



AGREEMENT

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Between

The Corporation of the
City of Niagara Falls

And

Canadian Union of Public Employees
Local 133

2008, 2009, 2010

07040 (13)

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Collective Agreement

Between

**The Corporation of the City of Niagara Falls
Niagara Falls Ontario
(Hereinafter called the “Corporation”)**

And

**Canadian Union of Public Employees and It’s Local 133
(Hereinafter called the “Union”)**

Article 1 - Purpose

1.01 The purpose of the Agreement is to set forth formally the rates of pay, hours of work and other working conditions that have been agreed upon, along with procedures for dealing with grievances, complaints; and in the mutual interest of the employees and the Corporation to set forth provisions for the efficient operation of all functions involved, under methods that will further to the fullest extent possible the moral well being, security and safety of the employees, economy of operation, quality and quantity of work performed, good housekeeping, proper care of City equipment and the protection of property.

Now therefore, the parties agree as follows:

Article 2 - Recognition

2.01 The Corporation recognizes the Union as the sole and exclusive bargaining agent for all of the employees of the Corporation save and except the following which are excluded:

- Department Heads and Deputy Department Heads and persons above the rank of Department Head
- Persons employed as Professional Engineers
- Superintendents and Assistant Superintendents
- Managers and Assistant Managers
- Supervisory Staff
- Executive Assistant to the Chief Administrative Officer
- Executive Assistant to the Mayor
- Computer Operator
- Computer Programmer
- Employees of the Human Resources Division
- Secretaries to the Mayor, the Chief Administrative Officer, Department Heads, and the City Council

- Secretary 1
- Students hired under a Co-operative Programme
- School Crossing Guards
- All contingent staff currently exempt in Parks, Recreation & Culture
- Market Clerk
- Employees covered by the Niagara Falls Professional Fire Fighters Collective Agreement
- Business Development Officer
- Network Administrator

2.02 The Corporation agrees to notify the Union, in writing, of the name and classification of persons newly assigned to the classification excluded from the Bargaining Unit set out in Section 2.01.

2.03 If the Union wishes to discuss such an exclusion, the Union will give written notice to the Corporation, and a meeting of the Parties will be held promptly for such discussion.

If agreement is not reached in such discussion, the Union may apply under Section 106 (2) or the appropriate Section of the Ontario Labour Relations Act for a ruling.

2.04 The word “employee” in this Agreement shall mean the employees for whom the Union is Bargaining Agent as set out in Section 2.01.

2.05 The word “days” in this Agreement, except in Articles 35.02, 35.05, 43.02 and 43.03, shall not include Saturdays, Sundays and the paid holidays as observed in Article 21.01.

2.06 Persons whose jobs are not in the Bargaining Unit shall not work on any jobs which are included in the Bargaining Unit, except for the purpose of emergency matters affecting life or property, instruction, experimenting, and provided that the act of performing the aforementioned operations, in itself does not reduce the hours of work or pay of any employee.

2.07 No employee shall be required or permitted to make any written or verbal agreement with the Corporation or its representatives which may conflict with the terms of this Collective Agreement.

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

2.09 A student (not including a co-op student) shall be recognized as an employee who is hired during the summer period (May - September) and who has a return date to a continuing educational Institute.

- 2.10 Child/children will also be recognized as a child for whom the employee has legal custody, excluding foster children.

Article 3 - Union Security

- 3.01 The Corporation agrees that each new employee after fifteen (15) working days of employment (within a twelve month period) and each present employee shall, as a condition of employment:

- (a) become and remain members in good standing of the Union; and
- (b) have deducted weekly from the first pay following the first fifteen (15) working days, initiation fees where applicable and such monthly Union dues as are uniformly levied in accordance with the Constitution and By-Laws of the Union.

The total amount of the weekly deduction will be transmitted regularly each week to the Financial Secretary of the Union.

- (c) on commencing employment, whether casual or permanent, the Human Resources Representative shall provide the new employee with a copy of the current Collective Agreement.
- 3.02 With the first transmission of dues, the Corporation will deliver a list of the employees from whom deductions were made and the amount of the deductions. With subsequent transmission, the Corporation will show any changes in employees or deductions.
- 3.03 The Union will deliver to the Corporation, a letter certified by the Financial Secretary, setting out the amounts of initiation fees and weekly dues mentioned in Section 3.01 and the name and address of the Financial Secretary. The Union will save the Corporation harmless for any and all claims which may be made against the Corporation from amounts deducted from employees' pay as herein provided.
- 3.04 At the same time that Income Tax (T-4) slips are being prepared, the Corporation shall include the amount of Union dues paid by the Union member in the previous year.

Article 4 - Probationary Period

- 4.01 The probationary period for an employee in the salary classifications shall be **ninety (90)** working days for any position in salary levels T1 to 3 and one hundred and twenty (120) working days for any positions in a salary levels 4 and above. The probationary period for an employee in the hourly rated classifications shall be **ninety (90)** working days for any positions in salary levels 1-1 to 4 and one hundred and twenty (120) working days for any positions in salary levels 5 and above.

“Working days” shall be interpreted to mean time actually worked by the employee not including overtime. Sick days, lieu days, vacation days, etc. will be deducted from the number stipulated and added on to the end of the required time until the number of days stipulated has been worked.

Article 5 - Management’s Rights

- 5.01 The Union acknowledges that it is the exclusive function of the Corporation to:
- (a) Maintain order, discipline and efficiency;
 - (b) Discharge, suspend, layoff, demote or otherwise discipline an employee for just cause, layoff or demote an employee according to seniority, hire, classify, direct, transfer or promote an employee; and
 - (c) To manage all functions in which the Corporation is engaged and without restricting the generality of the foregoing, to determine the work to be performed, methods, schedules of production, kinds, location and output of machines, and maintenance of same and tools to be used; processes and the control of materials and parts to be incorporated in the work.
- 5.02 The Corporation also has the right to make and alter from time to time, rules and regulations to be observed by the employees, provided that no change shall be made by the Corporation in such rules and regulations without prior notice to and discussion at a meeting referred to in Article 7.02 and 7.03.
- 5.03 The Corporation agrees that these functions will be exercised in a manner consistent with the provisions of this Agreement and a claim that the Corporation has exercised any of these rights in a manner inconsistent with any of the provisions of this Agreement, may be the subject of a grievance.
- 5.04 The Corporation shall not hire or retain in employment any person for full-time work, if such an employee is employed in full-time work with another employer, provided a suitable and so qualified person is available for employment.

Article 6 - Discrimination

- 6.01 The employer agrees that there shall be no discrimination, interference, or coercion exercised or practised with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, discharge, or otherwise by reason of age, race, creed, colour, national origin, political or religious affiliation, handicap, sex or marital status, sexual orientation, place of residence nor by reason of his membership or activity in the Union as provided in Section 6.02.

6.02 Conversely, there shall be no intimidation, restraint, coercion or harassment exercised or practised upon employees or Management by the Union or by any of its representatives or members; neither shall there be any Union solicitation or activity on Corporation premises during working hours, excepting as is provided in this Agreement.

Article 7 - Stewards and Union Committees

7.01 The Corporation will recognize:

- (a) A Chief Steward and eleven (11) Stewards, each of whom shall be employed in and represent one of the following present groups of employees:
 - 1. City Hall (2)
 - 2. Arenas - Swimming Pools
 - 3. Parks
 - 4. Cemeteries
 - 5. Sewer Section
 - 6. Water Section
 - 7. Streets Section
 - 8. Service Centre and Garage
 - 9. Recreation Administration and Programs
 - 10. Parking and Traffic
- (b) A Union Grievance Committee of five (5) employees, of whom one (1) shall be the President of the Union or his representative; a second shall be the Chief Steward and a third shall be the Recording Secretary of the Union. Another shall be the Steward concerned with the Grievance, if applicable. At no point will there be more than five (5) employees on the Committee when meeting with the Employer.
- (c) A Union Negotiating Committee of five (5) employees, of whom one (1) shall be the President of the Local or his representative; a second shall be the Recording Secretary of the Union, a third shall be the Chief Steward for the purpose of reviewing or amending this Agreement. In the six (6) months period preceding the expiry of the Collective Agreement, the Union Negotiating Committee and alternates will be allowed one (1) day off without pay to prepare for negotiations.
- (d) The Stewards and members of the Union Committees shall have been placed on the seniority list.
- (e) (i) The Union shall notify the Corporation in writing of the names of its Officers, the Stewards and the Union Committees.

- (ii) The Corporation shall notify the Union in writing of the names of the Corporation Officials who have functions under this Agreement and stating the functions.
- (iii) The Union shall introduce all new employees to their Steward or Representative.
- (f) Whenever an official representing one of the parties provided for in this Agreement is unable to act, the party concerned may appoint a substitute. The Union shall notify the Human Resources Representative twenty four (24) hours in advance of the names of its officials attending any meetings referred to in this Agreement. Upon request of the Union President, the **Human Resources Representative** shall provide advance notice of the names of officials attending any meetings referred to in this Agreement.

7.02 A Labour Management Committee shall be formed to which the Union shall be entitled to appoint five (5) members, one of which shall be the President of the Union or his representative; a second shall be the Recording Secretary of the Union; a third shall be the Chief Steward.

7.03 Meetings of the Labour Management Committee shall be held at the request of either party within ten (10) days of such request at a time mutually agreed to by both parties. Items for discussion shall be provided to the Secretary at least seven (7) days prior to the time of the scheduled meeting.

7.04 It is understood that a Steward has his regular work to perform on behalf of the Corporation and that he will not leave his work without obtaining permission from his Supervisor, in writing on the appropriate form. When resuming his regular work he will report to his Supervisor and will give any reasonable explanation which may be requested with respect to his absence. It is clearly understood that a Steward will not absent himself from his regular work unreasonably in order to deal with Grievances of employees. In accordance with this understanding, the Corporation agrees to compensate, in accordance with the terms of this Agreement, a Steward for his hours spent in servicing Grievances of employees (this includes meetings with the Corporation involving an official third party such as Grievance Settlement Officer, Conciliator, Mediator and arbitration hearings;) and also a Union Grievance Committee Member, a Union Negotiating Committee Member for time spent in attending meetings with the Corporation during his normal working hours.

7.05 When an employee is required, in accordance with this Collective Agreement, to conduct business on behalf of the Union during working hours, he will report to his supervisor immediately following the conclusion of said business.

Article 8 - Grievance Procedure

8.01 It is the mutual desire of the parties that complaints of employees be adjusted as promptly as possible. It is understood that an employee has no grievance until he has first given his immediate supervisor an opportunity to adjust his complaint. An employee shall discuss his complaint, within eight (8) days of the alleged occurrence, directly with his immediate supervisor. The employee may, if he so desires, be accompanied by his Union Steward. The immediate supervisor shall, following investigation, give his verbal reply within two (2) days after hearing the complaint, with the Union Steward in attendance if the employee so desires. If the employee chooses to waive his right to be accompanied by a Union Steward, he must waive such right in writing.

8.02 Step 1

If not settled, a grievance will be submitted on a standard grievance form within three (3) days to the immediate supervisor's supervisor or his representative. Such grievance shall include:

1. The date of submission.
2. The grieving employee's signature or if absent due to vacation, illness, etc. the Union on his behalf.
3. The nature of the grievance.
4. The remedy sought.
5. The clause(s) of the Agreement allegedly violated or the alleged occurrence said to have caused the grievance.

The Chief Steward, accompanied if he wishes by the appropriate Steward, shall be given an opportunity to discuss the grievance with the immediate supervisor's supervisor or his representative within three (3) days of submission of the grievance.

The immediate supervisor's supervisor or his representative shall give his decision in writing within two (2) days of the discussion.

8.03 Step 2

If not settled at Step 1, and the immediate supervisor's supervisor is someone other than the Department Head, the Griever and a maximum of three (3) members of the Grievance Committee shall, within five (5) days present the grievance to the Department Head or his designate who shall have five (5) days within which to meet with the Grievance Committee and reply in writing to the grievance.

8.04 Step 3

If not then settled, the grievance will, within three (3) days be submitted in writing by the Union Grievance Committee to the Chief Administrative Officer to be dealt with at a meeting to be held within fifteen (15) days of the submission. At Step 3 meetings, the Union Grievance Committee shall be present. The Griever and/or National Union Representative may be present if requested by either Party. The decision of the Chief Administrative Officer, or the Union Grievance Committee in the case of a Corporation grievance, shall be given in writing within five (5) days after the meeting at which it was discussed.

8.05 The decisions in Steps 1,2 and 3 shall specify the facts and reasons upon which the decision is based.

Prior to a grievance being submitted to arbitration either party may request the assistance of Grievance Mediation Officer. If the parties utilize this process, the time limits for a grievance to proceed to arbitration will be suspended until the day after the grievance mediation meeting. In the event the grievance is not resolved in mediation the time limits will commence the day following said meeting.

The parties will jointly share the cost of Grievance Mediation Officers services.

8.06 Step 4

If not then settled, the grievance may, within twenty (20) days be referred to Arbitration as follows:

- (a) Written notice shall be given to the other party formally stating the subject of the grievance and, at the same time, nominating an Arbitrator. Within five (5) days after receipt of such notice, the other party shall name an Arbitrator. The Arbitrators representing the two (2) parties shall meet as soon as possible and will attempt to agree upon a Chairman of the Arbitration Board and failing such agreement within five (5) days after they have first met, either party may, within five (5) days request the Ministry of Labour for the Province of Ontario, to name such Chairman.

Notwithstanding this article, the parties recognize that they may submit a matter to arbitration in the manner prescribed by Section 45 of the Ontario Labour Relations Act.

- (b) As soon as possible after the Arbitration Board has been completed by the selection of a Chairman, it shall meet and hear the evidence and representatives of both parties and shall render a decision as soon as possible, the intention being

that all decisions shall be given within thirty (30) days after Arbitration proceedings have commenced. The decision of the majority of such Arbitration Board shall be final and binding on both parties to the Agreement and in the event that it is not possible for the Board to reach a majority decision then the Chairman's decision shall be final and binding.

- (c) The Arbitration Board shall not have jurisdiction to alter or change any of the provisions in this Agreement or to substitute any new provisions in lieu thereof, nor to give any decision inconsistent with the terms and provisions of this Agreement.
- (d) No grievance shall be submitted for Arbitration which does not involve a question concerning the interpretation, application, administration or alleged violation of this Agreement. The party receiving notice of Arbitration may, within fifteen (15) days of its receipt, give written notice to the other party objecting that the matter is not arbitrable in that it does not involve an interpretation, application, administration or alleged violation of the Agreement. In such case, the Arbitration Board shall endeavour to decide that question before dealing with the matter on the merits. However, such decision shall not be permitted to delay the proceedings so that a further sitting is required. In such case, the Arbitration Board shall reserve judgement on the question of arbitrability and proceed with the matter on the merits. The Board in its award shall first deal with the question of arbitrability and if it is decided that the matter does not involve an interpretation, application, administration or alleged violation of the Agreement, then the Arbitration Board shall not consider the matter further and the decision of the Corporation or the Union Grievance Committee in the case of a Corporation Grievance, shall stand.
- (e) Each of the parties hereto will bear the expense of its representatives, and the Arbitrator appointed by it, and the parties shall share equally the expenses of the Chairman of the Arbitration Board.
- (f) No person shall be selected as a Chairman who has been directly involved in attempts to negotiate or settle the grievance, or one who has any pecuniary interest in the Corporation or in the Union.

8.07 No grievance shall be considered in any Step unless it has been properly carried through all previous Steps of the Grievance Procedure required by this Agreement, except that if at any Step of this Grievance Procedure, the Corporation or the Union does not give its answer within the allotted time limit, the Grievance may be carried to the next Step within the appropriate time which shall start to run from the expiration of the allotted time within which the answer should have been given.

- 8.08 Within ten (10) days of the event upon which a group or policy grievance is based, the Corporation or the Union may submit a grievance in writing to the other, alleging the violation of a term of this Agreement. Such a grievance shall set out the facts and the Section or Sections of the Agreement claimed to be violated or relied upon, and the matter shall be dealt with in accordance with Step 3 and the balance of the Grievance Procedure.
- 8.09 When more than one employee working for one Supervisor, or in the case of City Hall, one Department Head, have a common grievance, a single grievance shall be presented as provided in Section 8.02 Step 1 and shall set out the names of the employees to whom it applies.
- 8.10 If a grievance is not submitted within the time limits provided, it shall be deemed to be abandoned.
- 8.11 At any stage of the Grievance Procedure, including Arbitration the conferring parties may have the assistance of the employee or employees concerned and any necessary witnesses. All reasonable arrangements will be made to permit the conferring parties to have access to the plant and to view disputed operations and to confer with necessary witnesses.
- 8.12 The time limits fixed in both the grievance and arbitration procedure may be extended by mutual consent of the parties to this Agreement.

Article 9 - Discharge or Suspension Cases

- 9.01 A claim by an employee that he has been unjustly discharged shall be treated as a grievance if a written statement of such grievance is lodged with the Chief Administrative Officer within five (5) days after the discharge, or within five (5) days after the Union and the Chief Steward have been notified in writing of the discharge, whichever is the later. Such special grievance shall be dealt with at Step 3 and the balance of the Grievance Procedure.
- 9.02 Such special grievance may be settled by confirming the Corporation's action or by reinstating the employee with full compensation for time lost or by any other arrangement which is just and equitable in the opinion of the conferring parties, including Arbitration.
- 9.03 A claim by an employee that he has been unjustly suspended shall be treated as a grievance if a written statement of such grievance is lodged with the Department Head within five (5) days after the suspension, or within five (5) days after the Union and Chief Steward have been notified in writing of the suspension, whichever is the later. Such special grievance shall be dealt with at Step 2 and the balance of the Grievance

Procedure.

- 9.04 The Corporation will notify the Union, the Chief Steward and the employee concerned, in writing in all discharge and suspension cases within five (5) days of the occurrence, or within five (5) days of the Corporation having knowledge of the incident upon which the discharge or suspension is based, unless the Corporation requests an extension, in writing, of the above period. The notification will give the name of the employee concerned and the reason for discharge or suspension.

Article 10 - Employee File

- 10.01 If an employee who has been disciplined maintains a clear record for two (2) years following his last discipline, the employee's record shall be cleared as of the end of such period.
- 10.02 An employee may request to see his personnel file and have entered into the file any objection related to the file contents. At the option of the employee, a request to view the file may be made through the Secretary of the Union. The employee shall have the right to be accompanied by either the President, Secretary or Chief Steward of the Union. When the Union Secretary receives the request, it shall be passed on, in writing, to the immediate supervisor and Human Resources Representative who shall arrange for the employee to view the file within two (2) working days of the request. No more than two requests will be granted per employee in any twelve (12) month period.

Article 11 - No Strikes or Lockouts

- 11.01 During the life of this Agreement, the Union agrees that there will be no strike and the Corporation agrees that there will be no lockout. The definitions of the words "strike" and "lockout" shall be those set forth in the Labour Relations Act of the Province of Ontario as amended from time to time.
- 11.02 No employee shall be obligated to cross a picket line which exists in support of a legal strike or lockout if the crossing of such picket lines would cause harm or damage to the person or property of the employee.

Article 12 - Seniority

- 12.01 Seniority is defined as the length of credited service with the employer and shall be calculated as described in Article 12.08.

It is understood that all the following seniority rights are designed to give to each employee, according to his seniority with the Corporation, an equitable measure of job choice and job security consistent with the efficient operation of the business.

- 12.02 The Corporation shall prepare four **(4)**seniority lists, one (1) for permanent employees, one (1) for seasonal employees, one (1) for casual employees and one (1) for students. In cases where more than one employee has the same seniority date their names shall be placed on the list in alphabetical order. The original order will not be affected by any name changes due to marriage or any other reason.
- 12.03 A permanent employee shall be an employee whom the Corporation expects will work the year round **and who was successful on a permanent job posting**, but the use of the word “permanent” shall not mean a guarantee of year-round employment.
- 12.04 **A seasonal employee shall be an employee who has worked more than one hundred and sixty (160) consecutive working days not including overtime, or three seasons at one hundred and twenty (120) consecutive working days not including overtime but shall not include students.**
- 12.05 A casual employee shall be an employee **who has worked 90 working days not including overtime.**
- 12.06 In no case shall a casual employee exercise seniority against a seasonal employee, nor shall a casual or seasonal employee exercise seniority against a permanent employee.
- 12.07 The Corporation shall prepare and post copies of seniority lists and provide copies to the Union. These lists shall be brought up to date as at April 30th and October 31st, of each year and copies shall be posted and copies delivered to the Union. At any time during working hours, up-to-date seniority information shall be available to Union Stewards on application to Human Resources.
- 12.08 An employee shall be placed on either the permanent or casual seniority list after completion of his probationary period. In the case of a permanent employee his seniority date shall be that of his date of hiring. In the case of a casual employee, his seniority date shall be the date of the first regular work day following the completion of the probationary period. An employee with casual seniority who completes **one hundred and sixty (160) consecutive working days not including overtime or three seasons at one hundred and twenty (120) consecutive working days not including overtime** of employment shall be transferred to the seasonal seniority list and his seniority shall be the date of the first regular work day following the completion of the **one hundred and sixty (160) consecutive working days not including overtime or three seasons at one hundred and twenty (120) consecutive working days not including overtime.**
- 12.09 Until an employee is so placed on a seniority list, he shall be known as a probationary employee who may not grieve regarding discharge provided that, at the request of the Union, such a discharge will be discussed at a meeting to be arranged by the Human Resources Representative within five (5) days of the report.

A casual or seasonal employee who becomes a permanent employee shall have seniority only from the date of commencing work as a permanent employee provided he has completed a trial period of sixty (60) working days. If such an employee reverts to the status of a casual or seasonal employee before the completion of his trial period, his original seniority shall be reinstated.

12.10 An employee shall be considered to have terminated his employment and have lost his seniority rights for the following reasons:

- (a) If the employee quits;
- (b) After twenty-four (24) consecutive months of layoff;
- (c) If the employee is discharged and the discharge is not reversed through the Grievance Procedure;
- (d) If an employee has been absent for five (5) consecutive days without having notified directly his foreman or supervisor, unless a satisfactory reason is given;
- (e) If an employee is laid off and fails to return to work within five (5) days after being notified by registered mail to his last known address on the Corporation records to report to work;
- (f) If an employee overstays a leave of absence granted by the Corporation in writing and does not secure an extension of such leave;
- (g) If an employee has not returned to work after an absence due to illness of two (2) years, the position vacated by that employee may be posted as a permanent vacancy.

Notwithstanding clause 13.02 after this initial two (2) year period, when the employee is fit to return to work, he shall be placed in the first available vacancy for which he is qualified to perform the duties.

12.11 Seniority shall not be considered as broken during:

- (a) an absence due to illness; or
- (b) while on leave of absence granted by the Corporation.

12.12 (a) An employee promoted to a Corporation position outside the Bargaining Unit, **either in a temporary or permanent capacity**, shall accumulate seniority under this Collective Agreement for a period of twelve months from the date upon which he assumed his new duties; such an employee on his return to the Bargaining Unit shall, subject to Section 13.01, exercise his accumulated seniority in the position in which he was classified at the time he left the Bargaining Unit.

- (b) An employee who is the incumbent in a position which is taken over by the Regional Municipality of Niagara and who accepts that position with the Regional Government, shall accumulate his seniority in the Level One Classification under this Collective Agreement for a period of twelve (12) months from the date upon which he assumed his new duties. During such twelve month period, but not after, if he should choose to return to the Bargaining Unit, he will exercise his seniority in the Level One Classification.
- (c) No employee shall be compelled to transfer to a position outside the Bargaining Unit.

12.13 Should the Corporation merge, amalgamate or combine any of its operations or functions with another municipal employer, the Corporation will endeavour to arrange, where practical, for the retention of seniority rights, salary and wage levels, for each employee of the Corporation who thus becomes an employee of such other municipal employer.

12.14 The Union shall be notified of all appointments, hirings, layoffs, transfers, recalls, and terminations of employment.

Article 13 - Job Postings

13.01 In promotions, demotions, transfers, layoff and recall, the following factors shall be considered:

- (a) Qualifications, knowledge, efficiency and ability to do the work of the job;
- (b) Physical fitness;
- (c) Length of continuous service, and when factors (a) and (b) are relatively equal, factor (c) shall govern.

13.02 Employees shall work on jobs assigned to them by the Corporation from time to time, provided that the right to make permanent transfers shall, subject to 13.01 be dealt with in the following manner:

- (a) The initial vacancy shall be posted for a period of six (6) days. Subsequent vacancies, not to exceed a maximum of four (4), resulting from the transfer of employees as a result of the initial vacancy shall be posted for four (4) days. If no suitable candidate applies, the job may be filled by the Corporation from among other employees, or by new hirings. If an applicant to the posting is awarded the vacant position and then withdraws or is successful on another posting prior to starting the first job, the employer will then award the vacant position to the next qualified senior applicant.

- (b) The posting shall show the classification vacant, the requirements of the job and

the wages for it.

- (c)
 - (i) An employee may apply for a posted job as designated on the posting, setting out in detail his qualifications for the job.
 - (ii) If an applicant does not have the educational requirements, he must be able to pass such tests as are required by the Corporation.
 - (iii) Where a senior applicant is not recommended to fill a vacancy, the Union shall be notified and a meeting, if requested, shall be held within five (5) days between the Union, Human Resources and the affected Department to discuss the reasons for recommending a junior applicant.
 - (iv) If the parties do not agree with the recommendation, the senior applicant shall be advised of the reasons in writing, by the hiring department, and the matter may proceed through the grievance procedure if necessary, commencing at Step 3.
 - (v) The Corporation shall not hire to fill the vacancy, from outside the bargaining unit, if a grievance has been filed on the posting until an answer has been provided at Step 3 of the Grievance Procedure.
 - (vi) Within three (3) days of being notified, the Union may request a tryout period, in accordance with 13.02 (i), be given to the senior applicants whom the employer proposes to bypass. If the employee proves successful the employee will be placed in the job immediately.
 - (vii) If the applicant proves satisfactory the length of the tryout period shall be used to fulfill or reduce the time required to progress from the "A" rate to "B" rate shown in the wage schedule.
 - (viii) Upon filling of a posted job, the Corporation shall post the name and the seniority status of the successful applicant.
- (d) The Corporation shall be free to temporarily fill a vacancy immediately if it sees fit, and no grievance may be filed under this section 13.02 within the first **twenty (20)** working days of the vacancy being filled on a temporary basis. **All vacancies shall be posted within twenty (20) working days.**
- (e) Should the Corporation intend to postpone the filling of a vacancy, or not fill it, the Union shall be notified within ten (10) working days. The Union may request a meeting with the Human Resources Representative to discuss the decision of the Corporation.

- (f)
 - (i) In cases of promotion requiring higher qualifications or certification, the Corporation shall give serious consideration to the senior employee who does not possess the required qualifications, but is preparing for final qualifications prior to the filling of a vacancy.
 - (ii) The Corporation may give consideration to not filling a position for a period of up to six (**6**) months where an existing employee is preparing for qualifications. An extension of a further six (**6**) months may be granted if an examination has been written and the results are not known.
- (g) An employee accepted for a posted job shall be given a trial period consisting of sixty (60) days during which he is performing the duties of the position. In the event the successful applicant proves unsatisfactory during the trial period **or is displaced as a result of a bump**, he shall revert to his former classification and rate without loss of seniority. Any other employee promoted or transferred as a result of the rearrangement of jobs, shall be returned to his former classification and rate without loss of seniority.
- (h) If an employee fails the trial period and is returned to his former classification, the Corporation shall post the position for four (**4**) days in accordance with 13.02 (a).

13.03 In vacancies caused as a result of an absence due to LTD, extended illness, or disability pension, the Corporation agrees that:

- (a) Any posting will specify temporary vacancy caused due to LTD (extended illness or disability) and will not exceed two (2) years.
- (b) The filling of the vacancy will be in accordance with Article 13.
- (c) **An** employee with seniority who is the successful applicant on a temporary posting, will be returned to his/her former position upon the completion of the temporary posting. If the senior employee's position no longer exists, the employee will be allowed to exercise their bumping rights in accordance with the Collective Agreement.
- (d) The Union will be notified in writing of persons accepted for LTD.

Article 14 - Layoff - Recall

- 14.01 Subject to the provisions of 13.01, when layoffs are necessary, employees shall be laid off in the following order, on a City-wide basis:
- (1) Probationary casual employees;
 - (2) Casual employees on the seniority list by order of seniority;
 - (3) Seasonal employees on a seniority list by order of seniority;
 - (4) Probationary permanent employees;
 - (5) Permanent employees on the seniority list by order of seniority.
- 14.02 Employees shall be recalled after layoff in the reverse order to that in which they were laid off.
- 14.03 In the case of a casual employee on the seniority list in a clerical (salaried) position, such employee shall not have their employment disrupted by another casual employee unless the senior casual employee is qualified to perform the work and is familiar with the assignment or there is less than ten (10) working days left in the assignment.
- 14.04 The Corporation will give five (5) days' notice to a regular employee of a layoff which exceeds five (5) days.
- Provided, however, that such notice of layoff shall not be deemed necessary:
- (a) when an employee has been recalled after layoff and has worked less than five (5) days, or
 - (b) shall apply on an extended basis, up to thirty (30) days when it is intended to apply to the end of a project or its discontinuance due to the weather.
- 14.05 In the case of a casual or seasonal employee it shall only be necessary for the Union to be notified and notice to be posted, five (5) days in advance of a general seasonal layoff.
- 14.06
- (a) A permanent employee whose position is discontinued or who is being displaced may within ten (10) working days of receipt of written notification of the elimination or displacement, displace a less senior employee only if the employee meets the stated qualifications on the job description.
 - (b) The senior employee shall notify the Human Resources Representative of his decision. Should there be two (2) identical positions in a department, the senior employee shall advise which specific position he wants to displace.

- (c) A permanent employee may displace a temporary employee providing that the employee meets the stated qualifications on the job description. Upon the completion of the temporary position, the employee may within five (5) working days have another opportunity to displace a junior employee.
- (d) An employee who is not accepted for a position due to lack of qualifications may within five (5) additional working days make an alternate selection. If this selection is also denied for lack of qualifications, the employee shall have three (3) days upon written notification to make another selection. The employee will be allowed to exercise their bumping rights a total of **six (6)** times.
- (e) The Human Resources Representative or his/her representative will forward written notice of displacement to the employee being displaced with a copy of the latest seniority list showing the positions held by employees junior to that employee.
- (f) An employee who displaces a junior employee shall be given a trial period consisting of sixty (60) working days during which he is performing the duties of the position. The employee shall be entitled to five (5) training days during the trial period. In the event that the employee proves unsatisfactory during this trial period, the employee will be give five (5) days to make an alternate selection as per Article (d) above. Any other employee displaced as a result of the re-arrangement of positions shall be returned to the former position held prior to the bump.
- (g) The Union will be sent copies of correspondence related to any of the above.
- (h) Grievances concerning Article 14.06 shall be initiated at Step 3.

Article 15 - Leave of Absence

- 15.01 The Human Resources Representative may grant to employees leave of absence without pay, for satisfactory reasons. Requests in writing shall be made through the employee's immediate supervisor and Department Head at least two (2) weeks in advance, unless circumstances make it impossible to do so.
- 15.02 Employees elected by the Union to attend conventions and conferences of the Union shall, where reasonably possible, be granted leave of absence without pay for same, provided the Corporation is given reasonable notice. No more than five (5) employees may be absent at any one time, and such leaves without pay shall not total more than seventy (70) days collectively in two (2) calendar years excluding travelling time. Not more than one (1) employee shall be away from any one (1) functional section of a Department, unless approved by the Human Resources Representative.

- 15.03 Leave of absence without pay shall be granted to not more than two (2) employees to attend Executive and Committee meetings of CUPE, its Affiliates or Chartered bodies.
- 15.04 One Local Union Officer shall be granted leave of absence, without pay, where reasonably possible, as interpreted by Management, upon written request through the employee's Department Head at least two (2) weeks in advance, unless circumstances make it impossible to do so. Such leave shall be for the purpose of tending to legitimate and reasonable business of the Local Union.
- 15.05 Upon receipt of reasonable notice and contingent upon the requirements of its operations, the Corporation shall grant leave of absence without pay, and without loss of seniority to one only employee who is elected or selected for full-time or part-time position with the CUPE or OFL. Or Canadian Labour Congress for a period of not more than one (1) term. The employee shall be entitled to return to his former position at the expiration of the period, or to another position in accordance with his ability and seniority if his former position is not available. This leave of absence may be extended for a further period of one (1) term without loss of seniority, in which case the employee shall return to the job Level 1 in accordance with Schedule "A".
- 15.06 When elected to Federal, Provincial or Municipal office, the Corporation will grant leave of absence without pay and without loss or further accumulation of seniority for one (1) term of office. One further extension of one (1) term may be granted on written request. It is understood that nothing in this clause is to conflict with Federal or Provincial legislation. The employee shall be entitled to return to his former position at the expiration of the period, or to another position in accordance with his ability and seniority if his former position is not available.
- 15.07 Upon written request, leave of absence without pay and without loss of seniority shall be granted for pregnancy/parental/adoption to a maximum of six (6) months. The employee returning to work after pregnancy/parental/adoption leave shall provide the Corporation with at least two (2) weeks notice. On return from pregnancy/parental/adoption leave the employee will be placed in his/her former permanent position, if it still exists or a comparable position if the position does not still exist.
- 15.08 An employee on a seniority list shall be allowed up to three (3) days' leave of absence without pay and without loss of seniority or benefits, upon the birth of the employees' child.
- 15.09 Upon approval of Supervisor an employee may be allowed a total of forty (40) hours leave of absence per year, to be taken in increments of no less than one (1) hour at any one time, to attend to family matters. **An** employee shall notify his supervisor of his request no less than one (1) hour prior to the start of his shift. Time off may be booked against vacation time, lieu time or unpaid time. The employee will advise the employee

as to how they want the time off charged. Supervisory approval is not to be unreasonably withheld.

Article 16 -Wages

- 16.01 The Corporation agrees to pay and the Union agrees to accept the Salaries and Wage Rates set out in the attached Rate Schedule.
- 16.02 Employees shall be paid every **other Thursday. The bi-weekly pay would be effective the first pay period of 2010. Any errors and/or discrepancies shall be corrected weekly by the issuance of a manual cheque.**
- 16.03 An employee serving as an apprentice with the Corporation shall be paid in accordance with the Apprenticeship Act schedule of percentages of the normal rate of pay for his trade in Schedule "A".
- 16.04 **All** pay for hours worked the previous week, including overtime, shift premiums, rate changes, etc. shall be received by the employee with his normal pay for that week. When a holiday falls on a Monday or Tuesday of the following week, pay for overtime, shift premiums, rate changes, etc. for the Friday will be delayed one week.

Article 17 - Hours of Work

- 17.01 The standard hours of work shall be forty (40) per week, except for employees at City Hall (other than Maintenance employees, i.e. Lead Hand, Trades Helper and Janitor) and the Recreation and Municipal Works Departments Clerical Staff (**except for the Maintenance Clerk**) whose standard hours of work shall be thirty five (35).
- 17.02 The standard pay period week shall be from 00:01 hours, Saturday to 24:00 hours, Friday.
- 17.03 A shift is defined as seven (7) or eight (8) consecutive hours not including the swimming pool operation. Starting and stopping times shall be as follows except as may be altered in accordance with Article 17.04:

Department or Group	Start	stop	Working Days
City Hall			
All Departments	08:30 hrs	16:30 hrs	Monday through Friday
Lottery Licencing Coordinator	35 hours per week		Monday through Sunday
Transit Clerk	35 hours per week		Monday through Sunday

Lead Hand - City Hall *	40 hours per week		Monday through Sunday
Trades Helper - City Hall*	40 hours per week		Monday through Sunday
Janitor - City Hall*	40 hours per week		Monday through Sunday
Engineering Field Crew	08:00 hrs	16:00 hrs	Monday through Friday
Works Inspection Crews	08:00 hrs	16:00 hrs	Monday through Friday
Traffic/Parking Services	08:30 hrs	16:30 hrs	Monday through Friday
Parks Recreation & Culture			
Clerical Staff	08:30 hrs.	16:30 hrs	Monday through Friday
Clerical Staff - Coronation Centre	35 hours per week		Monday through Sunday
Clerical Staff - Recreation Facilities	40 hours per week		Monday through Sunday
Clerical Staff - Cemeteries	08:00 hrs	16:00 hrs	Monday through Friday
Cemeteries*/Parks*	40 hours per week		Monday through Sunday
Athletic Fields''	40 hours per week		Monday through Sunday
Arenas*	40 hours per week		Monday through Sunday
Swimming Pools (Lifeguards, Grounds Person, Attendants)	07:00 hrs	22:00 hrs	Monday through Sunday
Lead Hand*	40 hours per week		Monday through Sunday
Coronation Centre Janitor*	40 hours per week		Monday through Friday
Service Centre			
Clerical Staff	08:00 hrs	16:00 hrs	Monday through Friday
Messenger*	08:00 hrs	16:00 hrs	Monday through Friday
Stores Operations*	40 hours per week		Monday through Sunday
Streets*	40 hours per week		Monday through Sunday
Construction*	40 hours per week		Monday through Sunday
Water & Wastewater*	40 hours per week		Monday through Sunday
Garage*	40 hours per week		Monday through Sunday
Maintenance Clerk	40 hours per week		Monday through Sunday

Fire Services			
Clerical	08:30 hrs	16:30 hrs	Monday through Friday

The hours of those positions or sections designated with an asterisk include a thirty (30) minute paid meal break.

- 17.04 The Corporation does not guarantee the above standard or other hours of work but before any change is made in the stopping and starting times, or new or different shifts are established, there will be at least ten (10) days prior notice to, and discussion with, the Union.
- 17.05 When more than one (1) shift is regularly scheduled, employees shall rotate between shifts and such regular schedule of shifts shall be posted two (2) full weeks in advance.
- 17.06 An employee shall be permitted two (2) fifteen (15) minute rest periods per shift. They shall be scheduled by the Corporation one (1) in the first half and one (1) in the second half of the shift.

Article 18 - Meal Period

- 18.01 Where no mid-shift meal period is designated in Section 17.03, the Corporation shall schedule a one (1) hour lunch period provided no employee shall be required to work more than five (5) hours in a regular shift without a meal period.
- 18.02 Section 18.01 does not apply to the following classifications of employees who are required to be on duty continuously through their full shift of eight (8) hours' elapsed time, and shall take their meal breaks at times and under conditions laid down by the Corporation:

Janitors (City Hall, Coronation Ctr & Service Ctr)	Monday through Friday
Mechanic's Assistant	Monday through Sunday
Sanding Crews (December 1 st March 31 st)	Monday through Sunday
Sweeper & Flusher Operators Athletic Field	Monday through Sunday
Garage (24:00 hrs - 08:00 hrs shift)	Monday through Friday
Hand Sweepers	Tuesday through Sunday
Arenas	Monday through Sunday

- 18.03 Employees required to work three (3) or more consecutive hours of overtime either immediately preceding or immediately succeeding any shift shall be paid a meal allowance of \$8.00. The meal shall be taken during an unpaid meal break. Not more than two allowances shall be paid during any eight (8) hour period of overtime. Payment shall be made during the following month.

Article 19 - Overtime

- 19.01 An employee shall receive overtime premium of:
- (a) time and one-half the position wage rate:
 - (i) for the first five (5) hours worked in excess of his scheduled daily or weekly hours; and
 - (ii) for the first five (5) hours worked on Saturday; if he is not scheduled to work on Saturday; and
 - (iii) for the first five (5) hours worked on the first and third days of scheduled days off.
 - (b) double the position wage rate for all hours worked:
 - (i) after five (5) hours overtime in his work day, Monday through Friday; and
 - (ii) after five (5) hours worked on a Saturday if he is not scheduled to work on a Saturday, or if scheduled to work on a Saturday, on the first and third days of scheduled days off; and
 - (iii) on Sunday, if not scheduled to work on Sunday; and
 - (iv) on the second and fourth days of scheduled days **off**.
 - (c) An employee shall be paid a week-end bonus of fifty (50) cents per hour for all hours worked on Saturday or Sunday which do not qualify for overtime premium. This rate shall not be pyramided for any overtime calculation.
- 19.02 Overtime premiums and shift premiums shall not be pyramided.
- 19.03
- (a) Overtime work opportunities shall be offered to employees on a rotating basis according to accumulated overtime recorded daily by the Department Head or his designate on Monday to Friday (except statutory holidays) among the members at each work section who are normally assigned to such work.
 - (b) A “Work Section” shall be defined as a group of employees with the same immediate Supervisor(s).
 - (c) For the purpose of overtime work opportunities “normally assigned” shall be

defined as an employee in a permanent, or temporary bid position, or temporary employee or student who has worked his most recent shift performing the duties in question and his last ten (10) consecutive previous shifts in the same position.

- (d) The above shall not apply in the case of a continuation of a permanent or temporary employee's shift to complete their daily assignment.
- (e) When the above staffresources are exhausted work opportunities shall be offered to those employees in the Division/Section who are qualified but who are not normally assigned to the position.
- (f) When the staff resources in a Division/Section are exhausted overtime work opportunities shall be offered to those employees on a Spare List where one exists.
- (g) Each arena and pool facility, or park and cemetery site, with posted staff schedules, shall be considered separate Work/Sections for overtime work opportunity purposes.

19.04 (a) Permanent qualified employees shall be given the opportunity of adding their name to Spare Lists which shall be compiled and posted by the Department Head or his designates at the discretion of Management.

- (b) The rate of pay for the position(s) shall be part of the Spare List(s) and copies of approved lists shall be sent to the Union.

19.05 (a) An overtime work opportunity record shall be posted in each Section, or Facility as appropriate,

- (b) The record shall be kept up-to-date within forty eight (48) hours on a regular work day (Monday to Friday, except Statutory Holidays) showing the amount of each employee's overtime accumulation.

- (c) The period for overtime work opportunity accumulation shall be **the calendar year January 1st to December 31st.**

19.06 (a) All overtime work opportunities, whether the employee worked, was not available or refused to work shall be recorded at time and one half or at double time as appropriate.

- (b) The provisions of 19.06 (a) do not apply in the case of overtime work opportunity refusals, when the position's rate is lower than an employee's position rate, unless he has signed a Spare List for a position for which he is qualified.

- (c) Employees are allowed a maximum of two (2) telephone numbers for overtime work opportunity call-out purposes.
 - (d) Employees are responsible for advising their immediate Supervisor of any telephone number changes by completing the appropriate form. Any employee who has not provided a telephone number will not be eligible to be called for overtime.
- 19.07 An employee who is absent due to vacation, lieu time, and/or a paid holiday in conjunction with vacation, and who is called for overtime will not have said overtime booked against them if they refuse such overtime.
- 19.08 In computing overtime:
- (a) up to fifteen (15) minutes work shall be disregarded.
 - (b) for fifteen (15) minutes or more work, an employee shall be paid for thirty (30) minutes.
 - (c) for forty-five (**45**)minutes or more work, an employee shall be paid for one hour.
- 19.09 Permanent seniority employees may be permitted to accumulate their overtime and paid holiday premium earnings in a payroll bank until the equivalent of up to a maximum per year of eighty (80) or seventy (70) hours, whichever corresponds with the employee's normal weekly hours, is accumulated. Seasonal seniority employees may be permitted to accumulate their overtime and paid holiday premium earnings in a payroll bank until the equivalent of up to a maximum per year of forty (40) or thirty-five (35) hours, whichever corresponds with the employee's normal weekly hours. Such accumulated overtime may be used as paid leave under the following conditions:
- (a) Subject to operational needs as determined by management, time off may be scheduled at any time during the year.
 - (b) For the purpose of accumulating such paid leave, each earning period shall run annually from the first pay period **of the calendar year (January 1st to December 31st)**.
 - (c) When an employee has banked the allowable maximum as set out in the preamble, all overtime worked thereafter will be paid in accordance with Article 19.01.
 - (d) An employee who is laid off, resigns or whose employment is terminated prior to the use of his paid leave bank, shall be paid the outstanding balance of his bank on his final pay cheque.

- (e) Should operational needs as determined by management prohibit an employee from consuming his banked hours as paid leave, it shall be paid to him **after December 31.**

19.10 All overtime provisions are subject to any applicable legislation including the Highway Traffic Act, Employment Standards, etc.

Article 20 - Vacations

20.01 Employees shall receive an annual vacation with pay in accordance with the credited service prior to the commencement of the vacation period as follows:

Years of Service as of May 31st of the Current Year	Vacation	Vacation Pay
Less than one (1) year	1 day for each month to a maximum of 10	4%
One (1) year or more	2 weeks	4%
Three (3) years or more	3 weeks	6%
Ten (10) years or more	4 weeks	8%
Sixteen (16) years or more	5 weeks	10%
Twenty-four (24) years or more	6 weeks	12%

20.02 Each week of vacation pay will be calculated at the appropriate percentage shown in 20.01 of gross annual earnings in the vacation year ending May 31st, or at his normal weekly hours times his current permanent classification rate, whichever is the greater.

20.03 A permanent employee, who ceases to be entitled to receive pay from the Corporation due to being granted leave of absence without pay, except Pregnancy and Parental Leave or having exhausted his sick leave credits, shall only be entitled to vacation with pay in the proportion to the time he has been paid for during the year ending May 31st which bears to the standard hours in the year.

20.04 The Corporation shall set vacation times and in doing so shall take into account the wishes of the employees in each department on the basis of seniority. Forms calling for vacation time shall be distributed by April 1st and are to be completed and returned by April 15th. Complete vacation schedules shall be posted by April 30th.

The vacation times for employees failing to submit their full requests by April 15th shall be set at the discretion of the Corporation taking into consideration the wishes of the employees in each department on the basis of seniority if possible. Consideration may be given to adjusting such vacation times, but requests received after April 15th shall in no way affect those submitted by April 15th regardless of seniority.

20.05 Where an employee qualifies for sick leave or bereavement leave during his period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or be reinstated for use at a later date as approved by the Human Resources Representative.

20.06 Seasonal employees shall receive vacation pay in accordance with the following schedule:

One year or more	4%
Six years or more	6%
Fourteen years or more	8%

A casual employee shall receive vacation pay in accordance with the Ontario Employment Standards Act.

20.07 By application in writing, prior to April 15th, an employee may carry forward to the following vacation year up to ten (10) days' vacation subject to the approval in writing of his Department Head. This vacation must be used in that year.

20.08 An employee who is in receipt of Worker's Compensation benefit who is not able to take earned vacation during the current year due to prolonged work-related injury, may carry over in excess of ten (10) days' vacation provided that:

(a) A written request is submitted to the Human Resources Representative for approval prior to April 15th of the current vacation year, unless circumstances make it impossible to do so.

(b) When the Corporation is notified that the employee is fit to return to work, carried over vacation shall be scheduled at the discretion of the Corporation, taking into consideration the wishes of the employee where possible.

20.09 If an employee, who is in receipt of Worker's Compensation benefit, is unable to take vacation time off due to continuation of Workplace Safety Insurance Board benefits, vacation carry-over days will be paid.

Article 21 - Paid Holidays

21.01 An employee who has completed sixty (60) working days shall receive without working the equivalent of one (1) days pay at his basic classification rate for each of the following holidays regardless of the day on which the holiday is observed, provided however that the employee is not on layoff:

New Year's Day	Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
Civic Holiday	Labour Day
Thanksgiving Day	Christmas Day
Boxing Day	

In addition, a permanent employee who has completed sixty (60) working days and a seasonal employee, shall receive one (1) working day as a Floating Holiday to be scheduled by a mutual agreement between the employee and his supervisor.

One (1) day on Christmas Eve or New Year's Eve (the choice at the discretion of the Corporation) and any other day proclaimed as a holiday by the Federal or Provincial Government or the Mayor of the City of Niagara Falls.

21.02 Paid Holidays are subject to the following conditions:

An employee must work all his regularly scheduled shift immediately preceding and all his regularly scheduled shift immediately succeeding the paid holiday, unless excused in writing by the Human Resources Representative or his representative.

When any of the above holidays fall on a Saturday or Sunday and are not proclaimed as being observed on some other day, a day off in lieu thereof shall be granted by mutual agreement.

21.03 An employee who is scheduled to work on the day of observance of one of the paid holidays:

- (a) and who works on such paid holidays, shall receive in addition to the pay provided in Section 21.01 time and one half his wage rate for all hours worked on the paid holiday, plus a bonus of fifty (50) cents per hour for all hours worked. This bonus rate shall not be pyramided.
- (b) and who does not work on such paid holiday, shall not receive the pay provided in Section 21.01 unless excused in writing by the Human Resources Representative or his representative.

- (c) an employee who works on such paid holiday may request to take a day off with pay in lieu of the day provided for in Section 21.01. The request must be made prior to the paid holiday and if granted, the day off is to be taken at a time agreeable to Management.
- 21.04 An employee who is required to work on a holiday upon which he was not scheduled to work, shall receive in addition to the pay provided in Section 21.01, double his wage rate for all hours worked on the paid holiday.
- 21.05 If a paid holiday is observed during an employee's vacation, such employee shall be given another day's vacation with pay.
- 21.06 When any one of the above-noted holidays occur on an eligible employee's scheduled day off, the employee may on request receive another day off with pay at a time mutually agreed upon between the employee and the Corporation, otherwise he will receive a day's pay in lieu thereof.

Article 22 - Shift Premiums

- 22.01 Employees working on shifts other than a normal day shift Monday to Friday shall receive a shift premium of 65 cents per hour for all hours worked. A normal day shift shall be defined as a shift commencing between the hours 6:00 am to 9:59 am.

Article 23 - Transfers

- 23.01 An employee who is temporarily transferred from his classification:
 - (a) if the rate of his new classification is higher than that of his classification, shall receive the rate of the new classification, after working in it for one (1) hour.
 - (b) if the rate of his new classification is lower than that of his classification, he shall receive the rate of the new classification, unless the transfer is made by the Corporation when work in his regular classification:
 - (i) is being performed to which he is entitled on the basis of his seniority, or
 - (ii) has been temporarily cancelled by the Corporation due to a paid holiday or emergency situation, in which cases he shall receive the rate for his regular classification.

23.02 A **Permanent Transfer** is where an employee is required to be reclassified to a different job as a result of:

- (a) job posting; or
- (b) a reduction in the work force

23.03 A **Temporary Transfer** in the Hourly Classification is a job transfer other than a Permanent transfer, where an employee is **not** required to be reclassified to a different job as outlined in clause 23.02, and following which, he is expected to return to his regular job with which he is still classified.

23.04 A **Temporary Transfer** in the Salaried Classification is a job transfer other than a permanent transfer for a period of time normally not to exceed six (6) months where an employee is **not** required to be reclassified to a different job as outlined in clause 23.02, and following which, he is expected to return to his regular job with which he is still classified. If the period of time is to exceed six (6) months it shall be discussed at a meeting referred to in Article 7.02 and 7.03.

23.05 Payment for Permanent Transfers:

- (a) Normally in the case of a Job Posting a successful applicant will be classified in the Starting and Promotional rate for that particular classification for the period of months specified in Schedule "A". An employee accepted for a higher paying job shall receive either the starting and promotional rate for that classification or his present rate, whichever is the greater. However, should the successful applicant have previously been in the same classification on a permanent basis or on a temporary basis of more than one (1) month's consecutive duration during the past five (5) years, this time shall be counted towards the period required to progress from the Starting and Promotional rate to the Normal rate.
- (b) An employee who bids on and is accepted for a lower-paying job shall receive the "A" rate for the position. However, should the successful applicant have previously been in the same job for a period of time which equates to the length of the probationary period for the position during the past year; then he/she shall receive the "B" rate. The rate received has no bearing or influence on the requirement to serve a probationary period.
- (c) Payment for permanent transfers as a result of a reduction in work force will be according to the normal rate if and when an employee reverts to one of his previous classifications.
- (d) Employees on a temporary posted position will be paid the rate of this temporary position for sick time, paid and floating holidays, bereavement leave, or any other

short term absences during the period of the posting only. They will not be paid this rate for any vacation or lieu time taken during this period unless earned during this period.

23.06 Payment for Temporary Transfers:

Payment for temporary transfers will be according to Section 23.01 above, and according to the Progression Periods as specified in the Wage and Salary Schedule "A". Further to, and in accordance with the above, the following will apply:

- (a) For a temporary transfer to a higher rated job, an employee classified at the Normal rate of his regular job, will be paid for such temporary transfer according to the Normal rate of the job to which he has been transferred, and an employee classified at the Starting and Promotional rate of his regular job will be paid for such work according to the Starting and Promotional rate of the job to which he has been transferred.
- (b) Paragraph (a) above will also apply to temporary transfers to other jobs in the same or lower levels, with the exception that where an employee is so transferred to a job in which he has at one time been regularly classified he shall be paid at the Normal rate of that job for such period of temporary transfer.
- (c) An employee who temporarily substitutes in for all or part of a high rated job will be compensated at the same rate of pay of the "B" rate of the collective agreement for that position.

23.07 Payment for Temporary Appointment

When an employee temporarily substitutes, or performs the principal duties of any position outside the Bargaining Unit, whose job rate is higher than the job rate of the employee's regular Union position, **he will be paid at the start rate of the non-union position to which he is transferred.** Such employees shall continue to be covered by this Agreement. Notice of temporary assignments shall be sent to the Union and posted on all notice boards.

During the period of this appointment, the employee will not be eligible for overtime in his/her regular position.

Article 24 - Employee Benefit Plans

24.01 The Corporation shall make available the following services subject to the provisions of the plans:

- (a) Life and Accidental Death and Dismemberment Insurance

All Permanent employees under age 65:

One and one half (1 ½) times basic annual wages or salary to the next highest \$500 with a minimum of \$12,000. Adjustments to be made on the anniversary date of this change which shall be put into effect on the first day of the second month following the signing of this Agreement.

Seasonal Employees: \$10,000.00

Any permanent employee who retires early using any early retirement options offered by OMERS and those employees who retire at normal retirement age, or earlier because of health reasons approved by a qualified medical practitioner:

\$10,000 up to the end of the month in which the retiree reached the age of 70. The A.D.& D. Provision shall not apply to retired employees.

- (b) Supplemental Hospital (semi-private)

- (c) Pay Direct Drug Card program with a dispensing fee limitation of \$5.00 per script, including positive enrolment and coordination of benefits.

Extended Health Care Plan \$10 - \$20 deductible, based on the 1984 Excelsior Live Plan with the Corporation, or an equivalent, and \$350 per person every two (2) years for eye wear, no deductible, \$50 per person for eye examinations every two (2) years, and \$500 per person per year for hearing aids.

Licensed psychologists, osteopaths, chiropractors, naturopaths, podiatrists maximum \$225 per dependent per year and \$350 per employee per year

Licensed physiotherapists, chiropractors or masseurs maximum \$275 per dependent per year and \$400 per employee per year.

Out-of-Country Medical Benefit (All Active Permanent Employees)

The following services outside the person's Province of residence for emergencies:

- (i) room and board in a hospital up to the hospital's ward rate (including where permitted by law, any admittance, coinsurance, or utilization charges.)
- (ii) other hospital services (provided out of Canada).
- (iii) out-patient services in a hospital
- (iv) services of a Doctor.

Eligible expenses must be incurred within sixty (60) days of the date the person leaves his Province of residence. If hospital admittance takes place within such period, in-patient services are covered until the date of discharge.

- (d) A Dental Plan based upon the 1984 Excelsior Life Plan with the Corporation, or an equivalent, and the O.D.A. Suggested Fee Guide for General Practitioners for the year preceding the current year.

In addition, a Rider providing Orthodontal coverage at 50% co-insurance with coverage of \$1,500 lifetime maximum per person and total family lifetime claim maximum of \$3,000.

Rider providing coverage for crowns and bridges (excluding dentures) at 50% co-insurance with an annual maximum of **\$1,000** per year.
Coverage for Dentures at \$1,000 every two (2) years.

- (e) A Long Term Disability Plan to provide 75% of normal gross monthly earnings to a maximum of \$2,500 until age sixty five (65), plan to be "Own Occupation two (2) years", to be effective after one hundred and twenty (120) days of disability or expiry of sick leave credits whichever is the later. Benefits provided under Article 24.01 to be paid by the employer while on L.T.D. benefit. Premiums for L.T.D. to be shared 75% by employer, 25% by employee. Usual provisions of W.S.I.B., C.P.P. and O.M.E.R.S. to be applicable.
- (f) The employer may change carriers during the life of this Collective Agreement but may not reduce the benefit from the negotiated agreement and/or increase the cost to the employees. The employer will meet and discuss any carrier change with the Union prior to the implementation.
- (g) Seasonal employees who were on layoff and are recalled to work will receive benefits as per the Collective Agreement on the first day of the month following their return to work. If any Seasonal employee prepays health benefits upon layoff, the employee will be reimbursed the monthly premium for any month in which he works ten (10) days.

24.02 The services in Section 24.01 shall be available as follows:

Permanent employees, after three (3) full continuous calendar months of service, who are in receipt of remuneration from the Corporation in the form of wages, salaries, sick leave, benefits or Workers Compensation benefits, or who are on approved leave of absence of less than twelve (12) weeks:

All services in (a), (b), (c) and (d) with the cost being paid by the Corporation and the services in (e) with 75% of the cost being paid by the Corporation and 25% by the employee.

Seasonal employees who are in receipt of remuneration from the Corporation in the form of wages, salaries, sick leave benefits, or Workers Compensation benefits, or who are on approved leave of absence of less than twelve (12) weeks:

All services in (a), (b), (c) and (d) with the cost being paid by the Corporation. Drug Card and Out of Country Medical coverage not included in coverage listed under (c).

Casual employees with seniority:

All services in (b) during the time they are employed by the Corporation with the cost being paid by the Corporation.

Additionally, seasonal employees who are laid off for a period not exceeding nine (9) months and permanent employees who are no longer in receipt of pay due to lack of sick leave credits or who are on approved leave of absence exceeding twelve (12) weeks, may continue to avail themselves of the group rates provided they deposit 100% of the costs of the premiums with the Director of Finance by the 15th of each month. If these premiums are not paid by the due date, the employee shall be removed from the various groups on the last day of the month for which the premiums have been paid. Upon recall the employee shall be liable for any waiting periods involved and in the case of Group Life Insurance, may not be eligible to receive this coverage.

24.03 The services in 24.01 (a) and (b) shall be available to employees retired after January 1, 1960, and the cost shall be borne by the Corporation as long as the coverage is available from the Underwriter at group rates.

24.04 The services in 24.01 (a), (b) and (c) shall be available to employees who retire early using options offered by OMERS Pension Plan, and the cost shall be borne by the Corporation until such employees attain the age of sixty five (65), as long as the coverage is available from the Underwriter at group rates.

- 24.05 An employee who dies while covered for health and dental benefits will have coverage for their dependents under 24.01 (b), (c) and (d) for their dependents until the earlier of the following dates:
- (a) 24 months after the date of the employee's death
 - (b) the date that the person would no longer be considered a dependent under the plan if the employee were still alive.

Article 25 - Sick Leave

- 25.01 Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick, quarantined because of exposure to contagious disease, or because of an accident for which compensation is not payable under the Workers Compensation Act. An employee may be required to produce a certificate or certificates from a qualified Medical Practitioner for any such absence, certifying the reason for such absence and that the employee is unable to report for work.
- 25.02 Where an employee is returning to work after sick leave for three (3) days or longer, he shall produce a certificate from a qualified Medical Practitioner certifying that he is fit to return to duty. The employee must have advised his Medical Practitioner of his duties.
- 25.03 **An** employee who has been incapacitated at his work by injury or compensable occupational disease, or by illness and who is unable to perform his regular duties, will be employed in other work if available.
- 25.04 A permanent employee on a seniority list shall be entitled to **twenty (20)** days' sick leave per calendar year. **The employee is eligible to use one sick leave day to attend to a family member who is sick or to attend medical appointments.**
- 25.05 A permanent employee who commences or terminates his service with the Corporation during any calendar year, shall be entitled to two (2) days sick leave for each complete calendar month worked during such year to a maximum of **twenty (20)** days. Sick leave shall not be available to a new regular employee until he has been placed on the seniority list.
- 25.06 A seasonal employee and a casual employee on a seniority list other than a student shall be entitled to one-quarter (1/4) day's sick leave for each complete calendar week worked, to a maximum of one (1) day per month.
- 25.07 Ninety percent (90%) of the unused sick leave up to a maximum of eighteen (18) days per year may be accumulated.

- 25.08 **A** permanent employee who is given leave of absence without pay for any reason for two (2) weeks or longer, shall have deducted from annual sick leave credits, one (1) sick leave day for each two (2) weeks so absent.
- 25.09 **An** employee who is laid off due to lack of work for a period of two (2) weeks or longer, shall cease to accumulate sick leave. During this period of absence, no sick leave is payable. The balance of sick leave, if any, shall again be available upon his return to work.
- 25.10 An employee shall, on the first day of illness, report or cause to report such illness to a designated person at least one (1) hour prior to his normal shift starting time except an office employee who shall so report within thirty (30) minutes following his/her normal starting time. In the case of employees working rotating shifts, at least four (4) hours notice shall be given before the start of their shift, whenever possible.
- 25.11 An employee shall notify his/her immediate supervisor on each of the first three days of any absence. Where an illness exceeds three (3) days and duration of illness has not been established by a physician, an employee, or his representative, shall telephone his immediate supervisor at least once per work week to re-establish the grounds for his absence. The employee must advise his supervisor one (1) full day prior to returning to work that he intends to return.

Payment out of accumulated credits under the Sick Leave Plan shall be made only for illness, quarantine or non compensable accident, established under Section 25.01, 25.02, 25.03, except they shall be paid to:

- (a) **any permanent or seasonal** employee retired under the provisions of any pension retirement regulations or who retires early due to ill health;
- (b) the estate of **any permanent or seasonal** employee who dies while in the service of the Corporation, or
- (c) **any permanent or seasonal** employee on termination of employment who has at the date of termination four (4) or more years of service with the Corporation.

A sick leave gratuity of not more than an amount equal to his salary, wages or other remuneration, for one-half the number of days standing to his credit, and in any event not in excess of the amount of one-half year's earnings at the rate received by him immediately prior to termination of employment.

Payment of sick leave credits shall be calculated in the case of hourly rated employees, on the standard number of hours normally worked per day, multiplied by the standard rate per hour normally paid the employee, and in the case of salaried employees, the

standard salary normally paid per week, divided by the standard normal days worked per week.

In the case of employees who are granted leave of absence under Article 15.07 and who do not return to work for a minimum period of three (3) months at the conclusion of the leave of absence, the sick leave gratuity shall be calculated at the rate of pay received at the time the leave of absence commenced.

- 25.12 Each employee shall be supplied with a report of the balance of his sick leave credits on record.

Article 26 - Pensions

- 26.01 The Corporation and the employees shall make contributions in accordance with the provisions of the Ontario Municipal Employees Retirement System and the Canada Pension Plan.
- 26.02 The Corporation shall supply to the Union, annually upon request, information concerning the rights under the pension plans of members who are employees of the Corporation.
- 26.03 Any amendments to the aforementioned pension plans causing reduction in pension benefits shall be cause for negotiations with the Union in accordance with the provisions of Article 7.02 and 7.03.

Article 27 - Workers Compensation

- 27.01 **An** employee covered by this Agreement who suffers **an** injury while in the course of his duties, and who is in receipt of a wage or salary award from the Workplace Safety Insurance Board, shall be paid by the Corporation for a period not to exceed one (1) month for each separate injury, the difference between the said wage or salary award and his current wages or salary.
- For absences in excess on one (1) month, the injured employee shall be paid directly by the Workplace Safety Insurance Board.
- 27.02 An employee must provide medical certification stating he can perform the duties of his job before he will be permitted to return to work
- 27.03 All workplace accidents shall be reported to the Union in writing along with a copy of the Form 7 that is filed with the Workplace Safety Insurance Board.

Article 28 - Bereavement Leave

28.01 An employee on a seniority list will be granted five (5) days leave of absence with pay to attend a funeral on the following basis:

Death of a spouse, child, step-child, parent **or step-parent**.

28.02 An employee on a seniority list will be granted three (3) days leave of absence with pay to attend a funeral on the following basis:

Death of sister, brother, father-in-law, mother-in-law, grandparents, grandchild, spouse's grandparents, legal guardian or anyone to whom the employee might owe bereavement responsibility as defined by the Human Resources Representative.

28.03 One (1) day's leave of absence with pay shall be granted to an employee on a seniority list to attend a funeral on the following basis:

Death of sister-in-law, brother-in-law, son-in-law, daughter-in-law.

Application shall be made to the employee's immediate supervisor.

28.04 An employee shall not be entitled to the benefits of Section 28.01, 28.02, 28.03, when he does not attend the funeral of his immediate relative, or fails upon request to furnish the Corporation with reasonable proof of death and of his attendance at the funeral.

28.05 **An** employee on a seniority list who can show proof of death of spouse, child, father, mother, brother, sister, but because of distance or any other reason is unable to attend the funeral, shall be granted **three (3)** days' leave of absence with pay. Written proof of death may be requested.

28.06 On application in writing to his immediate supervisor at least twenty-four (24) hours in advance, the Human Resources Representative may approve leave of absence not to exceed four **(4)** hours:

(a) With pay

(i) for an employee to attend the funeral of a close friend.

(ii) for two (2) of the Union Executive to attend the funeral of a present or retired employee.

(b) Without pay for Union Executives in excess of two **(2)** to attend the funeral of a present or retired employee.

Article 29 - Special Allowances

29.01 When authorized by the employer, an employee directly engaged in the exhumation of bodies at a cemetery shall be paid at the rate of time and one half (1 & 1/2) of their hourly wage rate for the time worked.

29.02 In addition to the basic wage, and when authorized in advance, one dollar (\$1.00) per hour shall be paid to an employee engaged on the catchbasin cleaner emptying settling tanks and septic tanks, and an employee working within a sanitary or combined sewer for more than one (1) hour.

29.03 **Cashiers Shortage Fund**

The purpose of this fund is to replace legitimate shortages occasionally developing in cash transactions which are the responsibility of the cashiers of the Corporation to the extent and under the conditions as set forth hereafter;

- (a) The Corporation will assume the cost of replacing such legitimate shortages up to a maximum limit of **\$125.00** for each cashier or anyone performing the duties of cashier who works on cash as part of their job descriptions, for such shortages as they occur.

At the sole discretion of the Chief Administrative Officer, any balance remaining after applying individual losses to an upset limit of \$400.00 may be applied at the end of the year to any substantial shortage in excess of the above limits, experienced by an individual cashier during that year.

- (b) Cash overages will not be credited to the cashiers shortage fund.
- (c) The Corporation reserves the right to cancel such fund at any time it believes such fund is being abused. Continual and abnormal claims against the fund may be grounds for layoff or transfer if other suitable work is available. Evidence of intentional drain could lead to discharge.

Article 30 - Emergency Call In

30.01 An employee called in, after having left his place of employment at the end of his regular shift, to perform work shall receive either:

- (a) a minimum of four **(4)** hours at his straight time rate; or
- (b) his applicable overtime rate for the time worked on the call-in, whichever is the greater.

To be eligible for Emergency Call In, the employee must be able to report to work within 45 minutes.

Article 31 - On Call Pay

31.01 An employee who is “on call” shall be paid his straight time wage in accordance with the following schedule:

Monday to Friday inclusive - two (2) hours pay per day.

Saturdays, Sundays & Holidays listed in Article 21.01 - three (3) hours pay per day.

Article 32 -Work and Protective Clothing

32.01 The Corporation shall supply work clothing in units to all permanent, seasonal **and casual** employees in a department in which work clothing is presently distributed **including employees required to perform duties off site in the Transportation Services, Municipal Works, and Building and By-law divisions** . Type of clothing to be distributed will be at the discretion of management.

32.02 The following article(s) of clothing make up a unit(s):

1	Long Sleeve Shirt	=	1 unit
1	Summer Shirt	=	1 unit
2	T-Shirts	=	1 unit (2 shirts)
1	Safety T-Shirt (short or long sleeve)	=	1 unit
1	Pair Coveralls/Shop Coat	=	2 units
1	Spring/Fall Jacket	=	2 units
1	Hooded Sweatshirt	=	2 units
1	Pair Pants (Max: Perm.-4, Seasonals - 3)	=	1 unit

The above issue of clothing shall not apply to the employees of the garage where the present policy regarding clothing shall remain in effect,

Once during the life of this Collective Agreement expiring December 31, **2010**, all permanent employees who are entitled to work clothing, and Garage Mechanics, will be entitled to, as part of their annual entitlement:

1	Parka	=	4 units
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32.03 By May 1st each year, a permanent employee will receive, providing the employee has not received an issue within the previous 12 months - 8 units.

32.04 By May 1st each year, a seasonal employee will receive, provided the employee has not received an issue within the previous 12 months - 6 units.

- 32.05** By May 1st each year, a casual employee and employees identified in Article 32.01 will receive, provided the employee has not received an issue within the previous 12 months - 3 units.
- 32.06 Spare coveralls shall be available for change purposes for employees (operators) who normally work as sweeperoperators and employees engaged in the exhumation of bodies at the cemeteries.
- 32.07 The employee shall be responsible for keeping the clothing clean and in good repair. All clothing shall remain the property of the Corporation and must be returned upon demand. Clothing supplied shall be worn only during working hours and when proceeding to and from work.
- 32.08 Soft rubber, overboots will be available for permanent employees who, in management's opinion, require such protection.
- 32.09 Canadian Standards Association approved safety footwear shall be worn by all probationary, temporary, and seniority employees in accordance with the "Occupational Health and Safety Act and Regulations".
- Upon completion of the probationary period, the Corporation shall pay up to \$150.00 annually towards the cost of CSA approved safety footwear purchased by permanent and seasonal employees on the condition that they are actively at work and not on long term disability or extended leave of absence or scheduled for retirement within six (6) months.
- 32.10 Clothing and equipment, which the Corporation requires an employee to wear, shall be supplied by the Corporation. Any employee who fails to wear required clothing and equipment shall be subject to disciplinary action.

Article 33 - Jury Duty

- 33.01 Any employee of the Corporation who is called up to serve as a juror or as a witness in a legal proceeding, shall be granted leave of absence for such purpose and shall be paid full salary or wages, for the period of such service, provided he shall make application to his immediate supervisor, and deposit with the City through the Human Resources, the full amount of compensation received for such services but not including travelling and meal expenses.
- 33.02 **An** employee who is not scheduled to work on any day that he serves shall not be required to deposit any compensation received for that day.

Article 34 - Legislation

34.01 This agreement is subject to all legislation enacted by the Government of Ontario or Canada.

Article 35 - Technological Changes and Contracting Out

35.01 Without restricting its right to determine the methods by which municipal services are to be provided, the Corporation agrees that no permanent employee with eighteen (18) months or more seniority shall be laid off from work as a direct result of technological change in methods.

35.02 The Corporation shall give the Union thirty-five (35) days' advance notice of any planned technological change in methods which would affect wage rates or working conditions and will, if requested, discuss such change with the Union within seven (7) days after notification.

35.03 In the event that the Corporation should introduce new methods or machines which require new or greater skills than are possessed by an affected employee under the present methods of operation, after-hours' training or study courses will be arranged if practicable. The Corporation shall reimburse each employee who successfully concludes any such required training or study course, for the cost of tuition and text books.

35.04 Without restricting its right to determine the methods **by** which municipal services are to be provided, the Corporation agrees that no permanent employee with eighteen (18) months or more seniority shall be laid off from work as a direct result of contracting out present work or services of a kind presently performed by its employees.

35.05 In the event that the Corporation contemplates the contracting out of any services normally provided by members of the bargaining unit and which could possibly result in layoffs of permanent employees, the Corporation shall provide the Union with 60 days advance notice and agrees to enter into discussions with the Union.

Article 36 - Safety and Health

36.01 The Corporation will continue to make adequate provision for the safety and health of employees during the hours of their employment.

36.02 A Joint Health and Safety Committee shall be established composed of two (2) employees appointed by the Union and two (2) senior officials of the Corporation.

Both union and management will appoint one (1) alternate who will attend Safety Committee meetings only if one (1) of the two (2) regular members will not be in

attendance.

- 36.03 The Safety Committee shall meet at least every month. A statement outlining the matters for discussion will be submitted to members not less than two (2) days prior to the meeting except in cases of emergency.
- 36.04 Safety recommendations submitted to the Corporation by the Safety Committee will receive prompt and serious consideration with the aim of eliminating as far as practical, unsafe working conditions, unsafe working practices and other hazards to safety or health of employees during working hours.
- 36.05 Two (2) union representatives of the Safety Committee shall be paid for time spent in Safety Committee meetings during their regularly scheduled hours.

Article 37 - Bulletin Boards

- 37.01 The Corporation agrees to the posting of Union notices on the following Bulletin Boards:
- (a) City Hall (Lunch Room)
 - (b) **Recreation Office**
 - (c) Arenas
 - (d) Fairview Cemetery
 - (e) Lundy's Lane Cemetery
 - (f) Service Centre (**Hallway**, Garage and Water Section, **Carpenter Shop**)
 - (g) Swimming Pools (when open)
 - (h) Coronation Centre
 - (i) Oakes, Ker and Optimist Parks (when open)
 - (j) **Transit**
- 37.02 Such notices shall relate to appointments, meetings, and elections and conventions of the Union and Union Social and Recreational affairs. All such notices shall be submitted to the Human Resources who shall arrange for their prompt posting.

Article 38 - Notices

- 38.01 Each employee shall be responsible for advising Human Resources, through his supervisor, of his current address and telephone number (if any). **An** employee who does not keep the office informed may lose the benefits of this Agreement regarding notice and may be subject to other discipline.
- 38.02 Notice to the parties shall be addressed to:
- (a) Human Resources Representative City Hall, Niagara Falls, Ontario in the case of

the Corporation; and

- (b) The President and Recording Secretary at their work location, in the case of the Union.

Article 39 - Voting Time for Government Elections

39.01 An employee shall be entitled to four (4) consecutive hours for the purpose of voting at any Federal election or referendum and three (3) consecutive hours for the purpose of voting at any Provincial or Municipal election or referendum.

If the normal hours of employment do not allow this, such additional time shall be given at the convenience of the Corporation, as may be necessary to provide such hours while the polls are open. The employee shall suffer no loss of pay for such absence.

Article 40 - Mileage Allowance

40.01 When requested by the Corporation and authorized by the Department Head to use their personal cars for Corporation business, on a casual basis, employees who do so will be paid at the rate of forty (40) cents per kilometre.

40.02 When the continuing provisions of a personal car for Corporation business is a condition of employment, and the condition is met, a vehicle allowance of \$35.00 per month shall be paid plus thirty-two and nine tenths (32.9) cents per **kilometre** while **travelling** on approved Corporation business.

40.03 All mileage will be calculated from his normal place of work and will not include travel to and from place of residence. In cases where the employee is required to proceed from his place of residence directly to a work site, the distance shall be calculated as though he had travelled from his normal place of work to the site.

40.04 All mileage shall be approved by the Department Head and submitted to Finance for payment each month.

Article 41 - Job Evaluation Maintenance Manual

Purpose:

The Maintenance Manual has been established between the City of Niagara Falls and CUPE Local 133 to provide an ongoing maintenance program consistent with the Memorandum of Understanding dated March 14, 1989 and the Terms of Reference dated April 14, 1989. Specifically for the purpose of providing and maintaining the basis of an equitable wage structure and providing the method by which job descriptions and job

ratings shall be maintained to meet changes in the work place and work requirements. Any amendments to this manual will be brought before the parties for approval.

Definitions:

The following definitions are to apply to the terms used herein and throughout the Job Evaluation Program:

Job Evaluation:

Is a process for determining the relative worth of a position to an organization. It involves studying and analyzing a job to obtain information about the content of the job, the preparation of a job description and the rating of the job by use of a rating system.

Employee:

An employee of the City of Niagara Falls in the bargaining unit for which Local 133 is the recognized bargaining agent as defined in the Collective Agreement.

Factors:

The major criteria, i.e. skill, effort, responsibility and working conditions, etc. as set out in the Rating Manual to measure all jobs covered by this Job Evaluation Program.

Factor Degrees:

The actual measurement levels within each factor.

Green Circled:

The wage rate an employee is receiving that is lower than the wage rate that has been established for the job in accordance with the Job Evaluation Program.

Red Circled:

The wage rate an employee is receiving that is in excess of the wage rate that has been established for the job in accordance with the Job Evaluation Program.

Incumbent:

An employee who has been hired into or promoted to a job. (**An** employee is an incumbent in one job only).

Job:

A group or range of duties or tasks assigned to and performed by the incumbent(s).

Job Analysis:

The process of determining and recording the tasks and duties comprising a job and the required knowledge, responsibility, effort and the working conditions involved in the performance of that job, through the use of questionnaires, observation and interviews.

Job Description:

The official record of the principal tasks, duties of a job and qualifications required.

Job Rating:

The selected degree levels, points, reasons for the job rating and total points established for a job in accordance with the Rating Manual.

Points:

The numerical expression adapted for measurement of each degree within each factor.

Total Points:

The sum of all points allotted to each job for all factors as determined in accordance with the Rating Manual.

Joint Job Evaluation Committee (JJEC):

The Joint Job Evaluation Committee appointed by the respective parties to deal with matters relating to the rating of jobs. The City of Niagara Falls and Local 133 shall each appoint two (2) representatives to the Joint Job Evaluation Committee. Each party shall name one (1) representative as an alternate, should a regular JJEC member be unable to attend. (Alternates may attend all JJEC meetings but, shall not be permitted to vote on any outstanding matters.) All new JJEC Members will receive a training/orientation session conducted by Human Resources in conjunction with the CUPE Job Evaluation Department.

Board of Referees:

The Board of Referees will attempt to resolve all issue(s) outstanding at the JJEC level. Their decision will be final and binding on both parties. Each party shall name one (1)

representative as a Referee.

Wage Grade:

The designation in the Wage Rate Schedule for a particular salary level or salary range as per established points.

Wage Grade Differential:

The difference between the wage grade job rate in the Wage Rate Schedule.

Out of Schedule Rate:

A wage rate paid to an employee, for a specific purpose and for a specified period of time, that is in excess of the maximum rate that is determined for a job in accordance with the Job Evaluation Program.

Job Descriptions and Ratings:

For this program, a job description and the contents therein are for the purposes of rating a job and assigning the job into the proper wage grade for application of the Wage Rate Schedule. The description of a job shall be in sufficient detail to enable that job to be identified and rated.

A job description reflects the major duties, responsibilities and qualifications required for proper evaluation and shall not be construed as a detailed description of all the work requirements inherent to the job.

The rating of jobs on the basis of job content involves certain basic determinations being made with respect to the skill level, responsibility and effort required and the working conditions involved in each job. In order to reduce possible errors of personal judgement into practical but reasonable working limits, such determinations and considerations are subdivided and refined into an analysis and rating of each job to assess the relative worth on the basis of specific factors which are to be determined by the Joint Job Evaluation Committee.

The factors used are:

- Education
- Experience
- Judgement
- Communications
- Physical Effort
- Mental Effort
- Dexterity
- Coordination of Others

Consequence of Error
Safety of Others
Working Conditions and Environment

Job Ratings serve to:

- (a) provide the basis from which to gauge equitable wage rate relationships between the jobs.
- (b) group jobs having relatively equivalent point values to the City into the same grade.
- (c) form the foundation from which to measure changes in job content.
- (d) enable the assignment of jobs into their proper wage grade in the Wage Rate Schedule.

In making the determinations necessary for the rating of a job from the job's content, certain basic characteristics are considered to be inherent in the performance of all jobs and are not considered in the evaluation of any job in this program. These characteristics are honesty, integrity, normal discretion, reasonable care and attention, ordinary tact and common courtesy.

In the application of the Rating Manual (see attached, Appendix A) the following general rules shall apply:

- (a) It is the content of the job that is being analyzed, not the individual doing the job.
- (b) Jobs are to be evaluated without regard to an incumbents' performance or existing wage rates.
- (c) Jobs are to be placed in the appropriate level in each factor by considering the specific requirements for each job, the factor definition, the description of each factor level.
- (d) Workload is not a consideration when evaluating a job.
- (e) No interpolation of factor degrees is to be made in the use of this program (i.e. no insertion of a factor rating that falls between the established degrees of the factor).

Maintaining Job Descriptions and Ratings:

It is important that each party maintain accurate records of job descriptions and job ratings on an ongoing basis. Failure to do so will serve to damage the integrity of the program. It is the intention of the parties to jointly review all job descriptions over a three year period. Such review shall commence following the finalization of all implementation appeals.

Provisions for maintaining the job descriptions and job ratings and making the necessary adjustments that occur from time to time, as a result of a new or changed condition, are as follows:

1. The job descriptions and job ratings which are in effect shall continue in effect unless:
 - (i) The job content is changed by the City of Niagara Falls
 - (ii) The job is terminated by the City of Niagara Falls
 - (iii) The job is changed as a result of a successful appeal or arbitration award.
- (a) Whenever the City of Niagara Falls decides to change the content or requirements of a job, the following procedures shall apply:
 - (i) Human Resources, in conjunction with the Department, shall prepare a revised job description.
 - (ii) The job description shall be submitted to the JJEC for rating. The Committee will have the right to interview, examine or observe any individual, job being performed or working condition as they pertain to the job description in question.
 - (iii) Once rated, both parties shall receive the final job description and ratings for the position. The JJEC's decision shall be final and binding on both parties.
 - (iv) Should the JJEC be unable to agree on the ratings, the outstanding or questionable information will be submitted to the Board of Referees.
 - (v) Should the Board of Referees be unable to reach a decision, the outstanding issue(s) will be turned over to a mutually agreed upon Arbitrator.

- (vi) Once final rating has been determined, the revised job shall be assigned an appropriate wage grade. It shall become effective from the first pay period following the JJEC meeting.
- (b) Whenever the City of Niagara Falls decides to establish a new job, the following procedures shall apply:
- (i) Human Resources, in conjunction with the Department, shall prepare the job description.
 - (ii) The job description shall be submitted to the JJEC for rating.
 - (iii) Once rated, both parties shall receive the final job description and ratings for the position. The JJEC's decision will be final and binding on both parties.
 - (iv) Should the JJEC be unable to agree on the ratings, the outstanding or questionable information will be submitted to the Board of Referees.
 - (v) Should the Board of Referees be unable to reach a decision, the outstanding issue will be turned over to a mutually agreed upon Arbitrator.
 - (vi) Once a final rating has been determined, the new job shall be assigned the appropriate wage grade. This assignment shall become effective from the first day of the position's existence.
2. If a change in job content or requirements results in a higher evaluation and wage grade for a job, the incumbent(s) of such job whose existing wage grade is thus below the established wage rate of the changed job shall be identified as being "green circled".
 3. If a change in job content or requirements result in a lower evaluation and wage grade for a job, the incumbent(s) of such job whose existing wage rate of the changed job shall be identified as being "red circled".
 4. The City shall arrange a meeting within fifteen (15) calendar days of any proposed changes in the content or requirements of a job.
 5. In the event of an out-of-schedule rate for a job classification is introduced by the employer, the Union shall be notified and it shall continue in effect until the employer decides that the conditions which gave rise to it no longer exist. At this time, the rate for the job classification will return to the evaluated rate.

Appeals:

1. New Positions:

Newly created positions shall be rated by the Joint Job Evaluation Committee as outlined in the Procedures.

Incumbent(s) must perform the duties of a newly created position for at least six (6) months before an appeal can be submitted to the Committee with regards to the job description and/or rating.

The appeal must state in writing, why the incumbent(s) disagree with the job description and/or rating for the position **and must be made within 1 year of the new position rating**. The JJEC's decision will be final and binding on both parties. Should the Committee be unable to reach a decision, the outstanding matters will go to the Board of Referees and on to a single arbitrator if necessary.

2. Changes in Job Content:

If the content of a job changes and the Joint Job Evaluation Committee re-evaluates the position, the incumbent(s) may, if dissatisfied with either the revised job description and/or ratings, submit, in writing, their reasons for disagreeing. This process may also be initiated by either the Supervisor or the Union Executive.

The JJEC will address the appeal and their decision will be final and binding on both parties. Should the Committee be unable to reach a decision, the outstanding matters will be submitted to the Board of Referees and on to a single arbitrator if necessary. The parties will mutually submit the matter to a single arbitrator and the single arbitrator will decide the outstanding issues only.

Article 42 - Video Display Terminals

42.01 The Corporation shall give consideration to ergonomic factors related specifically to the purchase and operation of Video Display Terminal equipment.

42.02 A pregnant employee shall not be required to operate Video Display Terminals (V.D.T.) equipment, if she so chooses, and shall be assigned to alternative work if such work is available. In the event that alternative work is not available, in the opinion of the Corporation, the employee may elect to take an unpaid leave of absence for the duration of her pregnancy.

Article 43 - Duration of Agreement

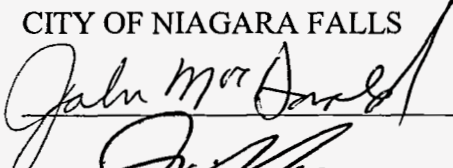
- 43.01 This Agreement shall become effective as of **January 1, 2008** and shall remain in full force and effect until **December 31, 2010**.
- 43.02 This Agreement shall be automatically renewed from year to year thereafter, unless notice by registered mail is given by either party to the other party for amendment within ninety (90) days prior to December 31, **2010**, or any anniversary of such date.
- 43.03 In the event of notice being given, negotiations shall begin within fifteen (15) days following receipt of notification.

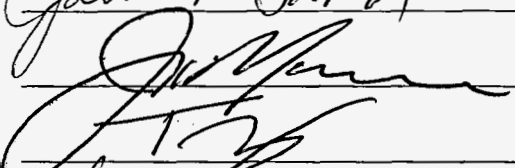
All Letters of Understanding and Letters of Intent currently attached to the Collective Agreement shall be extended until December 31, **2010**.

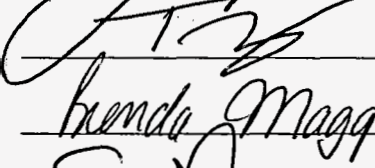
IN WITNESS whereof the parties hereto have caused this Agreement to be executed by their duly authorized officers and representatives this 19th day of 08, 2008. **A**

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

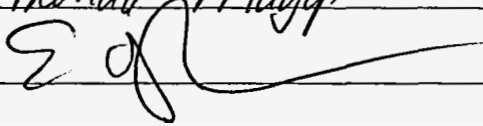
THE CORPORATION OF THE
CITY OF NIAGARA FALLS



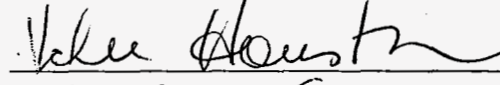






brenda Magg




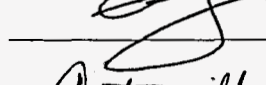
CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 133











Antoinette MacWhiter

IN THE MATTER of the Agreement between

THE CORPORATION OF THE CITY OF NIAGARA FALLS

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 133

dated

the Day of , 2002

It is mutually agreed by the parties that the following items shall constitute part of the settlement arrived at, but shall not be included in this Agreement.

1. **Training**

The Corporation agrees to institute a training programme for any of its operations that it deems advisable and necessary. The method of training will **vary**, depending upon the type of equipment and skills required, but may incorporate the following methods:

- (a) Outside training necessitating attending a plant or organization (living-out expenses will be paid by the Corporation in addition to regular wages).
- (b) Courses at an approved educational institute (the current policy in respect to fees will apply).
- (c) Lectures and instruction on the Corporation's premises given by qualified instructors.

2. **Provincial and Regional Government**

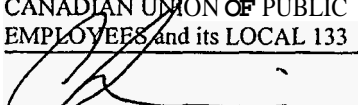
- (a) A Union employee who is offered employment by the Provincial Government or the Regional Municipality of Niagara, upon the assumption by the Province or Region of the particular function in which he is engaged and who decides not to accept the offer may be offered employment by the Corporation of the City of Niagara Falls in some position for which, in the opinion of the Corporation, he has the required qualifications and experience. Should he decline the position offered by the Corporation of the City of Niagara Falls there shall be no further obligation to provide employment by the Corporation.
- (b) The matter of the application of the provisions contained in (a) above shall be discussed with the Union prior to its implementation.

3. **Bilingual Matters**

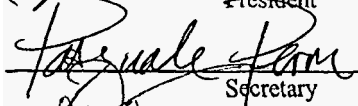
- (a) To this date and currently, the speaking of a language other than English has not been, and is not, a condition of employment.
- (b) No job description currently in effect at present stipulates that a second language is a required qualification.
- (c) **All** Division Heads will be informed of the above matters and instructed that no Union employee shall be obligated to use a language other than English.

IN WITNESS whereof the Corporation has hereunto caused its Corporate Seal to be affixed under the hands of its duly authorized officers, and the Union has caused this instrument to be executed by its proper officers hereunto duly authorized, the 17 day of July, 2003


CANADIAN UNION OF PUBLIC
EMPLOYEES and its LOCAL 133




President



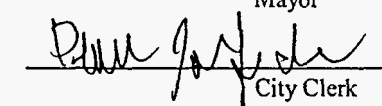
Secretary



THE CORPORATION OF THE
CITY OF NIAGARA FALLS



Mayor



City Clerk

The City of
Niagara Falls
Canada



City Hall
Niagara Falls, Ontario
L2E 6X5
(416) 356-7521
Fax: (416) 356-0759

July 25, 1991.

LETTER OF INTENT

During negotiations the issue of staffing vacancies created by extended illness, long term disability or disability pension was reviewed and agreement was reached between the parties on the filling of those positions.

For vacancies occurring as a result of an absence due to LTD (duration of two (2) years or more), Article 12.10 (g) of the collective agreement will apply.

For vacancies occurring as a result of an absence due to LTD (first two (2) years), extended illness, or disability pension, the following procedure will apply:

- (a) Post the vacancy under Article 13.02 for a specific period of time, not to exceed two years, except;
- (b) when the position to be filled is at entry level (Labourer or General Clerk 1), the Corporation shall fill the vacancy with a temporary employee who is qualified to perform the work and has the most seniority.

This Letter of Intent shall be appended to the Collective Agreement but shall not be part of it.

Signed on behalf of the Corporation:

St. Maurice

[Signature]

[Signature]

[Signature]

Signed on behalf of Local 133, CUPE

[Signature]

W. Faeder

[Signature]

[Signature]

[Signature]

The City of
Niagara Falls
Canada



City Hall
Niagara Falls, Ontario
L2E 6X5
(416) 356-7521
Fax: (416) 356-0759

LETTER OF INTENT

Contingent staff provide support to various projects and special events which utilize Parks and Recreation facilities. Tasks assigned to contingency staff will not include work normally performed by bargaining unit employees.

All contingent staff currently exempt in the Parks and Recreation Department are listed below. This list will be amended from time to time as deemed necessary by management. The Union will be notified of these changes as they are made.

Ushers, Box Office Staff, Parking Lot Attendants, Concession Staff, Washroom Attendants, Security Personnel, Public Skating Attendants.

Dated this 4th day of February, 1992

Signed on behalf of the
Corporation:

Signed on behalf of Local 133,
C.U.P.E.

The City of
Niagara Falls
Canada



City Hall
Niagara Falls, Ontario
L2E 6X5
(416) 356-7521
Fax: (416) 356-0759

LETTER OF INTENT

between

THE CORPORATION OF THE CITY OF NIAGARA FALLS

and

LOCAL 133, C.U.P.E.

This letter of intent will confirm that management intends to draft and propose a Corporate policy to the Municipal Council concerning reimbursement and/or payment for professional fees and licenses required by municipal employees in the performance of their work. Further, the Union will be provided the opportunity to review the draft policy to the extent that it affects positions contained in the Collective Agreement and provide comments or suggestions that may be incorporated in the final draft.

Dated *15th* day of *February*, 1992

Signed on behalf of the
Corporation:

[Handwritten signature]

Signed on behalf of Local 133,
C.U.P.E.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

The City of
Niagara Falls
Canada



City Hall
4310 Queen Street
Niagara Falls, Ontario
L2E 6x5

phone: (905) 356-7521
Fax: (905) 356-0759

October 18, 1994

LETTER OF UNDERSTANDING

Discussions with the Executive of C.U.P.E. Local 133 on Thursday, June 23, 1994 concerning the matter of job postings, resulted in the following agreement:

Management will adhere to the provisions of the Collective Agreement under Article 13.00 - Job Postings, and where a vacancy is being filled temporarily, as per Section 13.02 after (15) working days, the position shall be posted, except:

- (a) Seasonal transfers in the Parks & Recreation Department as specified on Job Descriptions, specifically Parks/Cemeteries Attendants and Arena Attendants.
- (b) It was also agreed that transfers at the end of the winter season and/or summer season between the Parks and Cemeteries Sections and the Arena Section will be assigned in accordance with seniority.
- (c) Vacancies identified in a Letter of Intent dated July 25, 1991 appended to the Collective Agreement.

Signed on behalf of the Corporation:

J. Palma
Chris Horcraft

Signed on behalf of Local 133, C.U.P.E.:

Barbara Macdonald
Mark Chapman
W. W. W.
Fred Hill
J. J. J.
C.P. J.



LETTER OF AGREEMENT

THAT the Corporation of the City of Niagara Falls and CUPE Local 133 observe and uphold the Human Rights Code.

- It is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law.
- The Human Rights Code provides for equal treatment in the areas of services, goods and facilities, accommodation, contracts, employment, and membership in vocational associations and trade unions without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, family status, marital status, the receipt of public assistance (in accommodation only), and record of offences (in employment only).
- The Code provides for freedom from harassment or other unwelcome comments and actions in employment, services and accommodation on all of the grounds.
- It is the privilege and the responsibility of every person in Ontario to honour and adhere to the letter and spirit of the Code, and to support its aim of creating a climate of understanding and mutual respect for the dignity and rights of each individual.
- We recognize that this applies to all employers, employees, employment agencies, trade unions, professional associations, landlords, tenants, realtors, those entering into a contract, and those providing goods, services and facilities.
- In recognition of these rights the Corporation of the City of Niagara Falls provides a workplace harassment policy that provides all employees with a working environment which promotes respect and regard for the rights and dignity of all and which is free from harassment.

Dated this 12 day of October, 1999.

Signed on behalf of the Corporation

J. Ravenda

[Signature]

[Signature]

Signed on behalf of Local 133, CUPE

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

S:\CUPE\1999 Negotiations\Letter of Understanding - Harassment.wpd

Letter of Intent

between

The Corporation of the City of Niagara Falls

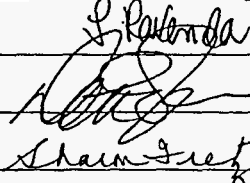
and

The Canadian Union of Public Employees Local 133

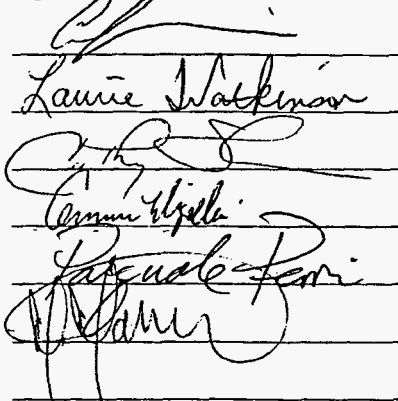
- (A) The Corporation and the Union agree to commence meeting within three (3) months of the signing of the Collective Agreement to form a modified work program committee and implement a plan to attempt to return injured workers back into the workforce.
- (B) The Corporation agrees to develop a policy that would cover employees who are sent for training and would normally have to pay out of their pocket for all expenses but would be reimbursed upon **return to work**. **As** some employees do not have sufficient funds available to "pay up front", the policy will be to investigate alternative methods of ensuring that employees do not have to **pay** out of their **own** pocket.

Dated this 17 day of July 2003

Signed on behalf of the Corporation



Signed on behalf of CUPE Local 133



LETTER OF INTENT

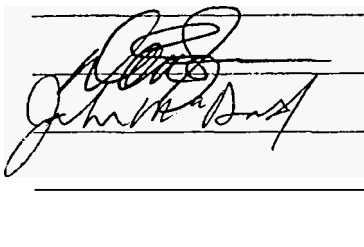
It is the intention of the Corporation of the City of Niagara Falls and CUPE Local 133 to clarify the following Articles in the Collective Agreement based on revisions made during contract negotiations for the 2005-2007 Collective Agreement.

17.03 & 17.04 It is intended that individual employees will be given 10 days notice of any significant change in their work schedules unless unexpected circumstances (employee absences, emergencies etc.) make it impossible to do so or it is mutually agreed to by both the employee and employer.

19.06 “Not available” refers to an employee who, within 48 hours of the overtime opportunity, has refused a call-in either by phone or in person or who has not responded to phone calls to the one or two phone numbers that he has provided under Article 19.06(c)
An employee who can subsequently show proof that he was unavailable for overtime due to being on sick leave immediately prior to the overtime, being on vacation, being on bereavement leave of one day or more, due to an emergency as determined by the Corporation or because of Employment Standards hours of work restrictions, will have the appropriate amount of overtime adjusted.

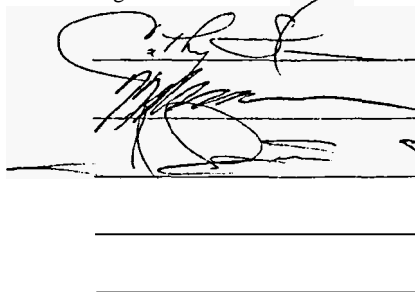
Dated this 23RD day of FEB., 2006

Signed on behalf of the Corporation



Handwritten signature of John A. Daulton on a set of three horizontal lines.

Signed on behalf of CUPE Local 133



Handwritten signature of Cathy J. [unclear] on a set of three horizontal lines.

Letter of Understanding

between

The Corporation of the **City of Niagara Falls**

and

The Canadian Union of Public Employees Local 133

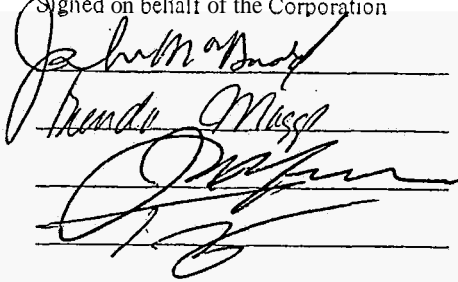
The Corporation of the **City of Niagara Falls** and CUPE Local 133 agree to make the following exception to Article 19.01 -Overtime for employees called in at 12 midnight for emergency purposes on a scheduled work day.

Employees called in at 12 midnight working 14 hours in a 24 hour period will receive an extra 2 **hours** bonus at straight time. Employees will be paid according to the Collective Agreement as follows:

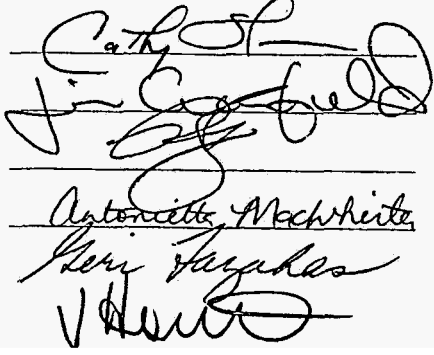
- 8 hours straight time
- 6 hours of overtime at the applicable rate
- 2 hours bonus at straight time.

Dated this *4th* day of *June* 2008.

Signed on behalf of the Corporation



Signed on behalf of CUPE Local 133



Letter of Intent

between

The Corporation of the City of Niagara Falls

and

The Canadian Union of Public Employees Local 133

It is understood and agreed by both parties to this Letter that in consideration for the settlement of the 2008 to 2010 Collective Agreement, during the calendar years 2008, 2009, 2010 there will be no layoff or reduction in hours of work of permanent employees who are members of CUPE Local 133. This letter shall terminate on the latter of either:

- (a) the expiry of the current Collective Agreement, or;
- (b) ratification of the Collective Agreement covering the year 2011.

Dated this 14th day of Sept, 2008. *Bm.*

Signed on behalf of the Corporation

Julie McDonald
[Signature]
[Signature]
Brenda Maggs.
[Signature]

Signed on behalf of CUPE Local 133

Velu Dauter
Cathy OT
Jim Cranfield
Leri Fegales
[Signature]
Antoniette MacWhirter

INCLUDES ALL JJEC RATING CHANGES AS OF AUG. 1, 2008

C.U.P.E. LOCAL 133 RATE SCHEDULE - 2008

The period referred to in the following classifications as the time required to progress from the "A" (Starting and Promotional) rate to the "B" (Normal) rate shall consist of time actually worked in the position. Except where the job is of a permanent nature and has been filled and no effective date provided, any time spent in another position at the request of the Corporation and approved by the employee, shall be in addition to the probationary period or trial period.

JE POINTS	GRADE	DESCRIPTION	PROB RATE (A)	AFTER PROB RATE (B)	
		Student & Lifeguard		14.14	
		Head Lifeguard		14.58	
		Pool Attendant		18.48	
460		<i>Office Cleaner</i>			
Levels 1 to 3 Inclusive:					
(A) to (B) at 60 Working Days					
475-499	483	01	Labourer	18.73	19.68
	483		Parks/cem. Attendant		
	483		<i>Yard Attendant</i>		
	485		Janitor - City Hall		
	485		Janitor - Service Centre		
	485		Janitor - Seniors Centre		
	490		Arena Attendant		
500-524	504	02	Mechanic's Assistant	19.21	20.22
	513		Sewer Equipment Helper		
	513		Snowplow Helper		
	520		<i>Assistant Sign Maintainer</i>		
525-549	526	03	General Clerk 1	19.67	20.71
	529		Truck Driver 1		
	535		Athletic Field Attendant		
	540		<i>Meter Reader Water</i>		
	545		Messenger		
	549		Accounts Payable Clerk		
	549		Finance Clerk		

**Levels 4 and Above:
(A) to (B) at 120 Working Days**

550-574	550	04	Maintenance Repair Person	20.17	21.24
	556		<i>Recycling Assistant</i>		
	561		<i>Assistant Equipment Maintainer</i>		
	563		Pipelayer - Wastewater		
	563		<i>Pipelayer - Water</i>		
	569		Assistant Sewer Lateral Maintainer		
	574		Accounts Receivable Clerk		
575-599	582	05	Cement Finisher	20.65	21.73
	585		Backhoe Operator/truck Driver 2 Parks		
	594		Switchboard Operator/receptionist		
	594		Tractor/trackless Operator		
	598		General Accounts Clerk		
	599		General Clerk 2		
			Arena Operations Attendant		
600-624	602	06	Truck Driver 2	21.18	22.28
	602		Lottery License & Office Assistant		
	603		<i>Flusher Operator</i>		
	603		<i>Vactor Operator</i>		
	615		Haul-All Operator		
	617		<i>Equipment-Maintainer</i>		
	618		Gardener		
	619		Secretary - Coronation Centre		
	619		Secretary - Fire Department		
	619		Secretary - Recreation Facilities		
	619		Secretary - Service Centre		
	620		Arena Clerk/cashier		
	625-649		627		
628		Record Clerk			
628		Trades Helper			
629		<i>Parking Meter Maintainer</i>			
629		Permit Application Clerk			
631		Assistant Storekeeper			
633		Backhoe Operator/truck Driver 2 Streets			
633		Tax Clerk			
635		Dispatcher/timekeeper			
637		Cemeteries Clerk			
645		Main Sewer Cleaner			
647		Arena Operator 'B'			
648		Transit Clerk			

650-674	655 660 667 669	08	Sweeper Operator/truck Driver 2 First Attendance Clerk Cashier Underground Service Operator	22.06	23.25
675-699	678 678 678 681 683 683 686 686 688 697	09	Tree Climber Bylaw/property Standards Clerk Parking Services Technician Carpenter Grader Operator/truck Driver 2 Truck Driver 2 - "A" License Req'd Sewer Lateral Maintainer <i>House Lateral Maintainer</i> <i>Horticulturalist</i> <i>Accounting Clerk</i>	22.58	23.76
700-724	700 702 707 709 711 712 714	10	Copy Duplicating Technician Collections Officer <i>Equipment Maintainer - Parks & Cem</i> Sign Maintainer Equipment Operator 2 - Sewer Tax Statistics Clerk One Person Plow Operator	23.01	24.28
725-749	729 730 736 737 737 743 748	11	Application Examiner Water Meter Repairer Jr. Traffic Operations Technician Planning Technician Assistant Equipment Maintainer 2 Certified Service Maintainer Facility & Equipment Maintainer	23.58	24.78
750-774	754 759 774	12	Storekeeper Maintenance Clerk <i>Lead Hand - Parks</i>	24.04	25.28
775-799	779 780 780 783 783 793 794	13	Junior Infrastructure Technician Recycling Truck Driver Vital Statistics and Licensing Clerk Co-ordinator of Tax, Utilities, Other Lead Hand - Construction Office Co-ordinator Junior Infrastructure & Environmental Technician	24.50	25.79
800-824	804 809 809 811 821	14	Lead Hand - Cemeteries Lead Hand - Tree Climber Secretary Treasurer - Committee of Adjustment Lead Hand - Facilities Infrastructure Mapping Technician Payroll Coordinator	24.99	26.33

825-849	827	15	Taxation Coordinator	25.48	26.81
	827		Ass't Municipal Law Enforcement Officer		
	839		Landscape Design Technician		
	840		GIS Design Technician		
	846		Instrumentperson		
	848		Lead Hand - Water		
	848		Senior Engineering Cost Clerk		
850-874	859	16	Lead Hand - Wastewater	25.95	27.31
	870		Vehicle Inspection Mechanic		
875-899	883	17	Building Inspector 1	26.45	27.83
900-924	900	18	Garage Mechanic	26.93	28.32
	903		Maintenance Welder		
	907		Infrastructure Technician		
	910		Maintenance Tradesperson		
	911		Engineering Technologist		
	920		<i>Infrastructure Technologist</i>		
	920		Design Technician		
924	Assistant Planner				
925-949	927	19	<i>Party Chief</i>	27.40	28.84
	927		Traffic Operations Technician		
	933		Municipal Law Enforcement Officer		
	938		Property Standards Officer		
	942		Infrastructure Systems Technologist		
	945		Landscape Architectural Technologist		
950-974	956	20	Development Technician	27.88	29.36
	958		Lead Hand - Garage		
	960		<i>Site Plan Inspector</i>		
	962		Municipal Works Inspector		
	966		Traffic Technologist		
	970		Lottery Licensing Coordinator		
975-999	998	21	Records & Election Coordinator	28.36	29.86
	999		Senior Party Chief		
	999		Building Inspector 2		
1000-1024	1003	22	Planner 1	28.84	30.34
	1001		Municipal Works Permit Coordinator		
	1012		Development Technologist		
	1020		Plan Examiner		
1025-1049	1029	23	Plumber	29.34	30.88
	1036		Design Technologist		

1050-1074	1064	24	Infrastructure, Asset & Env. Technician	29.81	31.38
1075-1099	1078 1097	25	Senior Zoning Administrator Building Inspector 3	30.29	31.87
1100-1124		26	<i>Buildings and Inspections Coordinator</i>	30.77	32.41
1125-1149		27		31.28	32.92
1150-1174		28		31.74	33.42
1175-1199	1176 1187	29	Senior Plan Examiner Planner 2	32.21	33.92

C.U.P.E. LOCAL 133 RATE SCHEDULE - 2009

The period referred to in the following classifications as the time required to progress from the "A" (Starting and Promotional) rate to the "B" (Normal) rate shall consist of time actually worked in the position. Except where the job is of a permanent nature and has been filled and no effective date provided, any time spent in another position at the request of the Corporation and approved by the employee, shall be in addition to the probationary period or trial period.

JE POINTS	GRADE	DESCRIPTION	PROB RATE (A)	AFTER PROB RATE (B)
		Student & Lifeguard		14.56
		Head Lifeguard		15.02
		Pool Attendant		19.03
460		<i>Office Cleaner</i>		
Levels 1 to 3 Inclusive: (A) to (B) at 60 Working Days				
475-499	483	01	19.29	20.27
	483	Parks/cem. Attendant		
	483	<i>Yard Attendant</i>		
	485	Janitor - City Hall		
	485	Janitor - Service Centre		
	485	Janitor - Seniors Centre		
	490	Arena Attendant		
500-524	504	02	19.79	20.83
	513	Mechanic's Assistant		
	513	Sewer Equipment Helper		
	520	Snowplow Helper		
	520	<i>Assistant Sign Maintainer</i>		
525-549	526	03	20.26	21.33
	529	General Clerk 1		
	535	Truck Driver 1		
	540	Athletic Field Attendant		
	545	<i>Meter Reader Water</i>		
	549	Messenger		
	549	Accounts Payable Clerk		
	549	Finance Clerk		

**Levels 4 and Above:
(A) to (B) at 120 Working Days**

550-574	550	04	Maintenance Repair Person	20.78	21.88
	556		<i>Recycling Assistant</i>		
	561		<i>Assistant Equipment Maintainer</i>		
	563		Pipelayer - Wastewater		
	563		<i>Pipelayer - Water</i>		
	569		Assistant Sewer Lateral Maintainer		
	574		Accounts Receivable Clerk		
575-599	582	05	Cement Finisher	21.27	22.38
	585		Backhoe Operator/truck Driver 2 Parks		
	594		Switchboard Operator/receptionist		
	594		Tractor/trackless Operator		
	598		General Accounts Clerk		
	599		General Clerk 2		
			Arena Operations Attendant		
600-624	602	06	Truck Driver 2	21.82	22.95
	602		Lottery License & Office Assistant		
	615		Haul-All Operator		
	618		Gardener		
	619		Secretary - Coronation Centre		
	619		Secretary - Fire Department		
	619		Secretary - Recreation Facilities		
	619		Secretary - Service Centre		
620	Arena Clerk/cashier				
625-649	627	07	Loader Operator/truck Driver 2	22.27	23.43
	628		Record Clerk		
	628		Trades Helper		
	629		<i>Parking Meter Maintainer</i>		
	629		Permit Application Clerk		
	631		Assistant Storekeeper		
	633		Backhoe Operator/truck Driver 2 Streets		
	633		Tax Clerk		
	635		Dispatcher/timekeeper		
	637		Cemeteries Clerk		
	645		Main Sewer Cleaner		
	647		Arena Operator 'B'		
	648		Transit Clerk		
650-674	655	08	Sweeper Operator/truck Driver 2	22.72	23.95
	660		First Attendance Clerk		
	667		Cashier		
	669		Underground Service Operator		

675-699	678	09	Tree Climber	23.26	24.47
	678		Bylaw/property Standards Clerk		
	678		Parking Services Technician		
	681		Carpenter		
	683		Grader Operator/truck Driver 2		
	683		Truck Driver 2 - "A" License Req'd		
	686		Sewer Lateral Maintainer		
	686		<i>House Lateral Maintainer</i>		
	688		<i>Horticulturalist</i>		
	697		<i>Accounting Clerk</i>		
700-724	700	10	Copy Duplicating Technician	23.70	25.01
	702		Collections Officer		
	707		<i>Equipment Maintainer - Parks & Cem</i>		
	709		Sign Maintainer		
	711		Equipment Operator 2 - Sewer		
	712		Tax Statistics Clerk		
	714		One Person Plow Operator		
725-749	729	11	Application Examiner	24.29	25.52
	730		Water Meter Repairer		
	736		Jr. Traffic Operations Technician		
	737		Planning Technician		
	737		Assistant Equipment Maintainer 2		
	743		Certified Service Maintainer		
	748		Facility & Equipment Maintainer		
750-774	754	12	Storekeeper	24.76	26.04
	759		Maintenance Clerk		
	774		<i>Lead Hand - Parks</i>		
775-799	779	13	Junior Infrastructure Technician	25.24	26.56
	780		Recycling Truck Driver		
	780		Vital Statistics and Licensing Clerk		
	783		Co-ordinator of Tax, Utilities, Other		
	783		Lead Hand - Construction		
	793		Office Co-ordinator		
	794		Junior Infrastructure & Environmental Technician		
800-824	804	14	Lead Hand - Cemeteries	25.74	27.12
	809		Lead Hand - Tree Climber		
	809		Secretary Treasurer - Committee of Adjustment		
	811		Lead Hand - Facilities		
	821		Infrastructure Mapping Technician		
			Payroll Coordinator		
825-849	827	15	Taxation Coordinator	26.24	27.61
	827		Ass't Municipal Law Enforcement Officer		
	839		Landscape Design Technician		
	840		GIS Design Technician		
	846		Instrumentperson		
	848		Lead Hand - Water		
	848		Senior Engineering Cost Clerk		
850-874	859	16	Lead Hand - Wastewater	26.73	28.13
	870		Vehicle Inspection Mechanic		

875-899	883	17	Building Inspector 1	27.24	28.66
900-924	900	18	Garage Mechanic	27.74	29.17
	903		Maintenance Welder		
	907		Infrastructure Technician		
	910		Maintenance Tradesperson		
	911		Engineering Technologist		
	920		<i>Infrastructure Technologist</i>		
	920		Design Technician		
	924		Assistant Planner		
925-949	927	19	<i>Party Chief</i>	28.22	29.71
	927		Traffic Operations Technician		
	933		Municipal Law Enforcement Officer		
	938		Property Standards Officer		
	942		<i>Infrastructure Systems Technologist</i>		
	945		Landscape Architectural Technologist		
950-974	956	20	Development Technician	28.72	30.24
	958		Lead Hand - Garage		
	960		<i>Site Plan Inspector</i>		
	962		Municipal Works Inspector		
	966		Traffic Technologist		
	970		Lottery Licensing Coordinator		
975-999	998	21	Records & Election Coordinator	29.21	30.76
	999		Senior Party Chief		
	999		Building Inspector 2		
1000-1024	1003	22	Planner 1	29.71	31.25
	1001		Municipal Works Permit Coordinator		
	1012		Development Technologist		
	1020		Plan Examiner		
1025-1049	1029	23	Plumber	30.22	31.81
	1036		Design Technologist		
1050-1074	1064	24	Infrastructure, Asset & Env. Technician	30.70	32.32
1075-1099	1078	25	Senior Zoning Administrator	31.20	32.83
	1097		Building Inspector 3		
1100-1124		26	<i>Buildings and Inspections Coordinator</i>	31.69	33.38
1125-1149		27		32.22	33.91
1150-1174		28		32.69	34.42
1175-1199	1176	29	Senior Plan Examiner	33.18	34.94
	1187		Planner 2		

C.U.P.E. LOCAL 133 RATE SCHEDULE - 2010

The period referred to in the following classifications as the time required to progress from the "A" (Starting and Promotional) rate to the "B" (Normal) rate shall consist of time actually worked in the position. Except where the job is of a permanent nature and has been filled and no effective date provided, any time spent in another position at the request of the Corporation and approved by the employee, shall be in addition to the probationary period or trial period.

JE POINTS	GRADE	DESCRIPTION	PROB RATE (A)	AFTER PROB RATE (B)
		Student & Lifeguard		15.00
		Head Lifeguard		15.47
		Pool Attendant		19.60
460		<i>Office Cleaner</i>		

**Levels 1 to 3 Inclusive:
(A) to (B) at 60 Working Days**

475-499	483	01	Labourer	19.87	20.88
	483		Parks/cem. Attendant		
	483		<i>Yard Attendant</i>		
	485		Janitor - City Hall		
	485		Janitor - Service Centre		
	485		Janitor - Seniors Centre		
	490		Arena Attendant		
500-524	504	02	Mechanic's Assistant	20.38	21.45
	513		Sewer Equipment Helper		
	513		Snowplow Helper		
	520		<i>Assistant Sign Maintainer</i>		
525-549	526	03	General Clerk 1	20.87	21.97
	529		Truck Driver 1		
	535		Athletic Field Attendant		
	540		<i>Meter Reader Water</i>		
	545		Messenger		
	549		Accounts Payable Clerk		
	549		Finance Clerk		

**Levels 4 and Above:
(A) to (B) at 120 Working Days**

550-574	550	04	Maintenance Repair Person	21.40	22.54
	556		<i>Recycling Assistant</i>		
	561		<i>Assistant Equipment Maintainer</i>		
	563		Pipelayer - Wastewater		
	563		<i>Pipelayer - Water</i>		
	569		Assistant Sewer Lateral Maintainer		
	574		Accounts Receivable Clerk		
575-599	582	05	Cement Finisher	21.91	23.05
	585		Backhoe Operator/truck Driver 2 Parks		
	594		Switchboard Operator/receptionist		
	594		Tractor/trackless Operator		
	598		General Accounts Clerk		
	599		General Clerk 2 Arena Operations Attendant		
600-624	602	06	Truck Driver 2	22.47	23.64
	602		Lottery License & Office Assistant		
	603		<i>Flusher Operator</i>		
	603		<i>Vactor Operator</i>		
	615		Haul-All Operator		
	617		<i>Equipment Maintainer</i>		
	618		Gardener		
	619		Secretary - Coronation Centre		
	619		Secretary - Fire Department		
	619		Secretary - Recreation Facilities		
	619		Secretary - Service Centre		
620	Arena Clerk/cashier				
625-649	627	07	Loader Operator/truck Driver 2	22.94	24.13
	628		Record Clerk		
	628		Trades Helper		
	629		<i>Parking Meter Maintainer</i>		
	629		Permit Application Clerk		
	631		Assistant Storekeeper		
	633		Backhoe Operator/truck Driver 2 Streets		
	633		Tax Clerk		
	635		Dispatcher/timekeeper		
	637		Cemeteries Clerk		
	645		Main Sewer Cleaner		
	647		Arena Operator 'B'		
	648		Transit Clerk		
650-674	655	08	Sweeper Operator/truck Driver 2	23.40	24.67
	660		First Attendance Clerk		
	667		Cashier		
	669		Underground Service Operator		

675-699	678	09	Tree Climber	23.96	25.20
	678		Bylaw/property Standards Clerk		
	678		Parking Services Technician		
	681		Carpenter		
	683		Grader Operator/truck Driver 2		
	683		Truck Driver 2 - "A" License Req'd		
	686		Sewer Lateral Maintainer		
	686		<i>House Lateral Maintainer</i>		
	688		<i>Horticulturalist</i>		
	697		<i>Accounting Clerk</i>		
700-724	700	10	Copy Duplicating Technician	24.41	25.76
	702		Collections Officer		
	707		<i>Equipment Maintainer - Parks & Cem</i>		
	709		Sign Maintainer		
	711		Equipment Operator 2 - Sewer		
	712		Tax Statistics Clerk		
	714		One Person Plow Operator		
725-749	729	11	Application Examiner	25.02	26.29
	730		Water Meter Repairer		
	736		Jr. Traffic Operations Technician		
	737		Planning Technician		
	737		Assistant Equipment Maintainer 2		
	743		Certified Service Maintainer		
	748		Facility & Equipment Maintainer		
750-774	754	12	Storekeeper	25.50	26.82
	759		Maintenance Clerk		
	774		<i>Lead Hand - Parks</i>		
775-799	779	13	Junior Infrastructure Technician	26.00	27.36
	780		Recycling Truck Driver		
	780		Vital Statistics and Licensing Clerk		
	783		Co-ordinator of Tax, Utilities, Other		
	783		Lead Hand - Construction		
	793		Office Co-ordinator		
	794		Junior Infrastructure & Environmental Technician		
800-824	804	14	Lead Hand - Cemeteries	26.51	27.93
	809		Lead Hand - Tree Climber		
	809		Secretary Treasurer - Committee of Adjustment		
	811		Lead Hand - Facilities		
	821		Infrastructure Mapping Technician		
			Payroll Coordinator		
825-849	827	15	Taxation Coordinator	27.03	28.44
	827		Ass't Municipal Law Enforcement Officer		
	839		Landscape Design Technician		
	840		GIS Design Technician		
	846		Instrumentperson		
	848		Lead Hand - Water		
	848		Senior Engineering Cost Clerk		
850-874	859	16	Lead Hand - Wastewater	27.53	28.97
	870		Vehicle Inspection Mechanic		

875-899	883	17	Building Inspector I	28.06	29.52
900-924	900	18	Garage Mechanic	28.57	30.05
	903		Maintenance Welder		
	907		Infrastructure Technician		
	910		Maintenance Tradesperson		
	911		Engineering Technologist		
	920		<i>Infrastructure Technologist</i>		
	920		Design Technician		
	924		Assistant Planner		
925-949	927	19	<i>Party Chief</i>	29.07	30.60
	927		Traffic Operations Technician		
	933		Municipal Law Enforcement Officer		
	938		Property Standards Officer		
	942		Infrastructure Systems Technologist		
	945		Landscape Architectural Technologist		
950-974	956	20	Development Technician	29.58	31.15
	958		Lead Hand - Garage		
	960		<i>Site Plan Inspector</i>		
	962		Municipal Works Inspector		
	966		Traffic Technologist		
	970		Lottery Licensing Coordinator		
975-999	998	21	Records & Election Coordinator	30.09	31.68
	999		Senior Party Chief		
	999		Building Inspector 2		
1000-1024	1003	22	Planner 1	30.60	32.19
	1001		Municipal Works Permit Coordinator		
	1012		Development Technologist		
	1020		Plan Examiner		
1025-1049	1029	23	Plumber	31.13	32.76
	1036		Design Technologist		
1050-1074	1064	24	Infrastructure, Asset & Env. Technician	31.62	33.29
1075-1099	1078	25	Senior Zoning Administrator	32.14	33.81
	1097		Building Inspector 3		
1100-1124		26	<i>Buildings and Inspections Coordinator</i>	32.64	34.38
1125-1149		27		33.19	34.93
1150-1174		28		33.67	35.45
1175-1199	1176	29	Senior Plan Examiner	34.18	35.99
	1187		Planner 2		