

SCHEDULE "A" TO CITY OF TIMMINS BY-LAW NO. 2011-7131

COLLECTIVE AGREEMENT

BETWEEN

THE CORPORATION OF THE CITY OF TIMMINS



AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES

AND IT'S LOCAL 210



*Canadian Union of Public Employees
Syndicat canadien de la fonction publique*

April 1, 2014 to March 31, 2018

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COLLECTIVE AGREEMENT

BETWEEN:

THE CORPORATION OF THE CITY OF TIMMINS
(Hereinafter referred to as the "Corporation")

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND IT'S LOCAL 210
(Hereinafter referred to as the "Union")

ARTICLE #1 - PREAMBLE

1.01 Whereas it is the desire of both parties to this Agreement:

1. To maintain and promote the harmonious relations and settled conditions of employment between the Corporation and the Union.
2. To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.
3. To encourage efficiency in operation.
4. To promote the morale, well-being, and security of all the employees in the bargaining unit of the Union.

NOW THEREFORE the parties agree as follows:

ARTICLE #2 - MANAGEMENT RIGHTS

2.01 The Union recognizes that it is the right of the Employer to exercise the regular and customary function of management and to direct the work force, subject to the terms of this Agreement. The Union acknowledges that it is the exclusive function of the Employer to:

1. Determine and establish standards and procedures for the delivery of service to the public;
2. Maintain order, discipline and efficiency;
3. Hire, discharge, lay-off, direct, classify, transfer, promote, demote, suspend, or otherwise discipline any employee of the Employer coming within the bargaining unit, provided the claim of discriminatory

promotion, demotion, or transfer, or a claim that any such employee has been discharged or disciplined without just cause, may be the subject of a grievance and dealt with as hereinafter provided;

4. Manage the operation and undertaking of the Employer and without restricting the generality of the foregoing to select, install, and require the operation of any equipment, plant and machinery which the Employer, in its discretion deems necessary for the efficient and economical carrying out of the operations and undertakings of the Employer.

ARTICLE #3 - RECOGNITION

3.01 Bargaining Unit

The scope of this Agreement shall apply to all employees of the Public Works Department, **Facility Management Services**, Public Cemeteries, **Distribution and Collection Department**, Water Filtration Plant and Maintenance Persons of the Department of Building and Maintenance, all of the City of Timmins, save and except, Supervisors, persons above the rank of Supervisor, office staff employees, and those employees working in recreational programs who do not perform work normally done by bargaining unit employees.

3.02 Work of the Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not work on any jobs, which are included in the bargaining unit, except for purposes of instruction, experimenting or emergencies.

3.03 No Other Agreement

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.

- 3.04 In respect of employees covered by this Agreement, the Corporation shall not recognize during the currency of this Agreement, any other bargaining agent in respect of any matters herein dealt with.

ARTICLE #4 - NO DISCRIMINATION OR HARASSMENT

4.01 Harassment/Discrimination

The Employer and the Union agree that all Employees will be protected against harassment/discrimination respecting their human rights and employment in all matters including age, race, colour, religion, creed, sex, sexual orientation, pregnancy, disability, ethnicity, family status, marital status, political or religious affiliation, nor by his or her membership in a trade union, or any other protected grounds under the *Ontario Human Rights Code*.

Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment can be either psychological or physical or it can be a combination of both. It is any behaviour, whether deliberate or negligent, which denies individuals their dignity and respect, is offensive, embarrassing or humiliating to the individual and adversely affects the working environment.

Sexual Harassment refers to any conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advances (oral, written or physical), requests for sexual favours, sexual and sexist jokes, racial, leering (suggestive staring) or sexist slurs.

When harassment and discrimination is identified in the workplace, the Harassment/Discrimination Policy (COT-HR-013) process will be adhered to.

ARTICLE #5 - PROBATIONARY PERIOD

5.01 Full-Time Employees

A full-time employee shall be considered a probationary employee for the first four (4) months of his/her employment with the Corporation and after four (4) months his/her name shall be placed on the seniority list. After completion of the probationary period, seniority shall be effective from the original date of employment. Students who perform work of the Bargaining Unit who attend educational institutions and are working on seasonal employment shall be excluded from becoming permanent employees unless they advise the Employer they are not returning to school, after which time the probationary period shall apply to them. These employees are to pay dues as per the Collective Agreement. Probationary employees shall be excluded from receiving employee benefits during their probation. Once the probationary period is served, they shall be eligible for all benefits effective the first day after they complete their probationary period.

Part-Time Employees

The probationary period for part-time employees shall be 120 working days.

It is understood that Part-Time employees will be allowed to apply for internal full-time vacancies based on the following criteria. If the internal posting process has failed to fill the vacancy with a Full-Time employee and prior to posting the vacancy externally, Part-Time employees will be hired for full-time employment provided they meet all qualifications as set out by the Employer. Part-Time employees who do not meet the said qualifications may at their discretion apply for the full-time vacancy via the external posting process.

Part-time employees shall receive in lieu of employee benefits 7% of their gross bi-weekly pay, which shall be paid on a bi-weekly basis.

Part-time employees shall not accumulate vacation credits but shall be paid an amount, which represents 4% of their bi-weekly pay each pay period.

Students

The probationary period for students shall be in accordance with the Employment Standards Act.

Students shall not accumulate vacation credits but shall be paid an amount, which represents 4% of their bi-weekly pay each pay period.

A student shall not be appointed to a position other than labourer position and shall not perform work of a higher position than labourer. Students who perform labour work of the bargaining unit, between April 15th and September 15th and December 10th to January 10th in each calendar year, who attend educational institutions shall be excluded from becoming permanent employees unless they advise the Employer they are not returning to school, after which time the probationary period shall apply to them.

ARTICLE #6 - UNION SECURITY AND DUES CHECK-OFF

- 6.01** All employees covered by this Agreement shall within twenty (20) working days of the signing of this Agreement, become and remain members of the Union for the duration of this Agreement, as a condition of their employment.
- 6.02** All employees covered by this Agreement shall be required to sign a union card at the commencement of their employment and union dues shall be deducted bi-weekly. The Employer will deduct the initiation fee from employees from the second pay following the commencement of employment. All employees covered by this Agreement shall remain members in good standing for the duration of the Agreement as a condition of their employment.
- 6.03** The Corporation agrees to deduct union dues and initiation fees from all employees covered by this Agreement in the amounts certified by the Union to the Corporation to be currently in effect according to the constitution and by-laws of the Union, subject to changes made from time to time.
- 6.04** The Corporation agrees to deduct the amount of dues, assessments or initiation fees each month on the second payday, and to remit the amount of dues, assessments and initiation fees so collected to the Treasurer of the Union no later than the fifth day of the following month. The Corporation when remitting the dues, assessments or initiation fees so collected to the Treasurer of the Union shall include a list clearly setting forth the names from whom the dues were deducted and also showing any additions or deletions in staff. The Corporation shall give the reason why a name is deleted.
- 6.05** **Employer Notification to Union**

The Employer shall advise the Union within 10 working days of all hirings, lay-offs, transfers, recalls, promotions, demotions and termination of employment.

ARTICLE #7 - THE CORPORATION SHALL ACQUAINT NEW EMPLOYEES

- 7.01** The Corporation agrees to acquaint new employees with the fact that a Union Agreement is in effect, and with the conditions of employment dealing with union security and dues check off.
- 7.02** All employees shall be presented with a copy of the Agreement by the Corporation. The Corporation shall issue forty (40) copies of the revised Collective Agreement to the Union within twenty (20) working days of the signing of the Agreement, and shall, within a reasonable amount of time, issue to each employee within the bargaining unit, a copy of the contract in booklet form, or some form similar to a booklet.
- 7.03** **On commencing employment, the employee's immediate supervisor shall introduce the new employee to his/her Union Steward or Representative. An Officer of the Union shall be given an opportunity to meet new employees, groups of employees, or groups of students within regular working hours, without loss of pay, for a maximum of thirty (30) minutes during the first month of employment for the purpose of acquainting the new employee with the benefits and duties of union membership and his/her responsibilities and obligations to the Employer and the Union.**

ARTICLE #8 - CORRESPONDENCE

- 8.01** Unless otherwise provided therein, any notice in writing which either party desires to give to the other shall be given by registered mail, postage prepaid, addressed as follows:

To the Corporation

The Corporation of the City of Timmins
220 Algonquin Blvd. East
Timmins, Ontario P4N 1B3

To the Union

Recording-Secretary, CUPE Local 210
P.O. Box 536
Timmins, Ontario P4N 7E7

- 8.02** Any notice so mailed shall be deemed given as of the next business day after the date of mailing (Saturdays, Sundays, and Holidays excluded). The registration receipt shall establish the date of mailing.
- 8.03** Either party may change its address for service of notices at any time by notice as above mentioned.

ARTICLE #9 - UNION COMMITTEES

- 9.01** The Corporation acknowledges the right of the Union to appoint or otherwise select committees and the number of stewards as indicated in Section 10.01 of this Agreement. The Union shall advise the Corporation of the personnel serving on these committees and also the names of the stewards. The Corporation shall supply the Union with the names of all of its Supervisors, Superintendents, and other officers of the Corporation who may be called upon to perform any act in connection with this Agreement and to set out along such names, their titles in such a manner as to indicate the nature and extent of their authority.
- 9.02** The Union acknowledges that stewards, members of the Committees and Union Officers have regular duties to perform on behalf of the Corporation. Such persons shall not leave their regular duties without receiving permission from their immediate supervisor and such permission shall not be unreasonably withheld.
- 9.03** When resuming their regular duties they shall report to their immediate supervisor.
- 9.04** It is clearly understood that stewards and other union officials shall not absent themselves from their regular duties unreasonably in order to deal with the grievances of employees or with other Union business and that in accordance with this understanding the Corporation shall compensate such employees from the time spent in handling grievances and attending meetings of grievances and other committees at their regular hourly rate of pay and this does not apply to the time spent on such matters outside regular working hours.

ARTICLE #10 - STEWARDS AND OTHER UNION COMMITTEES

- 10.01 (a)** The Corporation agrees to recognize seven (7) stewards, to be elected or appointed by the Union and whose names shall be placed on file with the Clerk of the Corporation, subject to change from time to time.
- (b)** These stewards will comprise a Grievance Committee to represent the employees who are covered by this Agreement in all complaints and grievances.
- (c)** The grievor shall be accompanied by an elected/appointed Union Officer of the Local at Stages 1, 2.

10.02 Joint Health and Safety Committee

The health and safety matters between the Corporation and the Union shall be dealt with by the Joint Health and Safety Committee.

10.03 No employee shall be required to operate or be transported by any vehicle that is not in good safe working condition or be required to use any equipment or tool that is not in good safe working condition.

10.04 Negotiating Committee

The Union shall appoint or otherwise select a Negotiating Committee comprised of no more than six (6) employees of the Corporation. (1 from **Distribution and Collection**; 1 from Roads, Mechanics or Sanitation; 1 from Water Filtration Plant; 1 from Parks & Recreation plus 2 Executive Members.) The composition of the Committee may vary. It shall be the duty of the Committee to negotiate an Agreement (and/or any modification, renewal or extension thereof), with the Corporation, and it shall negotiate any dispute as to the interpretation, meaning, or application of the terms and provisions of this Agreement.

10.05 Time Off For Meetings

Any representative of the Union on this Committee, who is in the employ of the Corporation shall have the privilege of attending meetings of the Joint Bargaining Committee held within working hours without loss of remuneration, providing that the Corporation has received at least five (5) working days notice of the time and date of the proposed meeting.

10.06 Representative of the Union

The Union shall have the right, at any time, to have assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Corporation. Such representatives shall have access to the Corporation's premises in order to investigate and assist in the grievance.

The Corporation shall also have the rights of assistance, at any time, when dealing with or negotiating with the Union.

10.07 Copies of Resolutions

Copies of all resolutions, motions and by-laws or rules and regulations adopted by the Council which affect the members of this Union are to be forwarded to the Union.

ARTICLE #11 - GRIEVANCE PROCEDURE

11.01 (a) Complaints and grievances shall be dealt with in the following manner and all grievances must be in writing and recorded within fourteen (14) working days of the alleged grievance.

(b) Time Limits

In determining the time within which any step is to be taken under the following provisions of this article, Saturdays, Sundays, and Statutory Holidays shall be excluded. Any and all the time limits fixed by this article may at any time, be extended by agreement in writing between the Corporation and the Union.

(c) Witnesses

At any stage of the Grievance Procedure, including arbitration, the conferring parties may have the assistance of the employees concerned and any necessary witnesses and all reasonable arrangements shall be made to permit the conferring parties to have access to the works to view disputed operations and to confer with the necessary witnesses.

Informal Discussion

Prior to a formal complaint, the employee will discuss the matter with his/her immediate Supervisor to determine if it can be resolved before further action is taken. If no resolution has taken place, the employee may proceed to the following stage.

Stage 1

Within fifteen (15) working days of the alleged occurrence, the employee who may be accompanied by one (1) Union Officer, shall take the matter up with their immediate Supervisor and next ranking Supervisor, who shall give their decisions within five (5) working days of receipt of the grievance, and failing settlement within the foregoing period, the grievor may then proceed to Stage 2, within five (5) working days of receipt of the answer from Stage 1.

Stage 2

Within fifteen (15) working days of completion of Stage 1, the employee, accompanied by the Grievance Committee, may take the matter up with the Committee comprised of the Chief Administrative Officer or his/her designate, the Supervisor concerned, and the Department Head concerned, who shall render their decision within five (5) working days of receipt of the grievance as per Stage 2.

11.02 Group/Policy Grievance

Group/policy grievances shall be taken up by the Grievance Committee at Stage 2.

11.03 General Grievance

Any differences arising directly between the Union and the Corporation concerning the interpretation or violation of the terms or provisions of this Agreement may be submitted by either party to the other starting with Stage 2 of this procedure.

11.04 Wage Grievance

When a grievance which affects an employee's rate of pay is settled in his/her favour, it shall be made retroactive to the time the grievance occurred.

ARTICLE #12 - ARBITRATION

- 12.01 (a)** Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether the matter is arbitrable, or where an allegation is made that this Agreement has been violated either of the parties may, after exhausting any grievance procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the first party's appointee to an Arbitration Board. The recipient of the notice shall within five (5) working days, inform the other party of the name of its appointee to the Arbitration Board. The two appointees so selected shall, within five (5) working days of the appointment of the second of them, appoint a third person who shall be the Chairman. If the recipient of the notice fails to appoint Arbitration or if the two appointees fail to agree upon Chairman within the time limits, the appointment shall be made by the Minister of Labour for Ontario, upon the request of either party. The Arbitration Board shall hear and determine the difference or allegation and shall issue a decision, and the decision is final and binding upon the parties and upon any employee affected by it. The decision of the majority is the decision of the Arbitration Board, but if there is no majority, the decision of the Chairman governs.
- (b)** In event one of the parties to this Agreement desires the services of a single arbitrator in accordance with Section 45 of the Labour Relations Act, the party so requesting shall notify the other, in writing, of the intention to request the single arbitrator, and shall forward a copy of the request to the Minister.

12.02 Expenses of the Board

Each of the parties hereto shall bear the expenses of the Arbitrator appointed by it, and the Corporation and the Union shall jointly bear equally the expenses of the third party and any cost of the place of hearing of such arbitration hearings.

12.03 Decisions of the Board

In no event shall the Board of Arbitration have the power to change this Agreement, or alter, modify or amend any of its provisions, except in the case where both parties have mutually agreed that the Board may have the power to do so. However, the Board of Arbitration shall have the power to dispose of any discharge or discipline grievance by any arrangement, which, in its opinion, it deems just and equitable.

ARTICLE #13 - DISCIPLINE AND DISCHARGE

13.01 Infraction Slips

- (a) Whenever the Employer deems it necessary to issue an infraction slip to an employee for censure or discipline for cause, the employee **shall** be accompanied by a **Steward/Union Officer** and a copy of the infraction slip shall be forwarded to the Union.
- (b) No infraction slip shall be placed in an employee's personnel record until he/she has been given a copy thereof and with a copy provided to the Secretary of the Union.
- (c) The Employer shall **notify** the respective **Steward/Union Officer** prior to disciplinary action being taken against an employee as a result of an accident.
- (d) Upon the employee's request, any letter of discipline, reprimand or suspension will be removed and destroyed from the record of an employee, twelve (12) months following the receipt by the employee of such discipline provided that the employee's record has been discipline free from the same offence for twelve (12) months.

13.02 Discharge

If an employee is discharged and if he/she believes he/she has been unjustifiably discharged, he/she may have his/her grievance taken up under the Grievance Procedure, starting at Stage 2 if presented in writing within seven (7) working days after the date of dismissal, and not otherwise. If it should be settled finally in his/her favour, he/she shall be reinstated and paid his/her wages at his/her regular basic rate (less amounts earned during the time lost) for the hours per week, or any other arrangement which is just and equitable in the opinion of the conferring parties.

If said discharge is taken to arbitration the Arbitrator may:

- (a) Sustain the discharge.
- (b) Reinstated the employee with full pay for the time lost (less monies earned during the time lost) and with no loss of seniority.

ARTICLE #14 - SENIORITY

14.01 Seniority shall govern all promotions, transfers, demotions, lay-offs and recalls within the bargaining unit, provided the employee with the longest service is qualified to do the job, as outlined in the job posting. If the Employer has exhausted all qualified **internal and external applicants**, seniority shall apply.

14.02 Seniority Lists

The Corporation shall post seniority lists on the bulletin boards. These lists shall be corrected and brought up to date every six (6) months and a copy of such list shall be forwarded to the Recording-Secretary of Local 210 and the Representative of the Union.

14.03 Loss of Seniority

An employee may only lose his/her seniority in the event:

1. Voluntary resignation.
2. Discharge for just cause.
3. Failing to report to work fourteen (14) calendar days after receipt of a notice to return to work after a lay-off.
4. After a lay-off extending for a period of more than twelve (12) consecutive months.

ARTICLE #15 - PROMOTIONS AND STAFF CHANGES

15.01 a) Job Postings

When a job is open or a new job is created with the Corporation, the said job shall be posted at once for seven (7) working days as follows:

1. Type and nature of job.
2. Rate of pay.
3. Location.

Employees shall be given preference in filling the job. Upon creation of all new jobs, the Corporation and the Union shall agree to rate of pay and working conditions, etc. In the event that a permanent employee or employees are not qualified to fill the job that is open or a new job which is created, the Corporation may employ anyone it so desires who is qualified for the position. The Corporation reserves the right to hire employees on a temporary basis to take care of emergencies.

The Corporation shall provide the Union with a copy of the posting and blank application forms. Appointments from within the bargaining unit shall be made within twenty (20) working days of posting. The Corporation shall immediately advise the Union of the name of the successful applicant.

15.01 b) Temporary Vacancies

When a vacancy is created due to long-term disability, the vacancy will be posted and the successful applicant will assume the position on a permanent basis.

Should the original employee return from long-term disability, the successful applicant will revert to his/her original position.

In addition to the above, temporary postings may be utilized for a specific time frame to meet operational requirements.

15.02 Trial Period

The successful applicant shall be placed on trial for a period of up to sixty (60) working days. Conditional on satisfactory service, the employee shall be declared permanent after the sixty (60) working days. If the successful applicant wishes to return to his/her former position, the employee will do so within **twenty (20)** working days in the new position and the Employer may have the applicant return to his/her previous position after **twenty (20)** working days in the new position. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new job classification, he/she shall be returned to his/her former position, wage or salary rate and without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to his/her former position, wage or salary rate, without loss of seniority.

15.03 a) A list of the names of all unsuccessful applicants to any internal posting shall be sent to the Union Representative and the Recording-Secretary of Local #210.

b) Applicants will receive an evaluation within the first thirty (30) working days of his/her probationary period.

15.04 a) If an employee **in the Roads Department** drops a posting at any time after the successful completion of the trial period, the employee is excluded from applying for that same posting for twenty-four (24) months from the date they drop or refuse the posting.

b) If the Employer has exhausted all internal applicants, those who have signed off the posting will be given consideration based on the seniority prior to the Employer going external.

ARTICLE #16 - LAY-OFFS AND RECALLS

16.01 Should circumstances require a reduction within the bargaining unit, probationary employees shall be laid off first and then starting with those of the least seniority.

16.02 An employee shall retain recall rights for a period of **twenty-four (24) months from the most recent date of layoff to an available position in order of seniority subject to the employee being able to perform the work.**

16.03 When employees are to be recalled by the Corporation, they shall be notified by registered mail to their last place of residence known to the Corporation, and if they fail to report to work within fourteen (14) working days after the mailing of such notice, then the Corporation shall be under no obligation to re-employ them. The Secretary of the Local is to receive a copy of the notice of recall.

**ARTICLE #17 - HOURS OF WORK / OVERTIME / MEAL TIME / SHIFT DIFFERENTIAL
& ON-CALL / SHIFT WORK**

A – HOURS OF WORK

17.01 The regular hours of work for all employees covered by this Agreement, with the exception of shift employees shall be as follows:

Five (5) eight (8) hour shifts - Monday to Friday inclusive with one-half (1/2) hour off for lunch 7:30 a.m. to 4:00 p.m.

17.02 From 7:30 a.m. to 12:00 noon and from 12:30 p.m. to 4:00 p.m., Monday to Friday inclusive.

17.03 Minimum Hours

Part-time employees who reports for work without having been previously notified not to report shall be given for (4) hours pay or four (4) hours work on a job other than his/her own, provided that in either case it shall be the rate he/she normally receives.

B – OVERTIME

17.04 Overtime Defined

(a) All time worked beyond the normal work day, the normal work week, on a day of rest, or on a Holiday, shall be considered as overtime, subject to Clause 17.06.

(b) An employee who agrees to start work up to three (3) hours prior to the start of his/her regularly scheduled shift, must complete his/her regularly scheduled shift or be paid straight time for such hours worked.

17.05 (a) All overtime, except, as hereafter detailed, shall be awarded on overall seniority, according to the seniority list applicable for each department, the yard and overall. The senior posted person(s) shall be called first, and if he/she is not available, a second call will be made to the employees alternate number before the next senior qualified person(s) in the Department is called. The procedure will be repeated in the same Department of the other yard before overall seniority is applied in the yard where the overtime originated. Where overtime is a continuation of the job or work at hand, the employee engaged in performing the task shall be permitted to continue said work after completion of the regular shift.

- (b) When an employee is on sick leave, bereavement, an approved or unapproved leave of absence (excluding vacation) he/she shall not be called out for overtime.

17.06 Overtime Rates

Overtime rates shall apply for work as follows:

1. **On a Regular Work Day**
Time and one-half any one-day or shift at his/her daily rate of pay.
2. **On a Holiday**
Double time for all hours worked at his/her daily rate of pay plus his/her normal day's pay.
3. **On a Day of Rest**
Time and one-half his/her daily rate of pay.
4. **On a Sunday**
Double time his/her daily rate of pay.
5. Employees commencing work at 11:30 p.m. on a regularly scheduled shift preceding a holiday will receive overtime premiums as set out in Article 17, Clause 17.06 Subsection 2.
6. Employees commencing work at 11:30 p.m. on a regularly scheduled shift on a holiday shall not receive overtime premiums as set out in Article 17, Clause 17.06, Subsection 2.

17.07 Minimum Call-Back Time

Employees who are called back to work for an emergency outside of regular hours shall receive overtime rates and shall be guaranteed a minimum of three (3) hours pay as per Article 17.06.

17.08 No Lay-Offs to Compensate for Overtime

Employees shall not be required to lay-off during regular hours to equalize any overtime worked.

- 17.09** All holidays as set out in Clause 18.01 shall be for purpose of computing weekly overtime as hours worked. Example: If a holiday(s) as outlined in Clause 18.01 is observed during the work week, the work week then becomes a 32 or 24 hour work week, and all hours worked in excess of 32 or 24 hours shall be deemed as overtime and paid at one and one-half (1 1/2) times his/her rate of pay.

17.10 Overtime for Part-Time Employees

Part-time employees working less than eight (8) hours per day, and who are required to work longer than the regular working day, shall be paid at the rate of

straight time for the hours so worked, up to and including eight (8) hours in the working day. Regular overtime rates shall apply after eight (8) hours in the working day, and for all work performed on holidays and regular days off.

17.11 Exemption from Overtime

Overtime shall not apply to the Sunday night start of the scheduled graveyard shift 11:30 p.m. to 7:30 a.m., except for circumstances as outlined in Clause 17.06.

17.12 An employee working overtime may have the choice of receiving overtime pay or equivalent time off at a later date, such date to be subject to the Corporation being able to maintain efficiency in all departments. Employee(s) shall be allowed to accumulate a maximum of two (2) weeks in any 12 month period as identified below. Employee(s) accumulating time off for the future must make it be known to the Employer immediately on accepting to work overtime. When an employee(s) is requesting equivalent time off with pay in lieu of overtime payment, he/she must give to the Department Head concerned a minimum three (3) weeks notice prior to the requested time off with pay.

Accumulation shall be from December 1 to November 30 of any year. Compensating time off may be taken from January 1 to December 31.

17.13 Arena Maintenance

Part-time employees will be paid overtime if he or she works in excess of the **entire** regular scheduled shift replacing or filling in for a full-time employee's shift.

C – MEAL TIME / MEAL ALLOWANCES

17.14 One-half (1/2) hour meal time shall be included as part of the regularly scheduled work period for employees on afternoon and graveyard shift.

Shifts starting at 5:00 a.m. and 6:00 a.m. only will be entitled to one half (½) hour meal time included as part of the regularly scheduled work period for the following operations:

17.15 Overtime Meal Allowance

Employee(s) working more than ten (10) consecutive hours in any shift shall be provided with a meal or allowance to a maximum of \$16.00.

17.16 Lunch Provisions

Employees on the afternoon or graveyard shift shall take their lunch on the job during the eight-hour shift.

17.17 Water Filtration Plant

Maintenance employee(s) working more than ten (10) consecutive hours in any schedule eight (8) hour shift shall be provided with a meal allowance of equivalent

monetary value as indicated in Article 17.15.

Control Room Operator(s) working more than fourteen (14) consecutive hours for any shift shall be provided with a meal allowance of equivalent monetary value as indicated in Article 17.15.

D – SHIFT DIFFERENTIAL & ON-CALL

17.18 Shift Differential

a) The shift differential for all employees for afternoon and graveyard shifts shall be **\$2.20 per hour**. **It is understood that shift premium only applies to shifts other than day shift and/or as otherwise specified in the Collective Agreement.**

b) Shift differential shall not apply when overtime rates are applicable, nor for the earlier shifts as noted in 17.22 b).

c) **Arena Maintenance**

Shift differential at the rate identified under Article 17.18 a) of the present collective agreement shall be paid to all employees of the arenas and pool regardless of their work schedule. Shift differential will commence at 4:00 p.m. and will be paid for every hour worked thereafter until the end of the employee's shift.

17.19 Weekend/Statutory Holiday On Call Scheduled Hours

a) The Employer will establish a Public Works **Distribution and Collection Department** weekend on call group consisting of up to 26 public works employees that will be scheduled on call for weekends and statutory holidays.

b) The Public Works **Distribution and Collection Department** weekend on call group shall include all employees posted in the **Distribution and Collection** divisions of the Public Works Department, other employees of the Public Works Department who have obtained and wish to retain a water distribution system or wastewater collection operator's licence under current Ontario regulations and other employees of Public Works that are qualified to operate the sewer flusher and wish to be scheduled for weekends on call.

c) The Employer will establish a schedule from the Public Works **Distribution and Collection Department** weekend on call group that shall be available for work on weekends and on statutory holidays.

d) One qualified and licensed Sub-Supervisor or Leader "A" (water) and one qualified Sewer Flusher Operator will be scheduled for each weekend and statutory holiday one year in advance to cover both Yards. Employees scheduled for weekend On Call in the **Distribution and Collection Department** will be paid at the rate of Leader A and at the rate of Sewer Flusher Operator for all hours worked On Call.

The qualified employees for the weekend On Call is as follows:

- Leader A
 - Minimum OIT Certificate
 - Leader A Qualification

Sewer Flusher/Flusher Vac Oper. – Qualified Operator

- e) The schedule will be based on a rotation of qualified employees within the Public Works **Distribution and Collection Department** weekend on call group. Employees who are performing weekend On Call duties will not be permitted to be available for work required in other departments. Employees performing weekend On Call duties will be permitted to perform the actual work for which they are on call.
- f) The first schedule will be posted one month following acceptance of the Collective Agreement and will commence two months following acceptance of the Collective Agreement.
- g) Subsequent schedules will be posted on the first Monday in May for a schedule commencing on the first weekend in June in each of the subsequent years.
- h) The schedule shall be based on a rotation of employees within the Public Works **Distribution and Collection Department** weekend on call group. The schedule will be adjusted for employee vacations that are approved prior to the posting of the weekend on call schedule.

Employees **scheduled** to be on the **annual** on call list shall remain on this list for a one (1) year period. Participation of all employees in the **Distribution and Collection Department** is mandatory.

- i) Employees that are scheduled for a weekend on call may by mutual agreement interchange or give away their scheduled weekend(s) on call.
- j) It is the responsibility of the employee interchanging or giving away a scheduled weekend on call to ensure that a qualified replacement on call group employee is available on their scheduled weekend.
- k) The employee interchanging or giving away a scheduled weekend on call shall provide their supervisor a minimum 72 hours written notice indicating the name of the mutually agreed replacement employee taking their scheduled weekend.
- l) In order that the employer can cover weekends on call for persons calling in sick or whom are absent for other approved reasons the employer shall post a **voluntary short notice list for Department's** on call group. Any employee from this group may sign indicating their willingness to accept weekend on call duties on short notice. **A short notice list will be posted weekly.**
- m) If the Employer requires an **employee from the Distribution and Collection Department for weekend on call on short notice, the qualified employee who**

has signed the voluntary on call short notice list will be required to take the vacant shift based on senior qualified.

- n) Employees that are on call will be provided a pager or a cell phone by the City of Timmins and will be called if work in the posting listed is required. Employees on call shall be available for work for all hours that they are on call. When called, employees on call must immediately respond and carry out the posted work requested during the weekend or holiday.
- o) Employees on call will be paid **\$3.00** for each hour on call during normal weekends i.e.: from 4:00 p.m. Friday to 7:30 a.m. the following Monday.
- p) Employees on call will be paid \$4.00 per each hour on call for long weekends that include the following holidays:

New Years weekend Family Day weekend Easter weekend
Victoria Day weekend Canada Day weekend Civic Holiday weekend
Labor Day weekend Thanksgiving weekend Christmas weekend

When a single Statutory Holiday falls on Monday, Tuesday or Wednesday, the individuals on call the previous weekend shall be responsible to be on call. When a single Statutory Holiday falls on a Thursday or Friday, the individuals on call the following weekend shall be responsible to be on call.

When Christmas Day falls on a Monday or Tuesday, the individuals on call the previous weekend shall be responsible to be on call. When Christmas Day fall on a Wednesday, Thursday or Friday, the individuals on call the following weekend shall be responsible to be on call.

- q) On call pay will be accumulated for each participating employee and will be paid out during the first pay period of June and the first pay period of December for the previous 6 months on call hours. The on call rates will be effective for the duration of the current Collective Agreement.
- r) In addition to the above noted on call hourly rates, the on call employee will be paid overtime rates in accordance with the Collective Agreement for all overtime hours actually worked.
- s) Employee(s) accumulating time off must make it known to the Employer immediately upon accepting to work overtime. When an employee(s) is requesting equivalent time off with pay in lieu of overtime payment, he/she must give to the Department Head concerned a minimum three (3) week's notice prior to the requested time off with pay.
- t) Time off dates shall be subject to the Corporation being able to maintain efficiency in all departments.
- u) The employer will provide training and experience time necessary for the employees of the **Distribution and Collection Department** weekend on call group to retain or upgrade their operator's licence as required by Ontario Provincial Regulations.

17.20 On-Call – Water Treatment Plant

Maintenance Personnel shall be compensated for “On-Call” criteria during their regular schedule for the week in which their day shift rotation includes two (2) four (4) hour shifts on Saturday and Sunday.

On-call rates will be as follows:

- for regular on-call on week days \$1.75 per hour to a maximum of 64 hours per rotation
- for on-call on weekends \$2.25 per hour to a maximum of 56 hours per rotation
- for on-call on statutory holiday \$3.50 per hour will be paid for Saturday , Sunday and the statutory holiday to a maximum of 96 hours per rotation.
- for statutory holidays that fall on a Tuesday, Wednesday or Thursday, the \$3.50 per hour on-call premium will apply.

In the event that a statutory holiday(s) occur on the Monday or Tuesday of any given week, those persons completing the “On-Call” rotation for the previous Saturday and Sunday, will extend their “On-Call” coverage to incorporate the statutory holiday(s).

E – SHIFT WORK

17.21 Exclusions from Shift Work

Contingent upon applicable conditions outlined in Article 17, shifts shall be arranged as hereinafter set out.

A minimum of twenty-four (24) hours notice shall be given to employees before change of shift is announced. Failure to provide at least sixteen (16) hours rest between shifts which are being changed shall result in payment of overtime at established rates for any hours worked during each normal rest period.

Where it becomes obvious to the Corporation that there is no purpose or work available for any employee, or employees, on afternoon or night shifts, said shifts may be discontinued on notice of twenty-four (24) hours. Employees originally scheduled for these shifts will be returned to regular day shifts.

It is understood that shift start times are subject to the requirements of the organization. In the event that the City requires a change to the shift start times mentioned herein, the City will notify the effected employees in writing a minimum of then (10) working days in advance of the required change.

17.22 Public Works - Roads

a) Shift Work

4:00 p.m. to 12:00 a.m. (midnight) with lunch time included.
11:30 p.m. to 7:30 a.m. with lunch time included.

Start Monday and end Friday evening or start Sunday night and end Friday morning. The Schedule would be posted at least one (1) week in advance. The work week will be 40 hours. Any work over eight (8) hours per day or over forty (40) hours per week or any work on a Saturday or Sunday would be overtime. Any call-out time of non-schedule shifts shall be at overtime rates.

b) Early Operations

6:00 a.m. to 2:00 p.m. Asphalt Crew, Sidewalk Crew, Sanding Operations, Foot Patrol, Mechanic, Serviceman, Line Painting Crew

5:00 a.m. to 1:00 p.m. Trackless (Mad Vac)

c) Winter Snow Removal Operations

Notwithstanding any other provisions in the Collective Agreement, the parties agree that for members of Local 210 CUPE, assigned by the Employer, to winter operations that these employees will be scheduled for four 10 hour shifts from 9:30 p.m., Sunday to 7:30 a.m., Monday and for the same hours on the three succeeding days.

No overtime will be paid for the hours worked in excess of 8 hours on the four days referred to in Clause 1 above, however, overtime will be paid at the rate outlined in the Collective Agreement for any hours worked in excess of 10 hours.

Lunch time provisions and shift differential as outlined in the Collective Agreement will continue to apply.

For those employees on the schedule, their vacation entitlement will be converted to hours i.e. one week of vacation equals 40 hours and their statutory holiday entitlement will be converted to 8 hours for each statutory holiday, and sick leave entitlement will also be converted to an 8 hour day i.e. an employee under this Letter of Understanding who is absent from work for one day because of approved sick leave, or vacation would have 1.25 days deducted from accumulated sick leave or vacation credits.

The City will schedule the 10-hour shifts to ensure there are 40 paid hours in each week.

d) **Night Sweeper & Winter Foot Patrol**

April 1st to October 31st

Any five (5) consecutive days in any one-week. Scheduling at least one (1) week in advance, and a forty (40) hour week.
6:00 a.m. to 2:00 p.m. with half (½) hour paid lunch.

November 1st to March 31st

Monday to Friday
6:00 a.m. to 2:00 p.m. with half (½) hour paid lunch

17.23 Public Works – Landfill (Landfill and Gatehouse Attendants Only)

a) **October 1st to March 31st**

7:30 a.m. to 4:00 p.m. with one half (½) hour for lunch

b) **10 – Hour Shifts – April 1st to September 30th**

The ten (10) hour shift schedule will be from Monday to Thursday, 7:30 a.m. to 6:00 p.m. In the event that the hours of operation at the Landfill site is changed through the direction of Council, the ten (10) hours shift schedule will be re-visited to ensure the intent of this schedule continues to be relevant.

Two rest breaks of fifteen (15) minutes each will be scheduled at the mid point of each half shift and a lunch break (thirty (30) minutes unpaid) will be set at the mid point of the scheduled shift. Employees will required to stagger their breaks in order to provide continuous service to the public.

Part-time Landfill Attendants and Gatehouse Attendants will be scheduled during the normal hours of operation for Friday, Saturday and Sunday. It is understood that part-time employees may be required to work on days outside of the normal schedule. Overtime rates will only apply after forty (40) hours of work per week has been attained. **No part-time employee shall be offered overtime unless all full-time qualified employees have been offered such overtime, except in the case of job continuance.**

17.24 Public Works - Cemetery

a) **May 1st to November 30th**

One (1) shift work Monday to Friday
One (1) shift work Tuesday to Saturday
7:30 a.m. to 4:00 p.m. with ½ hour for lunch
Summer help would work on these days and times as well

b) December 1st to April 30th

One (1) shift - Monday to Friday.

7:30 a.m. to 4:00 p.m. with 1/2 hour for lunch.

17.25 Water Filtration Plant

The regular hours of work for all employees within any given pay period will be eighty (80) hours.

- i) Maintenance from 7:30 a.m. to 3:30 p.m.
- ii) Control Room Operators (D/S) from 7:30 a.m. to 7:30 p.m.
- iii) Control Room Operators (N/S) from 7:30 p.m. to 7:30 a.m.

17.26 Arena Maintenance

The hours of work for all arenas will be as follows and will be subject to change based on the arena usage and operational efficiencies:

Employees at all arenas except the McIntyre arena shall commence their 12/10 hours shift schedule two (2) weeks prior to opening the arena they are working at and shall work the 12/10 hour schedule until March 31st of each year unless the arena continues to stay open beyond that time period. A further exception is the Sportsplex Arena, which shall stay open until April 30th unless otherwise directed. The McIntyre Arena will be on the 12/10 hour shift schedule from August 1st of each year to May 31st of the following year and for the months of June and July employees will revert to the current shift in operation.

McIntyre Arena

Hours of Operation	Full-Time Employees	Part-Time Employees
Monday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Tuesday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Wednesday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Thursday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Friday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Saturday (6 a.m. – 12 a.m.)	6 a.m. – 4 p.m.	3:30 p.m. – 12 a.m.
Sunday (6 a.m. – 12 a.m.)	6 a.m. – 4 p.m.	3:30 p.m. – 12 a.m.

Sportsplex Arena

Hours of Operation	Full-Time Employees	Part-Time Employees
Monday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Tuesday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Wednesday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Thursday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Friday (6 a.m. – 12 a.m.)	6 a.m. – 6 p.m.	5:30 p.m. – 12 a.m.
Saturday (6 a.m. – 12 a.m.)	6 a.m. – 4 p.m.	3:30 p.m. – 12 a.m.
Sunday (6 a.m. – 12 a.m.)	6 a.m. – 4 p.m.	3:30 p.m. – 12 a.m.

Mountjoy and Whitney Arenas

Full-time employees will work Monday to Thursday, 10 hour shifts and start times will be based on the scheduled rentals.

Part-time employees will fill in Monday to Thursday and will work the hours required on Friday, Saturday and Sunday.

ARTICLE #18 – PAID HOLIDAYS

18.01 Employees, on completing thirty (30) consecutive working days of employment and permanent employees shall receive a regular day's pay for the following holidays:

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

In addition to the above paid holidays, **full-time** employees who **have** been employed for more than six (6) consecutive months will be entitled to an additional three (3) paid floater holidays to be taken during the calendar year.

Part-time employees who work more than six (6) consecutive months in a calendar year will receive three (3) floaters prorated to the amount of months worked in the calendar year in question.

The employer and employee shall mutually agree to schedule such floater holidays with a view to the efficiency of the department. The employee shall submit his/her request at least one week in advance.

And any other shall be granted as a paid holiday if it is proclaimed by the federal, provincial or municipal governments.

Employees must work the day before and the day after such holidays, unless properly excused by the Corporation or unless on vacation in order to be entitled to holiday pay.

18.02 Holidays Falling on Weekend

When any of the above noted holidays fall on a Saturday or Sunday and are not proclaimed as being observed on some other day, Friday or the following Monday and/or Tuesday shall be deemed to be holidays for the purpose of this Agreement.

18.03 Water Filtration Plant

If a holiday(s) as outlined in Clause 18.01 is observed during the pay period, the pay period then becomes a 64 or 72 hour work period for Maintenance employee(s), and all hours worked in excess of 64 or 72 hours shall be deemed as overtime and paid at one and one-half (1 ½) times the regular rate of pay.

Maintenance employee(s) required to work a holiday(s) as outlined in Clause 18.01, the employee(s) will receive the hours of work at twice (2x) the regular rate of pay plus eight (8) hours statutory pay at the regular rate of pay.

If a holiday(s) as outlined in Clause 18.01 is observed during the pay period, the pay period then becomes a 80 hour work period for Control Room Operators, and all hours worked in excess of 80 hours shall be deemed as overtime and paid at one and one-half (1 ½) times the regular rate of pay.

If a Control Room Operator is required to work a holiday(s) as outlined in Clause 18.01, the employee(s) will receive the hours of work at twice (2x) the regular rate of pay plus the equivalent hours of statutory pay at the regular rate of pay.

18.04 Arena Maintenance

Statutory holiday hours that are worked may be banked at the number of hours worked times two and form part of the allowable banked hours.

Full-time employees may bank time for statutory holidays for days not worked (8 hours) and take the time off at a time that is mutually acceptable to the employer.

ARTICLE #19 - VACATION WITH PAY

19.01 Length of Vacation

All full-time employees shall receive an annual vacation with pay as follows:

Less than one year	As per the Employment Standards Act
One (1) year or more	Two (2) weeks
Four (4) years or more	Three (3) weeks
Seven (7) years or more	Four (4) weeks
Eleven (11) years or more	Five (5) weeks
Twenty-three (23) years or more	Six (6) weeks
Thirty (30) years or more	Seven (7) weeks

Vacation credits will be pro-rated commencing with any cumulative absences over three months in a calendar year. Absences shall not include vacation, time off in lieu of overtime, or leaves of absence (excluding sick leave). For WSIB absences, vacation credits will be pro-rated commencing with any absence over six months.

19.02 Holidays During Vacation

Should any of the aforementioned paid holidays provided in Article #18 of this Agreement fall during an employee's vacation period, then such employee shall be granted an extra day's vacation with pay.

19.03 Approved Leave of Absence During Vacation

Where an employee qualifies for bereavement, during his/her 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 reinstated for use at a later date, at the employee's option.

19.04 Vacation

In order that the Employer may schedule annual vacations, the Employer shall post a Vacation Request Form upon which each employee shall indicate dates upon which they prefer to take their earned vacations.

- (a) This form shall be posted by January 1st of each year, or the closest working day thereto, and shall remain posted for forty (40) working days.
- (b) Vacation shall be awarded on a seniority basis with a view to the efficiency of the department. Where a number of employees in the same section, crew, etc., seek the same dates, seniority shall apply. Employees will be called in to select alternate dates where original dates conflict under the general seniority conditions.
- (c) Employees wishing to take holidays between January 1st and February 28th shall advise their Department Head of the dates requested at least forty (40) working days prior to such date.
- (d) When an employee fails to fill in the posted form, he/she shall be required to give forty (40) working days notice in writing, and the dates chosen will be subject to the foregoing conditions.
- (e) Employees may request splitting vacations and these shall be granted where needs of the service can be met.
- (f) When an employee fails to provide scheduled vacation dates for holidays in accordance with (a) to (d) above, no later than August 31st of each year, the employer and the employee shall mutually agree to schedule such employee's holidays with a view to the efficiency of the department.

19.05 Water Filtration Plant

If a scheduled vacation(s) as outlined in Clause 19.02 is observed on a statutory holiday, the following payment schedule is applied:

Maintenance personnel who work regular eight (8) hours shift schedule, an eight (8) hour statutory holiday will be paid in lieu of vacation time. For Control Room Operators who work rotating shift schedules, a twelve (12) hour statutory holiday will be paid on all days.

ARTICLE #20 - SICK LEAVE

20.01 Definitions

“Sick leave” means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease and quarantined therefore, or under examination or treatment of a physician, chiropractor or dentist, or because of an accident for which compensation is not payable under The Workplace Safety and Insurance Board Act.

“Sick Leave Absence” means absence from regular attendance due to member’s sickness or other physical incapacity and notwithstanding provisions of 20.05 (d).

“Regular Attendance” means for any month the attendance of a member at the member’s duties on the days and during the hours for which the member’s attendance is required during that month, according to the terms of the member’s employment, subject to the provision that no credit shall be given to any member in any month who, in that month, was absent from duty without authorized leave, or who is absent for more than six (6) days for any reason other than vacation or overtime or paid lieu time.

“Sick Leave Certificate” means a certificate from a recognized medical practitioner verifying a claim for sick leave.

20.02 Sick Leave During Leave of Absence

When an employee is given leave of absence without pay for any reason or is laid off on account of lack of work and returns to work upon expiration of such leave of absence, etc., he/she shall not receive sick credit for the period of such absence but shall retain his cumulative credit, if any, existing at the time of such leave or lay-off.

20.03 Sick Leave Records

A record of all unused sick leave will be kept by the Employer for the purpose of termination credits. Immediately after the close of each calendar year, the Employer shall advise each employee in writing of the amount of sick leave accrued to his/her credit.

20.04 Sick Leave Program

- (a) Each full-time employee hired prior to August 17, 1998 shall be entitled to one and one half (1.5) day (12 hours) of sick leave credits per calendar month.

Each full-time employee hired after August 17, 1998 shall be entitled to one (1.0) day (8 hours) of sick leave credits per calendar month starting January 1, 2008. Sick leave credits for new employees will be accumulated starting four (4) months from date of hire. Upon successful completion of the probationary period, the employee shall be credited with sick leave from the full-time date of hire.

- (b) Sick leave shall be cumulative and may be drawn by full-time employee in case of illness.
- (c) An employee calling in sick shall notify their immediate Supervisor a minimum of one (1) hour prior to the commencement of the shift.
- (d) No claim for sick leave shall be allowed unless at the time the claim is made the employee has sufficient sick leave credit(s) to cover the absence.
- (e) Sick leave with pay shall cease when an employee's sick leave bank has expired.
- (f) In the event a claim relates to an absence of **three (3)** or more consecutive days, the **Employee will provide a medical certificate from a duly qualified medical practitioner, which includes dentists and chiropractors, at the employee's expense. The Employer shall have the right to request additional medical certificates at any time. These types of requests will be at the Employer's expense.**
- (g) Absences of less than one full day shall be deducted on an hourly basis.
- (h) No sick leave credit shall be given to an employee in any month who, in that month, was absent from duty without authorized leave, or who is absent for more than six (6) days for any reason other than vacation or banked overtime. For WSIB absences and pregnancy/parental leave, sick leave credits will continue to accrue.
- (i) Where the qualifying period for LTD has expired, and the employee qualifies for LTD, sick leave credits shall be utilized until they are exhausted prior to the employee receiving LTD benefits.

20.05 Sick Leave Program Entitlement

- (a) Any employee having ten (10) or more years of full-time service, who terminates employment, shall be paid the amount of their accumulated sick leave computed on the basis of their pay at the date of termination of employment as follows:

An amount equal to the employee's salary, wages or other remuneration for one-half (½) the number of hours standing to the employee's credit to a maximum of one hundred (100) days at the rate of pay received by the employee immediately prior to termination of employment. This payout does not apply to employees who have been terminated for cause.

- (b) In the event of death of an employee, the employee's sick leave credits shall be payable in cash to the employee's estate as follows provided the criteria of 20.05 (a) is met:

An amount equal to the employee's salary, wages or other remuneration for one-half (½) the number of hours standing to the employee's credit to a maximum of one hundred (100) days at the rate of pay received by the employee immediately prior to termination of employment.

- (c) Any employee who retires and meets the following criteria (twenty-five (25) or more years of continuous full-time service, and is at least fifty-five years of age and actively at work), shall receive payment of half (½) of their accumulated sick leave credits with no maximum.
- (d) Notwithstanding article 20.01 and 20.04 b) employees may with the approval of the employer, be allowed to utilize their accumulated sick leave credits in order to engage in personal preventive medical health and dental care or in cases of immediate family (spouse, employee's children and/or immediate parents) illness. Such permission shall not be unreasonably withheld. The request shall be made in writing stating the leave is requested under this Article and employees shall provide the employer with a minimum of three (3) days notice, except in an emergency. Such leaves shall be deducted on an hourly basis and will be approved to a maximum of five (5) sick leave credits per calendar year.
- (e) All past Sick Leave Program Incentives will no longer be applicable as of January 1st, 2008.
- (f) All full-time employee sick leave accumulated to December 31st, 2008 will be recognized and rolled over into the new program.

ARTICLE #21 - LEAVE OF ABSENCE

21.01 a) Bereavement Leave

Any employee shall be granted five (5) consecutive working days leave (including Statutory Holidays) without loss of pay, seniority, and benefits, for the death of a parent, spouse, **fiancée**, common-law spouse, child of spouse, child, brother and sister and three (3) consecutive working days (including Statutory Holidays) leave without loss of pay, seniority and benefits, for the death of a mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, former guardian, fiancée, or any other relative for whom an employee is required to administer bereavement responsibilities. Bereavements responsibilities are defined as functions related to funeral arrangements or an employee named Executor of the Will. Bereavement leave days utilized are consecutive working days and begin the first working day after the death.

b) Mourner's Leave

If 21.01 a) is not applicable a one (1) day's leave shall be granted without loss of salary or wages to attend a funeral as a pallbearer.

21.02 Leave for Union Business

Representatives of the Union shall not suffer any loss of pay when required to leave their employment temporarily in order to carry on discussions with the Employer, or with respect to a grievance or an interest or rights arbitration hearing.

It is understood that Representatives of the Union shall be required to obtain the permission of the Employer before leaving their employment.

21.03 Union Conventions

Upon request of the Union, the corporation agrees to allow leave of absence with pay and without loss of seniority, to **attend union conventions to a maximum of four (4) paid weeks per year.**

21.04 Union Duties

The Corporation shall, on application from the Union, grant one year's leave of absence without pay to any one (1) employee selected to work full-time for the Union. The Corporation shall require at least two (2) months notice and advise in writing from the Union that it will pay the whole cost of any benefits which are to be retained during said leave. Failure to do so may mean cancellation of benefits in accordance with normal non-payment policies.

21.05 General Leave

The Corporation may grant a leave of absence without pay to any employee for any reasonable request other than that of going to other employment. Such a request shall be in writing two (2) weeks prior to the leave of absence, if possible. Any leave of absence granted by the Corporation shall be in writing.

21.06 Seniority Rights

An employee given a leave of absence shall not lose any of his/her seniority rights.

21.07 Time Off For Elections

Employees shall be allowed four (4) consecutive hours off before the closing of polls in any federal, provincial, or municipal election or referendum without deduction from normal daily pay.

21.08 Jury Duty or Court Witness Duty

The Corporation shall grant leave of absence without loss of seniority to an employee who serves as a juror or subpoena as a witness in any criminal court. The Corporation shall pay such an employee the difference between his/her normal earnings and the payment he/she receives for jury service or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received.

21.09 Maternity/Parental Benefits

Employees may have Pregnancy/Parental Leave in accordance with the provisions of the Employment Standards Act, as amended. The Corporation will supplement the Employment Insurance benefit received by the employee to a maximum of 70% of their regular weekly earnings.

21.10 Citizenship

An employee shall be allowed one (1) day off with pay to attend his/her citizenship ceremony.

ARTICLE #22 - PAYMENT OF WAGES AND ALLOWANCES

22.01 The Corporation shall pay salaries and wages bi-weekly in accordance with Schedule "A" attached hereto and forming part of this Agreement. On each pay day each employee shall be provided with an itemized statement of his/her wages and deductions.

22.02 Pay Days

Pay days shall be every second Friday between the time of 11:45 a.m. and 12:00 noon, by direct deposit, except that should a holiday fall on that day, the preceding day shall be deemed to be pay day.

22.03 Pay During Temporary Transfers

(a) When an employee relieves another in a higher classification for a period of one (1) day or more, he/she shall receive the rate of pay applicable to the higher classification while so relieving.

When an employee is detailed to relieve in a position of lower rating he/she shall maintain his/her regular rate of pay while so assigned.

(b) In the event a truck driver, or someone who requires a driver's licence to perform his/her job, loses his/her driver's licence for any reason, he/she shall be paid the rate applicable for the posted classification to which he/she is assigned and which does not require a driver's licence while he/she is unable to legally drive.

ARTICLE #23 - JOB CLASSIFICATION

23.01 When the duties or qualifications in any classification are changed or when any position is established during the life of this Agreement, the rate of pay shall be subject to negotiations between the Corporation and the Union. If the parties are unable to agree as to the classification and/or rate of pay of the job in question, such dispute shall be submitted to negotiations and/or arbitration. The new rate shall become retroactive to the time the position was first filled by an employee.

23.02 Subject to posting procedures, employees shall be limited to a listing in a maximum of three (3) separate job classifications. Said classifications must be those applicable to a single division, yard and department. The rate of pay shall be that rate payable for the last posted position in accordance with Schedule "A".

Where an employee applies for a posted position to another division, yard and department, and where said employee is the successful applicant to the posted position, the employee shall be automatically posted to the new position and his/her name shall be stricken from the listing in the previous division, yard and department.

All employees in the Road Department that do not have three (3) postings will automatically be posted to the labour position.

The seniority list shall be updated every six (6) months and posted on the required bulletin board. The first listed classification of each permanent employee, unless altered according to any provision of this Agreement, shall be the position, which will dictate the individual's rate of pay.

ARTICLE #24 - BENEFITS

24.01 The Corporation agrees to pay 100 percent of all premium costs in Article 24 and in future increases in cost to the premium to maintain and/or make the benefits current from time to time during the life of the agreement **for permanent full-time employees up to age 65.**

The Corporation agrees to contribute one hundred (100) percent of the cost of the Ontario Health Insurance Plan for all employees covered by this Agreement. Participation shall be a condition of employment.

24.02 Extended Health Care Plan which does not include semi-private hospital care. However, in the event of an occupational injury or illness which requires hospitalization, the Employer shall pay one hundred (100%) per cent of the cost of the difference between standard ward care and semi-private hospital care, unless otherwise covered by another plan.

24.03 Life Insurance and A.D. & D.

The Employer shall pay one hundred (100%) per cent of the cost of the premiums for a group life insurance plan which shall provide for coverage in the amount of \$110,000.00 for full-time employees. In the event of death of an employee in receipt of LTD benefits, the beneficiary shall receive \$110,000.00.

The Employer agrees to provide Accidental Death and Dismemberment coverage to a maximum of \$70,000.

24.04 All eligible employees shall participate in the Ontario Municipal Employee's Retirement System (OMERS). The Employer and the employee shall make contributions in accordance with the provisions of the plan.

24.05 Drug Plan

A drug prescription plan, which provides for payment of those drugs which legally require a prescription in writing by a qualified medical practitioner. The City or its Carrier will pay a dispensing fee maximum of \$11.00 per prescription.

24.06 Supplementation of Compensation Award

An employee prevented from performing his/her regular work with the Corporation on account of an occupational accident that is recognized by the Workplace Safety Insurance Board as compensable within the meaning of the Compensation Act, may receive from the Corporation the difference between the amount payable by the Workplace Safety Insurance Board and his/her regular salary; and such difference shall be charged against his/her sick leave credits.

24.07 Dental Plan

The Employer agrees to provide a dental plan, said plan to be the equivalent of Mutual Life Dental Plan (basic) with Riders I and II. The Employer shall bear the total premium cost of the plan. The minimum period between dental recall examinations shall be nine (9) months.

The City will contract with the Carrier to provide orthodontic 50/50 co-insurance with **one thousand seven hundred dollars (\$1,700)** maximum per employee or eligible dependent on a lifetime basis.

24.08 Long Term Disability Plan

The Employer shall provide a Long Term Disability Plan, which shall provide for a payment of sixty-six and two-thirds (66 2/3) of salary, to a maximum of \$2,800 per month for full-time employees up to age 65 or when the Employee has reached an unreduced pension as defined by OMERS; as well as optical coverage for the first two years on LTD only, subject to a waiting period of twenty-six (26) weeks, after declaration of disability by the insurer. The Employer shall pay the whole cost of the plan's premium.

When an employee has been on long term disability for a period of two years, the Employer will pay for prescriptions only, until the employee is considered fit or the employee is considered totally disabled and remains on long term disability to age 65.

24.09 Optical Plan

The Employer shall pay for an optical plan whereby an employee and/or his/her dependents may each obtain eye examinations and/or eyeglasses up to a cost not to exceed **four hundred dollars (\$400)** each in a two (2) year period, effective on the date of ratification of the Collective Agreement.

24.10 Early Retirement Benefit

The City agrees to pay the premium for drug plan coverage and to provide optical plan coverage to those employees who retire at age 58 until age 65.

The Corporation also agrees to pay the premium for drug plan coverage and to provide optical plan coverage to those employees who retire at age 55 whose normal retirement age is 65 and who have completed 30 years of service with the City, provided they do not have coverage through an alternate plan.

24.11 Survivor's Health Care Benefit

In the event of the death of an active member or a retired employee of Local 210 CUPE the Extended Health Care Benefit which includes the drug plan, vision care and Dental Plan will continue for two (2) years for the employee's spouse, or common law spouse as well as for eligible dependents.

ARTICLE #25 - GENERAL BENEFITS

25.01 The parties agree that all permanent full-time employees on the active payroll and every April 1st thereafter shall receive an allowance of **\$375.00**. **The Employer will provide the Distribution and Collection Department employees an additional \$100 per year.** The employee is responsible to ensure he/she is equipped with proper safety footwear, regular work gloves and appropriate clothing suitable for his/her working conditions. It is understood that the Employer is required for providing all other Personal Protective Equipment necessary to address hazards in the workplace.

The employer will provide **seven (7)** pairs of coveralls to Mechanics, Servicemen, and Welder only and these coveralls will be laundered every two weeks.

Employees who are required to have an AZ license as a condition of their regular duties will be covered at 100% for any costs associated with medical examinations performed by the Employer's medical practitioner to a maximum of three (3) licenses, one per department.

Licensing Upgrade Fees

The Employer will reimburse full-time employees the fees and any costs related to obtaining such licensing, which are required by law in order to perform the duties of an employee's current position excluding the costs associated with the "D" and "G" drivers' licenses and the "Z" endorsement.

ARTICLE #26 - GENERAL CONDITIONS

26.01 Proper Accommodation

The Corporation will attempt to provide proper accommodation for employees to have their meals and keep their clothes.

26.02 Bulletin Boards

The Corporation shall provide a bulletin board upon which the Union shall have the right to post notices of meeting and such other notices as may be of interest to the employees.

26.03 Health Examination

Every new employee will be subject to such medical examinations as deemed necessary by the Employer to establish the required physical fitness for the position prior to the employee being permitted to start work in that position. The results of the medical examinations shall be stated by the Doctor in such a manner that the document will reveal if the employee is "fit" or "unfit" to be hired for the position stated in the examination form submitted to the Doctor.

26.04 Personnel File

Any employee upon request shall be permitted to examine his/her personnel file on record with the employer and receive a copy of document(s).

ARTICLE #27 - GENERAL

27.01 The Corporation agrees that all maintenance and service work presently performed by the permanent employees will continue to be performed by them during the life of this Agreement, and in accordance with the terms and conditions of this Collective Agreement.

The Corporation shall have the right to contract out work provided that:

The Corporation shall guarantee that such work contracted out shall not result in loss of regular earnings, reduction in regular hours of work, demotion, reclassification, transfer, discharge or lay off of any employee(s) listed on the Seniority List as of July 1, 1992, either prior to, during or following the contracting out of such work:

Where equipment is required to perform the work all functional city equipment capable of performing such work shall be used before any private equipment is hired.

In order to provide job security for the existing members of the Bargaining Unit the Corporation agrees that employee(s) listed on the Seniority List as of July 1, 1992 shall not be laid off. Such guaranteed employment shall not affect the Corporation's right to discipline for just cause.

27.02 Present Conditions to Continue

All rights, benefits, privileges and working conditions which employees now enjoy, receive or possess as employees of the Corporation shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Corporation and the Union.

ARTICLE #28 - TERMINATION AND RENEWAL

28.01 This Agreement shall be in effect from the date of signing by the Parties, and shall remain in effect until the **31st of March 2018** and unless either party gives to the other a written notice of termination or of a desire to amend this Agreement, then it shall continue in effect for a further year without change. The following annual economic wage increases will apply:

4 Year Renewal	April 1st, 2014 to March 31st, 2015	1.5%
	April 1st, 2015 to March 31st, 2016	1.5%
	April 1st, 2016 to March 31st, 2017	1.75%
	April 1st, 2017 to March 31st, 2018	1.75%

28.02 Notice that amendments are required or that either party intends to terminate this Agreement may only be given within a period of not more than sixty (60) working days and not less than thirty (30) days prior to the expiration date of the Agreement or any anniversary date of such expiration date.

28.03 If notice of amendments or termination is given by either party the other party agrees to meet for the purpose of negotiations within seven (7) working days of the giving of such notice, if requested to do so.

28.04 The Corporation agrees to recognize any duly elected successor to the Canadian Union of Public Employees and its Local #210, if at any time the Union advises in writing of such successor.

SIGNED AT TIMMINS, ONTARIO, THIS _____ DAY OF _____, 2015.

ON BEHALF OF:

LOCAL 210 CUPE

THE CORPORATION OF THE
CITY OF TIMMINS

SCHEDULE "A"

LOCAL 210 CUPE WAGES

Category	1-Apr-14	1-Apr-15	1-Apr-16	1-Apr-17
<u>Supervisory Category</u>				
Working Sub-Foreman	\$28.01	\$28.43	\$28.93	\$29.44
Working Sub-Foreman (W/S)-OIT	\$28.01	\$28.43	\$28.93	\$29.44
Working Sub-Foreman (W/S)-Class 1	\$28.92	\$29.35	\$29.86	\$30.38
Working Sub-Foreman (W/S)-Class 2	\$29.13	\$29.57	\$30.09	\$30.62
Working Sub-Foreman (Shop)	\$30.10	\$30.55	\$31.08	\$31.62
Leader A (Roads)	\$26.86	\$27.26	\$27.74	\$28.23
<u>General Labourer Category</u>				
Labourer	\$23.44	\$23.79	\$24.21	\$24.63
Pool Maintenance Labourer	\$24.05	\$24.41	\$24.84	\$25.28
Landfill Attendant	\$23.78	\$24.14	\$24.56	\$24.99
Gatehouse Cashier	\$23.63	\$23.98	\$24.40	\$24.83
Sanitation Labourer (1 man)	\$24.54	\$24.91	\$25.35	\$25.79
Sanitation Labourer (2 man)	\$23.55	\$23.90	\$24.32	\$24.75
Janitor	\$23.31	\$23.66	\$24.07	\$24.49
Note: After twelve (12) months, Labourers who work in the Distribution and Collection Department shall be paid Skilled Labourer's rate.				
<u>Skilled Labourer Category</u>				
Skilled Labourer (Arena Maintenance)	\$24.63	\$25.00	\$25.44	\$25.89
Wingman	\$24.49	\$24.86	\$25.30	\$25.74
Sewer Flusher Helper	\$24.41	\$24.78	\$25.21	\$25.65
Service Person	\$25.43	\$25.81	\$26.26	\$26.72
<u>Light Equipment Category</u>				
Truck	\$24.73	\$25.10	\$25.54	\$25.99
Sand Truck	\$24.73	\$25.10	\$25.54	\$25.99
Combination Truck	\$24.73	\$25.10	\$25.54	\$25.99
Garbage Truck	\$24.73	\$25.10	\$25.54	\$25.99
Light Tractor	\$24.73	\$25.10	\$25.54	\$25.99
Shupak	\$25.30	\$25.68	\$26.13	\$26.59
Note: The justification for this salary is that all employees holding any of the classifications in the Light Category will have to be qualified to operate all equipment in the Light Category safe and except the Shupak. New full-time employees hired will				

SCHEDULE "A"

LOCAL 210 CUPE WAGES

Category	1-Apr-14	1-Apr-15	1-Apr-16	1-Apr-17
<u>Heavy Equipment Category</u>				
Dozer	\$25.92	\$26.31	\$26.77	\$27.24
Grader	\$25.92	\$26.31	\$26.77	\$27.24
Loader	\$25.92	\$26.31	\$26.77	\$27.24
Backhoe	\$25.92	\$26.31	\$26.77	\$27.24
Sewer Flusher/Vacuum	\$25.92	\$26.31	\$26.77	\$27.24
Vacuum Truck	\$25.92	\$26.31	\$26.77	\$27.24
Mechanical Sweeper	\$25.92	\$26.31	\$26.77	\$27.24
Shovel Operator	\$27.66	\$28.08	\$28.57	\$29.07
<u>Licensed Category</u>				
(Water Filtration Plant)				
Water Treatment Operator OIT	\$25.14	\$25.52	\$25.97	\$26.42
Water Treatment Operator Class 1	\$26.59	\$26.99	\$27.46	\$27.94
Water Treatment Operator Class 2	\$28.49	\$28.92	\$29.43	\$29.95
Water Treatment Operator Class 3	\$30.44	\$30.90	\$31.44	\$31.99
Water Treatment Operator Class 4	\$31.97	\$32.45	\$33.02	\$33.60
Water Treatment Maint./Oper. OIT	\$25.56	\$25.94	\$26.39	\$26.85
Water Treatment Maint./Oper. Class 1	\$27.34	\$27.75	\$28.24	\$28.73
Water Treatment Maint./Oper. Class 2	\$29.13	\$29.57	\$30.09	\$30.62
<u>Distribution/Collection Department</u>				
Leader A OIT	\$26.86	\$27.26	\$27.74	\$28.23
Leader A Class 1	\$27.46	\$27.87	\$28.36	\$28.86
Leader A Class 2	\$27.86	\$28.28	\$28.77	\$29.27
Leader A Class 3	\$28.44	\$28.87	\$29.38	\$29.89
Distribution/Collection Operator OIT	\$24.63	\$25.00	\$25.44	\$25.89
Distribution/Collection Operator Class 1	\$25.49	\$25.87	\$26.32	\$26.78
Distribution/Collection Operator Class 2	\$25.88	\$26.27	\$26.73	\$27.20
Distribution/Collection Operator Class 3	\$26.49	\$26.89	\$27.36	\$27.84

SCHEDULE "A"

LOCAL 210 CUPE WAGES

Category	1-Apr-14	1-Apr-15	1-Apr-16	1-Apr-17
<u>Trades Person</u>				
Mechanic	\$29.57	\$30.01	\$30.54	\$31.07
Electrician	\$29.57	\$30.01	\$30.54	\$31.07
Carpenter	\$27.39	\$27.80	\$28.29	\$28.79
Welder (Licensed)	\$29.57	\$30.01	\$30.54	\$31.07
Welder (Unlicensed)	\$27.75	\$28.17	\$28.66	\$29.16
General Maintenance	\$27.13	\$27.54	\$28.02	\$28.51
Apprentice – (Basic) 82% of licensed wage	\$24.25	\$24.61	\$25.04	\$25.48
Apprentice - (Intermediate) 86% of licensed wage	\$25.42	\$25.80	\$26.25	\$26.71
Apprentice - (Advanced) 91% of licensed wage	\$26.91	\$27.31	\$27.79	\$28.28
Note: Wage rate is based on the designated licence being issued from the Province of Ontario or its designate.				
<u>Students</u>				
1 st year (working for the City)	\$12.50	\$12.50	\$12.50	\$12.50
2 nd year (working for the City)	\$12.75	\$12.75	\$12.75	\$12.75
3 rd year (working for the City)	\$13.00	\$13.00	\$13.00	\$13.00
4 th year (working for the City)	\$13.25	\$13.25	\$13.25	\$13.25
Note: A student shall not be appointed to a position other than labourer position and shall not perform work of a higher position than labourer. Students who perform labour work of the bargaining unit, between April 15th and September 15th and December 10th to January 10th in each calendar year, who attend educational institutions shall be excluded from becoming permanent employees unless they advise the Employer they are not returning to school, after which time the probationary period shall apply to them.				