

# COLLECTIVE AGREEMENT



between

**THE CORNWALL COMMUNITY POLICE SERVICES BOARD**

and

**THE CORNWALL POLICE ASSOCIATION**

**JANUARY 1, 2003 to DECEMBER 31, 2004  
(RATIFICATION DATE: AUGUST 25, 2003)**

07062(07)

# **COLLECTIVE AGREEMENT**

## **SCHEDULE "A"**

**THIS AGREEMENT, made this 25th day of August, 2003**

**BETWEEN:**

**THE CORNWALL COMMUNITY POLICE SERVICES BOARD**  
(hereinafter referred to as the "Board")

**OF THE FIRST PART**

**AND**

**THE CORNWALL POLICE ASSOCIATION**  
(hereinafter referred to as the "Association")

**OF THE SECOND PART**

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## **ARTICLE 1 - PURPOSE AND SCOPE**

**1.01** The purpose of this Agreement is to maintain a harmonious relationship between the Board and its employees, and to provide an orderly and amicable method of settling any difference or grievance which may arise between the parties.

**1.02** This Agreement shall apply to all members of the Cornwall Community Police Service and Civilian members thereof, as set out in Schedules "A" and "B" attached hereto and forming part of this Agreement.

## **ARTICLE 2 - DEFINITIONS**

**2.01** Except where a contrary intention appears:

- a) **"Association"** means the Cornwall Police Association.
- b) **"Board"** means the Cornwall Community Police Services Board.
- c) **"Chief"** means the Chief of Police for the Cornwall Community Police Service.
- d) **"Civilian Member"** means a member of the civilian staff of the Cornwall Community Police Service.
- e) **"Police Service"** means the Cornwall Community Police Service.
- f) **"Member"** means a police officer of the Cornwall Community Police Service, except the Chief, Deputy Chief, School Crossing Guards and Part-time employees hired to replace those civilian employees who are on any leave of absence.
- g) **"Special Constable"** for the purpose of this Agreement, shall be regarded as falling within the definition of "Member", except as otherwise noted, even though Special Constables are "Civilian Members".

## **ARTICLE 2 - DEFINITIONS**(contd.)

2.01 h) **"Superior Officer"** means the next police rank higher than the police rank held by the police officer concerned, i.e. -

<u>OFFICER</u>	<u>RANK</u>	<u>SUPERIOR</u>
Constable		Sergeant or Acting Sergeant
Sergeant		Staff Sergeant or Acting Staff Sergeant
Staff Sergeant		Inspector or Acting Inspector
Inspector		

i) **"Senior Officer"** means a member of the Cornwall Community Police Service with the police rank of Inspector or higher but does not include the Chief or Deputy Chief of Police.

j) **"Normal Time"** means the one year period a fourth, third or second Class Constable serves before being eligible for reclassification as defined in Regulation 929 of The Police Services Act.

k) **"Service"** means the time commencing with the employee's last employment date with the Cornwall Community Police Service.

l) **"Employee"** means to include Member and Civilian Member as defined in Sections d), f), and g) above.

m) **"Call Back"** means any time an employee is ordered into work when he has left the premises at the conclusion of his normal tour of duty or is ordered into work on his day off or is ordered into work prior to his normal tour of duty without forty-eight (48) hours notice.

n) **"Agreement"** means the Collective Agreement between the Cornwall Community Police Services Board and the Cornwall Police Association, pursuant to The Police Services Act.

o) **"Seniority"** means a member's total length of service with the Cornwall Community Police Service from their last day of hiring including any period of leave of absence, extended sick leave or prolonged disability.

### ARTICLE 3 - RECOGNITION

3.01 The Board recognizes the Association as the exclusive Bargaining Agent for the employees of the Police Service, save and except the Chief and Deputy Chief of Police, School Crossing Guards and Part-time employees hired to replace those civilian employees who are on any leave of absence, hereinafter called the "Bargaining Unit", and shall bargain in good faith with a Negotiating Committee of the Association.

**3.02** The Board and the Association agree that the terms of this Agreement shall apply to all employees of the Police Service, save and except those excluded by the Statute or as set forth in this Agreement. The Board and the Association agree that wherever applicable in this Agreement, the singular member shall include the plural and the masculine gender shall include the feminine.

#### **ARTICLE 4 - MANAGEMENT FUNCTIONS**

**4.01** The Association recognizes that subject to the provisions of The Police Services Act and the Regulations as amended and made thereunder by the Lieutenant Governor in Council, it is the exclusive function of the Board to:

- 1) generally supervise and administer the affairs of the Service;
- 2) maintain order, discipline and efficiency;
- 3) hire, discharge, direct, classify, transfer, promote, demote or suspend, or otherwise discipline any member;

**4.02** a) The Board agrees that no member will be dealt with adversely without reasonable cause and that it will exercise the functions outlined in paragraph 4.01 in a manner consistent with this Agreement, The Police Services Act and the Regulations as amended and made thereunder by the Lieutenant Governor in Council, providing that a claim of discriminatory action relative to any matter contained in this Agreement, may be subjected to the grievance procedure and shall be dealt with as hereinafter provided.

#### **ARTICLE 4 - MANAGEMENT FUNCTIONS** (contd.)

**4.02** b) If a member claims that the Board has exercised any of the functions outlined in paragraph 4.01 in violation of this Agreement, then such a claim may be the subject of a grievance under the provisions of the grievance procedure outlined in this Agreement, or the arbitration procedure set out in The Police Services Act, or dealt with under the procedures within the exclusive jurisdiction of the Policing Services Division, as prescribed in The Police Services Act, as the case may be.

**4.03** If a member is not reclassified at the normal time, he shall be given the reasons for such non-reclassification in writing.

**4.04** All members shall be provided with a copy of his Commendation/ Conduct Report when it has been completed by a Senior Officer.

## **ARTICLE 5 - ASSOCIATION MEMBERSHIP AND RELATIONSHIP**

**5.01** All employees are eligible to become members of the Cornwall Police Association.

**5.02** It is mutually agreed that there will be no discrimination, interference, restraint or coercion exercised or practiced by the Board or the Association, or any of their respective representatives, with respect to any employee because of his membership status or connection with the Association on matters being negotiated between the Association and the Board, and both parties agree that neither party will exercise undue influence on the other.

**5.03** The check-off system for Association Dues shall be as follows:  
The amount of monthly membership dues, established by the Association, shall be deducted from the pay of each employee of the Service covered by this Agreement. Such deductions shall be made irrespective of whether the member of the Service is, or is not, a member of the Association.

Deductions shall be on each pay period basis. Within one week's time after the end of the month pay date of the preceding month, the sum so deducted shall be paid to the Treasurer of the Association. The deductions shall continue so long as not less than 50% of the employees of the Service belong to the Association. The Association indemnifies the Board against any legal liability which may be incurred by the Board for complying with this provision of the Agreement. The Association will provide a list of all its members prior to negotiating with the Board.

## **ARTICLE 5 - ASSOCIATION MEMBERSHIP AND RELATIONSHIP**(contd.)

**5.04** It is mutually agreed that there will be no discrimination practiced by the parties on account of those factors as set out in Section 5 and Subsections 7(2) and (3) of The Ontario Human Rights Code, as amended from time to time. In consideration of this covenant being placed in the Collective Agreement, the parties agree that the parties, or a member represented by the Association, must elect whether to use this provision or the complaint procedures of The Ontario Human Rights Code before making an allegation of breach of this provision. If it is elected to use this provision to process an allegation of breach of the Ontario Human Rights Code, the Association agrees, on behalf of its membership, that this provision provides an appropriate complaint procedure under a Collective Agreement negotiated under The Police Services Act and therefore, agrees that it will recommend to The Human Rights Commission that the Commission not deal with any similar complaint made to the Commission under the Commission's discretionary authority in section 34(1) of The Ontario Human Rights Code. If it is elected to use the complaint procedure under The Ontario Human Rights Code, this provision of the Collective Agreement may not be used.



## **ARTICLE 6 - BARGAINING**

**6.01** The Board acknowledges the right of the Association to appoint or otherwise select a Bargaining Committee composed of not more than four (4) members of the Association. The Board recognizes and will deal with the said Committee with respect to any matter which may properly arise from time to time concerning the administration of this Agreement. It is understood that the Bargaining Committee and the Board will deal only with such matters as are properly the subject of negotiations as per letters of intent, as provided under The Police Services Act.

**6.02** Each party to this Agreement agrees to give to the other party to the Agreement a minimum of forty-eight (48) hours written notice of any meeting or proposed meeting in connection with or relative to this Agreement or any other such matter in which the parties hereto have a common interest.

## **ARTICLE 7 - GRIEVANCE COMMITTEE AND PROCEDURE**

**7.01** The word "days" in this and the following Article means calendar days exclusive of Saturdays, Sundays, Paid Holidays, and the period of the grievor's and/or Superior Officer's vacation or training.

**7.02** The Board acknowledges the right of the Association to appoint or otherwise select a Grievance Committee composed of not more than three (3) members of the Association. The Board will recognize and deal with the said Committee with respect to any grievance which may properly arise from time to time during the terms of this Agreement.

**7.03** It is mutually understood that the aggrieved employee is permitted to be present through each step of the grievance procedure.

Subject to the rights and procedures provided by and under The Police Services Act, and the Regulations made thereunder by the Lieutenant Governor in Council:

### **STEP 1**

The grievance shall be discussed with the member's immediate supervisor, not later than thirty-one (31) days after the circumstances given rise to the grievance. Should the grievance not be resolved, the grievor shall reduce the grievance to writing stating the reasons for the grievance and forward same through the chain of command, to the Senior Officer or designate in Charge of the Branch within five (5) days. The Senior Officer shall meet with the grievor and the Grievance Committee within four (4) days. The Senior Officer shall render a written decision within four (4) days following such meeting.

### **STEP 2**

Failing satisfactory settlement under Step 1, the grievance shall be submitted in writing to the Deputy Chief or designate within five (5) days after the decision rendered under Step 1. The Deputy Chief or designate shall meet with the grievor and the Grievance Committee within four (4) days. The Deputy Chief or designate shall render a written decision within four (4) days following such meeting.

**STEP 3**

Failing satisfactory settlement under Step 2, the written grievance shall be submitted to the Chief of Police or designate within five (5) days after the written decision rendered under Step 2. The Chief of Police or designate shall meet with the grievor and the Grievance Committee within five (5) days. The Chief of Police shall render a written decision within seven (7) days following such meeting.

**ARTICLE 7 - GRIEVANCE COMMITTEE AND PROCEDURE** (contd.)

**7.03**

**STEP 4**

a) Failing satisfactory settlement under Step 3, the Grievance Committee shall submit a written grievance to the Board within five (5) days after the written decision rendered under Step 3. The Board shall, within five (5) days, or as soon as a quorum can be convened, meet with the said Grievance Committee and shall render its written decision within ten (10) days following said meeting.

b) Irrespective of paragraph (a) above, the Board may refuse to consider any complaint in which the time limits contained in Steps 1, 2 and 3 have not been complied with.

**STEP 5**

The Association may, within ten (10) days after receipt of the written decision of the Board, require that the grievance be submitted to a single Arbitrator by notifying the Board in writing of its desire to do so. Within ten (10) days of such notice to the Board, the two parties shall appoint a mutually acceptable Arbitrator. If the two parties fail to agree upon the selection of an Arbitrator, the appointment shall be made by the Solicitor General of Ontario upon the request of either of the parties hereto.

**7.04**

The decision at each Step above described shall be final and binding upon the Board and the Association and upon an employee affected by it, unless a subsequent Step is taken within the time hereinbefore listed. The Association shall be confined to the Grievance and redress sought as set forth in the written grievance files as provided in Step 1.

**7.05**

No matter may be submitted to arbitration which has not been properly processed through all previous Steps of the Grievance Procedure, but any time limit herein contained may be extended in writing by mutual consent.

**7.06** An Arbitrator set up under Step 5 of the Grievance Procedure shall not have power to alter or amend any part of this Agreement, nor otherwise make any decision inconsistent with this Agreement.

**7.07** Where a difference between the parties concerns the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an alleged violation affects:

- a) more than one member, or
- b) the interests of either party to this Agreement, either party may initiate and process the grievance on behalf of the aggrieved members of the party concerned, as the case may be.

## **ARTICLE 7 - GRIEVANCE COMMITTEE AND PROCEDURE** (contd.)

**7.08** Nothing in this Article prevents the rights of the parties to have a dispute or difference dealt with in accordance with sections 123, 124 of The Police Services Act.

## **ARTICLE 8 - PENSIONS**

**8.01** All employees shall be entitled to all the benefits and privileges in accordance with the terms of the Ontario Municipal Employees Retirement System.

**8.02** Effective January 1, 1980, a TYPE 1 O.M.E.R.S. Supplementary Pension Plan, based on the 2.0% benefit formula shall be implemented for all employees. The Board shall be responsible to pay the total cost for past service and for future services. The Board and all employees shall equally share the cost. The total contributions of the basic and supplementary plans for all employees shall not exceed eight (8) percent. The pension shall be payable at age sixty (60) for all employees other than civilian members and age sixty-five (65) for civilian members.

The total pension from O.M.E.R.S. and any other former Pension Plan shall be equal to the lesser of 2.0% of the employee's highest sixty (60) consecutive months' earnings multiplied by his years of credited service at retirement to a maximum of thirty-five (35) years reduced at retirement by .7% of such earnings under the Canada Pension Plan at retirement, multiplied by his years of credited service after January 1, 1966.

**8.03** Effective January 1, 1977, any employee of the Service may establish "credited service" in the existing pension provisions for all or part of his "active military service" in His or Her Majesty's Military, Naval or Air Force in World War II or the Korean War, in accordance with the provisions of the Ontario Municipal Employees Retirement System Act

and Regulations, based on the 2.0% benefit formula. The payment for such "credited military service" will be in accordance with the provisions of the Ontario Municipal Employees Retirement System Act and Regulations on a cost sharing basis, as set down by O.M.E.R.S. in their costing dated March 22, 1977.

## **ARTICLE 8 - PENSIONS** (contd.)

**8.04** 1) Effective January 1, 1985, an early retirement benefit, O.M.E.R.S. Type III be provided to permit early retirement without actuarial reduction in benefits within ten (10) years prior to a member's normal retirement date, when

a) The member is declared by the employer to be unable to perform the duties of his employment due to mental or physical incapacity (permanent partial disability) or

b) The member has completed thirty (30) years of service with the employer.

2) That all past service costs be paid by the employer.

3) That the contributions of the employee be established in accordance with the O.M.E.R.S. Act and Regulations.

That the cost of paying for the above benefit be paid over a fifteen (15) year period.

## **ARTICLE 9 - SALARIES**

**9.01** The Board agrees that in accordance with this Agreement, the annual salary of each member of the Association is set forth hereto in Appendix "A" and made part of this Agreement.

**9.02** The Board agrees that in accordance with this Agreement, the annual salary, benefits and working conditions of the civilian members is set forth hereto in Appendix "A" and is made part of this Agreement.

**9.03** A First Class Constable shall qualify for Senior Constable classification subject to completion of the following:

a) Provincial Exam (written only once - 65% to qualify)

b) Internal Exam (written only once 65% to qualify), relevant to the knowledge level and responsibilities of a Constable as it pertains to the policies and procedures of the Cornwall

Community Police Service. The examiner will determine the blend of questions consisting of true or false and/or multiple choice.

c) Twelve (12) years of service as a Constable with the Cornwall Community Police Service.

d) If a Constable fails to qualify in any part of "a" through "b", the member must wait one (1) year to re-apply.

## **ARTICLE 9 - SALARIES** (contd.)

**9.03** e) The member must have been recommended as suitable and qualified as a Senior Constable on the most recent job appraisal prior to consideration as a Senior Constable.

f) All members currently qualified as a Senior Constable shall maintain their designation, subject only to maintaining their First Class Constable rank.

g) The annual salary for Senior Constable will continue to be four percent (4%) above the annual salary for the rank of First Class Constable.

**9.04** When a member is assigned to an acting higher rank or position, or the member is assigned to carry out the essential duties and responsibilities of the higher rank or position for a period of one or more complete shifts, the member shall for the duration of the assignment, receive the differential rate of pay between the member's rank or position and the acting rank or position.

## **ARTICLE 10 - HOURS OF WORK**

**10.01** The average work week of members shall consist of forty (40) hours duration with the daily hours consisting of eight (8) consecutive hours.

**10.02** a) Each member working the eight (8) hour shift schedule shall be entitled to a one (1) hour lunch and where the requirements of the Service does not permit the member to take any lunch period, the member shall be credited with one (1) hour of overtime, when the member is able to take one-half (½) hour for lunch, the member shall be credited with one half (½) hour of overtime.

b) Each member working the twelve (12) hours shift schedule when the requirements of the Service permits, shall be allowed ninety (90) minutes for lunch and where the requirements of the Service does not permit the member to take any portion of the member's lunch period, the member shall be credited overtime for the portion missed. The make up of the lunch period shall be at the discretion of the shift supervisor.

c) Each member working the ten (10) hour shift schedule, when the requirements of the Service permit, shall be allowed

seventy-five (75) minutes for lunch, and where the requirements of the Service do not permit the member to take any portion of the member's lunch period, the member shall be credited with overtime for the portion missed. The make up of the lunch period shall be at the discretion of the shift supervisor.

## **ARTICLE 10 - HOURS OF WORK** (contd.)

**10.03** The normal shift shall be as follows;

0600 - 1800 hours  
0700 - 1900 hours  
1800 - 0600 hours  
1900 - 0700 hours

It is understood that twelve hour shift schedules may be terminated by the Association or the Board on ninety (90) days written notice to the other party.

The C.I.B. shift schedule will consist of either an eight (8) hour shift or ten(10) hour shifts, as mutually agreed. The ten (10) hour shift schedule may be terminated by the Association or the Board, on ninety (90) days written notice to the other party.

It is understood that the Chief of Police has the right to alter the commencement and stopping times in order to concentrate the police compliment during any period of prime critical need as determined by him.

**10.04** a) An employee shall be given forty-eight (48) hours personal notice preceding any change in a tour of duty as defined in Article 10.03.

b) In the event that an employee's tour of duty is changed without forty-eight (48) hours notice, the employee shall be compensated at time and one-half (1 1/2).

**10.05** For those employees working a twelve hour shift schedule, the compulsory days off accumulated as a result shall be credited to the member's time bank to be used in the twelve (12) month period of such shift schedule.

## **ARTICLE 11 - OVERTIME**

**11.01** Overtime shall be deemed to be time spent as authorized by the Chief of Police or his designate, in the employ of the Service in excess of an employee's normal working hours and shall be paid to the employee at time and one-half (1 1/2) his normal rate of pay, with an option of time off at the rate of time and one-half (1 1/2). If the election of time off is not taken by December 1st of the current year, payment thereof shall be made by mid December of the current year.

**11.02** When an employee is required to be on duty for any period in excess of one half (1/2) hour after his normal tour of duty, such time

shall accumulate including the first half hour (1/2) and be credited to the member as overtime.

## **ARTICLE III - OVERTIME** (contd.)

**11.03** a) Stand-by time, when ordered by the Chief of Police or his designate, shall be paid at the rate of \$5.00 per hour. A minimum of five (5) hours per stand-by.

b) An annual payment of \$2,000.00 shall be made to each Identification Officer required to be on stand-by in lieu of the hourly amount of pay referred to in Article 11.03 a), for the following times 23:00 hours Saturday to 07:00 hours Monday every weekend.

Effective January 1, 2004, article 11.03 b) shall be deleted; effective this date, Identification officers will be paid standby as per article 11.03 a).

**11.04** A call-back by the Chief of Police or his designate shall be a minimum of four (4) hours at the rate of time and one-half (1 1/2) per hour. Where a further call-back occurs during the guarantee period of a previous call-back, the first guarantee period will end at the time of the second call-back and a new guarantee period will start at that time; i.e. - the member will be paid at the rate of time and one-half for four hours plus the period between the commencement times of the first and second call-backs.

**11.05** Each member shall be entitled to a meal allowance of eight dollars \$8.00, upon presentation of the receipt for this expenditure, for the first four (4) hours of overtime and eight dollars \$8.00 for each additional four and one half hours (4 1/2), also contingent upon the presentation of the receipt. Meal allowance shall not apply to overtime for court purposes.

**11.06** When an employee is recalled to duty during his annual vacation period he shall be granted one (1) day off for each day or part thereof spent on duty. He is paid as per Article 11.01 during this time.

## **ARTICLE 12 - ANNUAL VACATIONS**

**12.01** For the purpose of vacation, service shall be calculated in the year in which the vacation is granted. Vacation shall be pro-rated for those employees who joined the Service after January 1st in a calendar year and for members who are absent by reason of approved leave of absence initiated by the member himself for a period exceeding thirty (30) consecutive calendar days.

**ARTICLE 12 - ANNUAL VACATIONS** (contd.)

**12.02** All members who have completed the required years of service shall be entitled to annual vacation with pay on the following basis:

One (1) Year	-	<b>Two (2) weeks</b>
Three (3) Years	-	<b>Three (3) weeks</b>
Ten (10) Years	-	<b>Four (4) weeks</b>
Fifteen (15) Years	-	<b>Five (5) weeks</b>
Twenty-one (21) Years	-	<b>Six (6) weeks</b>
Thirty (30) Years	-	<b>Seven (7) weeks</b>

**12.03** a) The scheduling of vacations shall be based on a system of rank within a Division, Branch of Squad in order of overall seniority with the Service. During the period of June 15 to September 15, an employee shall be restricted on his/her first choice of vacation leave to a maximum of eighty (80) consecutive hours, if they are on an eight (8) hour or ten (10) hour shift schedule. An employee shall be restricted to eighty-four (84) consecutive hours vacation leave if they are on a 12 hour shift schedule. Subsequent choices to the first choice will be limited to one week per draw.

b) Civilian employees working on shift, shall use their starting date to establish seniority with the shift for the scheduling of vacation. Civilian employees will choose with the Constables on the shift and be considered as one for the purpose of rank within this article.

c) The Chief of Police in consultation with the Association President shall designate a period not greater than two weeks around the Christmas and New Year's period during which time Uniform shift employees will be unable to select annual vacation. This period will be posted at the beginning of the year prior to the selection of annual vacation. During this period, individual days may be selected at the sole discretion of the Chief of Police or his designate provided the format for selection is the same as stipulated in Articles 12.03 (a) and (b) with the exception that the time is to be taken as individual days and not as an eighty (80) hour block.

d) A member shall be restricted to the current year's allotted vacation for the purpose of scheduling their vacation under this Article.

**12.04** It is understood and agreed that, except where specifically provided elsewhere in this agreement, vacation, sick leave, and all other service credits shall not accrue when an employee is not at work for a period exceeding thirty (30) consecutive calendar days by reason of an approved leave of absence without pay initiated by the employee himself. It is understood that this clause takes effect only after the expiry of the thirty (30) day period referred to above.

**ARTICLE 13 - PAID HOLIDAYS**

**13.01** All employees shall be entitled to twelve (12) working days time off in



lieu of paid holidays. Employees who have not completed an entire year of service shall be entitled to time off for only those days as their service shall warrant. Such paid holidays being named as follows:

<b>New Years Day</b>	<b>January 2nd</b>
<b>Good Friday</b>	<b>Easter Sunday</b>
<b>Victoria Day</b>	<b>Canada Day</b>
<b>August Civic Holiday</b>	<b>Labour Day</b>
<b>Thanksgiving Day</b>	<b>Remembrance Day</b>
<b>Christmas Day</b>	<b>December 26th</b>

In the event that Heritage Day or a day named in place of Heritage Day is declared by either the Federal or Provincial Government, such day shall then be recognized as a paid holiday.

**13.02** For employees who are working regular day shift (Monday to Friday, Saturday and Sunday off), all paid holidays falling on a Saturday or Sunday, the following Monday is a holiday, and where Christmas Day and New Years Day fall on a Friday, the following Monday is a holiday.

**13.03** Should an employee be required and does work on a paid holiday, he shall have the option of receiving one day off in lieu, at the rate of time and one half (1 ½ ) for each hour worked, or pay at the rate of time and one-half (1 ½ ) in addition to the regular day's pay for each eight (8) hours shift worked.

**13.04** Should an employee be required and does work on both Christmas Day and New Years Day, he shall be compensated as follows; one day shall be subject to the provisions of Article 13.03, the other day shall be compensated at the rate of time and one-half (1 ½) plus the regular day's pay plus eight (8) hours time off in lieu.

## **ARTICLE 14 - MEDICAL, INSURANCE AND HOSPITALIZATION**

**14.01** The Board shall pay 100% of the single premium or the family premium, as the case may be, for every employee in respect of whom the Board is required to remit a premium pursuant to the provisions of The Health Services Insurance Act.

## **ARTICLE 14 - MEDICAL, INSURANCE AND HOSPITALIZATION**(contd.)

**14.02** The Board shall supplement the insured services referred to in Section 14.01 by providing semi-private ward accommodation for any employee or dependent of his to whom such section is applicable.

**14.03** The Board shall provide every employee and his dependents with

medical benefits equivalent to those provided as of the date of this Agreement by the Comprehensive Medical Protection Plan of "Sun Life".

Effective March 1, 2004, the Board shall arrange and pay for a comprehensive drug insurance plan providing a pay-direct drug card with a two dollar (\$2.00) deductible per prescription, and the Association agrees that the plan shall provide generic drug coverage unless the Member's physician certifies on the prescription the medical need for non-generic drug(s).

Note: If the Board is able to arrange and pay for a comprehensive drug plan which provides for a direct pay drug card and generic drugs without a \$2.00 deductible per prescription and such drug plan will be a cost savings to the Board compared to the cost of the current plan, such plan will be implemented on March 1, 2004, or such earlier date as may be arranged.

**14.04** The Board shall provide vision care including eye examinations and eye glasses to a maximum of \$150.00 in any calendar year for every employee and each of his dependents.

**14.05** The Board shall provide every employee and each of his dependents with benefits equivalent to those provided as of the date of this Agreement by the "Sun Life" Dental Care Plan on the basis of the Ontario Fee Guide for Dental Practitioners in effect at the time the service is rendered. Recall examinations must be separated by an interval of at least nine (9) months.

Orthodontic procedures are insured at fifty percent (50%) subject to the maximum benefit under the Plan.

Fluoride treatment will be removed from the coverage for a dependent who has reached fourteen (14) years of age, effective August 25, 2003.

**14.06** The Board shall provide the above benefits to retired members, spouses and widows, widowers, as defined in the plan where they are not otherwise provided under any government or other program.

**14.07** The Board shall provide every employee with life insurance equal to two (2) times the annual salary of such employee rounded to the next higher one thousand dollars (\$1,000.00) together with accidental death and dismemberment benefits.

#### **ARTICLE 14 - MEDICAL, INSURANCE AND HOSPITALIZATION**(contd.)

**14.08** The Association has contracted a Supplementary Group Life Insurance

Plan and a Long Term Disability Plan. The Association shall administer the plans and the Board agrees to collect, through payroll deductions, 100% of the premiums from those members who have so authorized. The Board also agrees to remit the collected premiums to the insurance carrier on a monthly basis. The Association indemnifies the Board against any liability

which may be incurred by the Board in complying with this sub-article.

- 14.09** Each employee shall be eligible to receive the benefits provided by the L.T.D. Plan specified in Article 14.08. Upon completion of the waiting period, there shall be no further deduction of sick leave credits. All benefits and seniority shall be maintained while the employee is off on L.T.D.

## **ARTICLE 15 - COURT OVERTIME**

**15.01** Court time shall be deemed to be time spent by an employee in his off- duty hours in attendance in court, Examination of Discovery, civil trial, inquest inquiry or departmental trial or Hearings or any time spent as a result of his service to the department, in litigation of any description save if he is involved in his personal capacity.

**15.02** Court time shall also refer to time spent in court in any jurisdiction, if the reason for the court appearance relates to circumstances arising during an officer's tour of duty, but shall not include litigation for personal reasons.

**15.03** Any employee who, when off-duty, is required to give evidence in court shall be paid time and one-half with a minimum of four (4) hours for each call. Should a member be required to attend morning court, after he has worked the 12 Midnight to 8:00 a.m. shift, shall be entitled to court time pay commencing at 8:00 a.m.

In the event a member is required to attend morning court, after he has worked the 7:00 p.m. to 7:00 a.m. shift, he shall be entitled to court time pay commencing at 7:00 a.m.

**15.04** When a member is required to attend such court on any occasion during his annual vacation, he shall, within twenty-four (24) hours of being advised of his required attendance in court, advise a Senior Officer to so attend, he shall then be granted two (2) extra days leave in compensation for each day or portion thereof.

## **ARTICLE 16 - COMPASSIONATE LEAVE**

**16.01** Leave of absence with pay to a maximum of three (3) regular scheduled work days shall be granted to an employee who has suffered the loss of a father, mother, spouse, son, daughter, brother, sister, grandparent, father-in-law, mother-in-law, daughter in-law and son in-law, or a person standing in loco parentis. The leave of absence must occur within a seven (7) calendar day period from the date of death.

Leave of absence with pay of one (1) regularly scheduled work day shall be granted to an employee who has suffered the loss of a sister in-law, brother

in-law, grandchild, provided this absence is necessary to attend the funeral.

## **ARTICLE 17 - ASSOCIATION DUTIES**

**17.01** Any four (4) members of the Cornwall Police Association shall be granted leave of absence with pay to a maximum of sixty (60) days in any calendar year, as may be required for the proper performance of the duties of the Association (provided that this is done in such a manner as not to interfere with the proper operation of the Service in the judgement of the Chief) and provided that fourteen (14) calendar days notice along with reasons is afforded the Chief of the need for such leave.

**17.02** Should a member be elected to the Police Association of Ontario's Executive, he shall be allowed leave of absence with pay in order to carry out his duties with the said Association. Such absence shall not exceed forty (40) calendar days in any twelve (12) month period. Absence in excess thereof shall be a matter for consideration by the Cornwall Community Police Services Board.

**17.03** A member who is on duty at the time or is due to come on duty during the course of the bargaining or grievance meetings hereinafter referred to shall be allowed time off with pay to attend if he is a member of:

a) Bargaining Committee of the Association, all bargaining meetings with the Bargaining Committee of the Board and all interest Arbitration Hearings and Conciliation Hearings.

b) Grievance Committee of the Association, all meetings requiring his presence held pursuant to the grievance procedure provided for in Article 7 of this Agreement and Rights Arbitration Hearings and Conciliation Hearings.

c) Members requesting time off with pay, consistent with the provisions of Article 17.03 must provide written notice to the office of the Chief of Police within forty-eight (48) hours after the date has been set in order to obtain the required authorization for time off with pay.

## **ARTICLE 17 - ASSOCIATION DUTIES (contd.)**

**17.04** The Association will have the right to put Association notices in the central Police Station on a bulletin board and in a location to be agreed by the parties, subject to the Chief reserving the right to approve such notices.

## **ARTICLE 18 - CLOTHING AND EQUIPMENT**

**18.01** The Board shall supply clothing and equipment required by all uniformed members as governed by The Police Services Act.

**18.02** Police Officers, Special Constables, photographer and quartermaster shall be allowed a maximum of two hundred and ten dollars (\$210.00) cleaning

allowance per year.

**18.03** Each member who is required to perform police duties in plain clothes shall receive a clothing allowance of up to one thousand one hundred dollars (\$1,100.00) for the given year, if the member performs such duties for a full twelve (12) month period. If the member performs such duties for less than twelve (12) months, the member will receive a clothing allowance on a pro-rata basis, provided the member does perform such duties for at least thirty (30) days within a twelve (12) month period.

Payment of clothing allowance shall be made twice yearly, one-half paid in July of the same year upon submission of receipts. For new members required to perform police duties in plain clothes after the second payment of clothing allowance, they shall receive their first instalment after completion of their initial thirty (30) days, on a pro-rata basis.

**18.04** Each member shall receive or have access to an up-to-date copy of all books incidental or necessary to his duties.

**18.05** Each member shall be provided with a badge, wallet and warrant card.

**18.06** All By-Laws affecting Association Members shall be permitted to be posted on the Police Bulletin Board.

**18.07** A service badge shall be granted to a member of the Service for each five (5) year period of continuous service.

## **ARTICLE 19 - SERVICE PAY**

**19.01** All employees who have served the minimum required five (5) years of continuous service in the Cornwall Community Police Service, as of November 30th each year, shall be entitled to the following service pay:

5 years to and including 9 years	- \$100.00 per year
10 years to and including 14 years	- \$200.00 per year
15 years to and including 19 years	- \$300.00 per year
20 years to and including 24 years	- \$400.00 per year
25 years to and including 29 years	- \$500.00 per year
30 years and over	- \$600.00 per year

**19.02** In the event that a member leaves the Service prior to the date of normal payment of service pay, and who has obtained the necessary qualifying years of service time, shall be paid on the basis of the number of years served.

## **ARTICLE 20 - SUBSISTENCE ALLOWANCE**

**20.01** Any employee who attends a designated police course shall be entitled to thirty-five dollars (\$35.00) per week subsistence allowance and payment for weekend meals.

**20.02** Any employee attending a designated police course shall be entitled to traveling expenses for one trip home should the course be over two (2) weeks duration, two trips home should the course be over four (4) weeks, three trips home should the course be over seven (7) weeks. For every three weeks of course over seven (7) weeks, an additional round trip home will be reimbursed. Personal automobile expenses shall be reimbursed at the rate of twenty-five (25) cents per kilometer from Cornwall Community Police Headquarters to the location of the course and the return trip. Effective August 25, 2003, this amount shall increase to thirty (30) cents per kilometer. The Chief may designate the use of a Service or rental vehicle as the mode of transportation in lieu of a personal automobile.

Allowances or expenses apply only where the designated police course takes place at a location outside Cornwall municipal boundaries.

## **ARTICLE 21 - SHIFT PREMIUM**

**21.01** All personnel regularly scheduled on shifts shall receive a shift differential of twelve (12) cents per hour for all hours worked during the 4:00 p.m. to 12 Midnight shift and twenty-two (22) cents per hour for all hours worked during the 12:00 Midnight to 7:00 a.m. shift.

**21.02** Shift differential shall be paid on a call back or overtime only after an employee has completed four (4) hours or more.

## **ARTICLE 22 - PROMOTIONS**

**22.01** When a permanent vacancy exists above the rank of First Class Constable within the Cornwall Community Police Service, a notice for the purpose of applications shall be posted.

**22.02** A member to be considered for promotion must have three (3) years continuous service as a police officer with the Cornwall Community Police Service. A member to be considered for promotion must have successfully completed a recognized Police Training Course as well as the Ontario Police College Selection Exams.

**22.03** All promotions shall be governed by ability, fitness, and efficiency. Provided where they are equal, seniority shall govern.

## **ARTICLE 23 - SICK LEAVE**

**23.01** Each employee, shall be credited with one and one-half (1 ½) days sick leave for each unbroken month of service with the Cornwall Community Police Service, such credit to be cumulative during the service of the member. For the purpose of this section, service shall not be broken by a member's absence from duty caused by illness or injury or accident or days off or vacation.

**23.02** Each employee shall receive sick leave credit from the beginning of the first complete calendar month after commencement of duties.

**23.03** Each employee shall receive sick leave pay, at full salary, for any time lost by reason of illness or injury to the full extent of sick pay credits accumulated by the member at the time of each absence, except when both conditions set out in Article 24.01 are met, in which case Article 24.02 shall govern.

An employee may utilize up to three (3) days of his/her sick leave, in a calendar year, in the event he/she is absent on account of illness in his/her immediate family; (immediate family for the Article means, spouse, child, father, mother, brother, sister). Such absences will be considered personal absences and will be deducted from cumulative sick leave credits as per Article 23.04.

**23.04** The number of days or part thereof for which an employee receives sick leave pay shall be deducted from cumulative sick leave credits.

**23.05** In January of each year, every employee shall be advised by the posting of a notice, the number of days standing to his credit as of December 31st of the year then ended.

#### **ARTICLE 23 - SICK LEAVE** (contd.)

**23.06** In the event of retirement, death or voluntary termination in accordance with Sub-Article 23.07, an employee or his estate, shall be entitled to a payment of cumulative sick leave credits as follows:

The payment shall be one-half of the accumulated sick leave credits but in any event, shall not exceed the amount of one-half year's salary, being 130 working days, at the rate received by him immediately prior to separation of employment.

**23.07** Should an employee be discharged or if his resignation is accepted in lieu of discharge, or in the event of voluntary termination, he shall be entitled to receive accumulated sick leave credits only after completing five (5) continuous years of service with the Cornwall Community Police Service.

**23.08** In the event that an employee is absent, through illness, or an on-the-job accident or a Workplace Safety and Insurance Board Claim, for a period of three (3) consecutive months or more, there shall be no credit to the accumulation of sick leave after the three (3) months until the employee returns to work. Upon return to work and to re-establish the commencement of sick leave credits as per Sub-Article 23.01, the employee must return for a period of ten (10) working days.

#### **ARTICLE 24 - INJURED ON DUTY**

**24.01** When an employee of the Service is absent by reason of illness or injury arising out of or in the course of employment within the meaning of the

Workplace Safety and Insurance Act, he shall receive his full pay and benefits while he is thereby incapacitated, provided both of the following conditions are met:

- a) the Workplace Safety and Insurance Board approves the claim;
- b) benefits are paid by the Workplace Safety and Insurance Board in respect of the claim.

**24.02** Once both conditions set out in Article 24.01 are met, the Board will replace all sick leave credits deducted from the employee.

**24.03** The phrase "full pay" in Article 24.01 shall be interpreted so as to preclude the possibility of employees receiving a greater net pay while absent on a Workplace Safety and Insurance Board claim than while working.

**24.04** The employee shall ensure that all monies received from the Workplace Safety and Insurance Board in respect of his claim, are directed to the Board.

**24.05** **KILLED ON DUTY**

If any officer is killed on duty, the beneficiary as stated on the Cornwall Community Police Service, O.M.E.R.S. "Beneficiary Allocation Card", shall receive the equivalent of three years salary. The salary to be paid will be at the rate of the position held by the officer at the time of the death and the payment will be made over the three year period commencing with the date of death, in three annual instalments.

**ARTICLE 25 - LAYOFF**

**25.01** In case of personnel reduction, with Officers and Civilian Staff considered separately as per the Schedules, the last person hired shall be the first person laid off, providing that the next senior person retained is qualified to perform the job.

In the event of recall, the last person laid off shall be the first person brought back provided that person is qualified to perform the job.

**ARTICLE 26 - INDEMNIFICATION**

**26.01** Where a member of the Service is charged with a criminal or statutory offence flowing from his police duties and is subsequently acquitted of such charges, the member shall be reimbursed for any reasonable legal expenses that have been taxed pursuant to the Solicitors' Act and incurred as a result of such charges.

**26.02** **S.I.U. LEGAL COUNSEL**

In addition to the provisions of Article 26.01, the Board recognizes the necessity of providing immediate legal advice to any officer who,



as a result of police duties, may be directly or indirectly involved in an occurrence investigated under the provisions of Part VII of The Police Services Act.

The Board agrees that legal counsel(s) shall be provided at the Board's expense, immediately after the occurrence and during the investigative period, for the purpose of providing legal advice and guidance to the officer or officers involved.

A list of lawyers will be selected upon mutual agreement between the Board and the Police Association Executive. The Board reserves the right, through the Chief of Police or designate where there is more than one member involved in a given investigation, to provide one counsel for all concerned unless that counsel considers there to be a conflict in acting for all persons, in which case, individual counsel may be granted by the Board, at its sole discretion.

## **ARTICLE 27 - LOCKERS**

**27.01** No search or inspection of a member's locker shall be made unless the member is notified.

## **ARTICLE 28 - RESIGNATIONS**

**28.01** An employee who has submitted a written resignation from the Cornwall Community Police Service may within forty-eight (**48**) hours thereafter, excluding Saturday and Sunday, on written notice to the Chief, given either directly or through the Association, with the written authorization of the employee, the Association may withdraw the resignation.

## **ARTICLE 29 - MATERNITY LEAVE**

**29.01** A member who makes written application to and supplies the Board with the certificate of a legally qualified medical practitioner stating that she is pregnant and giving the estimated date of delivery shall, subject to Sections 29.02 and 29.03, be given maternity leave, without **loss** of seniority, in accordance with the Employment Standards Act, provided she has the requisite service with the Cornwall Community Police Service, specified herein.

**29.02** During the maternity leave, the Board shall:

a) during the first two weeks, pay the member seventy-five (75) percent of her regular rate of pay;

Effective August 25, 2003, during the first two weeks, pay the member eighty (80) percent of her regular rate of pay.

b) during the following fifteen (**15**) weeks, (or shorter period if the member returns earlier to work), pay the member at a rate of pay equivalent to the difference between the Unemployment Insurance

benefits the member is eligible to receive and ninety- three (93) percent of her regular rate of pay;

and

- c) continue to provide the member with the vacation credits, insurance welfare, medical, dental and other benefits specified in this Agreement.

## **ARTICLE 29 - MATERNITY LEAVE** (contd.)

**29.03** To be eligible for the payments and benefits provided for in Section 29.02, the member shall sign an Agreement with the Board providing:

- a) that she will return to work and remain with the Service for a period of at least one **(1)** year after her return to work;
- b) that should she fail to return to work at the expiration of her leave or to remain in the employ of the Service for the period in clause (a), she will repay the amounts provided for in Section 29.02 and that the Board may apply against such amount owing all vacation pay and any sick leave credit due to the member.

**29.04** Any period of maternity leave beyond seventeen **(17)** weeks shall be without pay.

**29.05** An employee who adopts a child (or children) shall be subject to the same rights and obligations, mutatis mutandis, as those specified for maternity leave, except that the period of leave of absence shall commence when the child (or children) is received.

## **ARTICLE 30 - DURATION**

This Agreement shall remain in force from **January 1, 2003 to December 31, 2004**, and from year to year thereafter, provided however that either party may:

Request to amend such Agreement by notice in writing to the opposite party in accordance with The Police Services Act, as amended and the Regulations made thereunder, and amendments thereto, and thereupon both parties shall enter into such negotiations in good faith and make every reasonable effort to reach a new Agreement.

DATED AT Cornwall this      day of      , 2003.

FOR THE ASSOCIATION:

FOR THE BOARD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SCHEDULE B**

**Schedule "B" shall be known as a Bargaining Agreement for civilian members**, who shall be entitled to all benefits, rights and privileges as contained in Schedule "A", with the exception of Articles governing salaries, hours of work and clothing and equipment.

All Civilian Members shall work a forty **(40)** hour work week, namely; 8:00 a.m. to 4:00 p.m., 9:00 a.m. to 5:00 p.m., Monday to Friday, with a one (1) hour paid lunch period.

If an afternoon shift is required, the shift will work the regular hours of 3:00 p.m. to 11:00 p.m. The number of hours per week and lunch break will stay the same **as** noted above. The starting and finishing times are adjustable by one (1) hour either way, this is at the discretion of the Office of the Chief of Police.

The Custodians, Financial Services Officer, Photographer and NICHE Inputters, shall work a forty **(40)** hour week, on a schedule as determined by the Chief of Police. Civilian staff in the Communications Branch shall work a forty (40) hour week on a shift schedule as defined in Article 10.

All Special Constables shall work a forty **(40)** hour work week. The regular work week may be scheduled Monday through Saturday; regular hours of work per day will be eight (8) hours, commencing no earlier than 7:00 o'clock a.m. and ending no later than 7:00 o'clock p.m. Special Constables will work a fixed weekly schedule subject to the weekly schedule being changed on notice as contained in Article 10.04(a).

In addition to the Paid Holidays contained in Schedule "A", all civilian members shall be entitled to holidays declared by either Federal, Provincial or Municipal Governments.

### **JOB OPENINGS**

Where a permanent vacancy occurs or a new position is created or where an appointment is to be made to a position on account of sickness, vacation or other cause and such appointment may provide promotion for any employee, notice shall be posted at appropriate locations, including all bulletin boards, for a minimum of five (5) working days, and the copy of the notice shall set out a job description of the position, qualifications required and wage rate. The employer will endeavor to notify those employees who are absent from work of such positions by placing a telephone call to their telephone number on record with the Police Service. In the event the employer is not able to contact the employee, an Association Executive member will be personally advised of this.

Present employees shall be given first opportunity to apply for any new permanent openings for civilian personnel within the Cornwall Community Police Service. Present civilian employees shall be given first opportunity to apply for entry level openings for uniform members.

**Contd.**

**SCHEDULE "B" (contd.)**

## **CASUAL DAYS**

The Association agrees that the Board may use temporary employees in order to replace an employee who is absent from work due to illness, injury or approved leave of absence. These temporary employees will not receive benefits under the Collective Agreement. Should a temporary employee be maintained beyond the period noted herein, such member will be then considered full time.

## **CASUAL DAYS - JOB SPECIFIC TEMPORARY EMPLOYEES**

The Association agrees that the Board may use temporary employees in order to replace Full Time Special Constables, Niche Inputters, Dispatchers and Receptionists who are absent from work due to illness, vacation, injury, lieu time, statutory holidays or approved leave of absence.

Temporary Dispatchers are subject to passing a standardized test provided by the Police Service and the Police Service will provide to the Association, in writing, proof that the employee has passed the test.

A temporary member shall be paid in the same hourly rate range, as per the level entry salary of that position as a full-time member and shall be paid on the basis of the full-time pay rates.

A temporary employee shall not be hired to replace permanently a full time position.

Except as otherwise provided herein, a temporary member shall be compensated for vacations and statutory holidays in accordance with the provisions of The Employment Standards Act.

In lieu of benefits enjoyed by full-time members under this agreement, temporary members shall receive twelve percent (12%) of their hourly rate of pay, inclusive of vacation pay, added to the member's hourly rate of pay. This payment in lieu is effective on August 25, 2003.

Effective August 25, 2003, Association dues for temporary full-time members shall be collected and remitted in the same manner and with the same timing as for full-time members and in the regularly established amount directed by the Association.



# **APPENDIX A - SALARIES**

( SALARY CHARTS ARE UNDER SEPARATE FOLDER IN COLLECTIVE AGREEMENT FILE)

**APPENDIX "A" – SALARIES**

**INSPECTOR**

	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>TIME &amp; HALF</b>
January 1, 2003	\$84,896.60	\$3,265.25	\$40.82	\$61.23
July 1, 2003	\$86,170.05	\$3,314.23	\$41.43	\$62.14
January 1, 2004	\$89,186.00	\$3,430.23	\$42.88	\$64.32
July 1, 2004	\$90,077.86	\$3,464.53	\$43.31	\$64.96

**STAFF SERGEANT**

January 1, 2003	\$75,053.68	\$2,886.68	\$36.08	\$54.13
July 1, 2003	\$76,179.49	\$2,929.98	\$36.62	\$54.94
August 25, 2003	\$76,941.28	\$2,959.28	\$36.99	\$55.49
January 1, 2004	\$79,634.22	\$3,062.85	\$38.29	\$57.43
July 1, 2004	\$80,430.57	\$3,093.48	\$38.67	\$58.00

**SERGEANT**

January 1, 2003	\$69,516.32	\$2,673.70	\$33.42	\$50.13
July 1, 2003	\$70,559.07	\$2,713.81	\$33.92	\$50.88
January 1, 2004	\$73,028.64	\$2,808.79	\$35.11	\$52.66
July 1, 2004	\$73,758.92	\$2,836.88	\$35.46	\$53.19

**SENIOR CONSTABLE**

January 1, 2003	\$63,980.11	\$2,460.77	\$30.76	\$46.14
July 1, 2003	\$64,939.82	\$2,497.69	\$31.22	\$46.83
January 1, 2004	\$67,212.71	\$2,585.10	\$32.31	\$48.47
July 1, 2004	\$67,884.84	\$2,610.96	\$32.64	\$48.96

**CONSTABLE – FIRST CLASS**

January 1, 2003	\$61,518.82	\$2,366.11	\$29.58	\$44.36
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**APPENDIX "A" – SALARIES**

July 1, 2003	<del>\$57,441.60</del> \$57,441.60	\$2,401.60	\$30.02	\$45.03
		<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>TIME &amp; HALF</b>
January 1, 2004	\$64,627.06	\$2,485.66	\$31.07	\$46.61
July 1, 2004	\$65,273.33	\$2,510.51	\$31.38	\$47.07

**CONSTABLE – SECOND CLASS**

January 1, 2003	\$51,229.63	\$1,970.37	\$24.63	\$36.94
July 1, 2003	\$51,998.07	\$1,999.93	\$25.00	\$37.50
January 1, 2004	\$53,818.01	\$2,069.92	\$25.87	\$38.81
July 1, 2004	\$54,356.19	\$2,090.62	\$26.13	\$39.20

**CONSTABLE – THIRD CLASS**

January 1, 2003	\$42,122.14	\$1,620.08	\$20.25	\$30.38
July 1, 2003	\$42,753.97	\$1,644.38	\$20.55	\$30.83
January 1, 2004	\$44,250.36	\$1,701.94	\$21.27	\$31.91
July 1, 2004	\$44,692.87	\$1,718.96	\$21.49	\$32.23

**CONSTABLE – FOURTH CLASS**

January 1, 2003	\$34,153.09	\$1,313.58	\$16.42	\$24.63
July 1, 2003	\$34,665.39	\$1,333.28	\$16.67	\$25.00
January 1, 2004	\$35,878.68	\$1,379.95	\$17.25	\$25.87
July 1, 2004	\$36,237.46	\$1,393.75	\$17.42	\$26.13

**ADMIN. SECRETARY – START**

January 1, 2003	\$39,585.71	\$1,522.53	\$19.03	\$28.55
January 1, 2004	\$40,971.21	\$1,575.82	\$19.70	\$29.55

**ADMIN. SECRETARY – 12 M**

**APPENDIX "A" – SALARIES**

January , 2003	\$42,363.48 ANNUAL	\$1,629.36 BI-WEEKLY	\$20.37 HOURLY	\$30.55 TIME & HALF
January , 2004	\$43,846.21	\$1,686.39	\$21.08	\$31.62

**ADMIN. SECRETARY – 24 M**

January 1, 2003	\$44,039.27	\$1,693.82	\$21.17	\$31.76
January 1, 2004	\$45,580.64	\$1,753.10	\$21.91	\$32.87

**CLERK - START**

January 1, 2003	\$36,859.15	\$1,417.66	\$17.72	\$26.58
January 1, 2004	\$38,149.22	\$1,467.28	\$18.34	\$27.51

**CLERK – 12 M**

January 1, 2003	\$38,263.98	\$1,471.69	\$18.40	\$27.59
January 1, 2004	\$39,603.22	\$1,523.20	\$19.04	\$28.56

**CLERK – 24 M**

January 1, 2003	\$39,691.58	\$1,526.60	\$19.08	\$28.62
January 1, 2004	\$41,080.78	\$1,580.03	\$19.75	\$29.63

**COURT CLERK – START**

January 1, 2003	\$38,036.29	\$1,462.93	\$18.29	\$27.43
January 1, 2004	\$39,367.56	\$1,514.14	\$18.93	\$28.39

**COURT CLERK – 12 M**

January 1, 2003	\$39,327.28	\$1,512.59	\$18.91	\$28.36
January 1, 2004	\$40,703.73	\$1,565.53	\$19.57	\$29.35

**COURT CLERK – 24 M**

January 1, 2003	\$40,617.13	\$1,562.20	\$19.53	\$29.29
January 1, 2004	\$42,038.73	\$1,616.87	\$20.21	\$30.32

**COURT SECURITY – START**

January 1, 2003	\$41,056.56	\$1,579.10	\$19.74	\$29.61
January 1, 2004	\$42,493.54	\$1,634.37	\$20.43	\$30.64

**COURT SECURITY – 12 M**

January 1, 2003	\$42,450.01	\$1,632.69	\$20.41	\$30.61
January 1, 2004	\$43,935.76	\$1,689.84	\$21.12	\$31.68

**APPENDIX "A" – SALARIES**

**COURT SECURITY – 24 M**

	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>TIME &amp; HALF</b>
January 1, 2003	\$43,842.31	\$1,686.24	\$21.08	\$31.62
January 1, 2004	\$45,376.79	\$1,745.26	\$21.82	\$32.72

**COURT SUPERVISOR**

January 1, 2003	\$48,786.55	\$1,876.41	\$23.46	\$35.18
January 1, 2004	\$50,494.07	\$1,942.08	\$24.28	\$36.41

**CPIC VALIDATOR – START**

January 1, 2003	\$41,056.56	\$1,579.10	\$19.74	\$29.61
January 1, 2004	\$42,493.54	\$1,634.37	\$20.43	\$30.64

**CPIC VALIDATOR – 12 M**

January 1, 2003	\$42,450.01	\$1,632.69	\$20.41	\$30.61
January 1, 2004	\$43,935.76	\$1,689.84	\$21.12	\$31.68

**CPIC VALIDATOR – 24 M**

January 1, 2003	\$43,842.31	\$1,686.24	\$21.08	\$31.62
January 1, 2004	\$45,376.79	\$1,745.26	\$21.82	\$32.72

**CUSTODIAN**

January 1, 2003	\$33,087.51	\$1,272.60	\$15.91	\$23.86
January 1, 2004	\$34,245.57	\$1,317.14	\$16.46	\$24.70

**DISPATCHER – START**

January 1, 2003	\$42,588.89	\$1,638.03	\$20.48	\$30.71
January 1, 2004	\$44,079.51	\$1,695.37	\$21.19	\$31.79

**DISPATCHER – 12 M**

January 1, 2003	\$44,712.09	\$1,719.70	\$21.50	\$32.24
January 1, 2004	\$46,277.01	\$1,779.89	\$22.25	\$33.37

**DISPATCHER – 24 M**

January 1, 2003	\$47,308.85	\$1,819.57	\$22.74	\$34.12
January 1, 2004	\$48,964.66	\$1,883.26	\$23.54	\$35.31

**FINANCIAL OFFICER**

January 1, 2003	\$55,264.25	\$2,125.55	\$26.57	\$39.85
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**APPENDIX "A" – SALARIES**

January 1, 2004	\$57,198.50	\$2,199.94	\$27.50	\$41.25
	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>TIME &amp; HALF</b>

**HUMAN RESOURCE MANAGER**

January 1, 2003	\$79,975.14	\$3,075.97	\$38.45	\$57.67
July 1, 2003	\$81,174.77	\$3,122.11	\$39.03	\$58.54
August 25, 2003	\$81,555.67	\$3,136.76	\$39.21	\$58.81
January 1, 2004	\$84,410.11	\$3,246.54	\$40.58	\$60.87
July 1, 2004	\$85,254.19	\$3,279.01	\$40.99	\$61.48

*Note: The annual salary is the mid-point between the annual salary for Staff Sergeant and the annual salary for Inspector.*

**INFORMATION CLASSIFIER - START**

January 1, 2003	\$34,916.98	\$1,342.96	\$16.79	\$25.18
January 1, 2004	\$36,139.08	\$1,389.96	\$17.37	\$26.06

**INFORMATION CLASSIFIER – 12 M**

January 1, 2003	\$36,103.23	\$1,388.59	\$17.36	\$26.04
January 1, 2004	\$37,366.84	\$1,437.19	\$17.96	\$26.95

**INFORMATION CLASSIFIER – 24 M**

January 1, 2003	\$37,287.20	\$1,434.12	\$17.93	\$26.89
January 1, 2004	\$38,592.26	\$1,484.32	\$18.55	\$27.83

**INFORMATION SERVICE MANAGER**

January 1, 2003	\$53,665.20	\$2,064.05	\$25.80	\$38.70
January 1, 2004	\$55,543.48	\$2,136.29	\$26.70	\$40.06

**INFORMATION SERVICE SUPERVISOR**

January 1, 2003	\$48,786.55	\$1,876.41	\$23.46	\$35.18
January 1, 2004	\$50,494.07	\$1,942.08	\$24.28	\$36.41

**INFORMATION TECHNOLOGY MANAGER**

January 1, 2003	\$53,665.20	\$2,064.05	\$25.80	\$38.70
January 1, 2004	\$55,543.48	\$2,136.29	\$26.70	\$40.06

**NICHE INPUTTER - START**

January 1, 2003	\$39,633.52	\$1,524.37	\$19.05	\$28.58
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**APPENDIX "A" – SALARIES**

	<del>ANNUAL</del>	BI-WEEKLY	HOURLY	TIME & HALF
January 1, 2004	\$44,021.69	\$1,577.72	\$19.72	\$29.58
<b>NICHE INPUTTER - 12M</b>				
January 1, 2003	\$42,661.76	\$1,640.84	\$20.51	\$30.77
January 1, 2004	\$44,154.92	\$1,698.27	\$21.23	\$31.84
<b>PHOTOGRAPHER- START</b>				
January 1, 2003	\$36,317.26	\$1,396.82	\$17.46	\$26.19
January 1, 2004	\$37,588.36	\$1,445.71	\$18.07	\$27.11
<b>PHOTOGRAPHER – 12M</b>				
January 1, 2003	\$38,399.45	\$1,476.91	\$18.46	\$27.69
January 1, 2004	\$39,743.43	\$1,528.59	\$19.11	\$28.66
<b>PHOTOGRAPHER – 24M</b>				
January 1, 2003	\$41,620.09	\$1,600.77	\$20.01	\$30.01
January 1, 2004	\$43,076.80	\$1,656.80	\$20.71	\$31.07
<b>PROPERTY CLERK – START</b>				
January 1, 2003	\$38,109.21	\$1,465.74	\$18.32	\$27.48
January 1, 2004	\$39,443.03	\$1,517.04	\$18.96	\$28.44
<b>PROPERTY CLERK – 12M</b>				
January 1, 2003	\$40,601.81	\$1,561.61	\$19.52	\$29.28
January 1, 2004	\$42,022.87	\$1,616.26	\$20.20	\$30.31
<b>QUARTERMASTER</b>				
January 1, 2003	\$40,602.33	\$1,561.63	\$19.52	\$29.28
January 1, 2004	\$42,023.41	\$1,616.29	\$20.20	\$30.31
<b>RECEPTIONIST – START</b>				
January 1, 2003	\$29,165.59	\$1,121.75	\$14.02	\$21.03
January 1, 2004	\$30,186.39	\$1,161.02	\$14.51	\$21.77
<b>RECEPTIONIST – 12M</b>				
January 1, 2003	\$34,165.61	\$1,314.06	\$16.43	\$24.64

**APPENDIX "A" - SALARIES**

	<b>\$35,361.41</b> <b>ANNUAL</b>	<b>\$1,360.05</b> <b>St-WEEKLY</b>	<b>\$17.00</b> <b>HOURLY</b>	<b>\$25.50</b> <b>TIME &amp; HALF</b>
January 1, 2004				
<b>SECRETARY-START</b>				
January 1, 2003	\$39,043.80	\$1,501.68	\$18.77	\$28.16
January 1, 2004	\$40,410.34	\$1,554.24	\$19.43	\$29.14
<b>SECRETARY - 12M</b>				
January 1, 2003	\$41,827.28	\$1,608.74	\$20.11	\$30.16
January 1, 2004	\$43,291.24	\$1,665.05	\$20.81	\$31.22
<b>SECRETARY - 24M</b>				
January 1, 2003	\$43,509.90	\$1,673.46	\$20.92	\$31.38
January 1, 2004	\$45,032.74	\$1,732.03	\$21.65	\$32.48