with his/her family covered thereby, for any employee in "The Permanent Service" class of employees of the City, and such contract between the City and the insurer shall provide that in respect of each such employee, the City shall pay to the insurer ~~100 per cent of the~~ single premium or family premium, as the case may be, for such extended health benefits coverage, provided that:

- (a) During the period ending July 31, 1991, the ~~Eye Glass~~ Benefit provided thereunder shall be a maximum of one hundred and seventy-five dollars (\$175) every two (2) years, and thereafter, a maximum of one hundred and eighty-five dollars (\$185) per person every twenty-four months and, effective January 1, 1992, a maximum of two hundred dollars (\$200) per person every twenty-four (24) months.
- (b) During the period ending December 31, 1991, the City will provide coverage for the services of a licensed Chiropractor, Osteopath, Podiatrist and Chiropodist up to fifteen dollars (\$15) per person, per visit, including up

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to thirty-five dollars (\$35) per person, per year, for X-rays by a Chiropractor, to a maximum of two hundred dollars (\$200), and thereafter, two hundred and fifty dollars (\$250) per year payable only after O.H.I.P. ceases to pay any portion of the expenses.

- (c) During the period ending July 31, 1991, the Hearing Aid benefit will be four hundred dollars (~~\$400~~), and thereafter, five hundred dollars (\$500). 70H-100

- 12.04 (a) That during the period ending July 31, 1991, each employee in "The Permanent Service" class of employees of the City who has completed at least six months continuous service, shall as a condition of employment, be insured under a group life insurance contract to be entered into by the City with an insurer licensed under The Insurance Act and selected by the City, in the amount of \$3,000.00, and thereafter, \$5,000.00, for each such employee covered by such insurance, and ~~the City shall pay 100 per cent~~ of the part of the premium for such insurance, chargeable in respect to each such employee covered thereby and the City will continue the basic \$3,000 and, thereafter, \$5,000 life insurance coverage for employees who retire on an immediate, unreduced service or disability pension to age sixty-five (65), it being understood and agreed that in the event of any experience rating credit arising out of the operation of the contract becoming available, such credit will be used to reduce or stabilize subsequent premiums thereunder.

- (b) That the City will provide a three thousand dollar (\$3,000) paid-up group life insurance policy for employees who retire on or after January 1, 1992.

12.05 That the City shall enter into a contract with an insurer licensed under the Prepaid Hospital and Medical Services Act to provide a plan for payment for dental services, equivalent to the ~~Red (no deductible) dental plan of Cumba Co-Operative Health Services for any employee in "The Permanent Service" class of employees of the City, and such contract shall provide that in respect of each employee covered thereby, the City shall pay 100 per cent of the single premium or family premium, as the case may be, for such plan.~~ 70E-100

12.06 That the City will provide by contract, for any employee in "The Permanent Service" class of employees of the City, with an insurer selected by the City, additional dental insurance:

- (a) Equivalent to Cumba Dental Rider Number One (1) (Endodontic, Periodontal and Extensive Oral Surgery) (non-deductible), and
- (b) Equivalent to Cumba Dental Rider Number Two (2) dentures on a 60% employer/40% employee deductible basis, and

- (c) Equivalent to Cumba Dental Rider Number Three (3) an Orthodontia Rider on a 50% co-insurance basis with a \$2,000 maximum lifetime benefit with the City paying 100% of the single or family premium as the case may be for each employee eligible for the dental insurance provided in clause 12.05 herein, to include all employees and their spouses, dependent children under 21 years of age and,
- (d) Equivalent to Dental Rider Number Four (4) a Major Restorative Rider on a 50% co-insurance basis with an annual maximum payment of \$1,000 per person. Coverage is for single-crown restorations (caps), inlays, onlays and gold fillings (excluding fixed bridgework). Effective January 1, 1992, coverage shall include fixed bridgework.

12.07 That dependent full-time students over the age of twenty-one (21) will be eligible for the benefits provided by the City under sub-clauses 12.01, 12.02, 12.03, 12.05 and 12.06.

12.08 That each employee who is eligible for benefits provided for in Clause 12.01, 12.02, 12.03, 12.05, or 12.06 shall promptly report any change in the status of such employee or the dependent or dependents thereof, if any, that affects the premium to be paid with respect thereto, and shall be responsible for any overpayment of premiums by the City that may result from the failure of such employee to make such a report without delay.

12.09 That the City shall provide by contract with an insurer licensed under The Insurance Act and selected by the City, additional group life insurance in addition to that provided for under Clause 12.04 hereof, for each employee in "The Permanent Service" class of employees of the City who has completed at least six months continuous service and makes application therefor, in the amount that calculated with the amount of the insurance provided for in Clause 12.04 hereof, will be equivalent to two (2) times such employee's annual salary taken to the nearest one thousand dollars, or if specified in such application, any lesser amount comprised of one or more sums of \$2,000.00, and fifty per cent (50%) of the part of the premium for such additional insurance, chargeable in respect to each such employee covered thereby shall be paid by the City first and the employee shall thereupon pay the other fifty per cent (50%) of such part of such premium during the period of his/her employment with the City, provided that the maximum amount of additional group life insurance available to such employee hereunder, shall not be affected by the reclassification of such employee's position or the assignment of such employee to a new position classification, during the term of this Agreement.

12.10 That although the insurer may be changed from time to time by the City, an employee who has failed to apply for the additional group life insurance provided pursuant to Clause 12.09

hereof, when he/she may have obtained it without evidence of his/her insurability, shall not be entitled to such insurance except under the terms imposed by the insurer, with respect to evidence of insurability.

- 12.11 (a) That with the exception of disability cases existing on November 1st, 1972, each employee in "The Permanent Service" class of employees of the City, who has completed six months of employment therein, shall as a condition of employment be insured under a long term disability insurance contract to be entered into by the City with an insurer licensed under The Insurance Act and selected by the City, in a monthly amount equal to 55% or if his/her first payment thereof is due on or after January 1st, 1976, 75% of the basic salary of such employee at the date of the onset of such employee's total disability, up to a maximum of \$1,000, monthly, increased to a maximum of \$1,250, monthly effective July 1, 1981, with further increases as follows:

Effective Date	Where Onset of Total Disability Occurs on or After	Maximum Monthly Benefit
July 1, 1982	January 1, 1982	\$1,500.00
July 1, 1985	January 1, 1985	\$1,700.00
July 1, 1986	January 1, 1986	\$2,000.00
July 1, 1988	January 1, 1988	\$2,500.00
July 1, 1990	January 1, 1990	\$3,000.00

Reduced in each month by the amount which such employee is eligible to receive for or with respect to such month under:

- (i) The Canada or Quebec Pension Plan,
- (ii) any retirement pension plans for employees of the City,
- (iii) The Workers' Compensation Act, and
- (iv) any other plan or program to which the City makes a contribution,

to be payable commencing on the completion of six months after the onset of such employee's total disability and the cessation of any period thereafter that he/she receives sick leave pay, and

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the City shall pay one hundred per cent (100%) of the part of the premium for such insurance, payable in respect of each such employee covered thereby.

- (b) That those employees in receipt of Long Term Disability Benefits on the effective dates set forth in Column 1 shall receive the increase set forth in Column 2, providing that such benefits do not exceed the monthly maximum set forth in Column 3:

Column 1	column 2	Column 3
Receiving L.T.D. Benefits as of:	Increase Received:	To a Monthly Maximum Benefit of:
July 31, 1989	\$50.00	\$2,000 per month
August 1, 1989	\$25.00	\$2,500 per month
August 1, 1991	\$25.00	\$3,000 per month

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- (c) That, during the period ending July 31, 1991, for those employees in receipt of Long Term Disability benefits, the City will provide OHIP, Semi-Private, Comprehensive Medical and Dental plan coverage, on the basis of a 50/50 cost-sharing of the respective premiums, and thereafter, the City shall pay 100 per cent of the respective premiums.

12.12 That for all benefits under this Article, the City shall not be required to remit premiums on behalf of any employee for any period after such employee has not been in receipt of salary or wages for seven (7) consecutive pay periods, provided that an employee on the active payroll coming within the Local 79 Unit and who is in receipt of a Workers' Compensation Award or, effective July 12, 1991, Workers' Compensation Full Supplement, as a result of an injury arising out of and in the course of employment with the City, shall be considered as being in receipt of wages or salary.

PROVIDED that, for employees who are in the qualifying period for Long Term Disability Benefits, the City will pay 100% of the premiums with respect to those benefits provided under sub-clauses 12.01, 12.02, 12.03, 12.04, 12.05, 12.06, 12.11 and 50% of the premiums with respect to those benefits provided under sub-clause 12.09, except for any period where a premium waiver applies, but in any event, not exceeding the six (6) consecutive months between the onset of disability and the commencement of Long Term Disability Benefits.

12.13 That the benefits provided by the City under sub-clauses 12.02, 12.03, 12.04, 12.05, 12.06 12.09 and 12.11, shall take effect with respect to each employee in "The Permanent

Service" class of employees of the City, six (6) months following commencement of such employee's service in "The Permanent Service" class of employees of the City.

12.14 That for the purpose of meeting any service requirement applicable to the benefits provided by the City under this Article, an employee in "The Temporary Service" class of employees of the City who is subsequently appointed to "The Permanent Service" class of employees of the City, shall be entitled to combine such employee's service in "The Temporary Service" and "The Permanent Service" classes of employees of the city, provided that such employee **has** completed his/her Probationary Period as defined by Clause **3.01** of this Agreement.

ARTICLE 13

OMERS

13.01 That subject to Clause **13.02** hereof, each full-time employee in "The Permanent Service" class of employees of the City, with the exception of any such employee who on December 31st, 1966, was in the employ of the former The Corporation of the Village of Forest Hill or of the former The Corporation of the Village of Swansea or the Local Board of Health of either of them, and his/her beneficiary or beneficiaries, as the case may be, shall be entitled to such pension benefits or other privileges as are provided for a full-time Permanent employee, **by** By-law No. **380-74**, of the Corporation of the City of Toronto, respecting service and disability pensions and other benefits and privileges for Toronto Civic Employees, as amended from time to time.

13.02 That Clause **13.01** hereof shall not apply to any employee covered thereby, who is or is eligible to become a member of The Ontario Municipal Employees' Retirement System.

13.03 That each employee of the City who is a member of The Ontario Municipal Employees Retirement System, and his/her beneficiary or beneficiaries, as the case may be, shall be entitled to such pension, refund, or other payment as may be payable to or with respect to such employee as a member of such system.

13.04 That, notwithstanding Article **4.01** hereof, each employee shall be retired upon attaining the age of sixty-five (65) years, such retirement to be effective upon the last day of the month in which the sixty-fifth birthday of such employee occurs.

13.05 That, when an employee retires, if the employee ~~was~~ **in** receipt of a Workers' Compensation award and a disability waiver of premium benefit at any time during the employee's employment with the City, and if the effect of that disability waiver of premium benefit is to reduce the employee's pension entitlement, the City will provide the difference between the employee's pension and the pension to which the employee would have been entitled had the employee not been on said disability waiver of premium benefit.

ARTICLE 14

APPOINTMENTS AND PROMOTIONS

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- 14.01 (a) That whenever appointments to or promotions within the City are to be made, the Department Head concerned shall notify the Executive Director of Management Services for the City accordingly, setting forth the duties of the position and the qualifications required and the said Executive Director of Management Services shall arrange for such to be made known to all employees. Applicants for such appointments and promotions shall be considered on the basis of any or all of the following factors: seniority, education, training and work experience, ability and appraisal of past performance.
- (b) That promotion to a position within an employee group other than Local 79 will be subject to the Collective Agreement governing the position, or, if no Collective Agreement exists, to the City's Promotion Policy and Guidelines pertaining to the employee group.
- (i) For positions within the Civic Service a Promotion Bulletin will be issued and shall state:
- (a) the duties of the position and job evaluation code number
- (b) the bargaining unit in which the position is situated
- (c) the salary range or wage rate
- (d) the qualifications required
- (e) the procedure for making application
- (f) the time limit for receiving applications
- (g) the person who the applicant may contact for further information about the position
- (h) whether or not a List of Qualified Applicants will be established

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14.02 That promotional vacancies will be advertised within the Civic Service. The first consideration will be given to internal applicants and outside advertising will only take place in the event that the Executive Director of Management services and the Department Head concerned believe that there may not be employees within the Civic Service with the qualifications required. In this event, the position will be advertised simultaneously inside and outside the Civic Service.

14.03 That the Executive Director of Management Services and the Department Head concerned will conduct a joint preliminary review of all applications received to make a fair and objective determination as to whether applicants meet the required qualifications for the position to be filled.

14.04 That Permanent employees who have not completed their Probationary Period as defined in Article 3 herein and Temporary employees with less than 1827/2038 aggregate hours paid with the City shall be considered by the Department concerned only if all Permanent employees who have completed their Probationary Period and Temporary employees with more than 1827/2038 aggregate hours paid, who are candidates for the position, have been found not to meet the required qualifications.

14.05 That if, after the review of employee applications, the Executive Director of Management Services and the Department Head concerned agree that a written examination, Review Board or other test is not necessary to confirm applicants' qualifications for a position, the Executive Director of Management Services will forward to the Department concerned, in order of seniority, the names and seniority dates of qualified applicants.

14.06 That the Executive Director of Management Services and the Department Head concerned will decide jointly on the need for an examination(s) for the purpose of determining qualified applicants for the position. Should passing an examination be required to qualify for a particular position it will be conducted in a manner that will provide a fair assessment of all candidates using the same set of standards. Examinations will take the form of a written test(s), practical physical/skill tests, Review Board or any combination thereof to ensure applicants are examined for the qualifications and skills considered most important to the position.

14.07 That should a Review Board, written and/or practical examination be required for assessment purposes, applicants will be advised in writing by the Executive Director of Management Services of the type of examination, when and where the examination will be conducted.

14.08 (a) That an employee whose application has been rejected because of insufficient qualification for the position shall be notified in writing at least seven (7) days prior to the date of the examination.

PROVIDED that the given seven (7) day time limit referred to herein shall be ten (10) days if it is with respect to an employee in the Temporary Service Class of employees who is employed less than 35/40 hours per week.

(b) That any applicant for an examination or candidate participating in an examination who deems he/she has a

complaint regarding the procedure or any other matter may have his/her complaint placed before the Executive Director of Management Services.

14.09 That, whenever possible, examinations will be held during working hours. The Department Head will grant leave of absence with pay to those employees in the Department who have made application for and have been accepted for admission to such examinations. For employees subject to shift work, every effort will be made by the Department Head to re-schedule the employees so that the employees will not be required to work a shift immediately before or after an examination.

14.10 That the Executive Director of Management Services will permit any applicant to review his/her examination paper by appointment within forty-five (45) days of an examination. The applicant may, if desired, review his/her examination paper, by appointment with a Career Counsellor within the Personnel Services Division of the Management Services Department.

14.11 That applicants who do not comply with the procedures and guidelines established for conducting examinations shall be disqualified from further consideration as a position candidate.

14.12 That Review Board members will jointly complete a "Review Board Applicant Evaluation Form". Evaluation forms will be retained by the Executive Director of Management Services and copies will be available for review by a Career Counsellor within the Personnel Services Division of the Management Services Department with the approval of the applicant within forty-five (45) days of being advised of the Review Board decision. "Review Board Applicant Evaluation Forms" completed on a candidate for a specific position, will have no relevancy to any other position for which the employee might apply. The Review Board is responsible for qualifying applicants for the position.

14.13 That upon completion of written, practical examinations and/or a Review Board, the Executive Director of Management Services will advise all applicants in writing of their results, and will forward to the Department concerned, in order of seniority, the names and seniority dates of the successful applicants for selection.

14.14 That the selection decision will be based upon the criteria as set out in sub-clause 14.01 (a) hereof. If other than senior applicant(s) from the list of applicants who meet the required qualifications is selected, the Department Head will advise the Executive Director of Management Services in writing, giving reasonable justification for the selection of candidate(s) with less seniority. such justification must demonstrate a fair

and objective basis for the selection decision and for the separation between the successful applicant(s) and the unsuccessful senior applicant(s). The Executive Director of Management Services will notify all applicants who were not successful for the position, quoting the Departmental justification.

14.15 That all promotions to permanent positions within the Civic service will be subject to a three-month assessment period, PROVIDED that the three (3) month assessment period referred to herein will be extended by the amount of time an employee is absent in excess of ten (10) working days during the period of assessment. A joint performance review will be conducted between the employee and the Department Head or his/her designate after the employee's first six weeks in the position to evaluate the employee's performance and suitability or to determine the possibility of reversion. Should the promotion be confirmed, the three-month assessment period shall count towards the six months continuous period as defined in sub-clause 3.01 (c) if said employee had not completed such period prior to promotion.

14.16 That should a reversion be necessary, the three-month assessment period or any part thereof served in the promoted position shall not count towards the six months Probationary Period if said employee had not completed his/her Probationary Period prior to promotion as set out in sub-clause 3.01 (c) and sub-clause 3.01 (d).

14.17 That should a reversion be necessary or requested by the employee, the employee will be reverted to his/her former position and salary, if the position has not been filled during the interim period. If the former position has been filled, the employee will be reverted to a position reflecting the salary earned and position occupied by the employee prior to the promotion. The time served in the position prior to the promotion will count towards the service required to qualify for an increment as set out in sub-clause 5.05 and sub-clause 5.06 of Article 5.

14.18 That should no substitute position be available within the approved establishment, a supernumerary position at the pre-promotion salary level will be created for the employee until such time as a position becomes available, such supernumerary position being subject to the provisions of Article 5.

14.19 That any employee who is no longer capable of performing his/her full required duties by reason of disability, but whose disability is not of sufficient severity to qualify for a disability pension under the provisions of any of the pension plans affecting Civic employees, may be placed in a suitable position in the Civic Service, if such a position is available, on recommendation of the Executive Director of Management Services for the City without regard to the other sub-clauses of this Article.

14.20 That any employee in the Permanent Service displaced by reason(s) set out in sub-clause 22.01 hereof may be given preference for any available position for which he/she is considered suitable after consultation by the City with the Union

without the necessity for the Executive Director of Management Services to advertise the position, provided such employee may not displace any other permanent employee by reason of seniority and the City shall advise the Union of such appointment.

ARTICLE 15

GRIEVANCE PROCEDURE AND ARBITRATION

15.01 That the City acknowledges the right of the Union to appoint or otherwise select a reasonable number of Shop Stewards not to exceed sixty-five (65) in number, to assist employees who are members of the Union in preparing grievances. Prior to the transfer of a Shop Steward to another location beyond his/her area of jurisdiction as a Steward, the Department Head or designee shall advise the Union.

15.02 That the Union acknowledges that all employees of the City who are members of the Union and attend to the business of the Union as Officers, Shop Stewards or members thereof, have regular duties to perform on behalf of the City: and that such employees will not leave their regular duties without first obtaining permission therefor from their immediate Supervisors, and will report to their immediate Supervisors immediately upon returning to their regular duties. In computing the time worked by such employees for the City, the City will not deduct the time occupied by them in attending to the business of the Union during working hours, and the City will not deduct wages in respect of the time so occupied.

15.03 That the Union will supply the City with a list of all Shop Stewards as soon as appointed and will notify the City promptly of any change in such list.

15.04 That a committee of not more than three officers of the Union to be designated by the President of the Union shall constitute a committee hereinafter called the Union Grievance Committee, to deal with a grievance within the meaning of Clause 15.06 hereof.

15.05(a) That whenever an employee is asked to report for a disciplinary discussion with two (2) or more supervisory personnel such employee will have the right of having either a shop steward or union official present at such meeting as an observer, or if neither are available he/she shall have the right to the presence of an employee of his/her choice on duty at his/her place of work on the occasion of the discussion.

9-1 (b) That when no disciplinary notations have been included in an employee's personal departmental file for a two-year period, said employee may request the removal of any written reprimand theretofore included in such files, and upon such request, said reprimand(s) shall be removed from the file and stricken from the record.

15.06 That where a difference arises between the parties hereto relating to the interpretation, application or administration of this Agreement including any question as to whether a matter is arbitrable or where an allegation is made that this Agreement has been violated, such difference or allegation being hereinafter referred to as "the grievance", the following procedure shall apply, namely:

STEP ONE

The Union, through a Shop Steward or Business Representative, shall within four (4) working days after the grievance first arises, file the said grievance and redress sought in writing and signed by the employee involved, with the immediate superior of such employee who shall confer forthwith with such employee and who shall render his/her decision in writing within two (2) working days of the time of the conference. The employee may be accompanied at the said conference by the Shop Steward or the officer of the Union to be designated by the Union, referred to in Clause 15.04 hereof, if he/she so desires.

PROVIDED that the four (4) working day time limit referred to herein shall be eight (8) working days if the grievance is with respect to an employee in "The Temporary Service" class of employees who is employed less than 35/40 hours per week.

STEP TWO

In the event that the immediate superior of the employee involved does not provide redress satisfactory to the Union, it may within seven (7) working days after the receipt of the aforesaid written decision of the said immediate superior, forward to the Department Head a copy of the grievance together with a copy of the written decision of the immediate superior and upon receipt of such copies the Department Head or his/her nominee shall forthwith confer with the authorized representatives of the Union and shall advise the Union in writing of his/her decision in respect to the grievance within seven (7) working days of the said conference.

PROVIDED that the seven (7) working day time limit referred to herein shall be fourteen (14) working days if the grievance is with respect to an employee in "The Temporary Service" class of employees who is employed less than 35/40 hours per week.

STEP THREE

In the event that the Department Head does not provide redress satisfactory to the Union, it may within seven (7) working days after receipt of the aforesaid written decision of the Department Head, forward a copy of the grievance together with a copy of the written decision of the immediate superior and the Department Head to the Director of Labour Relations for the City. Upon receipt of such copies, the Director of Labour Relations or his/her nominee shall forthwith confer with the authorized representatives of the Union and within ten (10) working days after said conference shall advise the Union in writing of his/her decision in respect of the grievance.

STEP FOUR

In the event that the Director of Labour Relations for the City does not provide redress satisfactory to the Union, it may within twenty (20) working days after receipt of the decision of the aforesaid Director of Labour Relations require the grievance to be submitted to arbitration by notifying the City in writing of its desire so to do, and the notice shall contain the name of the appointee of the Union to an arbitration board. The City shall within three (3) days following the day of approval by the City Council at its next meeting following the receipt by the City of the notice, advise the Union of the name of its appointee to the arbitration board. The two appointees so selected shall, within five (5) working days of the appointment of the second of them, appoint a third person who shall be the Chairman. If the two appointees fail to agree upon a Chairman within the time limited, the party lodging the grievance shall within fifteen (15) days request the Minister of Labour for Ontario, in writing, to appoint a Chairman and a copy of such request shall be forwarded concurrently to the appointee of the other party to such board. The arbitration board shall hear and determine the grievance and shall issue a decision and the decision of a majority shall be the decision of the arbitration board, but if there be no majority the decision of the Chairman shall be the decision of the arbitration board. Each of the parties hereto shall bear the expenses of the nominee appointed to represent it and the parties shall jointly in equal shares bear the expense, if any, of the Chairman of the arbitration board and the cost of the room or rooms in which the arbitration is held. Local 79 in submitting the grievance to arbitration may request that such may be determined by a single arbitrator, whereupon the parties shall endeavour to reach agreement as to a suitable arbitrator for such purpose and the City shall have ten (10) working days after the receipt of the notice, to advise Local 79 of its concurrence in having the grievance determined by

such named arbitrator who shall hear and determine the grievance and shall issue a decision. In the event of failure of the parties to agree as to an appropriate single arbitrator, the City shall, within a period of twenty-one (21) working days aforesaid, advise Local 79 of the name of its appointee to the Arbitration Board, and Local 79 shall within seven (7) working days after receiving such notification from the City advise the City of the name of its appointee to the Arbitration Board, and the provisions of this agreement for the hearing of arbitrations by a Board of three (3) arbitrators, shall apply. In the event that such arbitration is determined by a single arbitrator as hereinbefore provided, each of the parties shall jointly, in equal shares, bear the expenses of such arbitrator and the cost of the room, or rooms, in which the arbitration is held. Notwithstanding the foregoing, the Union in requiring a grievance initiated pursuant to Clause 15.17 hereof in connection with job evaluation to be submitted to arbitration, may request the grievance be determined by a single arbitrator whereupon the City and the Union shall endeavour to reach agreement as to a suitable arbitrator for such purpose, and the City shall have twenty-one (21) working days after the receipt of the notice to advise the Union of its concurrence in having the grievance determined by an arbitrator who has been mutually agreed upon, such arbitrator shall thereupon hear and determine the grievance and shall issue a decision. The City and the Union shall jointly, in equal shares, bear the expenses of such arbitrator and the cost of the room or rooms in which the arbitration is held. In the event of the failure of the City and the Union to agree upon a single arbitrator, the City shall within twenty-one (21) working days aforesaid, advise the Union of the name of its appointee to an Arbitration Board, and the Union shall within seven (7) working days after the receipt of such advice, advise the City of the name of its appointee to the Arbitration Board, and the provisions hereof for the hearing and determining of the grievance by an Arbitration Board of three arbitrators shall thereupon apply.

In the event of a dispute resulting in arbitration, all Job Evaluation documentation shall be available for presentation as evidence at the arbitration hearing.

15.07 That the decision of the said immediate superior, the said Department Head or the said Director of Labour Relations, as the case may be, shall be final and binding upon the City and the Union and upon any employee affected by it unless a subsequent step is taken within the times hereinbefore limited and the decision of the arbitration board or single arbitrator, as the case may be, in any event shall be final and binding upon the City, the Union and upon any such employee.

15.08 That the Union in all Steps shall be confined to the grievance and redress sought as set forth in the written grievance filed as provided in Step One in sub-clause 15.06.

15.09 That no matter shall be submitted to or accepted by a board of arbitration unless the same has been properly processed through all the previous Steps of the grievance procedure as hereinbefore set out.

15.10 That the arbitration board shall not have any power to add to, subtract from, alter, modify or amend in any way part of this Agreement nor to consider any matter not specifically contained in the Agreement, nor otherwise make any decision inconsistent with this Agreement which expresses the full and complete understanding of the parties hereto on remuneration, benefits and working conditions.

15.11 That the words "immediate superior" as used in Clauses 15.06 and 15.07 shall mean a person employed in a supervisory capacity with the City who is not a Union member.

15.12 That where the resolution of the grievance as defined in Clause 15.06 is of concern to the City, the Director of Labour Relations may within four (4) working days after the grievance first arises, file the grievance and redress sought in writing with the Union Grievance Committee who shall confer forthwith with the Director of Labour Relations or his/her nominee and who shall render its decision in writing with respect to the grievance, within five (5) working days of the time of the conference. In the event that the Union Grievance Committee does not provide redress satisfactory to the City, the City may within seven (7) working days after receipt of the decision of the Union Grievance Committee, require the grievance to be submitted to arbitration by notifying the Union in writing of its desire so to do, and the notice shall contain the name of the appointee of the City to an arbitration board. The Union shall within fourteen (14) working days after the receipt of the notice, advise the City of the name of its appointee to the arbitration board. The grievance procedure contemplated by Step Four set forth in Clause 15.06 hereof, following such advice, shall thereupon apply to the grievance referred to.

15.13 That where a difference arises between the Union and the City relating to the interpretation, application or administration of this Agreement, which cannot be made the subject of a grievance by an employee, the Union may file such difference as a grievance, with the Director of Labour Relations for the City,

to be dealt with as provided in Clause 15.06 hereof beginning at Step Three, and the provisions of this Article shall thereupon apply mutatis mutandis to the said grievance. Failure of an employee to file a grievance within the time limits as set out in this Agreement, shall act as a bar to the Union filing such a difference as a grievance, with respect to the same matter.

15.14 That in the event of any employee being suspended or dismissed for cause, the grievance procedure as set forth in this Article, shall apply except that the grievance shall be initiated at Step Two within five (5) working days after the said employee has been dismissed or suspended.

PROVIDED that the five (5) working day time limit referred to herein shall be ten (10) working days if the grievance is with respect to an employee in "The Temporary Service" class of employees who is employed less than 35/40 hours per week.

15.15 That where an allegation is made that Article 14 titled "Appointments and Promotions" has been violated, the grievance shall be initiated at Step Two of the grievance procedure as set forth in this Article, within twenty (20) working days after such violation is alleged to have first occurred by filing said grievance with the Director of Labour Relations who shall, within four (4) working days of receipt thereof, forward the grievance to the appropriate Department Head with notification to the Union. The said Department Head will then confer with the authorized representatives of the Union in accordance with Step Two of the grievance procedure.

PROVIDED that the twenty (20) working day time limit referred to herein shall be thirty (30) working days if the grievance is with respect to an employee in "The Temporary Service" class of employees who is employed less than 35/40 hours per week.

15.16 That where an allegation is made that Article 30 hereof titled "Sexual Harassment" has been violated, the grievance shall be initiated at Step Two of the grievance procedure as set forth in this Article, within five (5) days after such violation is alleged to have occurred.

PROVIDED that the five (5) working day time limit referred to herein shall be ten (10) working days if the grievance is with respect to an employee in "The Temporary Service" class of employees who is employed less than 35/40 hours per week.

15.17 That where the Union believes the City has failed to adhere to any part of Schedule "B" or Schedule "C" hereof, including an allegation that a job has been improperly rated and/or described, the grievance shall be initiated at Step 3 of the grievance procedure as set forth in this Article and shall be processed by the parties as provided for in this Article, provided,

however, that an allegation that a job has been improperly rated by the City must state the reasons for the disagreement with the factor ratings with which the Union disagrees and must also indicate what are, in the opinion of the Union, the correct rating levels, reasons for rating and numerical point values for the disputed factors and provided further that the Union shall make every reasonable effort to initiate the grievance as soon as possible following the subject matter of the grievance first arising.

- 15.18 (a) That where, for the purpose of Job Evaluation the parties mutually agree, a grievance initiated at Step Three as set forth in Clause 15.17 hereof, may be referred to referees as provided for in section 5.02 (D) of the Manual as set forth in said Schedule "B" hereof.
- (b) That in the event that the referral of the grievance to referees as set forth in section 5.02 (D) of the said Manual is not mutually agreed to, the Union may then submit the matter to arbitration as set forth in this Article.
- (c) That in the event that the designated referees are unable to reach agreement on the job description and/or rating, they shall notify the said parties hereto as set forth in section 5.02 (E) of the said Manual and the Union may then submit the matter to arbitration as set forth in this Article.

ARTICLE 16

LEAVE OF ABSENCE

63A-1

16.01 That, during the period ending July 11, 1991, each employee who is absent from work solely due to the death and funeral of the father, mother, son, daughter, brother, sister, husband or wife of such employee, will be compensated for time so lost by him/her from his/her regular schedule by reason of such absence, at his/her regular rate of pay up to a maximum of three (3), and thereafter, four (4) consecutive working days following such death, for each such absence provided that should the employee be unable to attend the funeral because of the distance to be travelled, such employee may be granted a day off with pay for the purpose of mourning the death.

That each employee who is absent from work solely due to the death and funeral of the mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent or grandchild of such employee, will be compensated for time so lost by him/her from his/her regular schedule by reason of such absence, at his/her regular rate of pay, up to a maximum of three (3)

consecutive working days following such death for each such absence, provided that should the employee be unable to attend the funeral because of the distance to be travelled, such employee may be granted a day off with pay for the purpose of mourning the death.

63K-2
16.02 That where an employee of the City who is a member of the Union, is required to attend to any business of the Union during working hours, such employee may at the discretion of the Department Head, be granted time off from such work to attend to such business provided that the Union makes written application therefor, giving reasonable advance notice thereof to the Director of Labour Relations for the City; such time off shall be without pay unless covered by some other Clause in this Agreement provided that the City will pay the employee's wages and benefits, invoice the Union, and the Union will forthwith provide full reimbursement to the City.

33J-3
16.03 That the City will consider each request for Leave of Absence from the Union on its merits on the basis that any such Leave of Absence on an extended basis may be granted by the Executive Committee with the concurrence of the Department, to an employee of the City elected or appointed to a full-time office within the Union provided that such leave shall not involve any cost to the City; and upon expiration of his/her term of office, such employee shall be returned to a position in a classification comparable to that in which he/she was employed before taking office, if such is available, or if not, to any other position as may be determined as being suitable by the Executive Director of Management Services for the City.

16.04 That Pregnancy and/or Parental Leave shall be provided as follows:

56A-017
61A(a) 018
Pregnancy and/or Parental Leave without pay, shall be in accordance with Part XI of The Employment Standards Act R.S.O. 1980, as amended.

(b) For any employee who does not qualify under Part XI of the said Act, Pregnancy and/or Parental Leave without pay, shall be at the discretion of the Head of the Department concerned and, if granted, shall be administered in accordance with the Act.

56B
61B(c) 018
(c) A request for an extension of Parental Leave may be granted at the discretion of the Head of the Department concerned and shall not involve any expense to the City and the employee shall retain her/his original seniority date.

(d) For those employees who are granted a leave of absence in accordance with 16.04(a) herein and have acquired a

seniority date in accordance with Article 19.01, seniority shall continue to accrue as follows: **56,59-2**

- (i) For permanent employees, seniority shall continue to accrue for the period of such absence.
- (ii) For temporary employees, seniority shall continue to accrue for each full pay period of absence, calculated on the average of the total hours paid in the eight **(8)** pay periods preceding the commencement of such leave, to a maximum of 70/80 hours per pay period.

PROVIDED that this accrual of seniority shall not count toward the completion of a probationary period, as provided in Article 3.01(c) or toward the eligibility of benefits as provided in Article 10, Article 12 or Article 18.

- (e) The City shall provide coverage and pay its share of the premiums for the applicable benefits as provided for in Article 12 entitled "Hospitalization, Group Life and Medical Insurance", Article 13 entitled "Pensions and Retirement" and Article 18 entitled "Benefits for Temporary Service Employees", for any period of Pregnancy and/or Parental Leave taken in accordance with 16.04(a) and 16.04(b) herein, and the employee shall pay his/her share, if any, unless the employee elects, in writing, that he/she does not wish benefit coverage.
- (f) That an employee's anniversary date for an increment shall not be adjusted as a result of any period of Pregnancy and/or Parental Leave taken in accordance with 16.04(a) or 16.04(b) herein.
- (g) That vacation entitlement will not be reduced as a result of any period of Pregnancy and/or Parental Leave taken in accordance with 16.04(a) or 16.04(b) herein.
- (h) Pregnancy and/or Parental Leave taken in accordance with sub-clauses (a) and (b) herein, shall not involve any expense to the City except as provided in sub-clauses **(e), (f), (g), (j) and (k)**.
- (i) An employee who is granted an extension of Parental Leave in accordance with (c) herein, and who wishes to continue benefit coverage referred to in Article 12 or Article 13, shall be responsible for paying in advance, by post-dated cheque(s), the full premiums for the benefit coverage chosen. Such employee shall be advised of the cost of the applicable benefits prior to the commencement of Parental Leave. Employee pension contributions (Article

13) during such extension shall be in accordance with the regulations of the applicable pension plan.

(j) Payments During Pregnancy Leave

An employee on Pregnancy Leave shall be eligible, provided she is in receipt of Unemployment Insurance Benefits pursuant to Section 18 of the Unemployment Insurance Act, R.S.C. 1985 to the following payments:

- i) for the first two weeks of leave - no pay;
- ii) *57-115075* for additional weeks of absence up to fifteen (15), payments equal to the difference between 75 per cent of the employee's regular rate and the sum of her weekly Unemployment Insurance Benefits and any other earnings.

(k) Payments During Parental Leave (Effective July 12, 1991)

(1) An employee on Parental Leave shall be eligible, provided he/she is in receipt of Unemployment Insurance Benefits pursuant to Section 20 of the Unemployment Insurance Act, R.S.C. 1985 to the following payments:

- (a) for the first two (2) weeks of leave - no pay;
- 60-110075* (b) for the remainder of such Parental Leave, payments equal to the difference between 75 per cent of the employee's regular rate and the sum of her/his weekly Unemployment Insurance benefits and any other earnings.
- (c) except that (a) does not apply in the case of an employee who completes her Pregnancy Leave and immediately commences Parental Leave.

In accordance with the Employment Standards Act, the Parental Leave of an employee who takes a Pregnancy Leave must begin when the Pregnancy Leave ends unless otherwise provided for under the Act.

- Q* (2) During the period ending July 11, 1991, an employee who is eligible for adoption leave or an employee who requests and is granted extended adoption leave shall be eligible, provided he/she is in receipt of Unemployment Insurance benefits pursuant to the Unemployment Insurance Act, 1971 to the following payments while on such leave:
- ✓

- (a) For the first two (2) weeks of leave - no pay:
- (b) For the remainder of such leave, payments equal to the difference between 75 per cent of the employee's regular rate and the sum of their weekly Unemployment Insurance benefits and any other earnings.

63 B.C-1

16.05 That each employee who is called to serve as a juror or as a witness in a court in a civil or criminal proceeding: —

- (a) shall be granted leave of absence for such purpose provided that upon completion of jury or witness service such employee shall present to his/her Department Head a satisfactory certificate showing the period of such service;
- (b) shall be paid his/her full salary or wage for the period of such jury or witness service provided he/she shall deposit with the Treasurer of the City the full amount of compensation received for such service and an official receipt therefor;

PROVIDED that the "full amount of compensation" referred to in sub-clause (b) hereof, shall not include any compensation received for such jury or witness service performed on any day that he/she would not otherwise be scheduled to work, nor shall it include any compensation received by such employee for meal allowance or travelling expense, and

PROVIDED further that when an employee has been granted leave of absence pursuant to this Clause and is released from jury or witness service in the forenoon of any day, he/she shall return to work in the afternoon of that day as a condition of receiving full salary or wage for that day.

16.06 That on one occasion only, one day's leave of absence, with pay, shall be given to an employee for attendance at Citizenship Court for the purpose of obtaining his/her Citizenship, when such Court is convened during the employee's normal working hours.

16.07 That where an employee of the City who is a member of the Union, is designated by the Union as a member of the job evaluation committee pursuant to Section 4.02 of the Manual as set forth in said Schedule "B" hereof, such employee on application to the Director of Labour Relations shall be granted time off to attend to the maintenance procedures and job rating provisions as set forth in the said Manual and the Rating Manual as set forth in said Schedule "C" hereof. Such time off will be leave of absence with pay and will be of sufficient duration to allow the Union to discharge its responsibilities as provided for in the said Manual.

63N-3

16.08 That an employee may request and subject to the approval of the Department Head and subject to sub-clause 10.03 of Article 10 hereof, be granted leave of absence without pay up to three (3) consecutive working days for personal reasons.

16.09 That leave of absence in excess of three (3) consecutive working days may be granted or not granted at the sole discretion of the Head of the Department subject to the approval of the City Executive Committee if required.

636-3
16.10 That, subject to Articles 10.04, 10.11 and 18.04, an employee may utilize not more than six (6) working days per calendar year in order to care for ill dependents. Such absence shall be deducted from the employee's bank or accumulated sick pay credits.

That such leave of absence shall not be considered as breaking a month's service.

ARTICLE 17

ALLOWANCE FOR USE OF PRIVATE MOTOR CARS AND CARFARE

17.01 That during the period ending July 31, 1991 where an employee is required to use his/her private motor car on City business and has been duly authorized by the Head of his/her respective Department or the Director of his/her respective Division to do so, the City shall pay such employee an allowance at the rate of thirty-two (32) cents per kilometer, and for the period beginning August 1, 1991 and ending December 31, 1991 an allowance of thirty-four (34) cents per kilometer and thereafter thirty-six (36) cents per kilometer, which rates shall cover gasoline, oil and all other running expenses incurred, provided that payment of such allowance shall be made only after submission of a mileage log satisfactory to the City Auditor and approved by the Department Head concerned and after obtaining authorization from the Executive Committee of the City, upon the recommendation of the Commissioner of Purchasing and Supply for the City, provided further that such car allowance shall be in a minimum amount of twenty dollars (\$20.00) per month if such employee is designated by the Head of the Department concerned as a low mileage driver.

17.02 That each employee who is obliged to use public transportation facilities while engaged on City business shall be provided with street car tickets therefor by his/her respective Department or Division.

ARTICLE 13

BENEFITS RE TEMPORARY SERVICE EMPLOYEES

18.01 That any employee in "The Temporary Service" class of employees of the City who has completed 1827/2088 aggregate hours paid calculated from the first date of hire will enjoy all the benefits herein accorded by this Agreement to employees in "The Permanent Service" class of employees of the City, except as varied by the provisions of this Article.

18.02 That an employee's aggregate hours paid referred to in this Agreement shall be determined as follows: 1827/2088 paid hours equals one (1) year of service subject to sub-clause 18.05 and shall not include overtime hours paid at the rate of time and one-half.

18.03 That the cost of benefits shall be shared as follows:

<u>Aggregate Hours Paid During the Preceding 8 Pay Periods</u>	<u>City Pays</u>	<u>Employee Pays</u>
1-111 1-127	0%	100%
112-167 128-191	30%	70%
168-223 192-255	40%	60%
224-279 256-319	50%	50%
280-335 320-383	60%	40%
336-391 384-447	70%	30%
392-447 448-511	80%	20%
448-503 512-575	90%	10%
504- 576-	100%	0%

PROVIDED that, the City will pay one hundred (100) per cent of the O.H.I.P. Insured Services for an employee who qualifies for eighty (80) per cent and ninety (90) per cent Employer-paid benefits.

PROVIDED FURTHER that, effective August 1, 1991, the City will pay one hundred (100) per cent of the Long Term Disability Insurance premiums for employees who qualify for benefit coverage.

Subject to Article 12, benefits are available on the following basis:

- CUMBA SUPPLEMENTARY - Optional enrollment
- CUMBA COMPREHENSIVE - Optional enrollment.
- CUMBA DENTAL - Optional enrollment
- GROUP LIFE INSURANCE - Optional enrollment
- EXTENDED GROUP LIFE INSURANCE - Optional enrollment - City pays 50% of the above percentage as shown in City column
- LONG TERM DISABILITY INSURANCE - Optional enrollment

PROVIDED that the open periods in each year to enroll in or cancel coverage in said benefits will be January 1 - 15, May 1 - 15 and September 1 - 15.

PROVIDED FURTHER that the insurance carrier may require evidence of insurability when opting back into benefits.

18.04 That sick pay credits shall be cumulative from the first day of hire and shall be available for use from and after the first of the month following completion of 1827/2088 aggregate hours paid. Each employee shall receive a sick pay credit of 10-1/2/12 hours for each 152-1/4/174 aggregate hours paid up to a maximum of 126/144 hours per year. Payment of a cumulative sick pay credit grant shall be in accordance with the provisions of Article 11 with the following schedule applicable to sub-clause 11.02

Sick Pay Credit Grant

<u>Column 1</u>	<u>Column 2</u>
<u>Service Requirement</u> (Calendar Years)	<u>Period</u>
At least 10 years and less than 15 years	The percentage of the average hours paid per year from the start of service multiplied by 457/522 hours.
At least 15 years and less than 20 years	The percentage of the average hours paid per year from the start of service multiplied by 609/696 hours
At least 20 years and less than 25 years	The percentage of the average hours paid per year from the start of service multiplied by 761/870 hours
At least 25 years	The percentage of the average hours paid per year from the start of service multiplied by 913/1044 hours

18.05 That Vacation Pay and Vacation Leave shall be in accordance with the following:

<u>Duration of Employment</u>	<u>Entitlement</u>
Upon completion of 1 calendar year with the City	6% of gross pay and 3 calendar weeks leave
Following completion of 9 calendar years with the City	8% of gross pay and 4 calendar weeks leave
Following completion of 17 calendar years with the City	10% of gross pay and 5 calendar weeks leave
Following completion of 23 calendar years with the City.	12% of gross pay and 6 calendar weeks leave

PROVIDED that an employee shall receive vacation pay, semi-annually in June and December.

PROVIDED that an employee shall have an option to either:

- receive vacation pay semi-annually in June and December

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- receive paid vacation entitlement based on aggregate service from anniversary date to anniversary date.

PROVIDED, that written notice to change the employee's option must be given at least three (3) months in advance of the employee's anniversary date.

FURTHER PROVIDED that an employee's vacation pay shall be divided by his/her hourly rate and his/her service shall be credited accordingly semi-annually.

18.06 That the City shall inform each employee on an ongoing basis of the number of his/her accumulated aggregate hours paid.

18.07 That all employees up to and including May 29, 1985 who work or had worked as Temporary employees, or who were referred to as "casual employees", will be included if they did not have an absence of greater than six months (unless they were reinstated through the grievance procedure). These employees will resume and/or retain those rights, privileges, benefits, seniority, presently or previously enjoyed/accumulated/received that are in accordance/excess of those outlined in the Collective Agreement.

18.08 That all temporary employees are eligible to join the pension plan in accordance with the provisions of the Pension Benefits Act with the proviso that the 700 hours worked referred to therein shall be 700 regular hours paid and otherwise in accordance with the report approved by City Council on October 21, 1988. (Reference: Minutes of Toronto City Council, Item 2356.)

ARTICLE 19

SENIORITY

19.01 That a seniority date shall be established for each employee, immediately following completion of a Probationary Period as defined in Article 3.01 (c), to be coincident with the date of hiring.

19.02 That seniority shall prevail on a Civic Service wide basis for purposes of promotion within the provisions of Article 14 and in cases of staff reduction shall apply within the position classification in the Department involved. Seniority shall continue to accumulate except for any of the reasons set forth in

19.05 below, and is not to be considered a reason for continuity of the employment relationship during or after a nine (9) month non-working period, caused by staff reduction. Service standing to the credit of employees formerly employed by the City of Toronto Planning Board as at December 31, 1980, and who were transferred to the City of Toronto effective January 1, 1981, shall be included for the purpose of meeting the service requirements of this Article. Provided that seniority for employees in "The Temporary Service" class of employees will be calculated on the basis of aggregate hours paid in accordance with sub-clause 18.02 of Article 18.

19.03(a) That in the event of a staff reduction, employees shall be removed from work in reverse order of seniority within the position classification in the Department involved. When work becomes available, such persons, if not more than nine (9) months have elapsed, from the date they became surplus to the work requirements of the City, shall be re-employed in seniority order, provided that they possess the necessary qualifications for such work. Effective July 12, 1991, such persons on lay-off may refuse two proposed assignments for re-employment. Upon the third refusal, he/she will be deemed to have contravened Article 19.05(c) of the Collective Agreement. During the period in which they are surplus to the work requirements of the City, such persons shall not be entitled to the benefits provided under this Agreement, other than the right of recall within the specified period as provided herein.

PROVIDED that, effective July 12, 1991, such persons on lay-off shall have the right to continue through the promotion procedure with the understanding that the promotion application must be received by the Personnel Services Division prior to the date of the lay-off and prior to the expiry date of the job call. Any such employee who has been promoted and subsequently requests a reversion or is reverted shall be reverted to his/her former status (i.e. lay-off).

(b) That in the event of any lay-off by reason of staff reduction, any employee so affected with at least (2) years of permanent service shall be given preference for a suitable equal or lower paid vacant position for which he/she is qualified. An employee so displaced shall, after consultation by the City with the Union, be treated in a similar manner to an employee to whom sub-clause 14.20 of Article 14 applies.

- (c) That an employee who has been laid-off for less than nine (9) continuous months, and who has not acquired a seniority date will be given preference for re-employment provided he/she possesses the qualifications for the work available.

19.04 That all benefits accumulated by an employee prior to a staff reduction, shall be suspended during the period that such persons are surplus to the work requirements of the City. Upon re-employment, benefits shall again commence, subject to the requirements thereof.

19.05 That an employee shall lose his/her seniority for any of the following reasons:

- (a) Such employee voluntarily quitting employment with the City.
- (b) Discharge of such employee for reasonable cause from employment with the City.
- (c) Such employee's failure to report for work within five (5) working days from the date that recall to such work is issued.
- (d) Absence of such employee from work without written notice to the City, in excess of seven (7) calendar days from commencement of such absence.
- 29-09 (e) Such employee not being recalled to work with the City ~~within nine (9) months~~ from the date of being notified that such employee is surplus to the work requirements of the City.

ARTICLE 20

WORKERS' COMPENSATION CASES

20.01 That where in an action arising out of an accident to an employee, the City recovers from a third person as a result of such accident a larger amount, exclusive of costs, than the amount paid to or on behalf of such employee including the costs of the services of the solicitor for the City, the surplus amount shall be paid to such employee or in the event of death, to one or more of his/her dependents, provided that any such surplus amount shall be deducted from the amount of any future compensation or other benefits to which he/she may or they may become entitled in respect of the accident that gave rise to the injury.

20.02 That where an employee who is injured in circumstances in which he/she might be entitled to compensation under The Workers' Compensation Act, elects instead to claim against the third person, he/she shall be entitled to receive Sick Pay benefits in the same manner and to the same extent as provided herein if such injury had not been sustained by accident arising out of and in the course of employment with the City, provided that he/she shall, as a condition of receiving Sick Pay benefits as aforesaid, undertake in writing to reimburse the City out of the proceeds of any settlement or judgment upon such claim, and upon his/her having made such reimbursement, his/her accumulated Sick Pay Credits shall be restored accordingly.

20.03 That where an employee is injured on duty with the City in circumstances in which he/she might be entitled to compensation under the Workers' Compensation Act and no action for such injury would lie against a third person, and he/she is unable to work as a result of such injury and such employee elects to claim compensation under the Workers' Compensation Act, such employee shall, while he/she is off work as aforesaid:

- (a) provided such employee has qualified for Sick Pay Credits and pending approval of the Workers' Compensation Board claim, receive from the City an amount equal to his/her ~~full net pay~~, as defined in (v) herein. Upon approval of the Workers' Compensation Board claim, he/she shall receive his/her full net pay (inclusive of the Workers' Compensation Board award) and the City shall be entitled to immediately recover in full any wages or salary paid in excess of his/her entitlement as outlined above and:

76B-1

- (i) he/she shall be considered as an employee on the active payroll and continue to accrue seniority, length of service, vacation and sick pay credits,
- (ii) he/she shall continue to be entitled to coverage for the insured type benefits, which will be maintained by the City in the same manner as though the employee was at work,
- (iii) all the foregoing will have no effect on any permanent partial disability pension which an employee may be receiving,
- (iv) sick bank will not be used to supplement a Workers' Compensation award,
- (v) during the period ending July 11, 1991, for the purposes of this sub-clause, full net pay shall mean full net pay as defined by the Workers' Compensation Board; that is normal

gross regular pay less deductions for U.I.C., C.P.P. and Income Tax and, thereafter, for the purposes of this sub-clause, full net pay shall mean normal gross regular pay less deductions for U.I.C., C.P.P. and Income Tax.

(vi) from the City's amount outlined above, the City shall deduct the employee's Pension contributions and employee's share of Extended Group Life Insurance premiums, and any necessary statutory deductions. When a waiver of Pension contributions, or Extended Group Life Insurance premiums is in effect, the employee's full net pay will be reduced proportionately.

(b) That in the event the Workers' Compensation Board shall rule against his/her claim, the Cumulative Sick Pay Credits of such employee shall be adjusted accordingly.

20.04 That an employee who is injured by accident arising out of and in the course of employment with the City, and who during the shift when such injury occurred, is required to leave for treatment or is sent home, for or because of such injury, shall be entitled to and shall be paid by the City his/her regular rate of pay for the remainder of said shift not worked without deduction of sick pay by reason thereof, unless a physician states such employee is fit for further work on such shift.

ARTICLE 21

PROTECTIVE CLOTHING

21.01 That the City will, as required, at the discretion of the Department Head concerned, supply parkas for certain manual, maintenance, technical and inspectional employees whose duties require them to work out of doors for the majority of their hours during the winter months.

21.02 That the City will supply safety equipment and safety attire to all employees of the City coming within the 79 Unit who are required to perform duties where hazards exist, save and except footwear, for which a boot allowance is paid, as set out in sub-clause 21.03 of this Article.

21.03 That all employees of the City coming within the 79 Unit who are engaged in work, the nature of which requires the use of safety boots, shall be paid a "boot allowance" of \$65 per year, and effective January 1, 1990, \$70 per year, to be paid not later than September 15th and that by accepting this allowance, each employee shall wear C.S.A. approved "Green Patch" safety boots in

a state of good repair during all working hours. Such safety boots shall be of the type approved by the Department Head, having regard for the particular nature of the work that the employee is engaged in. In the event that an employee suffers from some medical problem, which prevents the wearing of such a boot, the employee must present written advice from his/her personal physician setting out the facts of such problem and the Department Head may then allow such employee to wear C.S.A. "Green Patch" safety shoes instead of boots. Certain classifications of employees may be allowed to wear C.S.A. approved "Green Patch" safety shoes, where the nature of the work performed is such that, in the opinion of the Department Head, such a shoe would provide adequate foot protection.

21.04 That Temporary Employees who are engaged in work, the nature of which requires the use of safety boots shall provide and wear C.S.A. approved "Green Patch" safety boots in a state of good repair, during all working hours. when a prospective employee states that he/she is financially unable to procure such boots, arrangements may be made by the employer to supply them upon commencement of employment and to recover the cost of the boots from the employee's first pay cheque.

ARTICLE 22

EMPLOYMENT SECURITY

22.01 That it is the policy of the City to place in other positions any ~~Person~~ employees of the City who may be displaced by reason of:

- (a) technological improvements in the operation of the City;
- (b) the contracting out of any work in accordance with Clause 22.02 now performed by employees; 220-1
- (c) the deletion or elimination of a position or job classification;

and to provide any training for the employee which the City considers necessary to enable the employee to perform the duties of the position.

22.02 That, prior to contracting out any such work, the City shall, where practicable, provide sixty (60) calendar days written notice to the Union so as to allow the Union to make any representations it wishes to the appropriate Committee of Council. Any representations shall be made promptly and in any event within sixty (60) calendar days of giving of such notice. 5-1

The written notice pursuant to the above shall contain an invitation from City Council to meet within ten (10) days with the Department Head concerned for the purpose of discussing the proposed contracting out and cost information. Departmental information pertinent to the City Council's recommendation to contract out the work shall be made available to the Union.

22.03 That, during the period ending December 31, 1991 and notwithstanding the terms of any other Article or Schedule of this Agreement, any employee displaced by reason(s) set out in clause 22.01 hereof and placed in an alternative position to which a lower wage rate is applicable, shall ~~continue to receive the wage rate of his/her previous position including all negotiated general wage increases the effective dates of which fall within the thirty-six (36) month period following such placement and, thereafter, the forty (40) month period following such placement.~~ Thereafter, the employee shall receive the resultant rate until the wage rate for the alternative position equals or exceeds said rate at which time the said rate shall be cancelled and replaced by the wage rate for the alternative position. 22H-1

22.04 That, where practicable, the City will provide the Union with twenty-one (21) calendar days written notice prior to deleting any position or job classification in the Bargaining Unit, where there is a permanent incumbent.

ARTICLE 23

NO STRIKE OR LOCK-OUT

23.01 That there shall be no strike or lock-out so long as this Agreement continues to operate. The words "strike" and "lock-out" shall be as defined by The Labour Relations Act, R.S.O. 1980, as amended.

ARTICLE 24

IMMUNIZATIONS

24.01 That the Medical Officer of Health for the City may require an employee to be immunized against certain communicable diseases when in the opinion of the Medical Officer of Health for the City, the employee's duties require such immunization.

ARTICLE 25

OCCUPATIONAL HEALTH AND SAFETY

25.01 That the City's policy with respect to Occupational Health and Safety shall be in accordance with Clause 19 of Executive Committee Report No. 41 approved by City Council August 20th, 1979, as amended by Clause 27 of Executive Committee Report No. 3, approved by City Council February 25, 1985.

ARTICLE 26

PAYMENT OF LEGAL EXPENSES

- 26.01 (a) That where an employee of the City is charged with an offence under the Criminal Code, The Highway Traffic Act or other Statute, for an act done while performing his/her duties for the City, said employee shall be responsible for his/her own defence including the retaining of legal counsel and in the event of his/her being acquitted of the charge, said employee may be reimbursed for such reasonable legal expenses incurred subject to "Policy-Payment of Legal Fees for Employees" adopted by City Council in Clause 37 of Executive Committee Report No. 45, 1974, provided that for the purposes of this sub-clause "acquitted" shall include the withdrawal of the relevant charge.
- (b) That where an action or proceeding is brought against an employee of the City which, in the opinion of the Council of the City, affects or might affect such employee and has arisen out of his/her employment by the City, the City may pay such judgement, costs and reasonable legal expenses incurred by such employee as may be determined by the Council as provided for by The City of Toronto Act, 1978.
- (c) That if the City reimburses an employee, under this Article, for any legal expenses, damages or costs, the employee shall be compensated at his/her regular rate for the time lost from his/her regular working schedule as a result of being required to attend Court.

ARTICLE 27

ACCESS TO PERSONAL DEPARTMENTAL FILE

27.01 That each employee shall have access to his/her Departmental file for the purpose of reviewing all evaluations or disciplinary notations pertaining to his/her work record with the Corporation.

ARTICLE 28

REQUESTS FOR TRANSFERS

28.01 That an employee wishing to transfer to another Department within the same classification may submit, once per year, such request in writing to the Executive Director of Management Services.

28.02 That an employee wishing to transfer to a different location within his/her Department may submit such request in writing to his/her Department Head.

ARTICLE 29

BENEFITS RE: PERMANENT PART-TIME EMPLOYEES

29.01 That for employees in the Permanent Service of the City who are regularly scheduled to work less than a 35-hour work week, benefit contributions by the City and benefits received by such employees shall be pro-rated on the basis of the number of hours worked in relation to a 35-hour work week. 885-1

ARTICLE 30

SEXUAL HARASSMENT

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30.01 That **every** employee has a right to be free from sexual harassment and from any reprisal or threat of reprisal for the rejection of such behaviour.

ARTICLE 31

ACQUAINTING NEW EMPLOYEES

31.01 That each employee shall be advised of the name of their steward or Union Representative and where practicable provided with an introduction within the first thirty (30) days of employment.

ARTICLE 32

PRINTING OF THE COLLECTIVE AGREEMENT

32.01 That provided the parties execute the Collective Agreement within sixty (60) days of the ratification of the Memorandum of Agreement, the parties shall share on a 50/50 basis the cost of printing and distributing of such Agreement to the appropriate Bargaining Unit and Management staff. The sixty (60) day time period may be extended by mutual agreement. All such arrangements are to be subject to the approval of the City Commissioner of Purchasing and Supply and the Manager, Fair Wage Office.

ARTICLE 33

PLURAL OR FEMININE CONTEXT

33.01 That when the context so requires wherever the singular or masculine is used in this Agreement, it shall be read as if the plural or feminine, respectively, were expressed.

ARTICLE 34

CHANGES OR ALTERATIONS IN AGREEMENT

34.01 That in the event of the City or the Union desiring or proposing any change or alteration to this Agreement for the ensuing years of this Agreement in respect of any of the matters herein provided for, the City or the Union, as the case may be, shall give to the Union or the City, as the case may be, written notice of the desired or proposed changes or alterations within the ninety (90) day period prior to the 16th day of October, in the year 1992, or thereafter the current year of this Agreement and both parties shall thereupon negotiate in good faith in respect of the matters which it **so** proposes to change or alter.

34.02 That the City agrees to re-open the Collective Agreement for the purposes of renegotiating 1992 wages and salaries only if the Consumer Price Index (Toronto) during 1992 expressed in a percentage change is 6.25 per cent above the level of the December 1991 Consumer Price Index (Toronto). In the event the Collective Agreement is re-opened, the parties' respective rights to strike or lockout will be governed by the Labour Relations Act, **RSO**, 1980 as amended.

ARTICLE 35

TERM OF AGREEMENT - TERMINATION IN WHOLE OR IN PART

35.01 That this Agreement shall remain in force from the first day of January, 1991, until and including the 31st day of December, 1992, and from year to year thereafter ~~subject~~ to such changes and alterations therein and thereto as from time to time may be made pursuant to and in accordance with the provisions of Clause 34.01 hereof, PROVIDED HOWEVER, that the City or the Union may give to the Union or the City, as the case may be, two (2) months' written notice expiring at midnight on the 31st day of December in the year 1992, or in any year thereafter, of the desire of the City or the Union, as the case may be, to terminate this Agreement, or any provision thereof, and upon the giving of such notice and the expiration of such two (2) months' period, this Agreement or such provision, as the case may be, shall be terminated.

ARTICLE 36

PREVIOUS AGREEMENTS SUPERSEDED

36.01 That this Agreement shall supersede all previous Agreements heretofore made between the parties and the 1989 Agreement, shall be cancelled and terminated as of the 1st day of January 1991.

36.02 That the 1977 Agreement with respect to Clause 5.01 of Article 5 entitled "Wages and Salaries", shall continue in full force and effect in its application to any employee described therein, whose job has not been described, evaluated and assigned to a wage grade in accordance with and as provided in Clause 5.01 hereof, for the period ending the effective date of the installation of the job description and rating for such job, and to such extent only.

SCHEDULES

'A' SCHEDULE 'A' POSITIONS

NOTE:

THE PARTIES HAVE AGREED THAT:

SCHEDULE

'B' MANUAL FOR JOB DESCRIPTION EVALUATION AND WAGE
ADMINISTRATION OF CLERICAL AND TECHNICAL JOBS

'C' RATING MANUAL FOR J.E. AND WAGE ADMINISTRATION
OF CLERICAL AND TECHNICAL JOBS

WHILE FORMING PART OF THE C.U.P.E. LOCAL 79 COLLECTIVE
AGREEMENT, WILL NOT BE INCLUDED WHEN REPRODUCING THIS
DOCUMENT.

Should a member of C.U.P.E. Local 79 wish to view
Schedules B and C s/he may do so by contacting the
C.U.P.E. Local 79 Office.

THIS IS SCHEDULE "A" referred to in the Annexed Agreement made between the Corporation of the City of Toronto and The Canadian Union of Public Employees, Local Union NO. 79.

COLUMN 1

Effective January 1st, 1992
to December 31st, '1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
06	12318	Mail Clerk	35	201	01	20,609	394.80	11.28
39	12373	Mail Clerk- General Services			02	22,326	427.70	12.22
					03	24,025	460.25	13.15
					04	25,742	493.15	14.09
31	12013	File Clerk	35	202	01	22,326	427.70	12.22
31	12350	Mail Clerk			02	24,025	460.25	13.15
31	12354	Mail Clerk			03	25,742	493.15	14.09
36	12357	Mail Clerk			04	27,515	527.10	15.06
05	12377	Mail Clerk						
05	12421	Mail Opener/Clerk						
39	12602	File Clerk/ General Services						
03	22624	General Clerk/ Typist/Receptionist						
33	22664	File Clerk						
05	12054	Mail Clerk	35	203	01	24,025	460.25	13.15
05	12312	Reeling Clerk			02	25,742	493.15	14.09
35	12315	Mail Clerk			03	27,515	527.10	15.06
05	12338	General Clerk			04	29,232	560.00	16.00
03	12349	Mail Clerk						
38	12360	Mail Clerk						
10	12370	Mail Clerk						
39	12381	Mail & Filing Clerk- Survey & Mapping						
03	12409	General Office Clerk						
05	12418	Mail Clerk						
05	12483	General Clerk						
03	12634	General Office Clerk						
09	12807	Mail Clerk						
39	12930	Field Clerk - S.A.C.						
10	18950	Mail Clerk						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
03	11012	Micrographics Asst.	35	204	01	25,742	493.15	14.09
32	12052	File Clerk			02	27,515	527.10	15.06
05	12080	Voucher Filing & Control Clk			03	29,232	560.00	16.00
					04	30,913	592.20	16.92
39	12090	File Clerk-Operations						
39	12092	Clerk-Typist- General Services						
05	12163	Disbursement Checking Clerk						
03	12308	Receptionist						
33	12309	Mail Clerk						
05	12310	Mail Clerk						
32	12313	Mail Clerk						
39	12322	Mail Clerk-Sanitation						
33	12336	Receptionist-Typist						
39	12344	Receptionist-Typist- Operations						
03	12352	Mailing operator						
03	12353	Receptionist						
36	12358	Receptionist-Typist						
10	12369	Receptionist Clerk- Typist						
05	12378	Document Distribution Clerk						
39	12382	Receptionist-Typist: General Services						
39	12383	Receptionist-Typist-MM & S						
71	*12397	Receptionist-Typist						
71	*12398	Receptionist-Typist						
71	*12399	Receptionist-Typist						
39	12404	Clerk-Typist-Traffic						
71	12406	Receptionist-Typist						
31	12407	Typist						
05	12419	Clerk Typist						
05	12420	File Clerk-Tax Branch						
39	12422	Clerk Typist Investigations						
09	12441	File Clerk						

COLUMN 1

Effective January 1st, 1992
 to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
39	12498	Engineering Plan	35	204	01	25,742	493.15	14.09
		File Clerk			02	27,515	527.10	15.06
05	12528	Recording Clerk			03	29,232	560.00	16.00
05	12594	Voucher Assembler			04	30,913	592.20	16.92
39	12606	Clerk-Typist-S.A.C.						
39	12614	Personnel Clerk-MM & S						
03	12622	Receptionist Clerk Typist						
34	12630	Switchboard Operator						
34	12631	Clerk/Typist						
05	12638	Tax Certificate Clerk						
39	12662	Mail & File Clerk - S.A.C.						
31	12675	Clerk-Typist						
39	12677	Clerk/Typist/ Receptionist- Programming & Planning						
03	12679	Receptionist						
71	12687	File Clerk						
32	12695	General Services Clerk						
05	12716	Typist-Tax Arrears Collections						
39	12815	Receptionist/ Typist-S.A.C.						
34	12904	Office Clerk						
05	12958	General Clerk						
39	12988	Assistant Tender Clerk						
03	18025	Mail Clerk						
34	18053	Home Visitor-Parents Helping Parents						
38	18092	Receptionist/Clerk Intake						
71	18122	Administrative Clerk						
39	18304	Clerk-Typist/ Receptionist- Health & Safety Services						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
36	18371	Information Officer- Parks & Recreation	35	204	01	25,742	493.15	14.09
05	18513	pension Information Clerk			02	27,515	527.10	15.06
					03	29,232	560.00	16.00
					04	30,913	592.20	16.92
71	18664	Receptionist/Typist						
06	18768	Legal Team Clerk						
71	18815	Receptionist/Typist						
10	18868	Receptionist/Clerk Typist						
39	18946	Clerk/Typist						
05	18991	File Clerk						
05	22167	Tax Accounting Mail Clerk						
03	22977	Micrographic Clerk						
39	10111	Land Survey Chainman/ woman	35	205	01	27,515	527.10	15.06
					02	29,232	560.00	16.00
34	12002	Immunization Clerk			03	30,913	592.20	16.92
39	12019	Personnel Clerk- Operations			04	32,630	625.10	17.86
03	12031	Receptionist/ Counter Clerk						
05	12039	Water Service Dispatcher						
39	12068	Stenographer- Operations						
38	12232	Records Clerk						
71	12300	Courier Clerk						
03	12305	Photographic Assistant						
31	12323	Receptionist						
31	12325	Clerk - Receptionist						
31	12326	Receptionist						
03	12329	Telephone Operator						
32	12334	Receptionist - Typist						
33	12335	Receptionist - Clerk						
38	12340	Receptionist - Clerk						
06	12342	Receptionist - Telephone Operator						
39	12385	Permit Parking - Counter Clerk						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
36	12453	Clerk-Typist	35	205	01	27,515	527.10	15.06
39	12475	Permit Parking Clerk			02	29,232	560.00	16.00
05	12482	Clerk/Typist-Tax Branch			03	30,913	592.20	16.92
34	12543	Audiometric Clerk			04	32,630	625.10	17.86
05	12584	Tax Refund Preparation Clerk						
39	12604	Stenographer-Planning & Programming						
39	12612	Clerk/Typist- Survey & Mapping						
39	12616	Stenographer - MM & S						
39	12619	Stenographer - MM & S						
71	12674	Coding Clerk						
39	12941	Permit Parking Refund Clerk						
36	12957	Clerk/Driver						
39	12965	Permit Parking Clerk						
36	18233	Asst. Materials Control Clerk						
10	18488	Data Entry/ Information Clerk						
39	18649	Clerk/Stenographer- Engineering						
06	18750	Legal Document Clerk						
06	18751	Court Clerk						
39	19601	Plan Reproduction Machine Operator						
10	28322	Computer Systems Support Clerk						
39	11977	Field Charting Clerk - S.A.C.	35	206	01	29,232	560.00	16.00
					02	30,913	592.20	16.92
03	11980	Information Officer (Supernumerary)			03	32,630	625.10	17.86
					04	34,457	660.10	18.86
33	12021	Property Records Clerk						
39	12041	Personnel Clerk/Typist - General Services						
34	12058	Dental Clerk						
32	12098	Decisions Clerk						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
05	12149	Tax Refund	35	206	01	29,232	560.00	16.00
		Origination Clerk			02	30,913	592.20	16.92
10	12172	Keypunch/Data			03	32,630	625.10	17.86
		Recorder Operation			04	34,457	660.10	18.86
		(Supernumerary)						
05	12173	Data Entry Clerk						
34	12184	Data Entry Clerk						
39	12205	Water Meter Control						
		Clerk						
05	12311	Tax Information Clerk						
33	12337	Work Order Control						
		Clerk						
09	12345	Receptionist-Typist						
03	12359	Receptionist-Clerk						
39	12380	Receptionist-Typist/ Survey & Mapping						
09	12387	Typist/Receptionist						
39	12400	Clerk-Typist- Noise Control						
39	12401	District Clerk S.A.C.						
09	12405	Typist						
05	12413	Clerk-Typist						
05	12415	Clerk/Typist-Receptionist						
05	12417	Revenue Mailing						
		List Clerk						
03	12479	Records & Information Clerk						
05	12516	Communication Terminal Operator						
05	12530	Disbursement Clerk						
39	12603	Records Clerk- General Services						
39	12608	Clerk-Typist- Planning & Programming						
71	*12680	Secretary						
03	12688	Receptionist-Typist						
39	12710	District Payroll Clerk-Operations						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours Of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
05	12745	Transaction Processing Operator	35	206	01	29,232	560.00	16.00
					02	30,913	592.20	16.92
34	12762	Data Input Clerk			03	32,630	625.10	17.86
31	12914	Correspondence Control Clerk			04	34,457	660.10	18.86
05	12931	Inspection Records Clerk						
05	12937	Bank Messenger						
03	12991	Gallery Clerk						
39	12998	Research Clerk-Planning & Programming						
05	18088	Accounting Records Clerk						
35	18232	Clerk/Typist						
10	18345	Administrative Clerk						
38	18459	Data Clerk						
71	18494	Administrative Secretary, Toronto Mayor's Committee on Aging						
03	18495	Reproduction Centre Clerk						
71	18624	Film Liaison Clerk						
03	18633	Resource & Publication Centre Assistant						
10	18705	Product Support Clerk						
10	18855	Secretary-Employment Equity						
10	18857	Secretary/Administrative Clerk						
39	18947	Data Entry Clerk-MM & S						
71	10405	Asst. community Development Officer	35	207	01	30,913	592.20	16.92
					02	32,630	625.10	17.86
03	11004	Micrographics Technician			03	34,457	660.10	18.86
05	11366	Arrears Information Clerk			04	36,248	694.40	19.84
31	11987	Property Information Assistant						
38	11998	Housing Registry Officer						
05	12000	Clerk/Stenographer-Water Revenue						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
05	12005	Clerk-Stenographer,	35	207	01	30,913	592.20	16.92
		Treasury Operations			02	32,630	625.10	17.86
71	12009	Secretary to the			03	34,457	660.10	18.86
		International office			04	36,248	694.40	19.84
05	12012	Secretary to Director, Treasury						
33	12018	Stenographer						
35	12022	Typist/Receptionist						
33	12028	Stenographer						
03	12032	Administrative Secretary						
32	12033	Notices Clerk						
34	12037	Secretary to General Manager						
05	12038	Tax Certificate Processing Clerk						
05	12060	General Clerk-Typist						
39	12067	Secretary to Director- Operations						
09	12072	Stenographer						
39	12074	Plans File Clerk- survey & Mapping						
34	12076	Area clerk						
33	12083	Services Clerk						
35	12087	Payroll Clerk- Typist/Receptionist						
05	12089	Steno Clerk						
03	12091	Assessment Clerk						
38	12094	Clerk-Steno						
02	12118	Audit Clerk-Business & Reality Taxes						
39	12121	Cashier - S.A.C.						
36	12143	Accounts Clerk						
05	12146	Tax Billing Clerk						
05	12156	Tax Adjustment Clerk						
05	12158	Tax Refund Recording Clerk						
05	12162	Bank Reconciliation Clerk						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours Of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
03	12165	Vital Statistics Clerk	35	207	01	30,913	592.20	16.92
					02	32,630	625.10	17.86
05	12171	Data Entry Clerk			03	34,457	660.10	18.86
05	12182	Data Entry/ Counter Clerk			04	36,248	694.40	19.84
35	12194	Stores Accounting Clerk						
39	12196	Cost Control Clerk- Operations						
39	12197	Work Order Clerk- Operations						
39	12203	Purchase Order Clerk- Operations						
09	12206	Encumbrance Clerk- Typist						
09	12207	Assistant Buyer						
09	12208	Equipment Clerk						
09	12211	Material Control Clerk						
39	12222	Purchasing Clerk- General Services						
34	12270	Area Supplies Clerk						
34	12271	Central Supplies Clerk						
05	12314	Information Counter Clerk						
39	12386	Stenographer, Environmental & Systems Engineering						
03	12410	Clerk - Stenographer						
03	12411	Stenographer- Receptionist						
03	12412	Secretary						
05	12416	Clerk/Stenographer						
39	12429	Secretary to Director- MM & S						
36	12433	Urban Forestry Information Clerk						
09	12442	Clerk - Typist						
36	12444	File & Records Clerk						

COLUMN 1

Effective January 1st, 1992
 to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>weekly Rate</u>	<u>Hourly Rate</u>
71	12449	Secretary Community Renewal	35	207	01	30,913	592.20	16.92
05	12450	Steno-Clerk			02	32,630	625.10	17.86
39	12458	Secretary to Director- Traffic Engineering			03	34,457	660.10	18.86
39	12462	Receptionist/Typist Investigations			04	36,248	694.40	19.84
09	12470	Standards and Specifications Clerk						
39	12472	Reporting & Billing Clerk-Survey & Mapping						
34	12489	Central Resources Clerk						
38	12490	Secretary-Accounting						
05	12526	Mail Processing Co-ordinator						
05	12527	Dishonoured Cheques Processing Clerk						
05	12533	Billing Clerk						
05	12534	Accounts Receivable Clerk						
05	12535	Arrears Clerk						
05	12536	Billing Clerk						
39	12564	Computer Records Technician-Permit Parking						
39	12565	Billing & Collection Clerk-S.A.C.						
05	12566	Accounting Clerk						
05	12573	Debenture Records Clerk						
03	12576	Assistant Text Processing Clerk						
05	12583	Tax Refund Clerk						
39	12600	Senior Records Clerk - General Investigations						
39	12605	Clerk-Typist • Contract Services						
39	12615	Personnel Records Clerk- Sanitation						
38	12617	Clerk/Typist-Housing Development						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
71	12621	Secretary/ Receptionist	35	207	01	30,913	592.20	16.92
02	12633	Clerk Typist			02	32,630	625.10	17.86
05	12649	Clerk Stenographer			03	34,457	660.10	18.86
10	12656	Secretary			04	36,248	694.40	19.84
34	12657	Licensing Clerk						
71	*12681	Site Office Secretary						
71	*12682	Section Secretary						
71	*12683	Section Secretary- Zoning						
71	*12684	Site Office Secretary- Bloor-Dundas						
71	*12685	Section Secretary						
71	*12686	site Office Secretary						
71	12693	Secretary to Director of Administrative Services						
06	12694	Secretary to Director of Administration						
39	12699	Records Clerk- Survey & Mapping						
39	12703	Cost Control Clerk- operations						
39	12728	Cost Control Clerk- MM & S						
10	12732	Computer Acquisition Clerk						
31	12733	Data Input & Retrieval Clerk						
03	12739	Indexer & Systems Clk						
39	12746	Zoning By-Law Text Processing Clerk						
39	12752	Counter Clerk - S.A.C						
05	12761	Accounting Clerk						
05	12766	Tax Billing Clerk						
05	12767	Revenue Accounting Clerk						
34	12771	Area Statistics Clerk						
34	12818	Dispatcher/Receptionist						
05	12820	Receptionist-Forms Control Clerk						
39	12903	Engineering Survey Clerk						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
34	12908	senior Audiometric Clerk	35	207	01	30,913	592.20	16.92
					02	32,630	625.10	17.86
03	12913	Lottery Licence Clerk			03	34,457	660.10	18.86
39	12916	Court clerk-Street Allowance Control			04	36,248	694.40	19.84
33	12918	Reservations Clerk						
09	12926	Equipment Office Clerk						
32	12942	Clerk/Typist- General Receptionist						
71	12955	Applications Clerk						
03	12962	Events Assistant						
39	12966	Technical Clerk - Engineering						
39	12967	Assistant Utilities Cut Repair Clerk						
03	12968	Polls & Elections Clerk						
34	12971	Forms control Clerk						
33	18012	Secretary						
03	18076	Secretary Assistant						
38	18104	Clerk-Typist, Placement & Assessment						
38	18136	Clerk-Typist, Tenant Relations						
38	18197	Clerk/Typist						
38	18254	Systems Clerk						
03	18316	Secretary						
39	18333	Secretarial Stenographer						
71	18346	Secretary to Executive Assistant						
36	18391	Secretary						
38	18407	Clerk-Steno Land Development						
38	18412	District Clerk						
38	18469	section Secretary						
10	18490	Secretary						
10	18502	Section Secretary, Information Centre						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
10	18503	Section Secretary, Systems Development	35	207	01	30,913	592.20	16.92
					02	32,630	625.10	17.86
10	18504	Section Secretary, Computing Services			03	34,457	660.10	18.86
					04	36,248	694.40	19.84
39	18517	TRAC Assistant						
39	18574	Administrative Secretary						
03	18622	Multilingual Services Assistant						
03	18634	Database & Systems Clerk						
10	18736	Secretary						
38	18742	Applicant Intake Clerk						
06	18749	Records & Zoning Clerk						
06	18770	Legal Team Secretary						
33	18805	Security Administration Clerk						
35	18814	District Clerk						
10	18855	Secretary-Employment Equity						
10	18857	Secretary/Administrative Clerk						
38	18912	Accounts Clerk						
38	18925	Purchasing/Inventory Control Clerk						
38	18926	Section Secretary, Tenant Services						
38	18927	Secretary, Cityhome Management Division						
05	18989	Administrative Clerk						
05	19530	Water Revenue Inspector						
39	19583	Municipal Numbering Field Clerk						
35	22055	Medical Clerk						
71	28057	Administrative Assistant						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
34	10524	Registered Nursing Assistant	35	208	01	32,630	625.10	17.86
					02	34,457	660.10	18.86
34	10526	Dental Assistant			03	36,248	694.40	19.84
34	10576	Secretary to Central Resources Manager			04	38,093	729.75	20.85
71	*11018	Library/Information Assistant						
03	11019	Archives Assistant						
39	11585	Licensing & Processing Clerk-Street Allowance Control						
39	11594	Permit Processing Clerk-S.A.C.						
39	11975	Senior Field Charting Clerk - S.A.C						
31	12004	Secretary to the Director of Administration						
31	12006	Secretary to Director of Plan Examination						
31	12016	Records Clerk						
33	12024	Building Services Clerk						
33	12026	Personnel & Payroll Clerk						
33	12027	Personnel Payroll and Weed Control Clerk						
31	12061	Secretary						
31	12075	Technical Team Secretary						
34	12077	Secretary to Area Manager						
38	12078	Assistance Programme Clerk						
38	12081	Maintenance Clerk						
31	12082	District Clerk						
05	12100	Transaction Processor Co-ordinator						
05	12120	Budget & Data Entry Clerk						
33	12122	Budgets & Accounts Clerk						
05	12127	Accounting Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
05	12128	Accounting Clerk	35	208	01	32,630	625.10	17.86
05	12131	Accounting Clerk			02	34,457	660.10	18.86
11	12136	Accounting Clerk			03	36,248	694.40	19.84
36	12154	Payroll & Personnel Clerk			04	38,093	729.75	20.85
05	12157	Apportionment Clerk						
38	12168	Accounts Payable Clerk						
36	12170	Accounts & Administration Clerk						
39	12199	Intermediate Payroll Clerk-Operations						
03	12212	Purchasing Clerk						
09	12220	Material Control Data Clerk						
09	12223	Printing Control Clerk						
38	12272	Warehouse Inventory Clerk						
03	12306	Chief Operator						
71	12414	Secretarial Stenographer						
31	12426	Personnel & Payroll Clerk						
36	12434	Recreation Clerk						
03	12445	Secretary to the Director						
39	12471	Senior Clerk-Stenographer-Survey & Mapping						
39	12473	Personnel & Payroll Clerk-Operations						
39	12474	Secretary-Director of Engineering						
03	12480	Senior Records Information Clerk						
39	12496	Personnel & Payroll Clerk-General Services						
05	12509	Voucher Examiner						
05	12514	Pensions Benefits Clerk						
05	12524	Cashier						
39	12532	Data Entry Clerk Typist-Contract Services						

COLUMN 1Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
05	12551	Accounting Clerk	35	208	01	32,630	625.10	17.86
05	12555	Equipment Records Clerk			02	34,457	660.10	18.86
05	12597	Payroll Clerk, Production Control			03	36,248	694.40	19.84
					04	38,093	729.75	20.85
39	12601	Secretary to Director- Planning & Programming						
71	*12676	Records Clerk						
05	12690	Secretary to Director Taxation & Water Revenue						
03	12691	Administrative Secretary						
31	12696	Secretary to Director of Inspections						
39	12708	Technical Clerk- Engineering Systems & Resources						
39	12709	District Intermediate Payroll Clerk-Operations						
39	12718	District Intermediate Payroll Clerk-MM & S						
03	12751	Data Control Clerk						
34	12774	Payroll Personnel Clerk						
03	12804	Communications Services Assistant						
71	12816	Services Control Clerk						
33	12917	Real Estate Clerk						
31	12919	Licensing Assistant						
03	12929	By-law Clerk						
33	12938	Building Services Assistant						
39	12940	Survey Maps & Plans Clerk						
39	12963	Utilities Circulation Clerk						
32	12972	Appeals and General Clerk						
31	12992	By-law Enforcement Clerk						
03	12993	Production Clerk						
03	12997	Resource & Publication Centre Administrator						
31	13903	Senior Server Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
09	14307	Bindery Operator	35	208	01	32,630	625.10	17.86
71	*14308	Graphics and Communications Assistant			02	34,457	660.10	18.86
					03	36,248	694.40	19.84
					04	38,093	729.75	20.85
71	18010	Film Permit Clerk						
10	18151	Resource Centre Clerk						
34	18187	C.I.N.O.T. Administration Clerk						
36	18218	Divisional Secretary						
03	18221	Information Liaison						
03	18314	Personnel & Payroll Clerk						
05	18348	Clerk-Payroll/ Personnel Support Services						
03	18441	Accounts Clerk						
33	18473	Property Information Clerk						
10	18487	Program Assistant- Contract Compliance						
10	18569	Administrative Assistant						
39	18612	Senior Secretary						
03	18623	Information Liaison (French/English)						
03	18667	Assembly Artist						
71	18712	Graphics and Communications Production Assistant						
33	18827	Prints & Documents Assistant						
33	18828	Administrative Assistant						
33	18850	SPODS Assistant						
36	18883	Systems Support Clerk						
31	19595	Plan Examination Clerk						
33	22912	Project & Budget Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
39	10108	Land Survey Instrumentman/Woman	35	209	01	34,457	660.10	18.86
					02	36,248	694.40	19.84
39	10123	Geodetic Instrumentman/Woman			03	38,093	729.75	20.85
					04	39,865	763.70	21.82
39	10126	Building Encroachment Instrumentman/Woman						
34	10578	Area office services Clerk						
03	11013	co-ordinator of Micrographics						
06	11573	claims & Administration Clerk						
71	11578	Divisional Secretary-Economic Development						
39	11580	Assistant Control Officer-S.A.C.						
03	11584	Co-ordinator of Transportation						
39	11958	Environment Technician						
33	12020	Personnel Clerk						
39	12023	Stenographer - S.A.C.						
05	12035	Records Clerk						
05	12043	Secretary Deputy City Treasurer						
06	12046	Legal Secretary-Real Estate & Commercial						
06	12048	Legal Secretary-Litigation						
06	12049	Legal Secretary-City Solicitor's office						
39	12063	Titles & Status Researcher						
39	12066	Senior File Clerk-Operations						
31	12079	Legal Procedures Clerk						
71	12093	Divisional secretary						
05	12159	Accounts Payable Processing Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
05	12161	Tax Adjustment	35	209	01	34,457	660.10	18.86
		Processing Clerk			02	36,248	694.40	19.84
39	12457	Files & Records			03	38,093	729.75	20.85
		Clerk-Survey & Mapping			04	39,865	763.70	21.82
03	12485	Administrative Secretary						
06	12491	Legal Secretary- Zoning						
06	12492	Legal Secretary- Legal Services						
10	12494	Division Secretary						
10	12570	Computer Programmer						
32	12651	Applications						
		Assistance Clerk						
05	12666	Secretary to Director						
71	12670	Secretary to Director- Policy and Strategic Planning						
71	*12671	Secretary to Director Central Core & Waterfront						
71	*12672	Secretary-Zoning & Official Plans						
39	12714	Engineering Systems Technician-Grade 1						
05	12735	Reality Tax Adjustment Clerk						
05	12736	Insurance Administration Clerk						
33	12738	Accounts Payable Clerk						
03	12805	Media Buyer						
34	12905	secretary Office of the Medical Officer of Health						
39	12923	Senior Billing & Collection Clerk						
05	12932	Inspection Control Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>position</u>	<u>Hours of Work</u>	<u>wage code</u>	<u>Incr step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
39	12953	Municipal Numbering Clerk	35	209	01	34,457	660.10	18.86
					02	36,248	694.40	19.84
34	13914	Animal control Officer			03	38,093	729.75	20.85
09	14303	Printing Unit Operator			04	39,865	763.70	21.82
03	14306	Reproduction Centre Operator						
10	18501	Budget & Accounts Clerk						
06	18691	Expropriations Clerk						
10	18811	Secretary to the Director						
31	19521	Application Examiner						
03	19611	Asst. Photographer/Tech.						
05	10191	Senior Water Revenue Inspector	35	210	01	36,248	694.40	19.84
					02	38,093	729.75	20.85
34	10425	Education Officer			03	39,865	763.70	21.82
39	10430	TRAC Program Officer			04	41,674	798.35	22.81
34	10579	Area Personnel & Payroll Clerk						
09	11564	Data Co-ordinator						
33	11908	Real Estate Technician						
38	12042	Administrative Secretary						
38	12044	Secretary to Assistant General Manager Housing Operations						
06	12050	Law Clerk Conveyancer						
39	12057	Document Preparation Technician						
39	12064	Right-of-way Projects Clerk						
03	12065	Administrative Assistant						
09	12070	Secretary to Director & Committee Secretary						
09	12071	Personnel & Payroll Clerk						
05	12085	Secretary-Personnel Clerk						
38	12086	Administrative Secretary						
38	12095	Administrative Secretary						
02	12109	Audit Clerk						
02	12115	Audit Clerk-Toronto Hydro						
33	12124	Payroll Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
33	12125	Cashier	35	210	01	36,248	694.40	19.84
05	12141	Senior Tax Refund Clerk			02	38,093	729.75	20.85
05	12144	Investment Records Clerk			03	39,865	763.70	21.82
36	12174	Financial Systems and Work Order Control Clerk			04	41,674	798.35	22.81
10	12176	Keypunching Unit supervisor (Supernumerary)						
10	12183	Input/Output Operator						
31	12191	Cost Account Clerk						
39	12204	Operations Equipment Control Clerk						
36	12213	Recreation Materials Control Clerk						
36	12214	Purchasing Clerk						
03	12332	Writer/Researcher						
03	12348	Senior Administration Clerk						
33	12403	Survey Records Clerk						
03	12424	Senior Personnel & Payroll Clerk						
36	12432	Senior Urban Forestry Information Clerk						
10	12452	Secretary to Director						
03	12501	Council Text Processing Clerk						
05	12506	Accounting Clerk						
05	12523	Miscellaneous Revenue Clerk						
05	12544	Administration Control Clerk						
05	12554	Disbursement Accounting Clerk						
10	12571	Budget Clerk						
05	12578	Revenue Clerk- Supplementary Assessment Rolls						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
05	12581	Arrears Clerk	35	210	01	36,248	694.40	19.84
05	12591	Accounting Clerk (Supernumerary)			02	38,093	729.75	20.85
					03	39,865	763.70	21.82
39	12611	Stenographer- Administration & Human Resources			04	41,674	798.35	22.81
34	12660	Central Office services Clerk						
71	12669	Personnel & Payroll Clerk						
03	12698	Committee Records Clerk						
05	12701	Arrears Analysis Clerk						
39	12705	Cost Control Clerk - General Services						
39	12707	Senior Payroll Clerk - General Services						
10	12719	Network Technician						
05	12721	Senior Bank Reconciliation Clerk						
39	12729	Senior Cost Control Clerk-MM & S						
02	12741	Audit Clerk-Miscellaneous						
03	12753	Budgets and Payroll Clerk						
05	12764	Mortgage Account & Billing Clerk						
03	12814	Receptionist-Translator/ Interpreter Assistant (Italian & Portg.)						
34	12910	Licensing officer						
09	12927	Accident & Insurance Expediter						
39	12945	Utilities Cut Repair Clerk						
39	12954	Development Control and Tender Clerk						
05	12996	Tax, Mail & Information Clerk						
09	14312	Printing Press Person						

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38	18004	Tenant	35	210	01	36,248	694.40	19.84
		Placement Officer			02	38,093	729.75	20.85
38	18007	Rent Assessment Officer			03	39,865	763.70	21.82
03	18049	Sr. Polls & Elections Clerk			04	41,674	798.35	22.81
10	18145	Service Level Coordinator						
31	18152	Senior By-Law Enforcement Clerk						
39	18158	Technical Assistant						
05	18206	Senior Cashier						
38	18256	Computer Operator						
10	18326	Personnel & Payroll Clerk						
36	18369	Co-ordinator Information						
38	18406	Administrative Assistant						
38	18411	Senior District Clerk						
38	18413	Senior Maintenance Clerk						
38	18466	Graphics Clerk						
33	18576	Administrative Coordinator						
10	18590	Research Assistant						
03	18652	Senior Indexer & Systems Clerk						
71	18685	Electronic Publishing Designer - Operator						
06	18756	Payroll & Personnel Clerk						
03	18813	Lobbyist Disclosure system officer						
33	18820	Administrative Coordinator						
05	18891	Pension Accounting Clerk						
38	18923	Administrative Secretary						
34	19536	Pest control Investigator						
39	19596	Permit Parking Examiner						
39	10104	Land Survey	35	211	01	38,093	729.75	20.85
		Draughtsman/Woman			02	39,865	763.70	21.82
39	10106	Public Utilities			03	41,674	798.35	22.81
		Draughtsman/Woman			04	43,464	832.65	23.79
39	10107	Technical Services Draughtsman/Woman						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
39	10112	Traffic Engineering Draughtsman/Woman	35	211	01	38,093	729.75	20.85
					02	39,865	763.70	21.82
39	10128	Senior Cardiographic Technician			03	41,674	798.35	22.81
					04	43,464	832.65	23.79
39	10186	Technical Services Technician						
36	10211	special Programs Clerk						
71	10404	Program Administrator Business Improvement Areas						
03	11022	Assistant Conservator						
03	11317	Committee Assistant						
39	11581	Control Officer-S.A.C.						
39	11978	Senior Licensing Clerk-S.A.C.						
03	12017	secretary-Councillor						
33	12025	Senior Clerk-Building Services						
06	12051	Senior File and Document Clerk						
02	12101	Audit Clerk-Prepayment						
38	12102	Payroll/Personnel Records Clerk						
02	12111	Audit Clerk-Payroll						
02	12113	Audit Clerk-Business & Reality Taxes						
02	12116	Audit Clerk-Cityhome						
05	12142	Payroll Clerk, WCB						
05	12145	OMERS Pension Clerk						
09	12189	Budget Account Clerk						
33	12193	Cost Clerk						
36	12443	Senior File & Records Clerk						
33	12448	Supervisor of Property Records and Insurance						
39	12495	Senior Records Clerk- General Services						
39	12499	Contract Services Assistant						
03	12502	Senior Accounting Clerk						
05	12508	Contracts Payment Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
10	12510	Senior Budget & Accounts Clerk	35	211	01	38,093	729.75	20.85
05	12513	Senior Pensions Clerk			02	39,865	763.70	21.82
34	12635	Senior Statistics Clerk			03	41,674	798.35	22.81
31	12697	Senior Records Clerk			04	43,464	832.65	23.79
10	12734	Support Assistant						
05	12743	O.H.R.P. Collection Clerk						
02	12750	Audit Clerk-Payroll						
34	12760	Area Budget & Accounting Clerk						
35	12770	Senior Accounting Control Clerk						
35	12773	Sr. Payroll & Personnel Clerk						
03	12911	Lottery Licence Issuer						
39	12915	Senior Inspection & By-law Enforcement Clerk						
39	12922	Senior Permits and Agreement Clerk						
39	12924	Senior Traffic Clerk						
39	12925	Special services Assistant-Operations						
31	12934	senior Legal Procedures Clerk						
36	12935	Co-ordinator of Field Recreation Activities						
39	12946	Projects Investigations Technician						
09	12947	Contract & Tender Clerk						
39	12964	Administrative Clerk Permit Parking						
31	12990	senior Property Information Clerk						
34	13902	Inspector Animal Control						
05	18030	Payroll Clerk, Deductions						
33	18084	Fire Code Inspector						
05	18087	Accounts Analysis Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
05	18183	Payroll Clerk, Benefits	35	211	01	38,093	729.75	20.85
					02	39,865	763.70	21.82
38	18200	Home Planning Advisory Officer			03	41,674	798.35	22.81
					04	43,464	832.65	23.79
05	18252	Encumbrance Control Clerk						
39	18263	Assistant Traffic- Investigator						
31	18426	Building Inspector "Z"						
38	18463	Community Relations Officer						
10	18480	Budget & Accounts Clerk						
10	18505	Human Resource Assistant						
05	18522	Co-ordinator - Staff Support Services						
03	18621	Community Liaison						
03	18632	Policy & Projects Officer						
38	18843	Assistant Facility Designer						
39	18913	Accounts Analyst						
38	18919	Co-ordinator, Human Resource Programs						
38	18922	Co-ordinator, Records & Information						
39	18938	Co-ordinator-Promotion						
31	19555	Building Inspector "R"						
39	19569	Noise Control Inspector						
71	10403	Marketing Communications Advisors BTA's	35	212	01	39,865	763.70	21.82
					02	41,674	798.35	22.81
					03	43,464	832.65	23.79
34	10575	Senior Personnel & Payroll Clerk			04	45,255	866.95	24.77
06	11103	Collection Clerk						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
31	12003	Co-ordinator of Personnel, Payroll & Accounting	35	212	01	39,865	763.70	21.82
					02	41,674	798.35	22.81
					03	43,464	832.65	23.79
31	12007	Computer Programs Co-ordinator			04	45,255	866.95	24.77
39	12062	Senior Titles & Status Researcher						
36	12069	Researcher/Secretary						
02	12112	Audit Clerk-General Banking						
05	12132	Mortgage & Loans Clerk						
03	12147	Senior Assessment Clerk						
03	12152	Co-ordinator Support						
05	12166	Assessor						
33	12192	Senior Cost Clerk						
39	12195	Senior Cost control Clerk-Operations						
10	12317	Training Assistant						
36	12430	Senior Personnel Clerk						
39	12497	Senior Personnel Services Clerk-General Services						
31	12504	Statistician						
05	12521	Tax Arrears Collector						
05	12557	Accounting Clerk-Subsidies						
39	12607	Senior Personnel Services Clerk - Operations						
32	12609	Assistant Committee Secretary						
39	12610	Secretary to Deputy Commissioner -Community & Departmental						
39	12613	Sr. Personal Services Clerk-MM & S						
39	12704	Senior Payroll Clerk-Operations						

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39	12711	District Senior Payroll Clerk-operations	35	212	01	39,865	763.70	21.82
					02	41,674	798.35	22.81
					03	43,464	832.65	23.79
39	12715	District Senior Payroll Clerk- MM & S			04	45,255	866.95	24.77
34	12755	Senior Budget & Accounting Clerk						
39	12777	Microcomputer Technician						
03	12819	Interpreter/ Information Officer						
09	14302	Co-ordinator of Production						
03	14311	Reproduction Services Lead Operator						
39	16911	Project Assistant						
33	18052	Senior Administrative Clerk						
38	18074	Coordinator, Client Systems						
38	18097	Co-ordinator, Placement & Assessment						
39	18121	Engineering Systems Technician - Grade 2						
38	18156	Computer Programmer						
34	18245	Research Assistant-Aids						
39	18257	Traffic Engineering Systems, Technician						
31	18417	Building Inspector "Q"						
39	18573	Energy Information Officer						
36	18580	Recreation Researcher						
03	18650	Production Assistant						
06	18752	Financial Clerk						
11	18943	Classification Analyst (A.R./J.E.)						
09	19548	Assistant Fair Wage Officer						
39	19577	Noise Control Technician - Equipment Suppression						
03	19610	Designer/Typographer						
71	28860	Computer Cycling Program Coordinator						

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<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Stew</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
39	10116	Design Draughtsman/ Woman	35	213	01	41,674	798.35	22.81
71	*10175	Planning Design Technologist			02	43,464	832.65	23.79
39	10184	Design Draughtsman/ Woman-Utilities			03	45,255	866.95	24.77
71	10402	Small Business Self-Help Centre Co-ordinator			04	47,100	902.30	25.78
34	10501	Family Planning Community Worker						
34	10505	Registered Nurse-S.T.D.						
34	10512	Registered Nurse- Audiometric						
34	10520	Dental Hygienist						
34	10522	Registered Nurse- Immunization						
03	11006	Curator, Education and Extensions						
31	11007	Co-ordinator, Library Resources						
71	11017	Library/Information Officer						
06	11104	Senior Records & Zoning Clerk						
09	11306	Buyer						
31	11321	Zoning Information/ Application Examiner						
34	11904	Resource Centre Co-ordinator						
71	*11933	Planning Assistant						
71	*11934	Planning Assistant- Zoning & Development Control						
71	*11935	Research Planning Assistant						
34	11940	Research Assistant-E.P.O.						
38	11955	Co-ordinator computer Operations						

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39	11960	Senior Environmental Technologist	35	213	01	41,674	798.35	22.81
39	11970	Planning Technician			02	43,464	832.65	23.79
33	11972	Office Facilities Planner (Supernumerary)			03	45,255	866.95	24.77
38	12103	Budget and Costing Clerk			04	47,100	902.30	25.78
02	12110	Audit Clerk-City Accounts						
31	12119	Co-ordinator of Statistics & Research						
33	12123	Accounting Control Clerk						
05	12135	Co-ordinator, Control & Reconciliation						
05	12138	Senior Payroll Clerk, Benefits						
05	12179	Cash Management Analyst						
38	12185	Clerk-Support Accounting						
05	12229	Co-ordinator, Tax Refunds						
05	12231	Co-ordinator, Tax Billing						
31	12477	Senior District Clerk						
71	*12503	Budget & Accounts Clerk						
05	12537	Co-ordinator, Accounts Receivable						
05	12538	Co-ordinator, Water Revenue Billing						
05	12539	Co-ordinator, Water Revenue Billing						
05	12550	Rental Unit Supervisor						
05	12595	Senior Accounts Analyst Clerk						
05	12598	Computer Systems Technician						
03	12650	Records & Information Analyst						
39	12706	Sr Cost Control Clerk-General Services						
10	12722	Production Co-ordinator						
36	12763	Senior Budget & Account Clerk						
05	12769	Co-ordinator-Tax Sale						
05	12772	CO-ordinator-Tax Arrears						

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05	12776	Co-ordinator, Tax Transactions	35	213	01	41,674	798.35	22.81
					02	43,464	832.65	23.79
05	12779	Co-ordinator, Tax Adjustment			03	45,255	866.95	24.77
					04	47,100	902.30	25.78
03	12949	Polls & Elections Co-ordinator						
39	12950	Equal opportunity & Administrative System Assistant						
10	12961	Console operator						
03	12969	Events Coordinator						
71	*12994	Film Liaison Assistant						
03	18061	Protocol officer						
38	18109	Community Development Worker						
39	18117	Senior Noise Control Inspector						
10	18146	Technical Support Trainee						
39	18255	Electrical Technical						
71	18275	Computer-Aided Design Operator						
36	18389	Urban Forestry Planning Assistant						
05	18527	Senior Payroll Clerk, Production Control						
10	18565	Community Liaison Officer						
10	18566	Worker Advisor/ Counsellor						
10	18568	Research Officer						
39	18572	Research Assistant						
71	18625	Graphics Computer Aided Designer-Operator						
38	18728	Information Resource Officer						
06	18766	Legal Researcher/ Librarian						
71	18806	Urban Design Assistant (Policy & Built Form)						
33	18839	Telecommunications Planner						

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05	18880	Senior Payroll Clerk, 35	213	01		41,674	798.35	22.81
		Attendance		02		43,464	832.65	23.79
05	18886	Senior Payroll Clerk,		03		45,255	866.95	24.77
		Compensation		04		47,100	902.30	25.78
38	18917	Capital						
		Accounts Analyst						
39	19507	cut Repair						
		Technologist						
06	19532	Claims Investigator						
39	19560	Senior General						
		Services						
		Investigator						
39	19578	Noise Control						
		Technician						
39	19581	Programmes Assistant						
39	19598	Senior control						
		Officer-S.A.C.						
03	19607	Graphic Designer						
03	19608	Darkroom Technician-						
		Photographer						
36	29305	Planning Assistant-						
		Forestry						
39	10101	Land Survey Tech 35	214	01		43,464	832.65	23.79
		Services Assistant		02		45,255	866.95	24.77
39	10103	Senior Land Survey/ Draughtsman/Woman		03		47,100	902.30	25.78
				04		48,909	936.95	26.77
39	10109	Building Encroachment						
		Survey Inspector						
36	10114	Survey Technologist						
39	10127	Senior Technical						
		Services Technician						
71	10183	Design Technologist						
03	10188	Graphic Designer/ Consultant						
33	10192	Draughtsman/woman (Supernumerary)						
71	10401	Community Development Officer						

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38	10416	Assistant Maintenance Supervisor	35	214	01	43,464	832.65	23.79
					02	45,255	866.95	24.77
34	10532	Adult Protective Services Worker			03	47,100	902.30	25.78
					04	48,909	936.95	26.77
03	11001	Archivist						
03	11005	Conservator						
09	11310	Standards and Specifications Inspector						
33	11901	Senior Real Estate Technologist						
71	*11932	Research Request Analyst						
09	11974	Market Analyst						
39	11976	Traffic Analyst						
05	11999	Research & Planning Analyst						
03	12034	Senior Committee Assistant						
34	12153	Health Information Analyst						
09	12190	Data Base Analyst						
03	12331	Translator/Interpreter						
03	12346	Council Information Clerk						
39	12476	Technical Assistant and Secretary to the Director, Environmental & systems Engineering						
09	12740	Equipment cost Analyst						
05	12765	Administration & Budget Officer						
39	12970	Senior Control Officer-court Proceedings						
10	18139	Co-ordinator, Network Services						
03	18222	Assistant coordinator, Toronto Mayor's Committee on Community						
38	18415	Mechanical Technician						

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38	18452	Housing Research Analyst	35	214	01	43,464	832.65	23.79
					02	45,255	866.95	24.77
38	18453	City Home Policy Analyst			03	47,100	902.30	25.78
38	18455	Housing Policy Analyst			04	48,909	936.95	26.77
38	18464	Housing Communications officer						
10	18486	Research Officer						
03	18546	Information Officer/Interpreter (Sign)						
33	18819	Senior Telecommunications Planner						
33	18831	Policy Planner						
10	18893	Research Analyst						
38	18907	Coordinator, Accounting Systems						
33	18914	Portfolio Analyst						
39	18935	Research Analyst						
11	18942	senior Classification Analyst (A.R./J.E.)						
31	19510	Building Inspector "U"						
33	19522	Property Rentals Manager						
33	19528	Property Inspector-Estimator						
39	19538	Fence By-law Technician						
39	19539	Traffic Investigator						
10	28375	Co-ordinator International Literacy Year						
71	28521	Access Implementation Consultant						
39	10102	Sr. Mapping Design Draughtsman/Woman	35	215	01	45,255	866.95	24.77
					02	47,100	902.30	25.78
39	10105	Senior Public Utilities Draughtsman/Woman			03	48,909	936.95	26.77
					04	50,681	970.90	27.74
39	10119	Senior Design Draughtsman/Woman						
34	10566	public Health Dietitian-Healthiest Babies Possible						
03	11002	Senior Archivist						
03	11003	Curator, Market Gallery						
31	12105	Computer Systems Programmer						

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05	12126	Cost Accounting Unit supervisor	35	215	01	45,255	866.95	24.77
05	12150	Tax Accounting Analyst			02	47,100	902.30	25.78
33	12164	Computer Programmer			03	48,909	936.95	26.77
05	12177	Pension Accountant			04	50,681	970.90	27.74
10	12178	Computer Programmer						
10	12181	Information Centre Support Analyst						
03	12187	Indexing & Systems Co-ordinator						
05	12507	Accounting Analyst						
05	12511	Receivable Unit supervisor						
39	12574	Sr. Engineering Systems Technician- Grade 3						
39	12712	Budget & Financial Control Clerk						
05	12723	Accounts Control Analyst						
71	*12724	Computer Programmer						
05	12768	Employee Benefits Analyst						
05	12775	Accounting Analyst						
71	12778	Senior Computer Aided Design Operator						
36	12780	Financial Analyst						
34	18039	community Environmental Health Officer						
38	18115	Computer Programmer/Analyst						
31	18163	Zoning Building Plan Examiner Gr 2						
03	18191	systems Administrator-UNIX						
31	18223	Plumbing and Sign Examiner						
36	18392	Urban Forestry Designer						
02	18408	Audit systems Program						
31	18419	Building Inspector "S"						
31	18420	Building Inspector "T"						

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10	18481	Administrative Systems officer	35	215	01	45,255	866.95	24.77
					02	47,100	902.30	25.78
71	18484	Senior Graphics Computer Aided Designer-Operator			03	48,909	936.95	26.77
					04	50,681	970.90	27.74
05	18641	Computer Programmer						
10	18701	Computer Acquisition Co-ordinator						
06	18779	Systems Support Specialist						
33	18842	Facility Designer						
34	18858	CDPCNU Coordinator						
38	18916	Financial Analyst						
39	18934	Computer Programmer						
39	18936	Co-ordinator- Material Recycling						
39	18937	Co-ordinator- Material Reduction						
31	19502	Building Inspector (Supernumary)						
31	19503	Building Inspector "N"						
31	19509	Plumbing Inspector (Supernumary)						
31	19512	Building Inspector "K"						
31	19518	Building Plan Examiner						
34	19534	Public Health Inspector						
31	19599	Building Inspector, Grade 3						
71	22778	Senior Computer Aided Design Operator						
36	10005	Park Designer	35	216	01	47,100	902.30	25.78
39	10110	Land Survey Party Chief			02	48,909	936.95	26.77
34	10507	Tuberculosis and Respiratory Disease Nurse			03	50,681	970.90	27.74
					04	52,490	1005.55	28.73
34	10513	District Public Health Nurse						
34	10514	Environmental Officer						

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34	10521	Public Health Nurse-STD	35	216	01	47,100	902.30	25.78
34	10567	Community Nutritionist			02	48,909	936.95	26.77
34	10569	Community Health Officer			03	50,681	970.90	27.74
34	10587	Community Street Worker			04	52,490	1005.55	28.73
05	11319	Senior Accounts Analyst						
10	11984	Technical Planner						
05	12151	Senior Analyst, Taxation & Assessment						
39	12188	Traffic Engineering Systems Analyst						
05	12588	Capital Funds Analyst						
05	12702	Risk Management Analyst						
38	18149	Business Systems Analyst						
05	18185	Senior Accounts Analyst						
31	18401	Building Inspector "A"						
39	18586	Digital Survey Technologist						
34	18726	community Projects Officer-AIDS						
06	18757	Paralegal-Zoning						
06	18763	Paralegal-Real Estate & Comm.						
33	18837	Design Technologist						
33	18841	Senior Facility Designer						
34	18980	Aids Educator						
31	19500	Building Inspector "I"						
31	19506	Building Inspector "M"						
38	19508	Program Officer						
31	19511	Heating Ventilation & Air-conditioning Inspector (Supernumerary)						
31	19514	Zoning Plan Examiner						
33	19550	Senior Property Manager						
31	19553	Building Inspector "O"						

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36	10003	Landscape Architect	35	217	01	48,909	936.95	26.77
39	10124	Mapping & Draughting Technologist			02	50,681	970.90	27.74
36	10169	Parks Planner			03	52,490	1005.55	28.73
71	*10178	Planning Design Co-ordinator			04	54,317	1040.55	29.73
05	10201	Financial Analyst						
39	10227	Engineering Systems Technician - Grade 4						
39	10508	Public Health Nurse-Mental Health Specialist						
34	10572	Public Health Prosecutor						
09	11305	Senior Buyer						
31	11570	Zoning Building Plan Examiner						
38	11963	Sr. Housing Policy Analyst						
02	12106	Audit Analyst						
02	12107	Supervisor • Prepayment Audit						
02	12108	Supervisor of Payroll Audit						
05	12139	Supervisor, Deductions						
10	12180	Systems Maintenance Programmer						
05	12505	Accounting Analyst						
05	12512	Supervisor, Employee Benefits						
05	18089	Supervisor, Compensation						
33	18101	senior Policy Planner						
36	18217	Systems & Research Consultant						
36	18388	Urban Forestry Planner						
34	18603	Assistant Co-ordinator, Nutrition Programs						

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06	18758	Paralegal-	35	217	01	48,909	936.95	26.77
		Legal services			02	50,681	970.90	27.74
06	18764	Paralegal-			03	52,490	1005.55	28.73
		Prosecutions			04	54,317	1040.55	29.73
31	18875	Enforcement Inspector						
05	18993	supervisor, Payroll						
		Production Control						
31	19513	Zoning Plan Examiner						
31	19549	Building Inspector "L"						
31	19552	Housing Inspector-Grade 1						
		(Supernumerary)						
31	19566	Building Code Advisor						
34	10510	Multicultural Health	35	218	01	50,681	970.90	27.74
		Consultant			02	52,490	1005.55	28.73
34	10515	Rehabilitation &			03	54,317	1040.55	29.73
		Adult Health Consultant			04	56,107	1074.85	30.71
34	10516	Parent & Child Health						
		Consultant						
34	10517	Education Consultant-						
		Health Promotion &						
		Advocacy						
34	10519	School Health Consultant						
34	10523	Area Education						
		Consultant-Community						
		Health Promotion						
		Services						
34	10568	Health Promotion						
		Consultant						
34	10570	Health Education						
		Consultant						
34	10573	Industrial Hygiene						
		Consultant						
34	10574	Research Consultant						
34	10577	Education Consultant-						
34	10588	Clinical Nurse						
		Specialist						

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31	11302	Zoning Code Assistant	35	218	01	50,681	970.90	27.74
					02	52,490	1005.55	28.73
33	11902	Real Estate Appraiser & Negotiator			03	54,317	1040.55	29.73
					04	56,107	1074.85	30.71
02	12104	Supervisor-Business & Reality Tax Audit						
05	12129	Supervisor-Financial Reporting Section						
39	18023	Energy Consultant						
39	18024	Environmental Evaluation Analyst						
34	18307	E.H.S. Program Planning Consultant						
31	18458	Building Inspector Grade 2						
34	18500	Health Area Epidemiologist						
34	18526	Co-ordinator, Mental Health Programs						
33	18849	Relocation Coordinator						
31	19519	Senior Plan Examiner						
31	19520	Building Inspector "C"						
31	19533	Building Inspector "G"						
31	11543	Zoning Consultant	35	219	01	52,490	1005.55	28.73
11	12552	Cost & Receivable Branch Supervisor - Operations Section			02	54,317	1040.55	29.73
					03	56,107	1074.85	30.71
					04	57,916	1109.50	31.70
05	12592	Supervisor - Financial Reporting Section						
31	18162	Zoning Building Plan Examiner						
33	18825	Specifications Coordinator						
33	18826	Estimator						
31	19529	Building Inspector "F"						

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71	10407	Economic Dev. Officer	35	220	01	54,317	1040.55	29.73
71	10423	Community Improvement Planner - Design			02	56,107	1074.85	30.71
71	10428	Urban Designer A (Capital Projects)			03	57,916	1109.50	31.70
					04	59,670	1143.10	32.66
33	11903	Senior Real Estate Appraiser & Negotiator						
71	11907	Accessibility Planner						
71	11931	Research Planner/ Programmer						
71	11936	Area Planner "A"						
71	11937	Policy Planner "A"						
71	11938	Development Control Planner "A"						
71	11939	Research Planner "A"						
71	12303	International officer						
71	18802	Urban Designer A (Policy & Built Form)						
33	18840	Facility Planner						
33	18894	Portfolio Planner						
71	22303	International Officer						
31	18457	Building Inspector Grade 1	35	221	01	56,107	1074.85	30.71
					02	57,916	1109.50	31.70
33	18829	construction Co-ordinator			03	59,670	1143.10	32.66
					04	60,565	1160.25	33.15
			35	222	01	57,916	1109.50	31.70
					02	59,670	1143.10	32.66
					03	61,497	1178.10	33.66
					04	63,306	1212.75	34.65
33	18818	Senior Facility Planner	35	223	01	59,670	1143.10	32.66
					02	61,497	1178.10	33.66
					03	63,306	1212.75	34.65
					04	65,096	1247.05	35.63
			35	224	01	61,497	1178.10	33.66
					02	63,306	1212.75	34.65
					03	65,096	1247.05	35.63
					04	66,905	1281.70	36.62

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71	10412	Senior Economic Development Officer	35	225	01	63,306	1212.75	34.65
71	10424	Urban Designer B (Capital Projects)			02	65,096	1247.05	35.63
					03	66,905	1281.70	36.62
					04	68,750	1317.05	37.63
71	11557	Systems Analyst "B"						
71	11558	Research Planner "B"						
71	11942	Policy Planner "B"						
71	11943	Development Control Planner "B"						
71	11944	Area Planner "B"						
71	18786	Urban Designer B (Policy & Built Form)						
33	18821	Project Manager						
			35	226	01	65,096	1247.05	35.63
					02	66,905	1281.70	36.62
					03	68,750	1317.05	37.63
					04	70,650	1353.45	38.67
39	11913	Engineering Systems Technician - Trainee	35	230	01	27,515	527.10	15.06
					02	29,232	560.00	16.00
					03	30,913	592.20	16.92
					04	32,648	625.45	17.87
					05	34,457	660.10	18.86
					06	36,229	694.05	19.83
					07	38,093	729.75	20.85
39	18356	Assistant Street Allowance Control Officer - Trainee	35	231	01	27,515	527.10	15.06
					02	28,300	542.15	15.49
					03	29,232	560.00	16.00
39	18396	By-Law Administration & Enforcement-Trainee			04	30,036	575.40	16.44
					05	30,913	592.20	16.92
39	10129	Draughtsman/Woman - Trainee	35	233	01	32,630	625.10	17.86
					02	34,457	660.10	18.86
					03	36,248	694.40	19.84
					04	38,093	729.75	20.85

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
39	12974	Technical Clerk- Trainee	35	234	01	27,515	527.10	15.06
					02	28,300	542.15	15.49
39	18647	Noise Control Inspector Trainee			03	29,232	560.00	16.00
					04	30,036	575.40	16.44
39	18648	Environmental Technician-Trainee			05	30,913	592.20	16.92
39	19584	Contract Inspector Trainee	40	235	01	29,420	563.60	14.09
					02	32,865	629.60	15.74
					03	36,248	694.40	17.36
31	19597	Building Inspector "II" - Trainee	35	236	01	41,674	798.35	22.81
					02	43,464	832.65	23.79
					03	45,255	866.95	24.77
39	10121	Engineering Survey Rodman/Woman (Range)	40	237	01	31,445	602.40	15.06
					02	33,408	640.00	16.00
					03	35,329	676.80	16.92
					04	37,292	714.40	17.86
39	10120	Engineering Survey Instrumentman/Woman (Range)	40	238	01	39,380	754.40	18.86
					02	41,426	793.60	19.84
					03	43,535	834.00	20.85
					04	45,560	872.80	21.82
39	10118	Engineering Survey Party Chief (Range)	40	239	01	53,829	1031.20	25.78
					02	55,896	1070.80	26.77
					03	57,921	1109.60	27.74
					04	59,988	1149.20	28.73
			40	251	01	20,713	396.80	9.92
					02	22,425	429.60	10.74
					03	24,096	461.60	11.54
					04	25,870	495.60	12.39
					05			
					**06	25,870	495.60	12.39

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
			40	252	01	22,425	429.60	10.74
					02	24,096	461.60	11.54
					03	25,870	495.60	12.39
					04	27,499	526.80	13.17
					05			
					**06	27,499	526.80	13.17
36	**13907	Bath Attendant - Light Duty	40	253	01	24,096	461.60	11.54
					02	25,870	495.60	12.39
					03	27,499	526.80	13.17
					04	29,253	560.40	14.01
					05			
					**06	29,253	560.40	14.01
			40	254	01	25,870	495.60	12.39
					02	27,499	526.80	13.17
					03	29,253	560.40	14.01
					04	30,902	592.00	14.80
					05			
					**06	30,902	592.00	14.80
			40	255	01	27,499	526.80	13.17
					02	29,253	560.40	14.01
					03	30,902	592.00	14.80
					04	32,656	625.60	15.64
					05			
					**06	32,656	625.60	15.64
33	**12216	City Hall Storekeeper	40	256	01	29,253	560.40	14.01
33	**12218	Public Weighmaster			02	30,902	592.00	14.80
					03	32,656	625.60	15.64
					04	34,410	659.20	16.48
					05			
					**06	34,410	659.20	16.48

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Job</u>	<u>Occp'n</u> <u>Code</u>	<u>Position</u>	<u>Hours</u> <u>of</u> <u>Work</u>	<u>Wage</u> <u>Code</u>	<u>Incr</u> <u>Step</u>	<u>Annual</u> <u>Rate</u>	<u>Weekly</u> <u>Rate</u>	<u>Hourly</u> <u>Rate</u>
09	12210	Material Supply Clerk	40	257	01	30,902	592.00	14.80
		Warehouse			02	32,656	625.60	15.64
		(Range)			03	34,410	659.20	16.48
33	**12217	Receiving and			04	36,269	694.80	17.37
		Shipping Clerk			05			
09	12269	Material Planning			**06	36,269	694.80	17.37
		Clerk (Range)						
33	18804	Security Officer						
39	**12321	Dispatcher-Operations	40	258	01	32,656	625.60	15.64
36	18390	Parks & Urban			02	34,410	659.20	16.48
		Forestry Materials			03	36,269	694.80	17.37
		Control Clerk			04	38,043	728.80	18.22
39	19540	Traffic Counter-			05			
		10 hr. day			**06	38,043	728.80	18.22
		4 day wk (Range)						
36	11209	Fitness Instructor	40	259	01	34,410	659.20	16.48
		(Range)			02	36,269	694.80	17.37
09	12073	Garage Records Clerk			03	38,043	728.80	18.22
		(Range)			04	39,860	763.60	19.09
33	**18460	Foreman/Woman			05			
		Eastern Booth			**06	39,860	763.60	19.09
39	**19542	Inspector-						
		Patrolman/Woman						
39	**19544	Inspector-Sewer						
		Photography						
09	12209	Sr Material Supply	40	260	01	36,269	694.80	17.37
		Clerk-Warehouse			02	38,043	728.80	18.22
		(Range)			03	39,860	763.60	19.09
09	12268	senior Material			04	41,635	797.60	19.94
		Planning Clerk			05			
		(Range)			**06	41,635	797.60	19.94
33	**13206	City Hall						
		Foreman/Woman						
33	**13259	District Property						
		Foreman/woman						
33	**13261	Foreman/Woman -						
		Scadding/Richmond						
33	**18435	Market Events						
		Co-ordinator						

COLUMN 1Effective January 1st, 19
to December 31st, 1992'

<u>Dept</u>	<u>Occp'n</u> <u>Code</u>	<u>Position</u>	<u>Hours</u> <u>of</u> <u>Work</u>	<u>Wage</u> <u>Code</u>	<u>Incr</u> <u>Step</u>	<u>Annual</u> <u>Rate</u>	<u>Weekly</u> <u>Rate</u>	<u>Ho</u> <u>R.</u>
33	**18439	Set-up Foreman/Woman	40	260	01	36,269	694.80	17.0
39	**18471	Foreman/Woman-Shops			02	38,043	728.80	18.0
39	**19111	Foreman/Woman- Sanitation			03	39,860	763.60	19.0
39	**19120	Foreman/Woman- Sanitation- Bulk Lift			04	41,635	797.60	19.9.
					05			
	**06					41,635	797.60	19.94
36	**19205	Parks Foreperson						
39	**19545	Inspector- Combustible Gas						
39	**19546	Inspector- Operations Equipment						
39	19561	General Services Investigator (Range)						
39	**12320	Chief Dispatcher	40	261	01	38,043	728.80	18.22
36	13003	Recreationist (Range)			02	39,860	763.60	19.09
39	**13236	Foreman/Woman - Street Cleaning			03	41,635	797.60	19.94
					04	43,430	832.00	20.80
					05			
	**06					43,430	832.00	20.80
39	**16215	Foreman/Woman- Traffic Signs & Pavement Markings						
39	**18042	Leak Detection Technician-Grade 1						
36	**18386	Tree Nursery Technician						
38	18416	Groundskeeping Foreman/Woman						
36	**19304	Special Forestry Services Foreman/Woman (Supernumerary)						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>pt</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
36	**19505	Arborist Inspector	40	261	01	38,043	728.80	18.22
36	**19517	Arborist Technician			02	39,860	763.60	19.09
39	**19541	Inspector-Underground			03	41,635	797.60	19.94
39	**19547	Inspector-Emergency Services			04	43,430	832.00	20.80
					05			
39	19582	Cut Repair Inspector- Planning & Programing (Range)			**06	43,430	832.00	20.80
33	**13218	Foreman/Woman-St. Lawrence for the Arts	40	262	01	39,860	763.60	19.09
					02	41,635	797.60	19.94
33	**13254	Building Supervisor- St. Lawrence Complex			03	43,430	832.00	20.80
					04	45,226	866.40	21.66
39	**16216	Foreman/Woman-Surface- Asphalt			05			
					**06	45,226	866.40	21.66
39	**16218	Foreman/Woman- Underground						
39	**16903	Foreman/Woman- Bridges & Subways						
33	**16905	General Maintenance Construction Foreman/Woman - Property						
36	18366	Leadership Development Co-ordinator: Part-Time Staff						
36	18367	Co-ordinator Special Projects						
36	18385	Integrated Pest Management Inspector (Range)						
38	**18418	Maintenance Foreman/woman						
36	**18539	Resident Farm Superintendent- Riverdale Farm						
33	**19408	Foreman/Woman - Mechanical Maintenance						

COLUMN 1

Effective January 1st, 1991
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hour Rate</u>
39	**19416	Foreman/Woman Sewer cleaning	40	262	01	39,860	763.60	19.01
					02	41,635	797.60	19.91
36	**19515	Arborist Technician- Hydro Services			03	43,430	832.00	20.80
					04	45,226	866.40	21.66
39	**19543	Inspector-Surface			05			
					**06	45,226	866.40	21.66
36	10571	Employee Health & Fitness Co-ordinator (Range)	40	263	01	41,635	797.60	19.94
					02	43,430	832.00	20.80
36	11207	Parks Superintendent- Allan Gardens			03	45,226	866.40	21.66
					04	47,022	900.80	22.52
39	11992	Technician Equipment Control			05			
					**06	47,022	900.80	22.52
36	13255	Foreman/woman-Grade 1 Park Maintenance & Mechanical (Range)						
39	**15007	Foreman/Woman-Services						
36	18355	Parks Development Superintendent						
36	18365	Leadership Development Co-ordinator-Aquatics						
36	11213	Recreation/Community Centre Co-ordinator II (Range)	40	264	01	43,430	832.00	20.80
					02	45,226	866.40	21.66
					03	47,022	900.80	22.52
					04	48,817	935.20	23.38
33	**19415	Heating & Air Conditioning Mechanic Mechanic			05			
					**06	48,817	935.20	23.38
39	19568	Contract Inspector (Range)						
39	**19580	Inspector- special Services						

COLUMN 1Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
36	11216	Recreation/Community Centre Coordinator I (Range)	40	265	01	45,226	866.40	21.66
					02	47,022	900.80	22.52
					03	48,817	935.20	23.38
					04	50,613	969.60	24.24
36	14004	Machine Shop Technician (Range)			05			
					**06	50,613	969.60	24.24
09	**14202	Automotive Equipment Foreman/Woman						
36	19207	Nursery Technician (Range)						
36	19410	Refrigeration & Filtration Plant Technician (Range)	40	266	01	47,022	900.80	22.52
					02	48,817	935.20	23.38
					03	50,613	969.60	24.24
					04	52,430	1004.40	25.11
					05			
					**06	52,430	1004.40	25.11
39	**14002	Foreman/Woman - Machine Shop	40	267	01	48,817	935.20	23.38
					02	50,613	969.60	24.24
					03	52,430	1004.40	25.11
					04	54,163	1037.60	25.94
					05			
					**06	54,163	1037.60	25.94
39	19575	Contract Inspector Utilities (Range)	40	268	01	50,613	969.60	24.24
					02	52,430	1004.40	25.11
					03	54,163	1037.60	25.94
					04	56,042	1073.60	26.84
					05			
					**06	56,042	1073.60	26.84
33	19525	Estimator-Construction Property (Range)	40	269	01	52,430	1004.40	25.11
					02	54,163	1037.60	25.94
					03	56,042	1073.60	26.84
33	19526	Estimator-Electrical-Property (Range)			04	57,879	1108.80	27.72
					05			
					**06	57,879	1108.80	27.72
33	19527	Estimator-Plumbing & Heating-Property (Range)						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
33	19504	Senior Inspector (Range)	40	270	01	54,163	1037.60	25.94
					02	56,042	1073.60	26.84
					03	57,879	1108.80	27.72
					04	59,612	1142.00	28.55
					05			
					**06	59,612	1142.00	28.55
33	16904	Project Co-ordinator- Property (Range)	40	271	01	56,042	1073.60	26.84
					02	57,879	1108.80	27.72
					03	59,612	1142.00	28.55
					04	61,408	1176.40	29.41
					05			
					**06	61,408	1176.40	29.41
			40	272	01	57,879	1108.80	27.72
					02	59,612	1142.00	28.55
					03	61,408	1176.40	29.41
					04	63,120	1209.20	30.23
					05			
					**06	63,120	1209.20	30.23
			40	281	01	25,870	495.60	12.39
33	23264	Coat Room Attendant	40	282	01	28,146	539.20	13.48
33	13226	Lavatory Attendant	40	283	01	30,360	581.60	14.54
33	13227	Lavatory Custodian	40	284	01	32,656	625.60	15.64
33	13233	Cleaner (days)						
33	13234	Cleaner (afternoons)						
33	12221	Stockroom Attendant	40	285	01	34,932	669.20	16.73
33	13109	City Hall Special Constable						
33	13217	St. Lawrence Hall Doorman/Woman						
33	13229	City Hall Floor Finisher						
33	13230	Parking & Garage Attendant (days)						
33	13232	Underground Garage Attendant						

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>apt</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage Code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourly Rate</u>
33	13250	General Cleaner	40	285	01	34,932	669.20	16.73
03	19039	Pool Chauffeur						
33	28874	St. Lawrence Hall Door Attendant						
33	28881	Parking Attendant- Special City Property						
39	12316	Courier-General Services	40	286	01	37,292	714.40	17.86
33	13220	Building Custodian- St. Lawrence Complex						
33	13228	Council & committee Room Attendant- Sergeant-at-Arms						
33	13249	Building Custodian- St. Lawrence Centre for the Arts						
38	18614	Courier						
33	28873	Building Custodian- St. Lawrence Complex Special City Property						
31	13904	Server	35	286	01	37,292	714.40	17.86
34	12301	Courier	40	287	01	39,630	759.20	18.98
71	*11021	Library/Information Assistant- Part-time	17.5	288	01	16,315	312.55	17.86
					02	17,229	330.05	18.86
					03	18,124	347.20	19.84
34	20530	Dental Assistant Part-time			04	19,047	364.88	20.85

COLUMN 1

Effective January 1st, 1992
to December 31st, 1992

<u>Dept</u>	<u>Occp'n Code</u>	<u>Position</u>	<u>Hours of Work</u>	<u>Wage code</u>	<u>Incr Step</u>	<u>Annual Rate</u>	<u>Weekly Rate</u>	<u>Hourl Rat</u>
33	62047	General Clerk (M.E.T.P.)	35	277	01	14,452	276.85	7.91
					02	18,032	345.45	9.87
38	62232	Records Clerk Trainee (M.E.T.P.)			03	15,657	299.95	8.87
					04	18,032	345.45	9.87
34	62904	Office Clerk (M.E.T.P.)			05	21,632	414.40	11.84
					06	19,293	369.60	10.56
10	68345	Administrative Clerk (M.E.T.P.)			07	19,110	366.10	10.46
					08	20,225	387.45	11.07
					09	21,376	409.50	11.70
					10	23,714	454.30	12.98
					11	15,054	288.40	8.24
					12	18,014	345.10	9.86
					13	24,116	462.00	13.20
					14	19,257	368.90	10.54
				278	01	21,673	415.20	10.38
					02	27,102	519.20	12.98

**SINGLE RATE POSITIONS ONLY

NOTE :

The wage and salary information is based on positions in effect as of January 1st 1992.

Any change to the position information and rates set out in this schedule subsequent to the January 1st, 1992 date, have been or will be published in the Official Wage Codes.

Supplementary **Memorandum of Agreement** made this 10th day of July, 1991 between the Negotiating Committees of the Corporation of the City of Toronto and Canadian Union of Public Employees, Local Union No. 79.

PERMANENT PART-TIME EMPLOYEES: PILOT PROJECT

The undersigned representatives of the parties do hereby agree to recommend complete acceptance of all terms of this Supplementary Memorandum to their respective principals.

Further, the parties agree to enter into a pilot project for employees wishing to work part-time commencing with the ratification of this Memorandum of Agreement which will run concurrently with the 1991 Collective Agreement.

"Prior to an employee agreeing to take a part-time pilot project position, the City shall furnish the employee with a detailed calculation of all payroll deductions applicable to the part-time position, including the cost of benefits, etc., so that the employee is fully aware of their additional costs associated with the part-time position. Further, prior to an employee agreeing to participate, the City shall explain to the employee the effects of their participation in the Pilot Project with respect to W.C.B., U.I.C., sick pay gratuity, L.T.D. and pension."

1. SCOPE

The decision to create the part-time (permanent) jobs to be included in this project will be at the discretion of the Department Head and subject to Council approval if significant functional changes are made to the job. The position so created will be from Schedule "A". The position so created will have regularly scheduled hours of 28/32, 35/40, 42/48, 49/56 or 56/64 hours per bi-weekly pay period.

2. PROBATIONARY PERIOD

Probationary period shall be 6 continuous calendar months, calculated from the first date of hire (if not already established by full-time employment).

3. ENTRY INTO/EXIT OUT OF PILOT PROJECT

The filling of such positions will be through the promotion process including Article 28 (request for transfer). That all part-time positions be designated as such and include the number of hours and number of days per bi-weekly period on any promotional call. Part-time positions shall be only advertised internally and filled by internal applicants unless there are no qualified internal applicants. Part-time employees who are promoted to a full-time position and full-time employees who

Continued...

are promoted to a part-time position will be subject to the reversion provisions of the Collective Agreement. The Department shall provide a written explanation to all employees who are denied the opportunity to participate in the project outlining the reasons for the denial.

4. MATERNITY LEAVE - RETURN TO WORK

A full-time employee wishing to work part-time upon returning from Maternity Leave will submit such request in writing to the Department Head who will make every effort to accommodate such request. If the Department Head cannot accommodate such request, the request will be immediately referred to the Executive Director of Management Services who will make every effort to secure a comparable part-time position elsewhere within the Civic Service.

5. REVERSION

See No. 3 above. If the Pilot Project is terminated, employees will be returned to their former full-time positions. All employees participating in the project shall, upon ~~the~~ employees' request, return to their former full-time positions on January 1, providing they serve notice in writing to the employer by October 31 of the previous year. For the purposes of this Pilot Project, part-time employees who are transferred to a full-time position and full-time employees who are transferred to a part-time position shall have the right to revert back to their former position within the first three months.

6. SENIORITY DATE

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Seniority date shall be the first date of hire, established for each employee immediately following completion of the Probationary Period (if not already established by full-time employment).

7. SENIORITY (LENGTH OF SERVICE)

Seniority shall be calculated from the first date of hire and, for the period of part-time employment, shall accrue on a pro-rata basis, calculated on the basis of paid hours (except overtime paid at time-and-one-half).

Continued...

8. PORTABILITY OF RIGHTS. BENEFITS. PRIVILEGES

All employees who participate in this pilot project will retain all rights, benefits, privileges, etc., which they have accumulated. Service accumulated in both full-time and part-time service shall be calculated towards the employee's length of service and entitlements.

9. BENEFITS

Benefits (hospitalization, group life, medical, dental, LTD insurance) shall be available to an employee who has completed the Probationary Period in accordance with the following schedule. All benefits are optional with the exception of O.H.I.P. which is in accordance with Article 12.01.

<u>Regular</u> <u>Bi-Weekly Schedule</u>	<u>City Pays</u>	<u>Employee Pays</u>
28/32	40%	60%
35/40	50%	50%
42/48	60%	40%
49/56	70%	30%
56/64	80%	20%

Effective the first of the month following ratification by the parties, the City will pay 100% of the Long Term Disability Insurance premiums for employees who qualify for benefit coverage.

An employee may opt into the benefit schedule upon commencement of participation in the Pilot Project. There will be three open periods in each year to enroll in or cancel coverage in said benefits, namely, January 1-15, May 1-15 and September 1-15.

In the event an employee is paid any number of hours in excess of his/her regular schedule (i.e., vacation, paid leave and any other approved leaves of absence, but excluding unscheduled designated holidays), said employee will be placed in the next appropriate benefit schedule and the City will pay the premiums accordingly for the subsequent premium month.

In the case of any hours paid (excluding unscheduled designated holidays) in excess of the maximum benefit schedule by an employee, the City shall, for the next subsequent month, pay 100% of the benefit premiums.

Continued...

10. SICK PAY

- a) Employees to be entitled to the use of Sick Pay Credits commencing on the first day of the month following completion of the Probationary Period (not already established by full-time employment).
- b) For each month of unbroken service, Sick Pay Credits will be pro-rated according to the employee's paid hours using the formula of .06897/hrs. for each paid hour.

Scheduled days off will not be considered as breaking a month's service.

- c) Sick Pay **Gratuity** will be paid in accordance with the Collective Agreement and the "Period" will be pro-rated according to the employee's length of service compared to full-time service.

11. VACATIONS

cc-1
 Vacation Entitlement will be earned in accordance with the provisions of the Collective Agreement. Payment will be pro-rated according to the employee's paid hours (except overtime paid at time-and-one-half). The City confirms that vacation entitlement is provided on a calendar year basis.

12. LEAVES OF ABSENCE

All provisions in present Collective Agreement are applicable with modification where necessary.

13. DESIGNATED HOLIDAYS AND FLOAT DAY

- a) Any employee who has worked for eight shifts in the two pay periods preceding a designated holiday shall be entitled to all provisions.
- b) **Any** employee who works on a day so designated as a holiday shall be paid by the City at the rate of time-and-one-half for time worked and in addition shall be paid for his normal shift at his regular rate of pay.
- c) Floater - 1/2 day is applicable.

Effective the first full pay period following ratification by the parties, 1/2 day additional floater.

Continued ...

14. PENSIONS

Calculations of OMERS pension benefit to be on the basis of pro-rated part-time service and annualized salary using OMERS formula. Pension benefits for employees covered by the Civic Pension Plan will be in accordance with By-Law 380-74 as amended by By-Law 382-86.

15. PREMIUM PAY PROVISIONS

- a) Apply to all employees who work greater than 7/8 hours per day or 35/40 hours per week.
- b) Lieu time not applicable to part-timers.

16. TECHNICAL AMENDMENTS/CONTRACT PROVISIONS

The Collective Agreement to be amended to refer to "working days and/or scheduled working days" accordingly. All other applicable provisions of the Collective Agreement amended as necessary to apply.

17. GRIEVANCE PROCEDURE

Steps I and II employee related time limits will be doubled.

Step II (promotion grievance) time limit extended from 20 to 30 working days.

18. SCHEDULING

Where applicable, an employee will receive a meal break of at least one-half hour (1/2) and not in excess of one (1) hour.

The number of hours per day and the number of days per bi-weekly period shall be regularly scheduled. Any changes to the regular schedule shall occur with the mutual consent of the employee and employer.

Continued ...

19. **GRANDFATHER**

Employees who are working permanent part-time at the commencement of this pilot project will continue to enjoy the rights, privileges and benefits that they currently enjoy which are in excess of those being provided under this pilot project.

Continued ...

Entered into this 10th day of July, 1991, on behalf of:

**THE NEGOTIATING COMMITTEE
OF THE CORPORATION OF THE
CITY OF TORONTO**

**THE NEGOTIATING COMMITTEE OF
THE CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL UNION NO. 79**

R. F. W. Rae (signed)
Director of Labour Relations

Steven David (signed)
President

L. A. Reed (signed)
Senior Labour Relations Officer

Anne L. Dubas (signed)

C. [unclear] (signed)
[unclear] Relations Officer

J. Cowan (signed)

K. D. Middlebrook (signed)
Labour Relations Officer

R. Draxl (signed)

G. Husvar (signed)
Labour Relations Officer

M. Collins (signed)

David LaBelle (signed)

Irene Burness (signed)

Ed Leeds (signed)

Dennis Casey (signed)

L. Diotte (signed)

Ann Dembinski (signed)

Linda Jewett (signed)
Assigned CUPE Representative

LETTERS OF INTENT

THE PARTIES AGREE **THAT** THE FOLLOWING **LETTERS OF INTENT**
WILL NOT FORM **PART OF THE COLLECTIVE AGREEMENT**

- . ALTERNATE RATE
- . BREAK PERIOD, WASH-UP TIME
- . DEPARTMENT OF PUBLIC HEALTH - REORGANIZATION
PHASES I AND II
- . EMPLOYMENT EQUITY
- . ESTABLISHMENT CHANGES/VACANT PERMANENT POSITIONS
- . GENERAL LEAVE
- . HEALTH AND SAFETY
- . HOURS OF WORK
- . JOB EVALUATION (1)
- . JOB EVALUATION (2)
- . JOB SECURITY - NO CONTRACTING OUT
- . LEAVE OF ABSENCE
- . MEDICAL. COVERAGE
- . PENSION BENEFITS
- . PREGNANT EMPLOYEES USING V.D.T.s
- . QUARTERLY ESTABLISHMENT CHANGES/VACANT PERMANENT
POSITIONS
- . REHABILITATION AND RETRAINING
- . REORGANIZATION
- . REST PERIODS
- . TEMPORARY EMPLOYEES - SCHEDULING

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTERS OF INTENT - 1991/92

Enclosed are the Letters of Intent which were agreed to during our 1991/92 negotiations.

Yours truly

R. F. W. Rae
Director of Labour Relations

/jan
GBH

Enclosures

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian **Union of** Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Alternate Rate

This will confirm **that** the Finance Department will provide the Union **with** a quarterly **listing of** alternate-rated assignments which will include the following information:

- Name of employee;
- Expiry date **of** alternate-rated authorization;
- Occupation code **of** alternate-rated position;
- **Affiliation of** alternate-rated position.

Yours truly

R. F. W. Rae
Director of Labour Relations


GBH

79-2-91

BCC: Mr. G. H. Clarke, Commissioner, Finance

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Break Period, Wash-up Time

Where employees of Local 79 are employed in supervisory capacities in conjunction with employees belonging to Local 43, such employees shall receive the same consideration as is accorded Local 43 in the matter of break periods and wash-up time.

A summary of these provisions is as follows:

1. Two, 15-minute break periods, one in the morning and one in the afternoon; times scheduled at the discretion of Department Heads:
2. A 10-minute wash-up period just prior to the end of the working day.

52C-1

Yours truly

R. F. W. Rae
Director of Labour Relations

 /jan
GBH

79-9-91

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

**Department of Public Health
Reorganization Phases I and II**

This will confirm that the City and Local 79 agree ~~that~~, for the purposes of the Job Evaluation Programme and the pertinent provisions of the Collective Agreement, including the calculation of retroactivity, all jobs and/or positions involved in, arising out of, created by, or referred to in the Phase I (1980) and Phase II (1982) reorganizations of the Department of Public Health shall be deemed and treated as new jobs and/or positions.

Yours truly

R. F. W. Rae
Director of Labour Relations

 /jan
GBH

79-11-91

BCC: Dr. P. Kendall, Medical Officer of Health
Ms. J. **Ross**, Director, Job Evaluation
Mr. A. Stevenson, Executive Director, Management Services

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92


Employment Equity

This will confirm that the City and Local 79 agree that they shall continue to discuss during the term of the Collective Agreement ~~Employment~~ Equity issues. Priority items shall include:

- i) City-wide promotion **system**;
- ii) Increasing the opportunities for full-time permanent jobs for casual, part-time and temporary status employees
- iii) Promotion and/or up-grading **as opposed** to alternate rate;
- iv) improving training and development opportunities for employees in entry-level positions;
- v) Career planning, mining and development

Yours truly

R. F. W. Rae
Director of Labour Relations

 /jan
GBH

79-6-91

BCC: Mr. A. Stevenson, Executive Director, Management Services Department
Mr. K. Fielding, Director, Personnel Services Division
Ms. M. Dauphinee, Director, Equal Opportunity Division

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT- 1991/92

Establishment Changes/Vacant Permanent Positions

This will confirm that the City and Local 79 agree that they shall negotiate during the term of the Collective Agreement constructive changes to the promotional system. Priority items shall include:

- a) Ways and means to expedite the filling of vacant permanent positions;
- b) Job calls and examination process;
- c) Transfers;
- d) Qualification requirements;
- e) Career planning.

Yours truly

R. F. W. Rae
Director of Labour Relations

/Jan
GBH

79-17-91

BCC: Mr. A. Stevenson, Executive Director, Management Services
Mr. K. Fielding, Director, Personnel Services

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

General Leave

This will confirm that the City and Local 79 agree to further discuss during the term of the Collective Agreement an Extended Leave of Absence Policy. Such discussion to include terms and conditions for a funded leave plan.

Yours truly

R. F. W. Rae
Director of Labour Relations

_____/jan
GBH

79-3-91

BCC: Mr. A. Stevenson, Executive Director
Management Services Department

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Health and Safety

This will confirm that the City agrees to provide paid leave for one alternate Local 79 member to attend the Joint Occupational Health and Safety Coordinating Committee meetings. Local 79 will advise the Secretary of the Joint Occupational Health and Safety Committee once an alternate has been selected. In the event the regular voting member is unable to attend, the alternate will assume his/her responsibilities as the voting member representing the 79 bargaining unit, provided that only one bargaining unit representative will have voting rights at each meeting.

Yours truly

R. F. W. Rae
Director of Labour Relations


GBH

79-7-91

BCC: Mr. A. Stevenson, Executive Director, Management Services
Ms. A. Anderson, Director, Occupational Health, Safety
and Rehabilitation

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Hours of Work

Where it is proposed that flexible working hours, staggered hours or a compressed work week be established, the parties shall, for the purpose of discussion, set up a committee comprised of representatives of the Department(s) concerned, Local 79, and the Office of Labour Relations.

Yours truly

R. F. W. Rae
Director of Labour Relations

/jan
GBH

79-4-91

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Job Evaluation (1)

This will confirm **that the City and Local 79 agree that, on all City-initiated reviews which commenced on or after January 1, 1982 and prior to June 11, 1984, if the job evaluation programme results in an upward change in the wage grade, said upward change shall be effective and an incumbent shall be entitled to retroactive compensation from and after the date which is:**

Two pay periods prior to the earlier of:

- (a) The date upon which **the** incumbent was **initially** interviewed by the City, and
- (b) The date upon which the initial job description was prepared by the City.

Continued...

For the purposes of greater clarity, the City and Local 79 agree that paragraph one (1) shall not apply to new jobs, employee or Local 79-initiated maintenance review of jobs, jobs on the "Maintenance Backlog", jobs arising out of or in connection with reorganizations, or jobs which are the subject of a specific agreement between the parties.

The City and Local 79 further agree that paragraph one (1) shall not apply to the following:

- A. **Any** job which is the subject of an employee or Local 79 grievance, provided said grievance is **filed** no later than twenty-one (21) calendar days following June 10, 1984.
- B. Any job the incumbent of which has received retroactive compensation, and for which no grievance has been filed in accordance with the Collective Agreement.

The provisions of Article 15 of the Collective Agreement shall apply in the above (1, 2, 3) paragraphs of this Letter of Understanding.

The City and Local 79 agree that, in the event that any grievance referred to in 3.(A) above proceeds to arbitration, neither party shall rely upon, or introduce into evidence, this Letter of Understanding for the purpose of seeking to establish the appropriate retroactivity date.

Yours truly

R. F. W. Rae
Director of Labour Relations

/jan
GBH

79-12-91

BCC: Mr. A. Stevenson, Executive Director, Management Services
Ms. J. Ross, Director, Job Evaluation Division

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Job Evaluation (2)

The city agrees that the ~~Local 79 Job Evaluation Committee~~ shall consist of a minimum of three (3) ~~members (including the Chairman) paid by the City on an extended leave of absence.~~ An additional member shall be added to the Committee upon written application to the Director of Labour Relations as provided for in Article 16.08. ~~This~~ shall apply for the term of the operation of the 1991/92 Collective Agreement.

The City and the Union have agreed to provide that the wage rates for the Committee Chairman and the Committee members shall be a single wage rate and salary structure.

The Wage Grade for the Committee Chairman shall be Wage Grade 14.
The Wage Grade for the committee members shall be Wage Grade 12.

During any period of time that the committee members are on full-time leave of absence to act as members of the Job Evaluation Committee as provided in Article 16.08 of the Collective Agreement, they shall be paid at an alternate rate for the position as Committee members or Committee Chairman, as the case may be, or shall be paid at their classification rate, whichever is higher.

Continued...

The *City* shall furnish the Local 79 Job Evaluation Committee with an office when, in the opinion of the Commissioner of City Property, such space is available. Should such space become unavailable, Local 79 will receive 60 days notice prior to vacating their current premises. In the event that Local 79 relocate its business offices into larger quarters, Local 79 will make provisions to provide office space to their Job Evaluation personnel.

The City agrees to provide continued access to a computer terminal at no cost to Local 79.

Yours truly

R. F. W. Rae
Director of Labour Relations


GBH

79-13-91

BCC: Ms. V. West, Commissioner, City Property
Ms. J. Ross, Director, Job Evaluation Division
Mr. A. Stevenson, Executive Director, Management Services

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Job Security - No Contracting Out ✓

This will confirm that the City and Local 79 agree to establish a joint committee to explore the feasibility of returning work to the Local 79 bargaining unit which had been previously done by members of the bargaining unit and has since been contracted out.

Yours truly

R. F. W. Rae
Director of Labour Relations

 /jan
GBH

79-16-91

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local **NO. 79**
257 Adelaide **Street**, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Leave of Absence

This will confirm the parties' understanding that no statutory holiday occurring during a period of unpaid leave of absence will be paid for by **the** Corporation **but shall be dealt with** in accordance with Article 16.02 (Leave of Absence) of the Collective Agreement.

Yours truly

R. F. W. **Rae**
Director of Labour Relations

 /jan
GBH

79-8-91

BCC: Mr. G. H. Clarke, Commissioner, Finance

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Medical Coverage

This will confirm that the City and Local 79 agree that the City will continue to pay for all prescription drugs de-regulated during the currency of the Collective Agreement.

Yours truly

R. F. W. Rae
Director of Labour Relations


GBH

79-14-91

BCC: Mr. G. H. Clarke, Commissioner, Finance Department

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Pension Benefits

This will confirm that the City and Local 79 agree to meet, within 60 days following ratification by City Council, and attempt to negotiate improvements to the pension plans. Included in these negotiations will be: early retirement provisions, purchase of other government service, improved access to pensions, pensions based on the best thirty-six (36) months, cost of buy-back provisions to be amortized over several years and pension protection (i.e. retirement allowance). Local 79 agrees that any issues tabled during the course of these negotiations will not be tabled by them at Pension Benefits Advisory Committee meetings.

Yours truly

R. F. W. Rae
Director of Labour Relations


GBH

79-1-91

BCC: Mr. G. Clarke, Commissioner, Finance

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Pregnant Employees Using V.D.T.s

670-1
Any employee who is pregnant and who is scheduled to work with video display terminals (V.D.T.s) shall, upon her request, be assigned to other duties within the bargaining unit.

It is further understood that any reassignments shall be without loss of pay or benefits for the period between the re-assignment and the commencement of her leave of absence for maternity leave.

Yours truly

R. F. W. Rae
Director of Labour Relations


GBH

79-19-91

BCC: Mr. A. Stevenson, Executive Director, Management Services

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir.

LETTER OF INTENT - 1991/92

Quarterly Establishment Changes/Vacant Permanent Positions

This will confirm that the City will provide the Union with a quarterly **listing of all positions** in the bargaining unit, including:

- a) The "establishment" of each position.
- b) The number of permanent incumbents in each position.
- c) The number of temporary incumbents in each position.
- d) Listing of all permanent positions vacant for more than 90 days, indicating the status of each of these vacancies

Yours truly

R. F. W. Rae
Director of Labour Relations


GBH

79-18-91

BCC: Mr. A. Stevenson, Executive Director, Management Services
Mr. K. Fielding, Director, Personnel Services

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Rehabilitation and Retraining

This will confirm that, continuing during the term of this Collective Agreement, the City agrees to continue to meet with representatives of Local 79 for the purpose of jointly further developing the existing rehabilitation program.

The implementation of recommendations shall be the subject of continuing discussions and agreement where appropriate with the Local. Any appropriate future amendments to the Collective Agreement to be negotiated as required.

Yours truly

R. F. W. Rae
Director of Labour Relations

/jan
GBH

79-15-91

BCC: Mr. A. Stevenson, Executive Director, Management Services
Ms. A. Anderson, Director, Occupational Health, Safety and
Rehabilitation

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Reorganization

The City agrees to provide the Union **with a** current list of classifications **and** populations by Department, once annually.

Yours truly

R. F. W. Rae
Director of Labour Relations


GBH

79-10-91

BCC: A. Stevenson, Executive Director, Management Services

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Rest Periods

It is the intention of the City to maintain the present practice in respect to providing 15-minute rest breaks for employees in the 79 Unit.

Yours truly

R. F. W. Rae
Director of Labour Relations

/jan
GBH

79-20-91

G. B. Husvar

August 23, 1991

Mr. Steven David
President
Canadian Union of Public Employees
Local No. 79
257 Adelaide Street, West
3rd Floor
Toronto, Ontario

Dear Sir:

LETTER OF INTENT - 1991/92

Temporary Employees - Scheduling

This will confirm that, during ~~the~~ term of the Collective Agreement, the City **and** Local 79 agree to **discuss** the matters of scheduling shifts, call-in procedures and movement from full-time employment to part-time employment.

Yours truly

R. F. W. Rae
Director of Labour Relations

 /jan
GBH

79-5-91