

SOURCE	City		
EFF.	01	07	01
TERM	04/06/30		
No. OF EMPLOYEES	300		
NOMBRE D'EMPLOYÉS	LP		



COLLECTIVE AGREEMENTS

Between

**THE CORPORATION
OF THE CITY OF BURLINGTON**

and

LOCAL UNIONS - 44, 1540 and 2723
CANADIAN UNION OF PUBLIC EMPLOYEES

JULY 1, 2001 - JUNE 30, 2004



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COLLECTIVE AGREEMENT

BETWEEN :

THE CORPORATION OF THE CITY OF BURLINGTON

(hereinafter referred to as the "CORPORATION")

OF THE FIRST PART

-and-

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 44,
ROADS & PARKS MAINTENANCE DEPARTMENT,
PARKS AND RECREATION DEPARTMENT (PLANT OPERATIONS)
COMMUNITY SERVICES DIVISION**

(Hereinafter referred to as the "UNION")

OF THE SECOND PART

FOR THE TERM JULY 01, 2001 -JUNE 30, 2004

THIS IS AN AGREEMENT ENTERED INTO AT BURLINGTON, ONTARIO AS OF JULY 1, 2001.

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

PARTY OF THE FIRST PART

-AND-

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL #44, ROADS & PARKS MAINTENANCE
DEPARTMENT and PARKS AND RECREATION
DEPARTMENT (PLANT OPERATIONS) - COMMUNITY
SERVICES DIVISION.

(Hereinafter referred to as the "Union")

PARTY OF THE SECOND PART

In this agreement, where a noun, pronoun or adjective indicating gender or sex is used, the other gender or sex will be deemed to be included.

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The terms of this Collective Agreement pertain to those persons who are employed in the Roads & Parks Maintenance Department and the Parks and Recreation Department (Plant Operations) who are identified as employees in Article M2, Relationship, of the Master Collective Agreement between the Corporation and the Union.

ARTICLE

1.00 PART-TIME STUDENT & TEMPORARY EMPLOYEES

I.01 Temporary employees may be hired for up to nine **(9)** months in a calendar year or such greater period as shall be mutually agreed to by both parties. Temporary employees will not be placed on the seniority list and shall not have any seniority rights. Their hours of work may be such as the Corporation may determine save that they shall not be required to work more hours in a twenty-four (24) hour period than a regular employee without appropriate overtime rates and only after seniority employees in the same job and crew have been given the opportunity to work.

Temporary employees at Tyandaga Golf Course to be hired for a period of up to ten (10) months coincidental with the "season".

Exception to overtime is continuation of work for **up to three (3) hours maximum. Definition: One month is equal to 28, 29, 30 or 31 days, depending on the actual month being considered.**

- 1.01.1 The Corporation will supply the Union with the names, date of hire and all hours worked by each temporary employee in Plant Operations beginning employment after July 1, 1996. These employees shall be required to pay an amount equal to the current monthly dues on all earnings as a Temporary employee, 30 calendar days after the first day worked at the Temporary rate.
- 1.02 Student Utility Persons may be hired for a period of five (5) months. Student Utility Persons will not be placed on the seniority list and shall not have any seniority rights. Their hours of work may be such as the Corporation may determine save that they shall not be required to work more than eight hours in a twenty four hour period without appropriate overtime rates and only after seniority employees within the same crew have been given the opportunity to work.
- 1.03 It is expressly understood that the Corporation may engage part-time and student employees for terms of duration expressed below. The following conditions shall govern the employment of part-time and student employees.
- 1.03.1 Students and/or part-time employees in Plant Operations only will not be utilized for vacation or sick coverage of regular seniority employees (with or without supervision).
- 1.03.2 Students who are classified part-time will be allowed to work up to 40 hours per week for a maximum of five (5) months (during the school vacation period).
- 1.03.3 Part-time employees will not be allowed to work more than 24 hours in any seven (7) day work period (as defined by the Corporation).

2.00 **REPRESENTATION**

2.01 The Corporation shall recognize the following committees for their respective purpose as set out in their Rules of Order or Guidelines:

2.01.1 Negotiating Committee - Meet with no more than five (5) members.

2.01.2 Grievance Committee - Meet with no more than three (3) members.

2.01.3 J.E.R.C. Committee - Meet with no more than two (2) members.

2.01.4 Labour/Management Committee - Meet with no more than five (5) members.

2.01.5 Safety Committee - Meet with no more than four (4) members.

2.01.6 S.E.A.B. Committee- One (1) representative.

2.02 The Corporation acknowledges the right of the Union to appoint or otherwise select ten (10) Stewards. The Corporation further acknowledges the right of seniority employees to select the Steward, in their respective departments, or the Chief Steward, who shall represent them.

2.03 Union Officers and Committee Members shall be entitled to leave their work during working hours in order to carry out their functions under this agreement, including, but not limited to, the investigation and processing of grievances, attendance at meetings with the employer, participation in negotiations and Arbitration. Permission to leave work during working hours shall first be obtained from the immediate supervisor. **All** time spent in performing such Union duties, including work on various committees, during regular scheduled working hours, shall be considered as time worked.

When, in the opinion of the Corporation, it is deemed necessary to meet with the Union's Negotiating Committee and such meeting is called by the Corporation during normal working hours, the Union will share one-half of the cost incurred in meetings at mutually agreed to locations, should they not be City premises.

The Union will advise the Corporation of the names of all persons appointed or otherwise selected to the above committees and the names of the Stewards.

2.04 The Steward shall have the right to interview a seniority employee for a reasonable period during working hours concerning a grievance, provided both first obtain permission from their respective foreman or supervisor.

3.00 **SENIORITY**

3.01 An employee engaged for a permanent position will be on probation and will not be placed on the seniority list and shall not have any seniority rights hereunder until the employee has worked six (6) calendar months as a regular full-time (non-temporary) employee; except insofar as premium pay within the terms of section 9.06 are concerned. Upon request by the Corporation and mutual agreement of the parties, the probationary period may be extended to a maximum of a further sixty (60) working days.

Notwithstanding any other provisions of this Agreement, a probationary employee may be terminated for reasons less serious than a seniority employee, including performance deemed inadequate by management or failure to get along with fellow employees and/or supervisors and managerial staff.

3.02 For the purpose of this Collective Agreement "seniority employee" shall be defined as a person engaged for a permanent position who worked six (6) calendar months and any extension thereof provided for in clause 3.01.

3.03 A temporary employee who becomes a permanent employee shall have their seniority dated from the date the employee commenced work provided the service is continuous.

3.04 **Loss of Seniority**

An employee shall not lose seniority if s/he is absent from work because of sickness, disability, accident, lay-off/or leave approved by the Corporation.

An employee shall lose his/her seniority in the event:

- S/he is discharged for just cause and is not reinstated;
- S/he resigns in writing;
- S/he fails to return to work within five (5) days after receipt by registered mail of notice to return to work after lay-off;
- Absenting himself/herself from work for more than two (2) days without notifying the immediate supervisor as to the reason for such absence;
- After a lay-off extending for a period of twelve (12) months.

3.05 The Corporation shall maintain a seniority list showing the current classifications and the date upon which each employee's service commenced. When two or more employees commence work on the same day, preference shall be in accordance with the date of application. An up to date seniority list shall be sent to the Union and posted on all bulletin boards twice per year. The postings shall be in June and December of each year.

4.00 **PROMOTIONS, DEMOTIONS, ETC.**

4.01 Promotions, demotions, and transfers within the bargaining unit shall be governed by the following factors:

4.01.1 Knowledge, suitability, efficiency and ability to do the work required.

4.01.2 Physical fitness.

4.01.3 Length of continuous service in the applicable department. When factors 4.01.1 and 4.01.2 are relatively equal in the judgement of the Corporation, which shall not be exercised in an arbitrary or discriminatory manner, factor 4.01.3 shall govern.

4.02 External candidates will not be appointed to regular full-time permanent positions until internal applicants have been given full and fair consideration and any equipment testing that may be necessary.

5.00 **JOB POSTING**

5.01.1 The Corporation reserves the right to fill temporarily any job vacancies immediately. Other than as provided in clause 6.01, all permanent and temporary vacancies in permanent positions shall be posted for a period of not less than five (5) working days at all locations at which employees in this bargaining unit are working. Should an employee temporarily assigned to the position apply for, but not be successful for, the employee shall revert to his former position. Any seniority employee wishing to make application shall do so within the required time in writing. All applications will be acknowledged and if not acceptable, reasons for non-acceptance will be given in writing within five (5) working days of the selection being made. A successful applicant shall not be allowed to make a further application under the provisions of this clause for a period of six (6) months. An employee temporarily transferred to fill a job vacancy shall not be given preference with regard to promotion to that job.

5.01.2.1 Positions that are required at certain times of the year only, will be posted once and successful employee will perform the job whenever required. A seniority or probationary employee from one department may not apply for a seasonal job if awarding the job to that employee would increase the number of approved positions and employees in another department. When the position becomes redundant, the employee will revert to the position held immediately prior to the transfer and be paid the job rate. Employees may be permitted to sign off jobs they do not want or are not suited for, provided an alternative job is available and provided that a qualified replacement is available for the job that they are currently doing.

5.02 The Roads & Parks Maintenance Department employees are eligible to apply for posted positions in the Parks and Recreation Department and Parks and Recreation Department employees are eligible to apply for posted positions in The Roads & Parks Maintenance Department.

5.03 Such notices shall contain the following information:

Job description and wage or salary rate or range.

5.04 The Corporation shall post any training courses and experimental programs for which employees may be selected. The bulletin shall contain the following information:

Type of course (subject and material covered).

Time, duration and location of course.

Minimum qualifications required for applicant.

The bulletin shall be posted for a period of two (2) weeks on bulletin boards in all departments to afford all interested employees an opportunity to apply for such training.

Time spent in such training shall be considered to be time worked.

6.00 **TEMPORARY TRANSFER**

6.01 A seniority employee who is temporarily transferred to a different job within the bargaining unit for either:

Less than twenty (20) consecutive working days

or

To relieve any employee absent because of illness, vacation, or leave of absence, shall be paid while so employed as follows:

6.01.1 If the transfer is for the convenience of the Corporation and if the rate of pay in the job to which he is transferred is less than the employee's regular rate of pay, he shall receive his regular rate of pay.

6.01.2 If the transfer is at the request of the employee and if the rate of pay in the job to which he is transferred is less than the employer's regular rate of pay, he shall receive such lesser rate.

6.01.3 If the rate of pay in the job to which he is transferred is higher than the employee's regular rate of pay, he shall receive the rate for the job while so engaged.

6.02 A seniority or probationary employee who is transferred to a lower job because of equipment out of service for repair shall retain his regular rate during such period of repair.

6.03 Seniority employees transferred from their jobs through lack of work will be automatically transferred back when work becomes available.

6.04 Should an emergency arise an employee may temporarily be transferred to another department without loss of seniority provided both parties are in agreement.

6.05 Where mutual aid agreements are entered into with municipalities, employees may be temporarily transferred to those municipalities for the duration of the emergency.

7.00 **SAFETY PROVISIONS**

7.01 It is mutually agreed that both parties will co-operate to the fullest extent in the prevention of accidents and in the promotion of safety and health. The Corporation will make all provisions for the safety and protection of the health of the employees. In accordance with this undertaking, all vehicles and shops shall be equipped with appropriate First Aid Kits.

7.02 Required safety equipment, protective clothing and uniforms shall be provided by the Corporation to be worn by all employees designated by management to be so protected. Any employee, so designated, who fails to wear required safety equipment, protective clothing or uniforms shall be subject to disciplinary action.

7.03 The Corporation agrees to provide protective clothing and uniforms for seniority employees and probationary employees, as stated in the following manner; and that, other than specified, the below-mentioned clothing item(s) for The Roads & Parks Maintenance Department and the Parks and Recreation Department seniority employees shall be replaced at the discretion of management. Worn items must be turned in to be replaced.

7.03

<u>Class</u>	<u>Clothing Issue</u>	<u>Issued</u>
Maintenance Person Mechanics Equipment Operator	Coveralls	Rental and clean basis with Corporation paying 100% of cost. Type and amount per week at the discretion of Management.
Maintenance Person Arborist and other personnel designated by Management.	Additional Protective Clothing	Discretion of Management.
All employees except those listed above in R.P.M. Dept.	Coveralls	One pair per year.
R.P.M. Employees	Winter Parkas	Discretion of Management.
R.P.M. Employees	Two Shirts Two Pairs Pants Two T-Shirts	By March 31 st

7.03

<u>Class</u>	<u>Clothing Issue</u>	<u>Issued</u>
Gardener/ Landscaper	Coveralls	Up to two pair, as needed.
Arena/Pool Ops.	Three Pair Pants Three Shirts Three T-shirts	By March 31 st .
Arena/Pool Ops.	Summer Jacket Winter Parka Coverall	Discretion of Management.
Utility Person	Two Pair Pants Two Shirts Two T-shirts	By March 31 st .
Utility Person	Summer Jacket/ Coveralls Winter Parka	Discretion of Management.

Types of Winter Parkas:

- Full-length
- 3/4 length
- Bomber

Work gloves and rubber gloves to be replaced on an as-needed basis. Cost of all clothing to be 100% Corporation cost.

7.04 Canadian Standards Association approved safety shoes (boots) shall be worn by all probationary, temporary and seniority employees. Failure to wear safety shoes (boots) and to a style and standard satisfactory to the Health and Safety Co-ordinator shall be cause for disciplinary action.

Seniority employees to whom this clause applies shall be granted an allowance by the Corporation each January of **\$110.00** for the purpose of purchasing approved safety shoes (boots).

7.05 Seniority employees required by the employer, or who wish to obtain and maintain Class A and D Ontario drivers licences shall, at the employee's option, be entitled to medical examination required by the M.T.O. by the Corporation's physician. Should the employee not wish to be examined by the Corporation's physician, he shall use any other physician at his own expense.

8.00 **HOURS OF WORK**

8.01 The normal daily hours of work shall generally be eight (8) continuous hours, Monday to Friday, inclusive of a 20 minute paid lunch on the job.

Note: 8.01 will be for the duration of the contract, then reviewed.

8.02 For employees assigned to shift work (shift work meaning employment which is regularly carried on outside the normal hours as defined in clause 8.01), the normal daily hours of work shall be eight (8) hours a day and the normal weekly days of work shall be five (5) days in accordance with the schedule established from time to time for such employees.

- 8.03 For employees assigned to the Plant Operations Unit, the working hours shall be scheduled so that no employee shall be required to work more than forty (40) working days in any eight (8) week period. A working day shall be defined as eight and one half (8-1/2) consecutive hours with a one-half (1/2) hour unpaid lunch period except for persons employed as Arena Pool Operators at Arenas and Pools, in the ice and swim seasons respectively, when the working day shall be defined as eight (8) consecutive hours with a one-half (1/2) hour "on-the-job" paid lunch period. For Utility Persons in Plant Operations, the working day shall be defined as eight (8) consecutive hours with a one-half (1/2) hour "on-the-job" paid lunch period. Seniority employees located at Tyandaga Golf Course will have their hours of work determined as in article 8.01.
- 8.04 The Corporation agrees to discuss with the Union Executive any changes proposed by the Corporation in the scheduled hours of work of any seniority employees in either department involved before the change becomes effective. The Corporation also agrees to give the affected employees at least five (5) calendar days' notice of any change in the regularly scheduled hours of work before the change becomes effective, except in cases of emergency or employee illness or absenteeism.
- 8.05 The scheduled daily hours *of* work are stated solely for the purpose of calculating overtime or premiums and shall not be construed as a guarantee *of* any minimum, nor as a restriction of any maximum hours to be worked.

- 8.06 Foremen, Operations Supervisor and Assistant Operations Supervisors, salaried personnel or those above the rank of Foreman, Operations Supervisor and Assistant Operations Supervisor shall not perform work normally done by members of the bargaining unit, except to meet emergency conditions or for the purpose of instruction or experimentation.

Definition:

“Emergency: An unusual or unplanned event”

- 8.07 No employee shall be permitted to work longer than sixteen (16) consecutive hours in any 24-hour period and shall not be permitted to return to work within seven and one-half (7-1/2) hours of having ceased his previous work period.

9.00 **PREMIUM PAY**

- 9.01 For shifts more than half of whose hours are between the hours of 4:00 p.m. to 12:00 Midnight, or between the hours of 12:00 Midnight to 8:00 a.m., shift premiums of fifty (50) cents and ninety-one (91) cents per hour respectively will be paid. A shift premium of fifty (50) cents per hour will be payable for shifts more than half of whose hours are between the hours of 8:00 a.m. to 4:00 p.m. on Saturdays and Sundays. These premiums are not payable when the overtime rate is applicable.

- 9.02 Should an employee be required to work on his scheduled days off, he shall receive time and one-half for all hours worked on the first day of his/her scheduled days off and should s/he be required to work on his second or other consecutive days off, s/he shall receive double time for all hours worked. Except for work performed during an employee's regularly scheduled hours, time and one-half will be paid for **all** work performed over eight (8) hours a day.

- 9.03.1 When employees are called out for any emergency work at other than normal hours of work, a minimum call-out of three (3) hours at the prevailing overtime rate will be paid except where two (2) or more calls fall within a three (3) hour period. in which case the time will be considered continuous.
- 9.03.2 When employees are scheduled to work overtime on a day of rest or paid holiday and the work is cancelled and the employees so notified after the end of their last scheduled shift, the employees whose work is cancelled shall be paid three (3) hours at the appropriate overtime rate.
- 9.04 An employee who fails to report for call-in duty at the time specified, or within one (1) hour of being called, whichever is the later, shall not be eligible for the benefits of clause 9.03 except under conditions acceptable to management.
- 9.05.1 Each employee scheduled for standby over a normal two (2) day weekend (Saturday and Sunday) will receive one (1) day's pay.
- 9.05.2 Each employee scheduled for standby over a Statutory Holiday will receive one-half (1/2) day's pay.
- 9.05.3 Standby pay is in addition to overtime for hours worked during such period.
- 9.06.1 The Corporation agrees to distribute overtime as equally as possible among seniority and probationary employees within regular crews. Regular crews to be defined as:
- 9.06.1.1 *** See Appendix " A- Memorandum of Agreement ***

- 9.06.1.2 In the Roads & Parks Maintenance Department on a Supervisor basis. All hours outside of winter control and continuation of regular hours to be on a classification basis;
- 9.06.1.3 During winter control according to the call-out list for crews in the Roads & Parks Maintenance Department;
- 9.06.1.4 A list indicating "regular crews" shall be submitted to the Union twice yearly, the periods to coincide with winter control and summer operations;
- 9.06.1.5 One overtime period shall be used for those employees identified in Article 9.06.1.1, 9.06.1.2 and 9.06.1.3. The overtime distribution period will be from December 1st until November 30th.

**Definition: By classification for Summer operations
By qualifications for Winter operations**

- 9.06.1.6 In Article 9.06.1, as equally as possible shall be defined as plus or minus 50 hours, in one year periods.
- 9.06.1.7 Plant Operations seniority employees who wish to volunteer to be part of the Winter Control Emergency Crews shall notify their Supervisor by way of a voluntary sign up sheet (not later than September 15 of any year). Seniority employees who have volunteered will be available to be called in on their days *off* from Plant Operations requirements. All hours worked by Plant Operations staff on the Winter Control Emergency Crews will not be counted on the overtime distribution list referred to in Article 9.06.1.5. The training of the volunteers from Plant Operations will be provided by the Corporation.
- 9.06.2.1 An employee refusing or unavailable for overtime shall be charged as though he had worked for the total number of hours actually worked. (The meaning of "unavailable" to include sick leave, leave of absences and Union leave).

- 9.06.2.2 The parties agree that a seniority employee, prior to an overtime period, may sign off the overtime distribution list and will not be called except for emergency purposes.
- 9.06.3 A list showing the overtime worked by each employee will be posted on the work station bulletin board and will be brought up-to-date for each bi-weekly pay period. The Union Secretary shall also receive a copy of the lists.
- 9.06.4 Probationary employees shall be credited with the amount of overtime equal to the lowest man on the overtime list within that department, exclusive of zero (0) hours and further will not incur additional cash payments.
- 9.07 The Corporation agrees to provide adequate meal breaks without loss of pay for employees required to work a minimum of two (2) hours continuously beyond their regular shift hours.
- 9.08 All employees shall be permitted a fifteen (15) minute break period both in the first and second half of a shift. Any abuse of this clause shall be subject to disciplinary action.
- 9.09 **Paid Leave:**
- Effective on the commencement date for accumulation (see article 9.09.1 below) seniority employees (hired before July 1, 1989) shall be permitted to accumulate their overtime and paid holiday premium earnings in a payroll bank until the equivalent of up to eighty (80) hours pay at their regular straight time earnings rate at the time of commencing accumulation has been accumulated. New seniority employees hired after July 1, 1989, will be eligible to bank up to forty **(40)** hours.

9.09.1 Such accumulated earnings may be used as paid leave additional to vacation under the following conditions:

For the purpose of accumulating such paid leave earnings, each earning period shall run annually; employees in the Roads & Parks Maintenance Department from the first pay period after December 1 of one year to August 31st of the next year; and in the Plant Operations Unit of the Parks and Recreation Department from the first pay period after June 1st of one year to March 31st of the next year.

9.09.2 Seniority employees wishing to participate in this paid leave program shall be required to indicate in writing their option to participate by December 1 (May 1st in the case of the Plant Operations Section) annually.

9.09.3 Subject to the operational needs of the service as determined by management, a seniority employee having up to eighty (80)/forty (40) straight time hours of earnings banked, shall be scheduled by the Corporation for up to eighty (80)/forty (40) hours of paid leave in units of eight (8) hours each to be consumed prior to the next date upon which seniority employees may elect to participate in this program.

9.09.4 Plant Operations employees going to Parks may bring a maximum of 50% banked overtime as at start date in Parks Section, such balance to be used after June 1st and prior to August 1st of the same calendar year. Plant Operations employees remaining in Plant Operations may utilize such banked overtime between April 1st and July 31st of the same calendar year.

9.09.5 A seniority employee terminating prior to the consumption of his paid leave earnings bank shall be paid the sum of his earnings bank upon termination.

9.09.6 Should the operational needs of the service as determined by management prohibit an employee from consuming his earnings bank as paid leave prior to the next date upon which seniority employees may elect to participate in the program, it shall be paid to him in cash.

9.09.7 Banking of overtime earnings for the purposes of this clause shall only be permitted persons who are seniority employees on December 31st (May 31st in the case of the Plant Operations Unit) annually.

Shift premiums and other premiums that are not factored on the basic straight time rate shall not be eligible for inclusion into seniority employees' earnings banks.

10.00 **WET AND STORMY WEATHER**

10.01 Employees required to work outside during wet or stormy weather shall be supplied with rain coats, hats and boots.

11.00 **DURATION OF AGREEMENT**

This agreement shall remain in effect and force from July 1, 2001 to June 30, 2004, and from year-to-year thereafter, unless either party gives notice in writing not more than ninety (90) days and not less than sixty (60) days prior to the expiry date in any year, of its desire to amend or terminate same. ,Negotiations will commence within fifteen (15) days of receipt of such notice by either party.

12.00 **OCCUPATION NAMES AND JOB RATES**

For the term of this Collective Agreement, the following occupation names will prevail:

Foot Patrol
 Utility Person
 Equipment Operator
 Gardener/Landscaper
 Heavy Equipment/Handyperson
 A/P Operator
 Maintenance Person
 Arborist
 Mechanic

The new names and job rates will be phased-in as follows:

(a) Effective July 1, 2001:

Foot Patrol, Utility Person, Equipment Operator and Gardener/Landscaper will move to the posted rate.

(b) Effective January 1, 2002:

Heavy Equipment and Maintenance Person will move to the posted rate.

(c) The position of Arborist will move 1/3 effective July 1, 2001; 1/3 effective January 1, 2002 and 1/3 effective July 1, 2002.

***NOTE* OCCUPATIONAL NAMES AND JOB RATES TRANSITION**

To clarify the transition of positions and associated rates, Appendix "B" has been included on page 33. Appendix "B" and Articles 12.00, 12.02, 12.02.1 and 12.02.2 will be deleted from the contract on the expiry date of the Collective Agreement.

12.01 For the term of this Collective Agreement, the following shall be the hourly rates prevailing for the occupations and effective dates cited:

NEW TITLE	July 1 2001	Jan. 1 2002	July 1 2002	July 1 2003	Jan. 1 2004
Foot Patrol	\$ 14.70	\$ 14.77	\$ 15.22	\$ 15.52	\$ 15.67
Utility Person	15.80	15.87	16.35	16.68	16.84
Courier	16.55	16.63	17.13	17.47	17.65
Equipment Operator	16.55	16.63	17.13	17.47	17.65
Gardener/Landscaper	16.77	16.85	17.36	17.71	17.88
Heavy Equip./H'Person	17.06	17.14	17.66	18.01	18.19
Sm. Equip. Maint. Person	17.60	17.68	18.22	18.58	18.77
A/P Operator	17.76	17.85	18.39	18.75	18.94
Maintenance Person	17.33	17.41	17.94	18.29	18.48
Arborist	17.84	17.93	18.46	18.83	19.02
Mech. - No Fuel Cert.	20.29	20.39	21.00	21.42	21.64
Mech. - Fuel Cert.	21.06	21.17	21.80	22.24	22.46

12.01.2 The start rate for a seniority employee who applies for another seniority position, and who lacks the required qualifications in accordance with Article 4.01, shall be paid at a rate of 95% of the job rate or, their current rate, whichever is greater, not to exceed the job rate of the position. The length within start rate shall be mutually agreed to by the parties and in any case will not exceed six (6) months.

12.02 Transition to New Classifications

For all individuals, their current classification as of July 1, 2001, will remain in effect until the individual vacates the position, or until the end of this Collective Agreement, whichever comes first. New hires will be hired into the new classifications effective the date of ratification. (Exception: see Grandfathering).

New individuals assuming Lead-Hand responsibilities will be paid a premium under the new system. In order to start the new Lead-Hand responsibility, a job posting for the position of Lead-Hand will be done. From this position, a pool of candidates will be selected who will be called upon from time-to-time to act in this role.

12.02.1 Daily Work Assignments

Until the transition is completed to the new classification system, or the end of the Collective Agreement, the beginning of daily shift assignments will be by current classification. When similar work is required during the shift, an individual with appropriate qualifications will be assigned to the work.

12.02.2 Grandfathered Positions

A position that is grandfathered (as identified in Appendix "B") will have wage rate protection for the individual in the position until that individual leaves the position.

At the request of the Grandfathered employee, they may elect to be placed into the new classification system at any time up to June 30, 2001.

12.03 Premiums

If a Motor Vehicle Mechanic possesses the 31OT, ICE-P and ICE NG Licenses, s/he will be paid a premium of 75 cents per hour for all hours worked. This premium is to be included in the base rate effective January 1, 2001.

12.03.1 Effective January 1, 2001, Motor Vehicle Mechanics shall receive a market premium of \$1.60 per hour, as part of the base rate. All Apprentices shall receive a percentage of this as per Article 12.06.

12.03.2 A \$2.00 per hour premium will be paid for hours worked welding by a licensed person or who has training as approved by the City of Burlington.

12.03.3 A \$2.00 per hour premium will be paid for hours worked doing specialty carpentry work when required by the City of Burlington.

12.03.4 A Lead-Hand premium of \$0.50 per hour will be paid for those hours worked in the position. Those individuals who are grandfathered who currently have a crew leader premium in their base rate will not receive this additional premium, and this premium will not be paid on top of any other crew leader premium.

12.03.5 No premium rates in this contract shall be used for the calculation of overtime rates.

12.04 Probationary employees shall be paid a rate per hour that is 90% of the job rate for the job. Temporary employees shall be paid a rate per hours that is between 70% and 90% of the job rate for the job.

12.05 Students employed during the school vacation period and who are student Utility Persons shall be paid between 60% and 70% of the Utility Person rate, regardless of years of experience.

12.06 Mechanic's Apprenticeship Program as follows:

<u>0 - 1800 Hours</u>	Mechanic's Helper rate
<u>1801 - 3600 Hours</u>	Mechanic's Helper rate +20% difference between Mechanic's Helper and Motor Vehicle Mechanic rates
<u>3601 - 5400 Hours</u>	Mechanic's Helper rate + 40% difference
<u>5401 - 7200 Hours</u>	Mechanic's Helper rate + 60% difference
<u>7201 - 9000 Hours</u>	Mechanic's Helper rate + 80% difference
<u>9001 - Certification</u>	Motor Vehicle Mechanic's job rate

<u>7201 - 9000 Hours</u>	Mechanic's Helper rate + 80% difference
<u>9001 - Certification</u>	Motor Vehicle Mechanic's job rate

- 12.07.1 The Corporation shall provide a Mechanic's tool allowance in the amount of \$600 per year. The allowance shall be a running total at the stores in order for Management to control the quality of supplies purchased with the maximum allowance per employee. The allowance is for Mechanics, Mechanics' Helpers and Apprentices.

AS AGREED TO, THE FULL TEXT OF ARTICLE M10 IS COPIED TO THE INDIVIDUAL COLLECTIVE AGREEMENT.

M 10 NO STRIKES OR LOCKOUTS

- M 10.01 In view of the orderly procedure established for the disposition of employees and/or management's complaints and grievances, the Corporation agrees that it will not cause or direct any lock-outs of its employees for the duration of this agreement and the Union agrees there will be no strikes or other collective action which will stop or interfere with the services of the Corporation for the duration of this agreement.

Definition:

In this agreement "strikes" and "lock-outs" shall have the same meaning as in the Labour Relations Act.

- M 10.02** In cases where conditions demonstrate that injury to persons or property would result, no seniority employees shall sustain disciplinary action for his failure to cross a picket line where a legal strike or lock-out is in effect.
- M 10.03** In the event of a strike or lock-out, the decision to provide or not to provide any or all of the provisions in the Master Agreement will be at the sole discretion of the Corporation.

SIGNED AND DATED AT BURLINGTON, ONTARIO ON DECEMBER 20TH, 2001.

THE CORPORATION OF
THE CITY OF BURLINGTON

THE CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL #44,
THE ROAD AND PARKS MAINTENANCE
DEPARTMENT and THE PARKS AND
RECREATION DEPARTMENT
- (PLANT OPERATIONS).




Mayor



C.U.P.E. Representative




Clerk



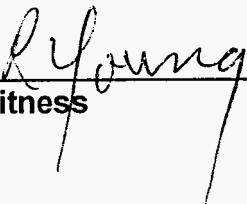
C.U.P.E. Representative



Director of Human Resources

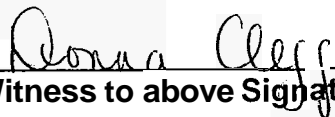


C.U.P.E. Representative



Witness

C.U.P.E. Representative



Witness to above Signatures

Authorized by By-Law
144-2000
Passed on Nov. 28/00
Item AF-128-00-1

CITY OF BURLINGTON
LEGAL
APPROVED
PER:
DATE:

MEMORANDUM OF AGREEMENT

Between

THE CORPORATION OF THE CITY OF BURLINGTON
(hereinafter referred to as the "Employer")

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 44
(hereinafter referred to as the "Union")

Regarding the

ARENA/OUTDOOR POOL OPERATING STRUCTURE

Whereas the parties wish to develop regular crews that reflect changes in the arena and outdoor pool operating structure; and

Whereas the Corporation and the Union have, in the current Collective Agreement, agreed to the principle of distributing overtime as equally as possible among seniority and probationary employees in their regular crews; and

Whereas the parties agree that this agreement and its terms will amend the current Collective Agreement concerning seniority and probationary employees in Plant Operations and agree that this agreement will continue for the duration of the current Collective Agreement from May 1, 1999 to June 30, 2001; and

Whereas, subject to review and agreement by both parties, the terms listed below will be incorporated into the next Collective Agreement.

Therefore, the parties agree to amend the Collective Agreement as follows:

- 1 The overtime distribution system in Plant Operations shall be distributed by crew, with crews to be defined as:
 - Mainway - Nelson/Skyway/Nelson Outdoor Pool
 - Central - Mountainside/Kiwanis/Mountainside and LaSalle Outdoor Pools
 - Appleby Ice Centre
2. For each crew identified in item (1) above, there shall be only one overtime distribution period and they are defined as follows:

- (a) **Mainway** - as per the current Collective Agreement (i.e. plus or minus 50 hours)
- (b) **Central** - one distribution period with a plus or minus 25 hour variance and will operate between September 1st and April 15th of the following year.
- (c) **Mountainside/Kiwanis/Mountainside and LaSalle Outdoor Pools:**
 - as per the current Collective Agreement (i.e. plus or minus 50 hours).
- (d) **Nelson/Skyway/Nelson Outdoor Pool:**
 - as per the current Collective Agreement (i.e. plus or minus 50 hours).
- (e) **Appleby Ice Centre:**
 - as per the current Collective Agreement (i.e. plus or minus 50 hours)

The parties agree that the above defines the crews, the dates and the variances. The parties further agree that no other overtime will be accepted for the variance hours or time periods and crews specified.

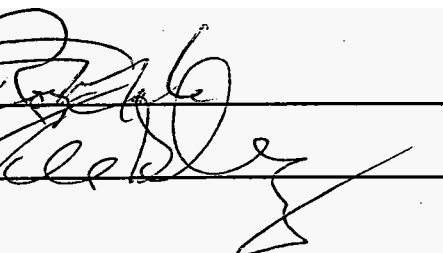
The parties acknowledge that the dates specified are approximate and that the parties acknowledge that they may change from year to year, subject to operational needs and with consultation between the parties.

For the purposes of clarity, the provisions of Article 9.05.2 still apply

When an Arena/Pool Operator changes crews, that employee will be credited with an amount of overtime hours equal to the lowest hours of an employee on the overtime list within that crew. To be clear, all overtime hours recorded for that employee's work on the previous crew will not be considered for any reason and will not be assigned to the new crew.

SIGNED AND DATED AT BURLINGTON, ONTARIO, ON THIS 7 TH DAY OF SEPTEMBER, 2000.

FOR THE CORPORATION OF
THE CITY OF BURLINGTON



FOR THE CANADIAN UNION OF
PUBLIC EMPLOYEES LOCAL 44



Position	New Title								
Foot Patrol	Foot Patrol	\$13.488	\$13.62	\$14.34	\$14.70	\$14.77	\$15.22	\$15.52	\$15.67
Cleaner		\$14.735	\$14.88	\$15.41					
Labourer	Utility Person	\$15.257	\$15.41	\$15.80	\$15.87	\$16.35	\$16.68	\$16.84	
Dispatcher		\$14.735	\$14.88	\$16.14					
Roller Operator		\$15.576	\$15.73	\$16.14					
Street Patrol I		\$15.721	\$15.88	\$16.14					
Sani Veh Op		\$15.721	\$15.88	\$16.14					
IEO		\$15.750	\$15.91	\$16.14					
TDIII		\$15.924	\$16.08	\$16.14					
Mech's Helper		\$15.764	\$15.92	\$16.14					
	Equipment Operator	\$15.982	\$16.14	\$16.55	\$16.63	\$17.13	\$17.47	\$17.65	
Courier	Courier	\$15.982	\$16.14	\$16.55	\$16.63	\$17.13	\$17.47	\$17.65	
Greenskeeper		\$15.634	\$15.79	\$16.36					
Golf Course Main		\$15.895	\$16.05	\$16.36					
Mob Gard		\$15.982	\$16.14	\$16.36					
TTI		\$16.083	\$16.24	\$16.36					
Land Gard		\$16.185	\$16.35	\$16.36					
Land Main Gard	Gardener/Landscaper	\$16.199	\$16.36	\$16.77	\$16.85	\$17.36	\$17.71	\$17.88	
Loader Operator		\$16.127	\$16.29	\$16.70	\$17.06				
Sweeper Op		\$16.301	\$16.46	\$16.88	\$17.06				
Backhoe Op		\$16.460	\$16.63	\$17.04	\$17.06				
Street Pat II	Heavy Equipment/Handyperson	\$16.475	\$16.64	\$17.06	\$17.14	\$17.66	\$18.01	\$18.19	
A/P Operator	A/P Operator	\$17.156	\$17.33	\$17.76	\$17.85	\$18.39	\$18.75	\$18.94	
Storm Swr Rep	Maintenance Person	\$16.736	\$16.90	\$17.33	\$17.41	\$17.94	\$18.29	\$18.48	
Main HP		\$16.852	\$17.02	\$17.45	\$17.53	\$18.06	\$18.42	\$18.61	
Parks Ops HP		\$16.272	\$16.44	\$16.85	\$17.06	\$17.41	\$17.94	\$18.30	\$18.48
Storm Swr Insp II		\$16.591	\$16.76	\$17.18	\$17.26	\$17.41	\$17.94	\$18.30	\$18.48
Equip Main Per	Small Equip Maintenance Person	\$16.997	\$17.17	\$17.60	\$17.68	\$18.22	\$18.58	\$18.77	
Bldv Tree CL		\$16.301	\$16.46	\$16.78	\$17.20	\$17.52	\$17.60	\$17.93	
TTII		\$16.692	\$16.86	\$17.04	\$17.47	\$17.65	\$17.74	\$17.93	
TTIII	Arborist	\$17.229	\$17.40	\$17.84	\$17.93	\$18.46	\$18.83	\$19.02	
Mechanic no fuel	no fuel certification	\$19.037	\$19.597	\$19.79	\$20.29	\$20.39	\$21.00	\$21.42	\$21.64
Mechanic fuels	certification	\$19.037	\$20.347	\$20.55	\$21.06	\$21.17	\$21.80	\$22.24	\$22.46

825-4747
X5102

Grandfathered Positions		(home position)								
Bldv Main CL	Equipment Operator	\$15.982	\$16.14	\$16.55	\$16.63	\$17.13	\$17.47	\$17.65		
Mob Gard CL	Gardener/Landscaper	\$16.605	\$16.77	\$17.19	\$17.28	\$17.79	\$18.15	\$18.33		
Asphalt CL	Heavy Equipment/Handyperson	\$16.837	\$17.01	\$17.43	\$17.52	\$18.04	\$18.40	\$18.58		
Main HP	Maintenance Person	\$16.852	\$17.02	\$17.45	\$17.53	\$18.06	\$18.42	\$18.61		
Equip Main Per	Small Equip Maintenance Person	\$16.997	\$17.17	\$17.60	\$17.68	\$18.22	\$18.58	\$18.77		
Duty Person	Heavy Equipment/Handyperson	\$16.997	\$17.17	\$17.60	\$17.68	\$18.22	\$18.58	\$18.77		
Storm Swr Insp II	Maintenance Person	\$16.591	\$16.76	\$17.18	\$17.26	\$17.78	\$18.14	\$18.32		

Staff doing work requiring an AZ licence will be paid at the rate of a Heavy Equipment Operator when operating AZ equipment.

LOCAL # 44

C.U.P.E.

JOB EVALUATION

MANUAL OF PROCEDURES

BETWEEN

THE CORPORATION OF THE CITY OF BURLINGTON
(THE CORPORATION)

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, AND ITS LOCAL # 44

Manual of Procedures is supplemental to and forms part of the current Collective Agreement.

ARTICLE 1 - PURPOSE

In accordance with the Matter of Agreement between the parties dated July 10, 1986, on the implementation of a Joint **Job** Evaluation Programme, the Manual of Procedures is established recognizing the Job Evaluation Programme agreed to and providing an ongoing maintenance programme consistent with the original agreement. Specifically for the purpose of providing and maintaining the basis of an equitable wage structure and providing the method by which job descriptions and job ratings shall be maintained to meet changing conditions and work requirements.

ARTICLE 2 - DEFINITIONS

The following definitions are to apply to the terms used herein and throughout the Job Evaluation Programme.

Mark Job - or "Key Jobs" are a representative selection of job activities chosen from the classification covered by the Plan. These are used as a basis for comparison and guides for maintaining relativity of rating under the rating Manual.

- Collective Agreement - The Collective Agreements currently in effect between the Corporation and Union Local # 44.
- Employee - An employee of the Corporation in the bargaining unit for which Local # 44 is the recognized bargaining agent as defined in the Collective Agreement.
- Factors - The major criteria, i.e. experience, responsibility, working conditions, etc. as set out in the Rating Manual (Schedule "C") to measure all jobs covered by this Job Evaluation Programme.
- Factor Degrees - The actual measurement levels within each factor.
- Green Circled - The Wage Rate an employee is receiving that is lower than the wage rate that has been established for the job in accordance with the Job Evaluation Programme.
- Incumbent - An employee who has been appointed or promoted to a job. (An employee is an incumbent in one job only).
- Job - A group or range of duties or tasks assigned to and performed by the incumbent(s).
- Job Analysis - The Process of determining and recording the tasks and duties comprising a job and the required knowledge, responsibility, effort and the working conditions involved in the performance of that job, through the use of observation and study.

- description - The official record of the principal tasks and duties of a job, as agreed upon by the Joint Job Evaluation Committee.
- valuation - The process of studying and analyzing a job to obtain detailed information about the content of the job, the preparation of a job description and the rating of the job by use of the Rating Manual, which forms part of the Collective Agreement, to determine the relationship of the job to other jobs covered by this Job Evaluation Programme.
- rating - The selected degree levels, points, reasons for the rating and the total points established for a job in accordance with the Rating Manual which becomes the official rating for the job.
- Job Evaluation Committee - The Joint Committee appointed by the parties to the Collective Agreement to deal with matters relating to job descriptions and the rating of jobs as governed by this Manual of Procedures and the Rating Manual. The Corporation and Local # 44 shall each appoint two (2) * representatives to the Joint Job Evaluation Committee.

The Local # 44 members of the Committee and any alternates appointed by Local # 44 shall be granted reassignment with pay and without loss of seniority for periods of time spent working on the Committee. These members shall continue to have all the rights and privileges of the Collective Agreement to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of the job the member held prior to an appointment to the Committee.

- Out of Schedule Rate - A Job rate to an employee, for a specific purpose and for a specified period of time, that is in excess of the maximum rate that is determined for the job in accordance with the Job Evaluation Programme.
- Points - The numerical expression adapted for measurement of each degree within each factor.
- Rating - The Rating Manual as set out in the Collective Agreement contains the basic guides for analyzing and evaluating the content of a job from the job description.
- Red Circled - The Job Rate an employee is receiving that is in excess of the Job Rate that has been established for the job in accordance with the Job Evaluation Programme.
- Total Points - The sum of all points allotted to each job for all factors as determined in accordance with the Rating Manual.

ate Schedule - The Job Rates as set forth in the Collective Agreement.

LE 3 - FACTORS OF JOB DESCRIPTION AND RATING

A job description serves to record the basis from which the job is rated and, to compare and judge changes in job content which results, from time to time, from new or changed circumstances or requirements of the job.

A job description and the contents therein are for the purposes of rating a job and assigning the job into the proper Job Rate for application of the Job Rate Schedule. The description of a job shall be in sufficient detail to enable that job to be identified and rated.

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

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

- 3.5 Job ratings serve to:
- (a) provide the basis from which to gauge equitable Job rate relationships between the jobs,
 - (b) form the foundation from which to measure changes in job content,
 - (c) enable the assignment of jobs into their proper Job Rates in the Job Rate Schedule.
- 3.6 In making the determinations necessary for the rating of a job from the job's content, certain basic characteristics are considered to be inherent in the performance of all jobs and are not considered in the evaluation of any job in this program. These characteristics are honesty, integrity, normal discretion, reasonable care and attention, ordinary tact and common courtesy.
- 3.7 In the application of the Rating Manual, the following general rules shall apply:
- 3.7.1 It is the content of the job that is being analyzed, not the individual doing the job.
 - 3.7.2 Jobs are to be evaluated without regard to existing wage rates.
 - 3.7.3 Jobs are to be placed in the appropriate level in each factor by considering the specific requirements of each job, the factor definition, the description of each factor level.
 - 3.7.4 Workload is not a consideration when evaluating a job.
 - 3.7.5 No interpolation of factor degrees is to be made in the use of this programme (i.e. no insertion of a factor rating that falls between the established degrees of the factor).

The job description and rating of each job shall be relative to, consistent with and conforms to the job descriptions and ratings of the benchmark jobs and all other jobs in the bargaining unit.

LE 4 - MAINTAINING THE JOB DESCRIPTIONS AND RATINGS

It is important that the Corporation maintain accurate job descriptions and job ratings on an ongoing basis. Failure to do so will serve to damage the integrity of the Programme. It is the intention of the parties to jointly review all job descriptions ~~over~~ a four year period. Such review shall commence following the finalization of all appeals and problems that arise with the implementation of this Job Evaluation Programme.

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

The agreed upon job descriptions and job ratings which are in effect from July 1, 1985, and any that may subsequently be agreed upon in accordance with this manual, shall continue in effect unless:

- .1 The job content is changed by the Corporation
- .2 The' job is terminated by the Corporation
- .3 The job description and/or rating is changed as a result of a successful appeal.
- .4 The job description and/or rating is changed as a result of a decision of the Referee Panel.

whenever the Corporation decides to establish a new job, the following procedure shall apply:

- 4.2.2.1 They shall prepare a job description, which is rated by the Joint Job Evaluation Committee and a Job Rate is established for the new job.
- 4.2.2.2 An employee(s) shall be appointed or assigned to the new job and a Rate applied, in accordance with the Corporation's hiring procedures and the Collective Agreement.
- 4.2.3 Whenever the Corporation changes a job, but the change in job content is less than required to move the job to a different Job Rate, they shall prepare a new description and rating for the job and shall submit this information to Local # 44 in accordance with Article 5 of this document.
- 4.2.4. When an agreed upon change or accumulation of changes in the content of a job results in a change upwards or downwards in the Job Rate:
- 4.2.4.1 The existing description and rating of the job shall be replaced by a revised job description and revised job rating taking into account the changes in job content; and the revised job description and job rating, shall be deemed to have been established in accordance with Article 5 of this document. It shall be appropriately signed by the representatives on the Joint Job Evaluation Committee.
- 4.2.4.2 The revised job shall be reassigned to the appropriate Job Rate in accordance with Article 6 of this document and there assignment shall become effective from the first date of the most recent change in job content, on the next payroll following the evaluation date. If applicable, the provisions of Article 4.2.2.5 and Article 4.2.2.6 shall apply to an employee who was assigned to the job.

5. Should Local # 44 consider that the corporation has established a new job or changed the content of an existing job and no new job description or rating has been developed by the Employer:
- 5.1 Local 44 shall notify the Corporation i.e. appropriate supervisor with copies to Department Head and Assistant Director in writing of its contention that the job has changed, the reasons in detail for its contention and a request that a new description and rating be prepared for the job in accordance with Article 5 of this document.
- 5.2 If the Corporation finds Local 44's request to be justified, a new job description and job rating shall be established and a new Job Rate shall be assigned to the job in accordance with the provisions of Schedule "C" (Rating Manual).
- 5.3 If the Corporation does not find Local 44's request to be justified, they shall notify Local 44 in writing of its decision, within fifteen (15) working days following receipt of the Local #44's written request. Local #44 may within thirty (30) days following receipt of the Employer's decision, refer the dispute to the referee panel. All relevant job evaluation documentation shall be available for presentation as evidence.
- 5.4 If it is determined that Local #44's request or appeal is justified and a new Job Rate is assigned, the new Job Rate, except as otherwise provided, shall be effective as of the date the job was referred to the Referees.

4.2.6 If a change in job content results in a lower evaluation and Job Rate for a job, the incumbent of such job whose existing Job Rate is thus higher than the established Job Rate of the changed job shall be identified as being "Red Circled".

Each such incumbent employee in a designated "red-circled" job with an assigned "red-circled" job rate. As a result of a lower rating, due to a change in job content, shall continue to receive such "red-circled" job rate until such time as economic adjustments cause the revised job rate to surpass the "red-circled" job rate.

4.2.7 If a change in job content results in a higher evaluation and wage grade for a job, the incumbent of such job whose existing Rate Rate is thus below the established Job Rate of the changed job shall be identified as being "Green Circled".

Each such incumbent employee in a designated "green-circled" job, with an assigned "green-circled" Job Rate, as a result of a higher rating, due to a change in job content shall received the assigned "green-circled" job rate as provided for in Article 4.2(d)((ii).

4.2.8 The Corporation shall notify Local # 44 in writing within twenty-one(21) working days of any change in the identification details of a job, i.e. department, job code or job title.

4.2.9 If the Corporation decided a job classification is dormant, Local # 44 shall be notified, in writing, within twenty-one (21) working days of such decision.

- 2.10 In the event an out-of-schedule rate for a job classification is introduced by the Corporation, Local # 44 shall be notified and it shall continue in effect until the Employer decides that the conditions which gave rise to it no longer exists. At that time the rate for the job classification shall be the evaluated rate, but any employee who was being paid the out-of-schedule rate shall continue to be paid the equivalent of the out-of-schedule rate, while working in the classification, for a period of three (3) months following the Employer's termination of the out-of-schedule rate. All employees to whom this clause is applicable shall be notified accordingly, of the evaluated rate for the job classification.

ARTICLE 5 - DESCRIBING AND RATING A JOB

The procedure for describing and rating a job shall be as follows:

- 1.1 The Corporation shall prepare a proposed job description in accordance with the requirements of this Manual.
- 1.2 The Joint Job Evaluation Committee shall review the proposed job description with the objective of reaching agreement, thereon. A Local # 44 representative of the Joint Committee shall have the opportunity to conduct, an on-the-job review of the job description with the incumbent or incumbents involved. If the Joint Committee reaches agreement on the job description, the job description shall be signed by the Union's and the Employer's representative on the Joint, Committee and shall be recognized by the parties as the official description of the job.

- 5.1.3 Following agreement on the job description, the Joint Committee shall attempt to reach agreement on the rating of the job. If agreement is so reached, the rating of the job shall be confirmed in writing and signed by the Union's and Employer's representative on the Joint Committee and shall be recognized by the parties as the official rating for the job.
- 5.1.4 If the incumbent(s) of the job disagree(s) with the job description or the rating of the job, an appeal on the job description and/or the job rating may be lodged by the incumbent(s) with the Joint Committee. The appeal, shall state, in writing within 21 working days, the reason or reasons why the incumbent(s) disagree(s) with the job description and/or the rating of the job. The Joint Committee shall consider the appeal and inform the incumbent of their decision on the appeal. Such decision shall be considered final and binding upon the parties and upon the employees affected.
- 5.1.5 The Corporation may, within 15 working days, appeal a decision on a new job rating by the Joint Job Evaluation Committee and furthermore, may refer that decision on the appeal to the Referees.
- 5.2 In the event the Joint Committee is unable to agree upon the description and the rating for a job, the following procedure shall **apply:**
- 5.2.1. The Corporation shall install the proposed description and rating for the job and in accordance with Article 6 of this document, the Job Rate to which the job is assigned. The Job Rate for the job shall be effective in accordance with Article 4.2.1.4 of this document.

- .2 The Corporation shall provide Local # 44 with a copy of the installed job description and rating.
- .3 Local # 44 within thirty (30) days following receipt of the copy of the installed job description and rating, may refer the dispute to the Referees for resolution. Such statement of dispute shall state the Union's particular reasons for disagreeing with the job description and/or the rating of the job and state, what in the Union's opinion, is the correct job description and/or rating and rating level, the particular reason for such rating and the numerical point values of any disputed factors.
- .4 All relevant job evaluation documentation shall be available for presentation as evidence.
- .5 In the event that the Referees do not resolve the dispute to the mutual satisfaction of the Corporation and Local 44, either party may, if they so wish, pursue the dispute in accordance with Article **M9.05(a)(i)(ii)(iii)** of the Master Collective Agreement between the Corporation and Locals 44, 1540 and 2723.

ARTICLE 6 - APPLYING THE JOB DESCRIPTION AND RATING

The job descriptions and ratings determined in accordance with the Manual(s) of Procedure and the Rating Manual(s) **apply** in the assignment of each job, covered **by** this Programme, **to** its appropriate Job Rate.

The current Collective Agreement sets forth the procedures for establishing the Job Rates Schedule for the Job Rates and sets forth the necessary provisions to enable application of the **Job Rate** to each **job** and the appropriate **Job Rate** to each employee in the bargaining unit.

COLLECTIVE AGREEMENT

BETWEEN:

THE CORPORATION OF THE CITY OF BURLINGTON

(Hereinafter referred to as the "CORPORATION")

OF THE FIRST PART

-and-

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 1540,
DEVELOPMENT & INFRASTRUCTURE AND
COMMUNITY SERVICES DIVISIONS**

(Hereinafter referred to as the "UNION")

OF THE SECOND PART

FOR THE TERM JULY 01, 2001 - JUNE 30, 2004

**THIS IS AN AGREEMENT ENTERED INTO AT BURLINGTON, ONTARIO AS OF
JULY 1, 2001.**

BETWEEN THE CORPORATION OF THE CITY OF BURLINGTON

Hereinafter referred to as the "Corporation"

party of the First Part

-AND-

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 1540,
DEVELOPMENT & INFRASTRUCTURE AND COMMUNITY
SERVICES DIVISIONS**

(hereinafter referred to as the "Union")

party of the Second Part

**this Agreement, where a noun, pronoun or adjective indicating gender or sex is
used, the other gender or sex will be deemed to be included.**

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The terms of this Collective Agreement pertain to those persons who are employed in the Development & Infrastructure/Community Services Divisions and who are identified as employees in Article M2, Relationship, of the Master Collective Agreement between the Corporation and the Union.

ARTICLE

TEMPORARY EMPLOYEES

Temporary employees may be hired for periods up to six (6) months or such greater period as shall be mutually agreed to by the parties and while so employed shall not be covered by Articles 3, M14, M16 (with the exclusion of M16.01.4) and M17, nor shall they have the right to grievance with respect to discharge. Their hours of work may be such as the Corporation may determine save that they shall not be required to work more hours in a twenty-four (24) hour period than a regular employee without appropriate overtime rates.

Salaried temporary employees shall be paid at least 95% of the start rate and no more than 95% of the job rate for the position which they occupy.

2.00 **REPRESENTATION**

- 2.01 The Union has the right to appoint or otherwise select a Negotiating Committee for this subsidiary Collective Agreement and this Negotiating Committee will also act as a Grievance Committee. This committee shall be composed of not more than four (4) seniority employees and the Union President. The Corporation will recognize and deal with this said Committee in respect of any matters which properly arise from time to time.
- 2.02 The names of the committee members shall be given to the Corporation's Director of Human Resources in writing and the Corporation shall not be required to recognize members of the committee until it has been notified in writing of the names of same.
- 2.03 Members of the committee shall first obtain permission to transact Union business on Corporation time from the Directors of Engineering, Roads & Parks Maintenance, Transit & Traffic or Parks and Recreation Departments.
- 2.04 Advance notification of proposed Management/Union meeting(s) shall be forwarded by the Human Resources Department to the immediate supervisors of the affected employees at least five (5) days prior to such meetings, wherever possible.
- 2.05 The names of Negotiating and Grievance Committee members shall be given, in writing, to those members' supervisors to accommodate workload considerations.

SENIORITY

An employee engaged for a regular full-time position shall be on probation and will not be placed on the department's seniority list and shall not have any seniority rights hereunder until he/she has completed as a regular full-time employee six (6) calendar months' service. If retained by the Corporation after the probationary period such employee's seniority shall be dated from the day s/he commenced work. A temporary employee who becomes a permanent employee shall have his/her seniority dated from the date s/he commenced work, provided the service is continuous with Local 1540. "A seniority employee" shall be defined as a person engaged for a permanent position and who has worked six (6) calendar months.

1.1 Upon request by the Corporation, the probationary period of new employees, by mutual agreement, may be extended to a maximum of a further six (6) months.

1.2 Notwithstanding any other provision of this Agreement, a probationary employee may be terminated for reasons less serious than a seniority employee.

2 An employee's seniority shall be lost and the employee be deemed terminated from employment by reason of:

2.1 Dismissal which is not reversed through the grievance procedure.

2.2 Resignation.

- 3.02.3 Absenting himself/herself from work for more than two (2) working day without notifying his/her immediate supervisor or section head except under extenuating circumstances acceptable to the Corporation which shall not be exercised in an arbitrary or discriminatory manner.
- 3.02.4 Lay-off extending beyond a period of twelve (12) months.
- 3.02.5 Failure to report for work within a period of five (5) days after receipt by registered mail of notice of recall from lay-off.
- 3.03 The Corporation shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on appropriate bulletin boards in January of each year.

4.00 **JOB POSTING**

- 4.01 The Corporation reserves the right to fill temporarily any job vacancies immediately but agrees that it will post notice of any vacant position within the bargaining unit prominently on all appropriate bulletin boards for a period of five (5) working days. Any employee wishing to apply shall submit his application in writing to the Human Resources Department within the five (5) working day period. All applications shall be acknowledged and if not acceptable, reason for non-acceptance will be given in writing within five (5) working days after the position has been filled. An employee about to proceed on vacation may file with their respective Department Head, an application for consideration should any position within the bargaining unit be posted while the employee is on vacation.

02 The Corporation reserves the right to fill temporarily any job vacancy immediately for a period of up to and including 1 (one) year.

03 Such notice shall contain the following information:

- Nature of position
- Qualifications
- Required knowledge and education
- Skills
- Shift and wage rate or salary range

04 All qualified internal applicants for any corporate position shall be given an interview prior to any interviews being conducted with external applicants.

05 Where employees enter into a job-sharing arrangement in a Union position, such arrangements will be in accordance with the appropriate corporate policy on job-sharing.

00 **TEMPORARY TRANSFER**

01 When an employee is temporarily transferred to another position of lower pay rating, he shall receive the rate in the lower range which is closest below his present salary.

01.1 No employee will suffer or sustain loss of pay as a result of his/her temporary transfer to a lower job classification from their higher job classification when the transfer is for the convenience of the employer.

- 5.02 When an employee is temporarily transferred to another position of higher pay rating, the relieving employee shall be paid the step in the grade transferred to which is next higher in dollars to his regular rate for all such time worked, not to exceed the job rate of the higher rated position.
- 5.03 For the purpose of defining a lower and higher pay rating in clauses 5.01 and 5.02 above, insofar as hourly rated employees are concerned, the employee's hourly rate shall be multiplied by the number of annual hours of the position to which he is being transferred.
- 5.04.1 Employees may be temporarily transferred to another position for periods of **up** to twelve (12) months or such greater periods as shall be mutually agreed upon by the parties.
- 5.04.2 An employee in such a temporary transfer will progress through the steps on the employee's normal anniversary date as determined by his/her regular position. The provisions of Article 5.02 will apply for determining the appropriate step for pay and vacation purposes.
- 5.04.3 An employee whose temporary transfer becomes permanent shall have his step increments continue where he left off. That is to say; the employee's increments start when he temporarily started the job.

PROMOTIONS, DEMOTIONS, ETC.

For promotion, demotion, transfer, lay-off and recall, the following factors shall be considered:

1.1 Knowledge, suitability, efficiency and ability to do the work required.

1.2 Wellness.

1.3 Length of service as a permanent employee.

When factors 6.01.1 and 6.01.2 are relatively equal in the judgement of the Corporation which shall not be exercised in an arbitrary or discriminatory manner, factor 6.01.3 shall govern.

The Secretary of the Local Union shall be notified of all appointments, hirings, applications for reclassification, lay-offs, promotions, recalls and terminations of any member of the bargaining unit and temporary employees employed at a union rate within five (5) working days.

Rate of pay on promotion or reclassification:

When an employee is promoted or reclassified to a position in a higher classification, pay treatment will be as follows:

3.1 An employee promoted to a position with a single hourly job rate shall be paid such job rate effective from the date of his appointment which shall become his new anniversary date for the purposes of performance evaluation.

- 6.03.2 An employee promoted or reclassified to a position having a series of steps in a salary range shall, providing that his appointment date to the higher position is more than six (6) months after his most recent performance evaluation and anniversary date increase, be appointed to the new position at a salary rate that is one (1) increment step higher than the step in the new range next higher than his/her existing salary rate.
- 6.03.3 An employee promoted or reclassified to a position having a series of steps in a salary range shall, providing that his appointment date to the higher position is less than six (6) months after his most recent performance evaluation and anniversary date increase, be appointed to the new position at a salary rate in the new range that is next higher than his existing salary rate.
- 6.03.4 An employee, governed by clause 8.00, promoted or reclassified to a position with a higher classification and grade level, shall be paid in the new salary range.
- 6.03.4.1 At the next higher step in the range, but will not exceed the new salary range maximum (Step 6).
- 6.03.5 An employee, whose position is governed by clause 8.00, reclassified, found to be at a lower salary level and governed by the step system, will be placed in the lower range at the downward step closest to his/her existing step.
- 6.03.6 An employee whose position is governed by clause 8.01.1 and who is reclassified and found to be at a lower salary level and will have his/her salary adjusted downwards by five percent (5%) or placed at the new grade maximum, whichever is the lesser.

3.7 For purposes of performance evaluation and movement through a salary range, an employee's anniversary date shall be his date of appointment to his present position and classification. This article does not apply to temporary transfers.

4.1 There shall be created by the parties a Job Evaluation Committee (salaried staff) comprised of:

4.1.1 The Director of Human Resources (Chairman/Non-Voting Member).

4.1.2 Two seniority employees who are nominees of CUPE Local 1540.

4.1.3 Two Director nominees from the following departments:

Roads & Parks Maintenance
Transit & Traffic

Engineering
Parks & Recreation

whose obligation it shall be to administer the Job Evaluation Plan in place for salaried positions governed by this subsidiary Collective Agreement.

4.2 The employer or an employee dissatisfied with the salary grade classification may appeal, in writing, through his supervisor to the Joint 1540 Job Evaluation Committee for a review of the grade classification in light of job content, complexity, responsibility and other appropriate factors. The employee shall receive a reply to his appeal within twenty (20) working days of presentation.

- 6.04.2 (cont'd) Following the original review, a job may only be reviewed for reclassification if, in the opinion of the joint 1540 Job Evaluation Committee, job content, complexity, responsibility or other appropriate factors have changed.
- 6.05 There shall be created by the parties a Job Evaluation Committee dealing with hourly jobs in Local 1540 comprised of:
- 6.05.1 Two (2) representatives appointed by the Management of the Corporation of the City of Burlington;
- 6.05.2 Two (2) seniority employee nominees of CUPE Local 1540; and that
- 6.05.3 Above appointments may be reviewed by said officers every two (2) years.
- 6.06 Application of Appeal Procedure:
- As outlined in the Manual of Implementation, Article 8.
- 6.07 An employee demoted shall be paid at the step in the grade to which he is demoted that is next lower to the rate he was paid immediately prior to his demotion.
- 7.00 **SAFETY PROVISIONS**
- 7.01 It is mutually agreed that both parties will co-operate to the fullest extent in the prevention of accidents and in the promotion of safety and health to the employees. In accordance with this undertaking, all vehicles and shops will be equipped with first aid kits. The Corporation will continue its past practice of supplying appropriate protective clothing and safety equipment. Employees failing to wear or use such clothing or equipment, will be subject to disciplinary action.

2 Safety Shoes (Boots)

Canadian Standards Association approved safety shoes (boots) shall be worn by all probationary, temporary and seniority employees who are classified as Surveyors, Construction Inspectors, Custodians and Janitors, Traffic Operations Crews, Engineering Assistants employed in the Testing Lab. Seniority employees to whom this clause applies shall be granted an allowance by the Corporation, each January, of (January, **1999** - \$100.00; January, **2000** - \$105.00; January, **2001** - \$110.00) for the purpose of purchasing approved safety boots.

2.1 Failure to wear safety shoes (boots) and to a style and standards satisfactory to the Health and Safety Co-ordinator shall be cause for disciplinary action.

'3 All other seniority employees required to work in the field will be entitled to a reimbursement allowance of up to: January, **1999** - \$100.00; January, **2000** - \$105.00; January **2001** - \$110.00, for the purchase of one (1) pair of safety shoes (boots) under the following conditions:

3.1 The seniority employee shall purchase his/her own safety shoes (boots) and will be reimbursed upon submission of the proper invoice.

3.2 Replacement of safety shoes (boots) shall be subject to management approval and the condition of the footwear.

- 7.03.3 Safety shoes (boots) may not be worn outside normal working hours and should normally be left in the office upon completion of the field assignment.
- 7.03.4 At no time shall safety footwear be used for personal reasons outside normal working hours.
- 7.04 Summer gloves and winter mitts shall be provided to seniority employees on Survey crews.
- 7.05 Seniority employees required by the employer to obtain and maintain Class A and D Ontario drivers' licences shall at the employee's option be entitled to medical examination required by the M.T.O. by the Corporation's physician. Should an employee not wish to be examined by the Corporation's physician, s/he shall use any other physician at his/her own expense.

0 **WAGERATES**Annual Salary Rates effective **July 1, 2001**

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		\$22,556	23,261	23,966	25,376	26,786	28,196
	Receptionist	\$25,436	26,231	27,026	28,616	30,205	31,795
	Survey Data Asst. Survey Title Searcher	\$28,316	29,201	30,086	31,856	33,626	35,396
	Drafting Technician Technician- Infrastructure	\$31,197	32,172	33,147	35,097	37,046	38,996
	Field Service Technician Intermediate Technician	\$34,077	35,142	36,207	38,337	40,467	42,597
	Eng. Assistant - Traffic Impact & Plg. Survey Assistant I Technician - Special Projects	\$36,956	38,111	39,266	41,576	43,885	46,195

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
7S	Design Technician Eng. Assistant - Dev. Agmt. Admin. Eng. Assistant - Development Review Eng. Assistant - Subdivision Review Field Services Technician Subdivision Inspector Surveyor III Technician – Contract Admin. Technician - Development/SWM Technician - Utilities	\$39,838	41,083	42,328	44,818	47,308	49,798
8S	Quality Control Specialist	\$42,719	44,054	45,389	48,059	50,728	53,398

00 **WAGERATES**2 Annual Salary Rates effective **January 1, 2002**

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		\$22,782	23,494	24,206	25,630	27,054	28,477
	Receptionist	\$25,690	26,493	27,296	28,902	30,507	32,113
	Survey Data Asst. Survey Title Searcher	\$28,600	29,493	30,387	32,175	33,962	35,750
	Drafting Technician Technician - Infrastructure	\$31,509	32,494	33,478	35,448	37,417	39,386
	Field Service Technician Intermediate Technician	\$34,418	35,494	36,569	38,720	40,872	<u>43,023</u>
	Eng. Assistant - Traffic Impact & Plg. Survey Assistant I Technician - Special Projects	\$37,326	38,492	39,659	41,991	44,324	46,657

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
7S	Design Technician Eng. Assistant - Dev. Agmt. Admin. Eng. Assistant - Development Review Eng. Assistant - Subdivision Review Field Services Technician Subdivision Inspector Surveyor III Technician - Contract Admin. Technician - Development/SWM Technician - Utilities	\$40,327	41,494	42,751	45,266	47,781	50,296
8S	Quality Control Specialist	\$43,146	44,494	45,842	48,539	51,236	53,532

0 WAGERATES

Annual Salary Rates effective July 1, 2002

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		\$23,465	24,199	24,932	26,399	27,865	29,332
Receptionist		\$26,461	27,288	28,115	29,769	31,423	33,076
Survey Data Asst. Survey Title Searcher		\$29,458	30,378	31,299	33,140	34,981	36,822
Drafting Technician Technician - Infrastructure		\$32,454	33,468	34,483	36,511	38,539	40,568
Field Service Technician Intermediate Technician		\$35,451	36,559	37,666	39,882	42,098	44,265
Eng. Assistant - Traffic Impact & Plg. Survey Assistant I Technician - Special Projects		\$38,445	39,647	40,848	43,251	45,654	48,057

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
7s	Design Technician Eng. Assistant - Dev. Agmt. Admin. Eng. Assistant - Development Review Eng. Assistant - Subdivision Review Field Services Technician Subdivision Inspector Surveyor III Technician - Contract Admin. Technician - Development/SWM Technician - Utilities	\$41,444	42,739	44,034	46,624	49,214	51,805
8S	Quality Control Specialist	\$44,440	445,829	47,218	49,995	52,773	55,550

0 WAGERATES

Annual Salary Rates effective July 1, 2003

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		\$23,817	24,562	25,306	26,795	28,283	29,772
	Receptionist	\$26,858	27,697	28,537	30,215	31,894	33,573
	Survey Data Asst. Survey Title Searcher	\$29,900	30,834	31,768	33,637	35,506	37,374
	Drafting Technician Technician - Infrastructure	\$32,941	33,970	35,000	37,059	39,117	41,176
	Field Service Technician intermediate Technician	\$35,982	37,107	38,231	40,480	42,729	44,978
	Eng. Assistant - Traffic Impact & Plg. Survey Assistant I Technician - Special Projects	\$39,022	40,242	41,461	43,900	46,339	48,778

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
7 s	Design Technician Eng. Assistant - Dev. Agmt. Admin. Eng. Assistant - Development Review Eng. Assistant - Subdivision Review Field Services Technician Subdivision Inspector Surveyor III Technician - Contract Admin. Technician - Development/SWM Technician - Utilities	\$42,065	43,380	44,694	47,324	49,953	52,582
8S	Quality Control Specialist	\$45,107	46,516	47,926	50,745	53,564	56,384

00 **WAGERATES**5 Annual Salary Rates effective **January 1, 2004**

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		\$24,175	24,930	25,686	27,197	28,707	30,218
	Receptionist	\$27,261	28,113	28,965	30,669	32,372	34,076
	Survey Data Asst. Survey Title Searcher	\$30,348	31,296	32,245	34,142	36,038	37,935
	Drafting Technician Technician - Infrastructure	\$33,435	34,480	35,525	37,614	39,704	41,794
	Field Service Technician Intermediate Technician	\$36,522	37,664	38,805	41,087	43,370	45,653
	Eng. Assistant - Traffic Impact & Plg. Survey Assistant I Technician - Special Projects	\$39,608	40,845	42,083	44,558	47,034	49,509

GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
7s	Design Technician Eng. Assistant - Dev. Agmt. Admin. Eng. Assistant - Development Review Eng. Assistant - Subdivision Review Field Services Technician Subdivision Inspector Surveyor III Technician - Contract Admin. Technician - Development/SWM Technician - Utilities	\$42,696	44,031	45,365	48,033	50,702	53,370
8S	Quality Control Specialist	\$45,783	47,214	48,645	51,506	54,368	57,229

01.2 Progressions through steps 1 to 6 of each salary range shall occur as follows:

Step 1: Start rate for first six (6) months' service in a regular full-time position regardless of any temporary service in same classification.

Step 2: Upon successful completion of a six (6) month probationary period in the position as a regular full-time employee.

Step 3: Following the completion of twelve (12) months' employment in the position as a regular full-time employee and attainment of at least 70% on their performance evaluation. Progression will take place annually thereafter and each successive step will be attained based on completion of that respective year and an attainment of 70% on the employee's performance evaluation.

Steps 4-6: Following the completion of twenty-four (24) months', thirty-six (36) months and forty-eight (48) months respectively of employment in the position as a regular full-time employee.

In cases where the Corporation can demonstrate an employee's performance as being unsatisfactory, the employee's progression from one step to another may be denied or delayed.

8.00 WAGE RATES:

8.2 Annual Hourly Rates Effective: July 1, 2001

CLASSIFICATION	JOB RATE July 1/01	JOB RATE Jan 1/02	JOB RATE July 1/02	JOB RATE July 1/03	JOB RATE Jan 1/04
Security Guard	\$15.33	15.49	15.95	16.19	16.43
Janitor	\$15.41	15.56	16.03	16.27	16.51
Traffic Maint. Operative I	\$15.51	15.67	16.14	16.38	16.63
Sign Shop Operative I	\$15.72	15.88	16.36	16.60	16.85
Parking Meter Serv/Enf.	\$16.11	16.28	16.77	17.02	17.27
Custodian	\$16.85	17.02	17.54	17.80	18.06
Traffic Signal Installer	\$16.49	16.66	17.16	17.41	17.67
Traffic Maint. Op. II	\$16.67	16.84	17.35	17.61	17.87
Centre Liner Operative	\$17.10	17.28	17.81	18.07	18.33
Centre Liner Maint. Op.	\$17.18	17.36	17.88	18.15	18.41
Sign Shop Operative II	\$17.19	17.37	17.90	18.16	18.43
Sign Manufacturer	\$17.13	17.31	17.84	18.10	18.36

03 Employees shall not be required to use a time clock but the Corporation reserves the right to re-introduce time clocks should abuse of punctuality and attendance for working hours be revealed.

04 Student rates for hourly and salaried positions to be paid at 80%, 85% and 90% of the start rate of the hired position in the first, second, third and successive years of employment respectively. The Corporation reserves the right to hire at higher or lower rates based on skills and abilities. Progression through the stated percentages is not automatic and, the Corporation has the right to hire within the stated percentages.

10 **HOURS OF WORK**

This article defines the hours of work and shall not be construed as a guarantee of hours of work per day or per week.

11 The work schedule shall be as follows:

11.1 Engineering Assistants/Technicians, Draftspersons and office staff are governed by the terms and conditions of the Flexible Working Hours System described in the Human Resources Policy Manual.

1.2 **Surveyors**

Daily: 7:30 a.m. to 4:45 p.m. year round.

Lunch: 30 minutes - unpaid lunch breaks will be taken at/or immediately adjacent to the job site and will not be extended by travelling time.

Four-day week: Monday to Thursday.

9.01.3 **Inspectors**

Daily: 7:30 a.m. to 4:00 p.m. year-round, or as provided below:

Lunch: 1/2 hour (unpaid).

Eight (8) hours per day, forty (40) hours per week, Monday to Friday, starting and quitting time in accordance with contractors' schedules. When not governed by contractors' schedules, the hours of work shall be 7:30 a.m. to 4:00 p.m. Failure of the Corporation to notify an Inspector by 4:00 p.m. that work will not be available the next day shall result in payment of four (4) hours report-in pay at straight time when the Inspector reports for work on such day. The Corporation, at its option, may assign other work to the Inspector for the four (4) hour period.

9.01.4 **Civic Building Custodians and Janitors**

Forty (40) hours per week, Monday to Friday.

Daily: 8:00 a.m. to 5:00 p.m.

Lunch: One (1) hour (unpaid).

9.01.5 **Traffic Operation Crews**

The normal daily hours of work shall generally be eight and one half (8-1/2) hours continuous between the hours of 6:00 a.m. and 6:00 p.m., Monday to Friday, inclusive of a thirty (30) minute unpaid lunch.

1.5 When the operational needs of the service dictate the need for shifts other than those stated herein, five (5) days written notice is required with the following shift premiums payable. For shifts more than half of whose hours are between the hours of 4:00 p.m. to 12:00 Midnight, or between the hours of 12:00 Midnight to 8:00 a.m., shift premiums of fifty (50) cents and ninety-one (91) cents per hour respectively will be paid. A shift premium of fifty (50) cents per hour will be payable for shifts more than half of whose hours are between the hours of 8:00 a.m. to 4:00 p.m. on Saturdays and Sundays. These premiums are not payable when the overtime rate is applicable.

1.6 **Traffic Surveyor**

Forty (40) hours per week, Monday to Friday.

When engaged in inside duties:

For an eight (8) hour period commencing any time after 6:00 a.m. and ending at any time before 9:00 p.m. with the exact start time and finish time for any particular day to be determined by the Director of Transit and Traffic, with an allowance of at least one (1) break of one (1) hour duration during such day; and that on-duty time not to be more than five (5) hours in length without a break and that start time, break times and finish times for any particular day requiring outside duties be established at the latest, on the afternoon of the prior day. Lunch and break periods being observed during off-duty time and unpaid.

10.00 OVERTIME

- 10.01 Effective on the date of signing of this Agreement an employee who is required by management to work outside his regularly scheduled working hours to perform specific additional work shall be paid at the rate of time and one-half his regular rate for all such hours worked, Monday through Saturday and at the rate of double time for all hours worked on Sunday. For performance under this clause, the employee's wage rate shall be his/her regular weekly rate of pay divided by his/her weekly standard hours of work. The on-call Traffic Signal Technician will be paid at the rate of double time for hours worked between 9:00 p.m. and 7:00 a.m., Monday through Saturday for on-call response.
- 10.02 In no event shall overtime be paid for a period of less than fifteen (15) minutes work immediately following the completion of the regularly scheduled work hours on any day.
- 10.03 An employee required by management to work on a paid holiday shall receive, in addition to the normal holiday pay, time and one-half for all hours so worked. Hours worked on a paid holiday in excess of an employee's normal daily hours (eight and three-quarters (8-3/4) hours (Surveyors) eight (8) hours or seven (7) hours as the case may be) shall be paid at the rate of two and one-half times the employee's regular rate of pay. Such hours may not provide the basis for a further claim to overtime for such work week.
- 10.04 When employees are called out for any work at other than normal hours of work, a minimum call-out of three (3) hours at prevailing overtime rate will be paid except where two or more calls fall within a three (3) hour period, in which case the time will be considered continuous.

- 04.1 Traffic Signal personnel on call, will be equipped with a maintenance terminal at their home base. Intersections can be interrogated from home base, to determine if the call is legitimate. If not legitimate, the employee would not have to leave their home base. For these kinds of calls, a one-hour response payment would be made. In periods where two or more calls occur in a one-hour period, the time will be considered to be continuous.
- 04.2 An Inspector who voluntarily goes out to work, outside his regular working hours, shall be paid a minimum of two (2) hours at the appropriate overtime rate, provided that such voluntary overtime is authorized by an appropriate Supervisor. Such overtime for an Inspector shall be paid from the time he leaves his home to report for duty, until the time he arrives back upon proceeding directly from work except that time and any mileage allowance claimed by an Inspector shall be confined to time mileage within the Corporation.
- 05 Permanent employees in the Survey Section and Construction Inspectors when required to work on a Saturday, Sunday or Statutory Holiday and work is cancelled, four (4) hours report-in pay shall be paid at the appropriate overtime rates. If the work is cancelled 24 hours prior to the day, call-out pay will not be paid.
- 05.1 Permanent employees in Traffic Operations Crews when required to work on scheduled overtime and work is cancelled, three (3) hours report-in pay shall be paid at the appropriate overtime rates.
- 06 Each employee scheduled for standby over a normal ~~two~~ (2) day weekend (Saturday and Sunday) will receive one day's pay.

- 10.06.1 Each employee scheduled for standby over a Statutory Holiday will receive one-half (1/2) day's pay.
- 10.06.2 Standby pay is in addition to overtime pay for hours worked during such period.
- 10.06.3 Each employee scheduled for standby on a regular scheduled working day shall be paid two (2) hours pay at his/her straight time rate.
- 10.06.4 No standby payment shall be granted if an employee is unable to report for work when required.
- 10.07 An employee who fails to report for call-in duty at the time specified, or within one (1) hour of being called, whichever is the later, shall not be eligible for the benefits of clause 10.04 except under conditions acceptable to management.

08 **Paid Leave**

This clause is applicable only to seniority employees defined in clauses 9.01.2, 9.01.3 and 9.01.5. Throughout this clause reference to eighty (80) hours shall be deemed to read seventy (70) for Surveyor employees.

08 Effective on the commencement date for accumulation (see (i) below), seniority employees shall be permitted to accumulate their overtime earnings in a payroll bank until the equivalent of up to eighty (80) hours at their regular straight time earnings' rate has been accumulated.

Such accumulated earnings may be used as paid leave additional to vacation under the following conditions:

.08.1 For the purpose of accumulating such paid leave earnings, each earning period shall run from July 1 to June 30 of the next year annually.

.08.2 Seniority employees wishing to participate in the paid leave program shall be required to indicate in writing their option to participate by June 30 annually.

.08.3 Subject to the operational needs of the service as determined by management, a seniority employee having up to eighty (80) straight time hours of earnings banked shall be scheduled by the Corporation for up to eighty (80) hours of paid leave in units of eight (8) hours (eight and three-quarter hours (8-3/4) hours for Surveyors) each to be consumed prior to the next date upon which seniority employees may elect to participate in this program.

- 10.08.4 A seniority employee terminating prior to the consumption of his paid leave earnings bank, shall be paid the sum of his earnings bank upon termination.
- 10.08.5 Should the operational needs of the service as determined by management prohibit an employee from consuming his earnings bank as paid leave prior to the next date upon which seniority employees may elect to participate in the program, it shall be paid to him in cash.
- 10.08.6 Banking of overtime earnings for the purposes of this clause shall only be permitted persons who are seniority employees on June 30 annually.
- 10.08.7 Shift premiums, lead-hand premiums and other premiums that are not factored on the basic straight time rate shall not be eligible for inclusion into seniority employees' earnings banks.
- 11.00 **WET AND STORMY WEATHER**
- 11.01 During wet or stormy weather the Corporation will endeavour to provide alternative work for all permanent Field Service Technicians.
- 11.02 Employees required to work outside in wet and stormy weather shall be supplied with winter parkas and hats. Rainwear shall be available on a "loan" basis.

00 **UNIFORMS**

01 The below-mentioned clothing items for specified seniority employees shall be replaced at the discretion of management, providing the worn-out article(s) is/are turned-in.

01.1 Uniforms will be supplied to the Civic Building Custodian(s) and Janitors. Three (3) cleanings per month will be provided for items that require dry cleaning only.

01.2 Coveralls or lab coats will be supplied to the Engineering Assistant(s) employed in the Lab. Three (3) cleanings per month will be provided.

01.3 Smocks will be supplied to the Silk Screen Processor.

01.4 Employees of the Traffic Section, Transportation Division will be supplied with:

- one (1) pair of coveralls that shall be maintained by the employee;

 work gloves and a winter parka;
- two (2) shirts and two (2) pairs of pants per year;

 summer gloves and winter mitts with gauntlets.

13.00 **CAR ALLOWANCE**

13.01.1 Effective on the date of signing of this Agreement the Corporation shall pay travel reimbursement to employees required to use their vehicles on Corporation business at the same rate as non-union staff receive.

13.01.2 Idling time shall be paid at the rate of one dollar (\$1.00) per hour for employees required to use their own vehicles as work stations while engaged in traffic survey duties from October 15 to April 15.

14.00 **DURATION OF AGREEMENT**

14.01 This Agreement shall remain in effect and force from July 1, 2001, to June 30, 2004, and from year-to-year thereafter, unless either party gives notice in writing not more than ninety (90) days, and not less than sixty (60) days, prior to the expiry date in any year of its desire to amend or terminate same. Negotiations will commence within fifteen (15) days of receipt of such notice by either party.

AS AGREED TO, THE FULL TEXT OF ARTICLE M10 IS COPIED TO THE INDIVIDUAL COLLECTIVE AGREEMENT.

10 **NO STRIKES OR LOCKOUTS**

10.01 In view of the orderly procedure established for the disposition of employees and/or management's complaints and grievances, the Corporation agrees that it will not cause or direct any lock-outs of its employees for the duration of this Agreement and the Union agrees there will be no strikes or other collective action which will stop or interfere with the services of the Corporation for the duration of this Agreement.

Definition: In this Agreement "strikes" and "lock-outs" shall have the same meaning as in the Labour Relations Act.

10.02 In cases where conditions demonstrate that injury to persons or property would result, no seniority employees shall sustain disciplinary action for his failure to cross a picket line where a legal strike or lock-out is in effect.

10.03 In the event of a strike or lock-out, the decision to provide or not to provide any or all of the provisions in the Master Agreement will be at the sole discretion of the Corporation.

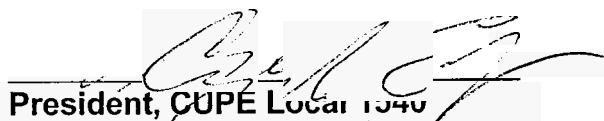
SIGNED AND DATED AT BURLINGTON, ONTARIO ON APRIL 20, 2001.

**THE CORPORATION OF
THE CITY OF BURLINGTON**

**THE CANADIAN UNION OF PUBLIC
EMPLOYEES - LOCAL #1540,
DEVELOPMENT & INFRASTRUCTURE AND
COMMUNITY SERVICES DIVISIONS**



Mayor



President, CUPE Local 1540



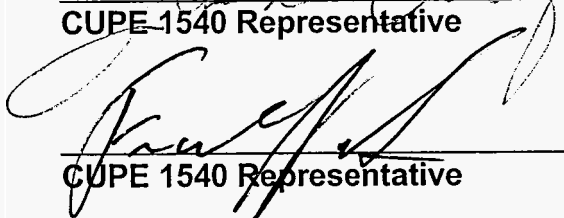
Clerk



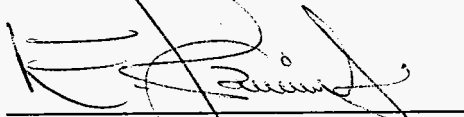
CUPE-1540 Representative



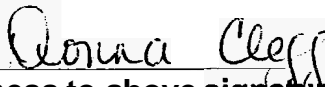
Director of Human Resources



CUPE 1540 Representative



Witness



Witness to above signatures

Council CCF-30/2000
AF-128-00

CITY OF BURLINGTON
LEGAL
APPROVED
PER: [Signature]
DATE: 4/20/01

335-7602

.ne20, 1990

LETTER OF UNDERSTANDING

between

THE CORPORATION OF THE CITY OF BURLINGTON

and

C.U.P.E. LOCAL 1540

the Corporation and the Local agreed to a four-day work week consisting of 8-3/4 hours of work per day for the Surveyors.

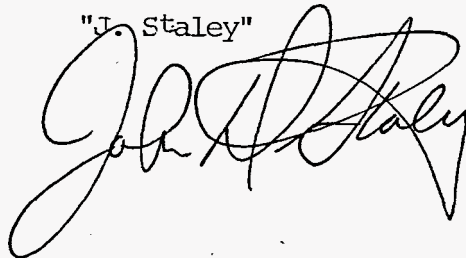
It is agreed and understood that in the Master Agreement, any articles making reference to hours or number of days will be 8-3/4 hours per day or, 35 hours per week to total 35 hours per week.

FOR MANAGEMENT

"M. McGuire"

FOR UNION

"J. Staley"

A handwritten signature in black ink, appearing to read "John Staley", written over the printed name "J. Staley". The signature is stylized and cursive.

APPENDIX "B"**MEMORANDUM OF UNDERSTANDING****BETWEEN THE CORPORATION OF THE CITY OF BURLINGTON****and****CUPE - LOCAL 1540**


*Appended as a result of the Memorandum of Agreement
dated October 20, 2000.*

1. The parties agree to voluntarily open the July 1, 1998 – June 30, 2001 Collective Agreement and adjust the salaries and hourly rates in Article 8 by 1%, effective January 1, 2001. This adjustment is for salary and wages only, and does not include benefits, premiums, acting pay, overtime, etc.

2. This Memorandum of Understanding is to be included in the July 1, 2001 – June 30, 2002 Collective Agreement for clarification and record keeping purposes only. The parties agree that this Memorandum of Understanding will not be required in future Collective Agreements and will, therefore, be removed.

FOR THE CITY OF BURLINGTON**FOR CUPE - LOCAL 1540**


Roy E. Male
Director of Human Resources



Angelo Capone
President, CUPE - Local 1540

LOCAL # 1540

C.U.P.E.

JOB EVALUATION

MANUAL OF PROCEDURES

BETWEEN

THE CORPORATION OF THE CITY OF BURLINGTON
(THE CORPORATION)

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, AND ITS LOCAL # 1540

s Manual of Procedures is supplemental to and forms part of the current
lective Agreement.

ARTICLE 1 - PURPOSE

accordance with the Matter of Agreement between the parties dated
January 10, 1986, on the implementation of a Joint Job Evaluation Programme,
s Manual of Procedures is established recognizing the Job Evaluation
programme agreed to and providing an ongoing maintenance programme consistent
h the original agreement. Specifically for the purpose of providing and
ntaining the basis of an equitable wage structure and providing the method
which job descriptions and job ratings shall be maintained to meet changing
ditions and work requirements.

ARTICLE 2 - DEFINITIONS

following definitions are to apply to the terms used herein and throughout
Job Evaluation Programme.

enchmark Job - or "Key Jobs" are a representative selection of job
activities chosen from the classification covered by
the Plan. These are used as a basis for comparison and
guides for maintaining relativity of rating under the
rating Manual.

- Collective Agreement - The Collective Agreements currently in effect between the Corporation and Union Local # 1540.
- Employee - An employee of the Corporation in the bargaining unit for which Local # 1540 is the recognized bargaining agent as defined in the Collective Agreement.
- Factors - The major criteria, i.e. experience, responsibility, working conditions, etc. as set out in the Rating Manual (Schedule "C") to measure all jobs covered by this Job Evaluation Programme.
- Factor Degrees - The actual measurement levels within each factor.
- Green Circled - The Wage Rate an employee is receiving that is lower than the wage rate that has been established for the job in accordance with the Job Evaluation Programme.
- Incumbent - An employee who has been appointed or promoted to a job. (An employee is an incumbent in one job only).
- Job - A group or range of duties or tasks assigned to and performed by the incumbent(s).
- Job Analysis - The Process of determining and recording the tasks and duties comprising a job and the required knowledge, responsibility, effort and the working conditions involved in the performance of that job, through the use of observation and study.

- Description - The official record of the principal tasks and duties of a job, as agreed upon by the Joint Job Evaluation Committee.
- Evaluation -The process of studying and analyzing a job to obtain detailed information about the content of the job, the preparation of a job description and the rating of the job by use of the Rating Manual, which forms part of the Collective Agreement, to determine the relationship of the job to other jobs covered by this Job Evaluation Programme.
- Rating - The selected degree levels, points, reasons for the rating and the total points established for a job in accordance with the Rating Manual which becomes the official rating for the job.
- Joint Job Evaluation Committee - The Joint Committee appointed by the parties to the Collective Agreement to deal with matters relating to job descriptions and the rating of jobs **as** governed by this Manual of Procedures and the Rating Manual. The Corporation and Local # 1540 shall each appoint two (2) * representatives to the Joint Job Evaluation Committee.

The Local # 1540 members of the Committee and any alternates appointed by Local # 1540 shall be granted reassignment with pay and without loss of seniority for periods of time spent working on the Committee. These members shall continue to have all the rights and privileges of the Collective Agreement to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of the job the member held prior to an appointment to the Committee.

- Out of Schedule Rate - A Job rate to an employee, for a specific purpose and for a specified period of time, that is in excess of the maximum rate that is determined for the job in accordance with the Job Evaluation Programme.
- Points - The numerical expression adapted for measurement of each degree within each factor.
- Rating - The Rating Manual as set out in the Collective Agreement contains the basic guides for analyzing and evaluating the content of a job **from** the job description.
- Red Circled - The Job Rate an employee is receiving that is in excess of the Job Rate that has been established for the job in accordance with the Job Evaluation Programme.
- Total Points - The sum of all points allotted to each job for all factors as determined in accordance with the Rating Manual.

Rate Schedule - The Job Rates as set forth in the Collective Agreement.

ARTICLE 3 - FACTORS OF JOB DESCRIPTION AND RATING

A job description serves to record the basis from which the job is rated and, to compare and judge changes in job content which results, from time to time, from new or changed circumstances or requirements of the job.

A job description and the contents therein are for the purposes of rating a job and assigning the job into the proper Job Rate for application of the Job Rate Schedule. The description of a job shall be in sufficient detail to enable that job to be identified and rated.

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

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

3.5 Job ratings serve to:

- (a) provide the basis from which to gauge equitable Job rate relationships between the jobs,
- (b) form the foundation from which to measure changes in job content,
- (c) enable the assignment of jobs into their proper Job Rates in the Job Rate Schedule.

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

3.7 In the application of the Rating Manual, the following general rules shall apply:

3.7.1 It is the content of the job that is being analyzed, not the individual doing the job.

3.7.2 Jobs are to be evaluated without regard to existing wage rates.

3.7.3 Jobs are to be placed in the appropriate level in each factor by considering the specific requirements of each job, the factor definition, the description of each factor level.

3.7.4 Workload is not a consideration when evaluating a job.

3.7.5 No interpolation of factor degrees is to be made in the use of this programme (i.e. no insertion of a factor rating that falls between the established degrees of the factor).

7.6 The job description and rating of each job shall be .relative to, consistent with and conforms to the job descriptions and ratings of the benchmark jobs and all other jobs in the bargaining unit.

ARTICLE 4 - MAINTAINING THE JOB DESCRIPTIONS AND RATINGS

1 It is important that the Corporation maintain accurate job descriptions and job ratings on an ongoing basis. Failure to do so will serve to damage the integrity of the Programme. It is the intention of the parties to jointly review all job descriptions over a four year period. Such review shall commence following the finalization of all appeals and problems that arise with the implementation of this Job Evaluation Programme.

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

2.1 The agreed upon job descriptions and job ratings which are in effect from July 1, 1985, and any that may subsequently be agreed upon in accordance with this manual, shall continue in effect unless:

2.1.1 The job content is changed by the Corporation

2.1.2 The job is terminated by the Corporation

2.1.3 The job description and/or rating is changed as a result of a successful appeal.

2.1.4 The job description and/or rating is changed as a result of a decision of the Referee Panel.

2.2 Whenever the Corporation decides to establish a new job, the following procedure shall apply:

- 4.2.2.1 They shall prepare a job description, which is rated by the Joint Job Evaluation Committee and a Job Rate is established for the new job.
- 4.2.2.2 An employee(s) shall be appointed or assigned to the new job and a Rate applied, in accordance with the Corporation's hiring procedures and the Collective Agreement.
- 4.2.3 Whenever the Corporation changes a job, but the change in job content is less than required to move the job to a different Job Rate, they shall prepare a new description and rating for the job and shall submit this information to Local # 1540 in accordance with Article 5 of this document.
- 4.2.4. When an agreed upon change or accumulation of changes in the content of a job results in a change upwards or downwards in the Job Rate:
 - 4.2.4.1 The existing description and rating of the job shall be replaced by a revised job description and revised job rating taking into account the changes in job content and the revised job description and job rating, shall be deemed to have been established in accordance with Article 5 of this document. It shall be 'appropriately signed by the representatives on the Joint Job Evaluation Committee.
 - 4.2.4.2 The revised job shall be reassigned to the appropriate Job Rate in accordance with Article 6 of this document and there assignment shall become effective from the first date of the most recent change in job content, on the next payroll following the evaluation date. If applicable, the provisions of Article 4.2.2.5 and Article 4.2.2.6 shall apply to an employee who was assigned to the job.

.5 Should Local # 1540 consider that the Corporation has established a new job or changed the content of an existing job and no new job description or rating has been developed by the Employer:

.5.1 Local 1540 shall notify the Corporation i.e. appropriate supervisor with copies to Department Head and Assistant Director in writing of its contention that the job has changed, the reasons in detail for its contention and a request that a new description and rating be prepared for the job in accordance with Article 5 of this document.

.5.2 If the Corporation finds Local 1540's request to be justified, a new job description and job rating shall be established and a new Job Rate shall be assigned to the job in accordance with the provisions of Schedule "C" (Rating Manual).

.5.3 If the Corporation does not find Local 1540's request to be justified, they shall notify Local 1540 in writing of its decision, within fifteen (15) working days following receipt of the Local #1540's written request. Local #1540 may within thirty (30) days following receipt of the Employer's decision, refer the dispute to the referee panel. All relevant job evaluation documentation shall be available for presentation as evidence.

.5.4 If it is determined that Local #1540's request or appeal is justified and a new Job Rate is assigned, the new Job Rate, except as otherwise provided, shall be effective as of the date the job was referred to the Referees.

- 4.2.6 If a change in job content results in a lower evaluation and Job Rate for a job, the incumbent of such job whose existing Job Rate is thus higher than the established Job Rate of the changed job shall be identified as being "Red Circled".

Each such incumbent employee in a designated "red-circled" job with an assigned "red-circled" job rate. As a result of a lower rating, due to a change in job content, shall continue to receive such "red-circled" job rate until such time as economic adjustments cause the revised job rate to surpass the "red-circled" job rate.

- 4.2.7 If a change in job content results in a higher evaluation and wage grade for a job, the incumbent of such job whose existing Rate Rate is thus below the established Job Rate of the changed job shall be identified as being "Green Circled".

Each such incumbent employee in a designated "green-circled" job, with an assigned "green-circled" Job Rate, as a result of a higher rating, due to a change in job content shall received the assigned "green-circled" job rate as provided for in Article 4.2(d)((ii).

- 4.2.8 The Corporation shall notify Local # 1540 in writing within twenty-one(21) working days of any change in the identification details of a job, i.e. department, job code or job title.

- 4.2.9 If the Corporation decided a job classification is dormant, Local # 1540 shall be notified, in writing, within twenty-one (21) working days of such decision.

- .10 In the event an out-of-schedule rate for a job classification is introduced by the Corporation, Local # 1540 shall be notified and it shall continue in effect until the Employer decides that the conditions which gave rise to it no longer exists. At that time the rate for the job classification shall be the evaluated rate, but; any employee who was being paid the out-of-schedule rate shall continue to be paid the equivalent of the out-of-schedule rate, while working in the classification, for a period of three (3) months following the Employer's termination of the out-of-schedule rate. All employees to whom this clause is applicable shall be notified accordingly, of the evaluated rate for the job classification.

ICLE 5 - DESCRIBING AND RATING A JOB

The procedure for describing and rating a job shall be as follows:

- .1 The Corporation shall prepare a proposed job description in accordance with the requirements of this Manual.
- .2 The Joint Job Evaluation Committee shall review the proposed job description with the objective of reaching agreement thereon. A Local # 1540 representative of the Joint Committee shall have the opportunity to conduct an on-the-job review of the job description with the incumbent or incumbents involved. If the Joint Committee reaches agreement on the job description, the job description shall be signed by the Union's and the Employer's representative on the Joint Committee and shall be recognized by the parties as the official description of the job.

- 5.1.3 Following agreement on the job description, the Joint Committee shall attempt to reach agreement on the rating of the job. If agreement is so reached, the rating of the job shall be confirmed in writing and signed by the Union's and Employer's representative on the Joint Committee and shall be recognized by the parties as the official rating for the job.
- 5.1.4 If the incumbent(s) of the job disagree(s) with the job description or the rating of the job, an appeal on the job description and/or the job rating may be lodged by the incumbent(s) with the Joint Committee. The appeal, shall state, in writing, the reason or reasons why the incumbent(s) disagrees(s) with the job description and/or the rating of the job. The Joint Committee shall consider the appeal and inform the incumbent of their decision on the appeal. Such decision shall be considered final and binding upon the parties and upon the employees affected.
- 5.2 In the event the Joint Committee is unable to agree upon the description and the rating for the job, the following procedure shall apply:
- 5.2.1 The Corporation shall install the proposed description and rating for the job and in accordance with Article 6 of this document, the Job Rate to which the job is assigned. The Job rate for the job shall be effective in accordance with Article 4.2(b)(iv) of this document.

- 2.2 The Corporation shall provide Local #1540 with a copy of the installed job description and rating.
- 2.3 Local #1540 within thirty (30) days following receipt of the copy of the installed job description and rating, may refer the dispute to the Referees for resolution. Such statement of dispute shall state the Union's particular reasons for disagreeing with the job description and/or the rating of the job and state, what in the Union's opinion, is the correct job description and/or rating and rating level, the particular reason for such rating and the numerical point values of any disputed factors.
- 2.4 All relevant job evaluation documentation shall be available for presentation as evidence.
- 2.5 The decision of the Referees shall be considered final and binding. Should the referees not be able to rule on the dispute, either party may pursue the dispute in accordance with Article M9.05 of the Master Collective Agreement between the C.U.P.E. Locals and the Corporation.

ARTICLE 6 - APPLYING THE JOB DESCRIPTION AND RATING

- 1 The job descriptions and ratings determined in accordance with the Manual(s) of Procedure and the Rating Manual(s) apply in the assignment of each job, covered by this Programme, to its appropriate **Job** Rate.

The current Collective Agreement sets forth the procedures for establishing the **Job** Rates Schedule for the Job Rates and sets forth the necessary provisions to enable application of the Job Rate to each job and the appropriate **Job** Rate to each employee in the bargaining unit.

COLLECTIVE AGREEMENT

BETWEEN:

THE CORPORATION OF THE CITY OF BURLINGTON

(Hereinafter referred to as the "CORPORATION")

OF THE FIRST PART

-and-

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL #2723, TRANSIT & TRAFFIC DEPARTMENT
COMMUNITY SERVICES DIVISION**

(Hereinafter referred to as the "UNION")

OF THE SECOND PART

FOR THE TERM JULY 1, 2001 - JUNE 30, 2004

IS AN AGREEMENT ENTERED INTO AT BURLINGTON, ONTARIO AS OF JULY 11,

BETWEEN THE CORPORATION OF THE CITY OF BURLINGTON

(Hereinafter referred to as the "Corporation")

party of the First Part

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL #2723, TRANSIT & TRAFFIC DEPARTMENT
COMMUNITY SERVICES DIVISION**

(Hereinafter referred to as the "Union")

party of the Second Part

In this agreement, where a noun, pronoun or adjective indicating gender or sex is used, her gender or sex will be deemed to be included.

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The terms of this Collective Agreement pertain to those persons who are employed in the Transit Department of the Community Services Division who are identified as employees in Article M2, Relationship, of the Master Collective Agreement between the Corporation and the Union.

ICLE

CASUAL EMPLOYEES

It is expressly understood that the Corporation may engage casual employees for terms of employment of indeterminate duration. The following conditions shall govern the employment of casual employees:

One (1) casual employee may be engaged for each two and one-half (2.50) regular full-time employees in the complement of the Burlington Transit System.

Each casual employee may only work the greater of eighty (80) hours or ten (10) full shifts per two (2) week pay period.

Each month the Corporation shall supply the union with a listing of manpower and hours worked by casual employees in the preceding month.

As of July 1, 2003, Casual Transit Operators will receive ninety-one and one quarter percent (91.25%) of the wage rate of a Transit Operator.

Casual Transit Operators who are on force as of the date of ratification of the contract (July 1, 1989) will be grandfathered at the Transit Operator's wage rate.

- 1.01.4.2 Pay standard union dues for each month following the month he/she attains five hundred (500) hours of work provided he/she works (40) hours in such month.
- 1.01.4.3 The obligations of casual employees relative to Union dues shall be as described in Article 1.01.4.2.
- 1.01.5 A casual employee who is subsequently engaged for a regular full-time position will receive a wage rate equal to ninety-five (95%) of the regular full-time wage rate and shall observe the probation period specified in clause 3.01 below.
- 1.01.6 Casual employees shall not be required to work more hours in a twenty-four (24) hour period than a regular full-time permanent employee without appropriate overtime rates and only after seniority employees in the same classification have been given the opportunity to work.
- 1.01.7 When appointing regular full-time Transit Operators, the Corporation shall, in assessing all candidates, consider:
- 1.01.7.1 Knowledge, suitability, efficiency and ability to do the work required.
- 1.01.7.2 Physical fitness.
- 1.01.7.3 Hours of service in excess of 500 hours as a casual operator. When factors 1.01.7.1 and 1.01.7.2 are relatively equal in the judgement of the Corporation which shall not be exercised in an arbitrary or discriminatory manner, factor 1.01.7.3 shall govern.

The employer's application of this clause may be subject to grievance and arbitration contained in this collective agreement.

- 1.01.8 Casual Transit Operators shall receive a minimum call-out time of ~~two~~ (2) hours when called out in any twenty-four (24) hour period.
- 1.01.9 Casual Transit Operators in the Transit Department having 1,400 hours of actual driving experience on a continuous employment basis, with the Transit Department of the City of Burlington, will have access to the grievance procedure relative to discipline only. All hours earned prior to July 1, 1989 will be credited towards the 1,400 hour total.
- 1.02 Casual Transit Operators may be scheduled to work up to 225 hours per week for regular transit service (excluding vacation, sick leave, paid leave, leave of absence, or any other absenteeism on the part of regular full-time Transit Operators, as well as during the period of the summer vacation sign-up schedule). All split shifts must be completed within 13 hours of Casual Transit Operators start times.
- 1.03 The Corporation agrees to hire an RFT Transit Operator when a 35-hour work week can be assembled. This Transit Operator will be paid for hours actually worked and the first sentence of Article 9.05 is not applicable *for* these RFT's.
- 1.04 Casual Transit Operators that have completed two (2) year of active service shall receive:

Two (2) Pairs of Pants
Two (2) Shirts
One ~~(1)~~ Parka or Jacket

2.00 **REPRESENTATION**

2.01 The Corporation acknowledges the right of the Union to appoint or otherwise select a negotiating committee of not more than four (4) seniority employees and will recognize and deal with said committee with respect to any matter which properly arises from time to time during the term of this agreement. The Union will advise the Corporation of the names of the persons so appointed or otherwise selected.

2.01 The employer will pay each employee who is on the Negotiating Committee at the regular rate of pay for all regularly scheduled straight time while attending such meetings with the employer for those meetings dealing with the Local's contract. For all meetings dealing with the Master Agreement, the employer will only pay for two (2) employees. Any additional employees attending those meetings will be granted a leave without pay for such purposes.

2.02 The Corporation acknowledges the right of the Union to appoint or otherwise select six (6) Stewards, only three (3) of whom at any one time shall be on the grievance committee. The Union will advise the Corporation of the names of the persons so appointed or otherwise selected.

3.00

SENIORITY

3.01

An employee engaged for a regular full-time permanent position shall be on probation and will not be placed on the department's seniority list and shall not have any seniority rights hereunder until he/she has worked six (6) calendar months as a regular full-time employee. Upon request by the Corporation and mutual agreement of the parties, the probationary period may be extended to a maximum of a further two (2) calendar months. It is expressly understood that casual employment shall not count towards the completion of the probationary period.

3.02

For the purpose of this collective agreement "seniority employee" shall be defined as a person engaged for a regular full-time permanent position who has worked six (6) calendar months and any extension thereof provided for in clause 3.01.

3.03.1

Except for the purpose of vacation accumulation, seniority and any other rights accumulated under this agreement shall not be transferable to any other department, division or section of the Corporation. Similarly, seniority and any other rights accumulated under any other collective agreement shall not be transferable to this agreement except insofar as vacation entitlement is concerned.

3.03.2

Definition: Insofar as the Burlington Transit System is concerned, regular full-time employees are persons engaged to staff the Burlington Transit System to a level sufficient to provide the standard of transit service acceptable to the Corporation if there were no vacations, sick leave, paid leave, leave of absence, or other absenteeism on the part of regular full-time employees. The Corporation agrees that insofar as Burlington Transit is concerned:

- 3.03.2.1 - The Corporation will not employ part-time employees;
- 3.03.2.2 - The Corporation in operating charter service, will operate such Service utilizing only City of Burlington Transit Operators and city of Burlington owned or leased equipment.

Definition:

Working day means a work day in the Corporation's Human Resources Department.

3.04 **Loss of Seniority**

An employee's seniority rating shall be lost by reason of:

- 3.04.1 Resignation.
- 3.04.2 Dismissal which is not reversed through the Grievance procedure.
- 3.04.3 Failure to report for work within a period of five (5) days after receipt of notice of recall from lay-off by registered mail.
- 3.04.4 Absenting himself/herself from work for more than one (1) working day without notifying his/her immediate Supervisor or Section Head, except under extenuating circumstances acceptable to the Corporation which shall not be exercised in an arbitrary or discriminatory manner.
- 3.04.5 After a lay-off extending for a period of twelve (12) months.

3.05.1 **Regular Full-Time Transit Operator**

The Corporation shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards annually.

Seniority employees employed by the Corporation on June 30, 1979 who have been continuously employed by the Corporation since September 2, 1975 and who were immediately formerly employed by Travelways Limited for the Burlington Transit System shall be considered to have superior seniority to any other employee not so formerly employed by Travelways Limited, but continuously employed since September 2, 1975.

3.05.2 **Regular Full-Time Mechanical Staff**

Mechanical staff shall have separate seniority and vacation lists recognizing their past years of seniority with the mechanical staff within the Corporation.

3.06 Employee performance evaluations shall be conducted by the Corporation each year. Employees to be provided with a two-week period in which to review their performance evaluation. Review period to be noted on the performance evaluation form. Each employee shall receive a finalized performance evaluation report for his review and signature and when signed shall be provided with a photocopy of the completed document signed by management and himself.

4.00 **PROMOTIONS, DEMOTIONS, ETC.**

4.01 Promotions, demotions and transfers within this bargaining unit shall be governed by the following factors:

4.01.1 Knowledge, suitability, efficiency and ability to do the work required.

4.01.2 Physical fitness.

4.01.3 Length of continuous service. When factors 4.01.1 and 4.01.2 are relatively equal in the judgement of the Corporation which shall not be exercised in an arbitrary or discriminatory manner, factor 4.01.3 shall govern.

5.00 **JOB POSTING AND TEMPORARY TRANSFERS**

5.01 The Corporation reserves the right to fill temporarily any job vacancies immediately. All permanent and temporary vacancies in permanent classified positions in this bargaining unit shall be posted for a period of not less than five (5) working days. Should an employee temporarily assigned to the position apply for, but not be successful for, the position, he shall be reverted to his former position. Any seniority employee wishing to make application shall do so within the required time in writing. All applications will be acknowledged and if not acceptable, reason for non-acceptance will be given in writing within five (5) working days of the position being filled. The above conditions for job postings shall not apply to route postings.

5.02 Job posting notices shall contain the following information:

- Nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range.

5.03

(THIS ARTICLE APPLIES TO MECHANICAL STAFF ONLY)

A seniority employee who is temporarily transferred to a different job within his department for either:

- Less than twenty (20) consecutive working days
- or**
- To relieve any employee absent because of illness, vacation, or leave of absence,

shall be paid while so employed as follows.

5.03.1

If the transfer is for the convenience of the Corporation and if the rate of pay in the job to which he is transferred is less than the employee's regular rate of pay, he shall receive his regular rate of pay.

5.03.2

If the transfer is at the request of the employee and if the rate of pay in the job to which he is transferred is less than the employee's regular rate of pay, he shall receive such lesser rate.

5.03.3

If the rate of pay in the job to which he is transferred is higher than the employee's regular rate of pay, he shall receive the rate for the job while so engaged.

5.00

LAY-OFFS

5.01

In the event of lay-off or recall, employees shall be laid off and recalled in order of their respective seniority provided they are qualified and willing to do the work available.

5.02

No employee shall use his department seniority to displace or bump another employee who holds seniority in any other department.

6.03 **Route posting:**

6.03.1 In the event that the Corporation eliminates a route and replaces it with another, the operators on the route being eliminated shall have first priority for assignment to the new route prior to the assignment being posted for general bidding by seniority employees.

6.03.2 In the event of a new route being added to the system or additional Transit Operators being required for an existing route, all seniority employees shall be eligible to bid for the assignment prior to the Corporation considering any other candidates.

7.00 **SAFETY PROVISIONS**

ARTICLES 7.02 TO 7.04 INCLUSIVE DO NOT APPLY TO TRANSIT OPERATORS CLASSIFIED AS CASUALS

7.01 It is mutually agreed that both parties will co-operate to the fullest extent in the prevention of accidents and in the promotion of safety and health. The Corporation will make all reasonable provisions for the safety and protection of the health of the employees. In accordance with this undertaking, all vehicles and shops shall be equipped with First Aid Kits.

7.02 **Uniform Clothing:**

7.02.1 Upon appointment a Transit Operator shall be issued with the following clothing:

- | | |
|------------------|-----------------------|
| 2 Blazers | 2 Ties |
| 3 Pairs of Pants | 1 Cap or Sweater Vest |
| 4 Shirts | 1 Winter Parka |

- 02.2.1 Annually:
2 Pairs of Pants (subject to 7.02.4.1 and 7.02.4.2)
3 Shirts
2 Ties
- 02.2.2 Bi-Annually:
1 Blazer (subject to 7.02.4.1 and 7.02.4.2)
1 Sweater Vest
- 02.2.3 Tri-Annually:
1 Winter Parka (subject to 7.02.4.1 and 7.02.4.2)
- 02.3 Alternative summer shirts may be issued in lieu of regular issue shirts at the discretion of management and option of the employee.
- 02.4.1 For the purposes of replacement of the articles noted in 7.02.2.1 to 7.02.2.3 above, replacement may take place at the discretion of management, provided the worn-out article(s) is/are turned in.
- 02.4.2 Employees not wearing supplied protective or uniform clothing shall be liable for disciplinary action. The supply of uniform or protective clothing shall require the employee to whom it is issued to be, in the opinion of management properly, cleanly and smartly dressed while on duty.
- 03 **(FOR MECHANICS AND MAINTENANCE STAFF ONLY)**
- 03.1 Shall be supplied with coveralls on a rental and clean basis, with the Corporation paying 100% of the cost. Type and amount per week to be at the discretion of management.
- 03.2 Work gloves, winter parka, 2 shirts, 2 pair of pants. Replacement may take place at the discretion of management provided worn-out article(s) is/are turned in.
- 03.3 Crests and logos of Burlington Transit design to be attached by employee at employee's cost.

- 7.03.4 Employees required to work outside during wet or stormy weather shall be supplied with raincoats, hats and boots.
- 7.03.5 The Corporation shall provide a mechanic's tool allowance of up to \$600.00 annually for the purpose of replacement or purchase of tools, subject to Management approval. Upon request, Management will also provide a letter defining insurance coverage for the education of members. The Corporation shall provide a tool allowance for the Mechanic's Helper of up to \$300.00 annually, for the purpose of replacement or purchase of tools, subject to Management approval.
- 7.03.6 Effective upon the date of ratification, Mechanics and Mechanics' Helpers will received a one-time lump sum tool allowance adjustment of \$250 (not to be added to the base allowance). Reference to the aforementioned allowance will be removed from all future collective agreements.
- 7.04 **All** uniform clothing supplied at Corporation expense will remain Corporation property and shall be recovered on demand and shall be worn only at times and for purposes authorized by the Corporation. Should an operator leave the employ of the Corporation, all uniforms must be returned to the Corporation before pay off. The value of unreturned clothing will be deducted from payroll monies on a depreciated basis to be determined by Management.
- 7.04.1 Uniforms shall be worn at all times while on duty and for the first shift worked after issue.
- 7.05 Handi-Van Transit Operators and mechanical staff shall be granted an allowance by the Corporation of \$110.00 annually, for the purpose of purchasing C.S.A. approved safety shoes (boots) of a style and standard satisfactory to the Safety Officer. Regular full-time Handi-Van Operators and mechanical staff safety boot allowance to be pro-rated monthly from the time of appointment for Handi-Van drivers and from the time of completion of the probation period for mechanical staff.

3.00 **LICENCE REQUIREMENTS**

3.01.1 Effective from October 10, 1979 all seniority Transit Operators holding a Class "B" (school bus) licence or wishing to upgrade to a Class "B" licence shall be reimbursed for the examination cost of doing so.

3.01.2 All Transit Operators shall be required to undergo a physical examination by the Corporation's physician in accordance with M.T.C. licensing requirements and City policy. Physical examinations shall be scheduled to comply with the Corporation's physician's hours of practice but an employee's physical examination which is scheduled for the same time as his regularly scheduled working hours shall not lose pay because of his attendance upon the physician.

3.00 **HOURS OF WORK AND PREMIUM PAY**

In this article, "week" shall be defined as seven (7) consecutive days, Sunday to Saturday.

3.01 The provisions of this article are intended only to provide a basis for calculating time worked and shall not be, or construed to be, a guarantee of hours of work per day, nor as to the days of work per week, neither shall they be, or construed to be, a restriction as to any maximum hours to be worked.

A sign-up board of run selections, provided by the Corporation, shall be posted for seniority Transit Operators to make their selection of the runs they desire by seniority, not less than three times a year.

A sign-up is to take place if changes occur to a run during the current sign-up period (by seniority from point of change in the board).

A sign-up board of day off selections provided by the Corporation, shall be posted for seniority Transit Operators to make their selection of the days off they desire, by seniority, not less than three times per year.

9.01.1 The Corporation shall pay a travel allowance at the straight time rate for runs whose shift starting location is different from the shift finish location. The amount of the straight time travel allowance shall be paid based on the following travel time:

Burlington GO Station to Garage	5 minutes
Bus Terminal to Garage	10 minutes
Appleby GO Station to Garage	10 minutes
Burlington GO Station to Bus Terminal	5 minutes
Aldershot GO Station to Garage	15 minutes

Other travel time allowances that may occur in the future shall be paid based on a comparison with the above allowances.

9.02 The normal hours of work shall be forty (40) hours per week scheduled over a *two (2) week period* and designed by the Corporation to meet the needs of the service, ridership patterns and other appropriate factors as determined by management.

9.03.1 For Transit Operators, all split shifts must be completed within 12-1/2 hours of their daily starting time but shall incur a premium of \$0.41 for each hour worked not subject to pyramiding. There shall not be more than one (1) unpaid period in a split shift.

9.03.2 In lieu of any other shift premiums, the Corporation shall pay to all seniority Transit Operators on strength, as of the week following the first hourly pay in June each year of this collective agreement, the sum of \$250.

9.03.3 Mechanical staff scheduled to work on Sunday shall be paid at the rate of time and one quarter (1-1/4) his regular hourly rate. **All** scheduled work performed on a Sunday, in excess of eight (8) hours, shall be paid at the rate of double time.

- 9.04 Provided the shift is not less than five (5) hours, an unpaid eating period of not less than thirty (30) minutes and not more than sixty (60) minutes will be scheduled as close as possible to the midpoint of the shift. A regular shift shall not have more than one (1) unpaid period. Any run that is not designated on the sign-up board as a split shift, will not have a lunch period in excess of sixty (60) minutes. If a longer break period is scheduled in, the employee will receive pay at the regular hourly rate of this collective agreement in excess of sixty (60) minute lunch breaks.
- 9.05 A seniority Transit Operator working at least seven (7) hours in a day shall be deemed to have worked eight (8) hours in that day. Overtime compensation at the rate of time and one-half shall be paid for hours worked in excess of eight (8) hours per day.
- 9.06 Overtime at the rate of time and one-half (double time on Sunday) shall be paid for work performed by a seniority employee on his day of rest provided the employee has worked forty (40) hours per week in the two (2) week schedule.
- 9.06.1 In the event that relief Operators do not show up for a run, overtime at the rate of time and one-half shall be paid for the one trip or one (1) hour, whichever is the lesser for seniority Operators to maintain that run.
- 9.07 Where a seniority Transit Operator cannot complete any scheduled run on account of failure of equipment, shortage of equipment, or adverse weather or road conditions, the driver shall not be penalized in any way for the day on which the failure of equipment, shortage of equipment or adverse weather or road conditions occur.
- 9.08 A seniority Transit Operator who is transferred to a lower classification because of equipment out of service for repair shall retain his regular rate during such period of repair.
- 9.09.1 With the approval of Management, seniority employees may exchange shifts with each other provided that five (5) working days' notice is given to the Corporation in writing and there is no increase in cost to the Corporation.

9.09.2 **Late Policy:**

All written disciplinary actions, concerning lateness, imposed on an employee shall be considered purged from the file and invalid for purposes of further disciplinary action, four **(4)** months after such imposition, unless there is a repetition of the offence within such four **(4)** month period.

9.10 Foremen, salaried staff or those above the rank of foreman, shall not perform work normally done by members of the bargaining unit, except to meet emergency conditions (which shall include break man service and employee medical and dental appointments) or for the purpose of instruction or experimentation.

9.11.1 When seniority Transit Operators are called out for any emergency work at other than normal hours of work, a minimum call-out of three (3) hours at the prevailing overtime rate will be paid.

9.11.2 When seniority mechanical staff are called out for any emergency work at other than normal hours of work, a minimum call-out of three (3) hours at the prevailing overtime rate will be paid except where two (2) or more calls fall within a three (3) hour period, in which case the time will be considered continuous.

9.11.3 When seniority employees are scheduled to work overtime on a day of rest or paid holiday and the work is cancelled and the employees so notified after the end of their last scheduled shift, the employees whose work is cancelled shall be paid three (3) hours at the appropriate overtime rate.

9.12 An employee who fails to report for call-in duty at the time specified, or within one (1) hour of being called, whichever is the later, shall not be eligible for the benefits of clause 9.11 except under conditions acceptable to management.

9.13 The hours of work for janitorial staff shall be such as the Corporation shall schedule from time to time.

10.00 **HOURS OF WORK & PREMIUM PAY**
- MECHANICAL STAFF

- 10.01 Mechanical staff will not work split shifts. A.M. shifts to be eight (8) hours total in length, excluding a one-half (1/2) hour unpaid lunch. P.M. shifts to be eight (8) hours total in length, including a one-half (1/2) hour lunch break.
- 10.02 The Corporation agrees to discuss with the Union Executive any changes proposed by the Corporation in the scheduled hours of work of seniority employees involved before the change becomes effective. The Corporation also agrees to give the affected employees at least five (5) calendar days' notice of any change in the regularly scheduled hours of work before the change becomes effective, except in cases of emergency or employee illness or absenteeism.
- 10.03.1 Each employee scheduled for standby over a normal two (2) day weekend (Saturday and Sunday) will receive one (1) day's pay.
- 10.03.2 Each employee scheduled for standby over a Statutory Holiday will receive one-half (1/2) day's pay.
- 10.03.3 Standby pay is in addition to overtime for hours worked during such period.
- 10.04.1 The Corporation agrees to provide adequate meal breaks without loss of pay for employees required to work a minimum of two hours continuously beyond their regular shift hours.
- 10.04.2 All employees shall be permitted a fifteen (15) minute break period both in the first and second half of a shift. Any abuse of this clause shall be subject to disciplinary action.
- 10.04.3 No employee shall be permitted to work longer than sixteen (16) consecutive hours in any 24-hour period and shall not be permitted to return to work within seven and one-half (7-1/2) hours of having ceased his previous work period.

10.05 For shifts more than half of whose hours are between the hours of 4:00 p.m. to 12:00 Midnight, or between the hours of 12:00 Midnight to 8:00 a.m., shift premiums of fifty (50) cents and ninety-one (91) cents per hour respectively will be paid. A shift premium of fifty (50) cents per hour will be payable for shifts more than half of whose hours are between the hours of 8:00 a.m. to 4:00 p.m. on Saturdays and Sundays. These premiums are not payable when the overtime rate is applicable.

11.00 **DURATION OF AGREEMENT**

11.01 This agreement shall remain in effect and force from July 1, 2001 to June 30, 2004, and from year to year thereafter unless either party gives notice in writing not more than ninety (90) days and not less than sixty (60) days prior to the expiry date in any year of its desire to amend or terminate the agreement. Negotiations will commence within fifteen (15) days of receipt of such notice by either party.

1 100

WAGE RATES – Local 2723

11.02 Wage rates for all employees covered by this Collective Agreement shall be those prescribed below:

POSITION	2% Jul. 1/01	1.5% Jan. 1/02	1.5% Jul. 1/02	1.5% Jan. 1/03	1.5% July 1/03	1.5% Jan. 1/04
Motor Veh. Mech – A.M.	\$20.94	\$21.25	\$21.57	\$21.89	\$22.22	\$22.55
Motor Veh. Mech – P.M.	\$21.17	\$21.49	\$21.81	\$22.14	\$22.47	\$22.81
Mech. Helper – A.M.	\$16.56	\$16.81	\$17.06	\$17.32	\$17.58	\$17.84
Mech. Helper – P.M.	\$16.76	\$17.01	\$17.27	\$17.52	\$17.79	\$18.05
Transit Operator	\$17.81	\$18.08	\$18.35	\$18.63	\$18.91	\$19.19
Prob. Transit Operator (Former active Casual Transit Operator, as per Article I.01.5) (95%)	\$16.92	\$17.18	\$17.43	\$17.69	\$17.96	\$18.23
Casual Transit Op. (90%)	\$16.03	\$16.27	\$16.52	\$16.76		
Casual Transit Op. (91.25%)					\$17.25	\$17.51
Prob. Transit Operator or Temp. (As per Article 11.03)	\$16.03	\$16.27	\$16.51	\$16.76	\$17.01	\$17.27
Trainee Operator (50%) (First 80 Hours when with Foreman)	\$8.91	\$9.04	\$9.18	\$9.31	\$9.45	\$9.59
Janitor	\$9.99	\$10.14	\$10.29	\$10.45	\$10.60	\$10.76

11.02.1 A training premium for driver training will be equal to one-half (1/2) of the difference between an Operator's base wage and an Acting Foreman's base rate for all hours worked as a trainer, not subject to pyramiding.

11.03

Probationary and temporary employees shall be paid at a rate per hour that is 90% of the job rate for the job. For the purpose of this article, a probationary employee is an individual who is not actively employed in the City of Burlington's Transit Department and who has not progressed from active Casual Transit Operator status to Probationary status as described in article 1.01.5.

12.01

**MECHANIC'S APPRENTICESHIP PROGRAM
(MAINTENANCE AND MECHANICAL STAFF ONLY)**

Mechanic's Apprenticeship Program as follows:

0 - 1800 hours	Mechanic's Helper Rate
1801 - 3600 hours	Mechanic's Helper Rate + 20% difference between Mechanic's Helper and Motor Vehicle Mechanic Rate.
3601 - 5400 hours	Mechanic's Helper Rate + 40% difference
5401 - 7200 hours	Mechanic's Helper Rate + 60% difference
7201 - 9000 hours	Mechanic's Helper Rate + 80% difference
9001 - Certification	Motor Vehicle Mechanic's Job Rate

**AS AGREED TO, THE FULL TEXT OF ARTICLE M10 IS
COPIED TO THE INDIVIDUAL COLLECTIVE AGREEMENT.**

M 10 **NO STRIKES OR LOCKOUTS**

M 10.01 In view of the orderly procedure established for the disposition of employees and/or management's complaints and grievances, the Corporation agrees that it will not cause or direct any lock-outs of its employees for the duration of this agreement and the Union agrees there will be no strikes or other collective action which will stop or interfere with the services of the Corporation for the duration of this agreement.

Definition: In this agreement "strikes" and "lock-outs" shall have the same meaning as in the Labour Relations Act.

M 10.02 In cases where conditions demonstrate that injury to persons or property would result, no seniority employees shall sustain disciplinary action for his failure to cross a picket line where a legal strike or lock-out is in effect.

M 10.03 In the event of a strike or lock-out, the decision to provide or not to provide any or all of the provisions in the Master Agreement will be at the sole discretion of the Corporation.

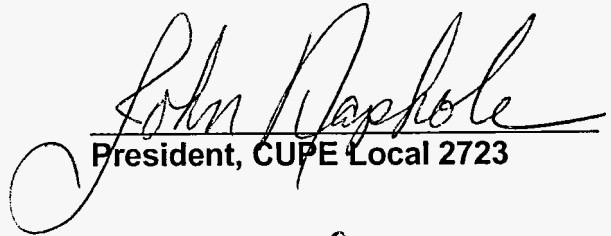
SIGNED AND DATED AT BURLINGTON, ONTARIO ON FEBRUARY 1st, 2002.

**THE CORPORATION OF
THE CITY OF BURLINGTON**


**THE CANADIAN UNION OF EMPLOYEES
LOCAL #2723, TRANSIT & TRAFFIC
DEPT. - COMM. SERVICES DIVISION**



Mayor



President, CUPE Local 2723



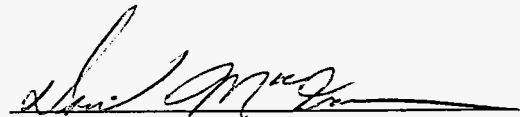
Clerk



CUPE Local 2723 Representative



Director of Human Resources



CUPE Local 2723 Representative



Witness to above signatures



Authorized by By-Law

118-2000

Passed on NOV 28 00

Item AF-128-00-1

MASTER COLLECTIVE AGREEMENT

BETWEEN:

THE CORPORATION OF THE CITY OF BURLINGTON

(Hereinafter referred to as the "CORPORATION")

OF THE FIRST PART

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCALS #44, 1540 and 2723

(Hereinafter referred to as the "UNION")

OF THE SECOND PART

FOR THE TERM JULY 1, 2001 - JUNE 30, 2004

This is a Master Agreement entered into at Burlington, Ontario as of July 1, 2001.

**BETWEEN: THE CORPORATION OF THE CITY OF BURLINGTON
(Hereinafter referred to as the "Corporation")**

Party of the First Part

-AND -

**THE CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCALS #44, 1540 AND 2723
(Hereinafter referred to as the "Union")**

Party of the Second Part



In this Agreement, where a noun, pronoun or adjective indicating gender or sex is used, the other gender or sex will be deemed to be included.

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ARTICLE

M I PURPOSE

MI.01 The general purpose of this agreement is:

M 1.01.1 To establish and maintain collective bargaining relations;

M 1.01.2 To provide machinery for the prompt and equitable disposition of grievances;

M 1.01.3 To establish and maintain working conditions;

M 1.01.4 To prescribe wage and salary levels;

M 1.01.5 To prescribe hours of work for the employees of the Corporation who are subject to the provisions of this agreement.

MI.02 The terms of this Collective Agreement shall be deemed to be included in the other individual subsidiary Collective Agreements negotiated between the Corporation and the Union on behalf of each of its locals 44, 1540 and 2723. One printed contract will be produced with separate pages for individual Local contracts. Union Locals shall pay their relative share of the cost for printing the contract (i.e. 1/4 for each Local and 1/4 for the Corporation). Articles M 10, M10.01, M10.02 and M10.03 will be incorporated into each Local's individual agreement.

M 2 RELATIONSHIP

M 2.01 The Corporation recognizes the Union as the sole and exclusive bargaining agent for all seniority employees only in regular full-time employment in the Roads, Parks & Maintenance Department and Parks and Recreation Department (Plant Operations and Parks only) encumbering positions cited in the pay rate clauses of the subsidiary agreements save and except all persons occupying managerial and supervisory positions including and, without restricting the generality of the foregoing; Transit Terminal staff, Operations Supervisors, Assistant Operations Supervisors, Foremen, Chief Draftsperson, Parking and School Crossing Guards Administrator, dependent contractors, graduate engineers, confidential employees, Casual Transit Operators having less than 1,400 continuous driving hours with the Transit Department of the City of Burlington, students employed during the school vacation period, persons regularly employed for not more than twenty-four (24) hours per week (i.e. part-time employees) and members of other bargaining units.

M 2.02.1 In the event that new or changed jobs are created within the bargaining unit described in clause M2.01, the Union shall be notified of the job and its pay rate prior to the job being posted. In the event the Union wishes to challenge the pay rate assigned the job by the Corporation, the Union shall have the right within five (5) working days of being informed of the pay rate to request a meeting with the Director of Human Resources and other management officials concerned to discuss the pay rate assigned. Should such a meeting not justify the pay rate assigned to the satisfaction of the Union, a grievance as to the pay rate may be filed at Step 3 of the grievance procedure.

M 2.02.2 All matters relating to the establishing, amending or deleting of jobs and their associated job rates, re Locals 44 and 1540 (hourly), shall be in accordance with schedule "B" annexed hereto and forming part of the Collective Agreement.

M2.03 Management Rights:

The Union acknowledges that, subject to the express provisions of this agreement, it is the exclusive function of the Corporation to:

- M2.03.1 Direct the work force including the right to direct, plan and control working operations;
 - M2.03.2 Schedule the working hours;
 - M2.03.3 Establish jobs, hire, transfer, promote, demote, discipline, maintain order, set standards of performance, determine the size of staff, or dismiss employees;
 - M2.03.4 Lay-off employees because of lack of work;
 - M2.03.5 Generally to manage the operations of the Corporation and, without restricting the generality of the foregoing, to introduce new and improved facilities, methods, machinery and equipment to improve the efficiency of the Corporation.
- M2.04 The Union recognizes the right of the Corporation to make and alter rules and regulations to be observed by the employees provided such rules do not contravene the provisions of this agreement.

M 3 NO DISCRIMINATION

M3.01 The parties agree that they, their agents, members and representatives shall not exercise or practice any discrimination, intimidation, interference, restriction or coercion, with respect to each other's or any employee's rights under this agreement. Except with the permission of management as provided in Article M5, there shall be no union activity, solicitation or meetings on Corporation premises.

M 4 MEMBERSHIP AND CHECK-OFF

M4.01 All employees occupying regular full-time permanent positions and all new employees who have completed thirty (30) days' employment will be required to pay to the Union local an amount equal to the current monthly dues so long as the Union is the recognized bargaining agent. The Union's initial membership initiation fees will also be deducted from each employee's pay provided the Union supplies the Corporation with individual signed authorization from the employees concerned showing the sum to be deducted. The Union will save the Corporation harmless from any form of liability arising from or as a result of deductions or non deduction of monthly dues.

M4.02 Union dues deductions shall be made from the second payroll period each month and shall be remitted to the Treasurer of the Union Local by the fifteenth of the month following accompanied by a listing showing the names of employees from whose pay deductions have been made and their employment status.

M4.03 Before the Corporation is obliged to deduct any amount of Union dues, the Union shall advise the Corporation in writing of the amount of its regular monthly dues. The amount so advised shall continue to be the amount to be deducted until changed by further notice to the Corporation and signed by the President of the Union local concerned. Upon receipt of such notice, such changed amount shall be the amount deducted and remitted.

M 4.04 At the same time that Income Tax (T-4) slips are made available, the Employer shall type on the amount of Union dues paid by each Union member in the previous year.

M 5 REPRESENTATION

M 5.01 The Corporation acknowledges the right of the Union to appoint or otherwise select a negotiating committee consisting of not more than ten (10) seniority employees for the purpose of negotiating this master agreement and that such seniority employees shall be representative of the three (3) union locals to whose subsidiary Collective Agreement this agreement is an appendix.

When in the opinion of the Corporation it is deemed necessary to meet with the Union's negotiating committee and such meeting is called by the Corporation during normal working hours, eight (8) of the employees who are called to attend will not lose pay because of their attendance. The remaining two (2) employees will be considered on leave without pay. The Union will share one-half of the cost incurred in meetings at mutually agreed to locations, should they not be City premises.

M 5.02 When in the opinion of the Corporation it is deemed necessary to meet with the Union Stewards and such meeting is called by the Corporation during normal working hours, the employees who are called to attend will not lose pay because of their attendance. The Union will share one-half of the cost incurred in meetings at mutually agreed to locations, should they not be City premises.

M 5.03 The Union shall have the right, at any time, to have the assistance of a representative of the Canadian Union of Public Employees who shall have access to the Corporation premises, upon reasonable request, to the Department Head (or designate) concerned, in order to investigate or assist in settlement of grievances arising under this agreement.

M 5.04 No employee shall make any written or verbal agreement with the Corporation or its representatives which conflicts with the terms of this Collective Agreement.

M 5.05 The Corporation agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out therein including matters dealing with Union security and dues check-off.

A CUPE National Representative or one of only three (3) Local Union Steward Representatives of Locals 44, 1540 and 2723 shall be given an opportunity to interview each regular full-time employee during working hours with no loss of pay for a period of not exceeding thirty (30) minutes within fifteen (15) days after the completion of the employee's probationary period. The three (3) Local Union Stewards referred to in this clause shall be identified to the Corporation by the Union in writing.

5.06 No individual employee or group of employees shall undertake to represent the Union at meetings with the Corporation without proper written authorization of the Union. Accordingly, each Union Local shall supply the Corporation's Director of Human Resources with the names of its Officers in each department within fifteen (15) days of any changes or appointments. The Corporation shall supply the Union with new and revised organizational charts for the Departments of Roads, Parks & Maintenance, Human Resources and Parks and Recreation and shall also supply the Union with copies of managerial appointment notices in those departments.

M 6 GRIEVANCE PROCEDURE

M 6.01 Definition: In this article and article M8, "day" means a working day in the Corporation's Human Resources Department.

M 6.02 Step One

It is the desire of the parties that complaints of seniority employees be adjusted as quickly as possible. It is understood that an employee has no grievance until he has first given to his immediate supervisor an opportunity to adjust the complaint. If an employee has a complaint he shall discuss it with his immediate supervisor within five (5) days of the date of the alleged occurrence (or being informed by a pay cheque stub) and the immediate supervisor shall, following his investigation, give his verbal reply within five (5) days. In discussing such complaint the employee may be accompanied by a member of his Union Local's Grievance Committee or a Steward. Failing immediate settlement and within five (5) days of the immediate supervisor's reply, the grievance may be reduced to writing and processed in the following manner and sequence.

M 6.02 Step 2

The employee(s) assisted by his Steward or a member of his Union Local's Grievance Committee may present his alleged grievance to his immediate supervisor in writing on a standard C.U.P.E. grievance form. Such grievance shall include:

- the date of presentation
- the nature of the grievance
- the remedy sought
- the cause or clauses of the agreement allegedly
- violated and alleged occurrence said to have caused
- the grievance.

M 6.02 Step Two (Cont'd)

Failing immediate settlement, the immediate supervisor, in consultation with his Manager shall, after investigation, deliver his decision in writing within five (5) days.

Step Three

Failing settlement at Step Two, the grievor and the grievance committee may within seven (7) days of the decision at Step Two, present the grievance to the Department Head concerned who shall have ten (10) days within which to investigate and reply, or have his designate investigate and reply, to the grievance. Designate for this purpose will generally be those Assistant Directors within the respective departments.

Step Four

Failing settlement at Step Three the Grievance Committee and the grievor may within fifteen (15) days of the decision at Step Three, present the grievance to the Director of Human Resources who shall have fifteen (15) days within which to investigate and reply to the grievance.

Failing settlement the Grievance Committee may proceed to Arbitration provided notice of such intent and the name of the Union's nominee to the Arbitration Board is received in writing by the Corporation within (15) days of the reply at Step Four.

M 6.03 Grievances settled satisfactorily within the time allowed shall date back to the time of the occurrence which led to the grievance.

M 6.04 The Corporation shall supply the necessary facilities for grievance meetings.

- M 6.05 It is expressly understood that the time limits fixed in both the grievance and Arbitration procedures may be extended by agreement in writing between the parties. Where no such agreement has been made, or where an agreed-upon extension has expired:
- M 6.05.1 The grievor or the Union Local's Grievance Committee as appropriate, may proceed to the next step of the procedure if the appropriate Corporation official exceeds the time allowed to act.
- M 6.05.2 Notwithstanding any other provision elsewhere, the Corporation may consider the grievance abandoned if the grievor or Union Local's Grievance Committee exceeds the time allowed to act.
- M 6.06 A dispute involving a question of general application or interpretation of this agreement may be filed by the Union Local's Grievance Committee at Step Three of the grievance procedure within ten (10) days of the date of occurrence. The Union President, or identified designate, shall sign all policy grievances. The parties agree that it is mandatory that any unresolved grievances filed under this article will automatically be referred to a public or private Grievance Mediation Officer prior to proceeding to Arbitration.

M7 ARBITRATION

- M 7.01 With respect to Arbitration, and in accordance with the relevant provisions of the Labour Relations Act, Section 45 of the Labour Relations Act may be invoked by either party after the grievance procedure has been exhausted to resolve any difference relating to the interpretation, application, administration or alleged violation of this agreement.

M 7.02 No Board of Arbitration or single Arbitrator appointed pursuant to the provision of this agreement or pursuant to Section 45 of the Labour Relations Act has any jurisdiction whatsoever to alter; modify, amend or make any decision inconsistent with the provisions of this agreement. No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the grievance procedure.

M 8 MANAGEMENT GRIEVANCES

M 8.01 The parties recognize that the Corporation may present to a meeting of the Grievance Committee any complaints or grievances and that if such complaints or grievances are not settled to the mutual satisfaction of the conferring parties they may be referred to Arbitration as set out herein. Such grievances must be filed within seven (7) working days of knowledge of the occurrence.

M 9 SPECIAL GRIEVANCES

M 9.01 Where a seniority employee has been suspended or discharged, the grievance will go directly to Step Three within ten (10) ten days. Such grievance may be settled by confirming the Corporation's action or by reinstating the employee with full compensation for the time lost or by any other arrangement which is just and equitable in the opinion of the conferring parties or Board of Arbitration or single Arbitrator if the Arbitration procedure is invoked.

M 9.02 The Local Union's Secretary shall be notified by the Corporation when a seniority employee is disciplined, suspended or discharged. Such notice shall be sent to the Union Local's Secretary at the same time as the employee is notified.

M9.03 An employee shall have the right to have his Steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. Where a supervisor intends to interview an employee for disciplinary purposes, the supervisor shall notify the employee in advance of the interview in order that the employee may contact his Steward to be present at the interview. The employee may waive, in writing, such right to have a Steward present,

M9.04 A written disciplinary action imposed upon an employee shall be considered purged from the employee's personnel file and invalid for purposes of further disciplinary action twelve (12) months after imposition unless there is repetition of the same offence within such twelve (12) months.

9.04.1 Every employee shall be notified of the name of his/her immediate Supervisor.

M9.05 JOB EVALUATION (ONLY)

M9.05.1 Grievance Procedure

Notwithstanding the grievance procedure, as outlined in Article M9, where a grievance arises out of the failure of the Joint Job Evaluation Appeals/Maintenance Committee, or the Joint Job Evaluation Appeals/Maintenance Committee Referees, to resolve matters relating to Job Descriptions or Job Ratings, either party may file a grievance, as provided for in Article M9, except that the grievance shall be initially filed at Step Three, as provided for in Article M9.1 (Step 3), and that said Job Evaluation Grievance shall be submitted within ten (10) days of receiving the written decision of the Joint Job Evaluation Appeals/Maintenance Committee Referees or within ten (10) days of the written decision of the Joint Job Evaluation Appeals/Maintenance Committee, if the Referee process is not used.

M 9.05.2 Arbitration Process

- M 9.05.2.1 Notwithstanding the Arbitration Procedure, as outlined in Article M7, when the Corporation or the Union decides that a grievance, arising out of a job evaluation-related matter involving a job description or job rating, is to be submitted to Arbitration, notification shall be given in writing, to the Party opposite in interest, within one (1) calendar month of the written opinions of the Joint Job Evaluation Appeals/Maintenance Committee Referees, if such are used, or within one (1) calendar month of the written decision of the Joint Job Evaluation Appeals/Maintenance Committee, if the referee process is not used. Such notification shall be submitted by registered mail, in accordance with Article M6.02, and shall indicate the name and address of the referring Party's recommended Arbitrator. The recipient of such notice shall, within ten (10) working days thereafter, inform the other of the name and address of its recommended Arbitrator.
- M 9.05.2.2 In selecting the Chairman, it shall be the responsibility of the parties to advise the prospective Chairman that it is the express desire of the parties to the Grievance that, at a time and place convenient to the Arbitrator, the Employer and the Union, a prehearing meeting will be convened for the express and singular purpose of fully acquainting the Arbitrator on the specifics of the Joint Job Evaluation Program in effect and governing the Wage and Salary Administration.
- M 9.05.2.3 Should an Arbitrator be appointed by the office of Arbitration, the provisions as provided for in Article 9.05 above, shall be transmitted to the Office of Arbitration as a condition of appointment.
- M 9.06 An employee shall have the right to have access to review his personnel record and make copies of any material contained in his record. Such access may be gained by making an appointment with the Human Resources Department. Such review and copies will be undertaken and made under the scrutiny of the Director or Deputy Director of Human Resources.

M 10 NO STRIKES OR LOCKOUTS

M 10.01 In view of the orderly procedure established for the disposition of the employees and/or Management's complaints and grievances, the Corporation agrees that it will not cause or direct any lock-outs of its employees for the duration of this agreement and the Union agrees there will be no strikes or other collective action which will stop or interfere with the services of the Corporation for the duration of this agreement.

Definition: In this agreement "strikes" and "lock-outs" shall have the same meaning as in the Labour Relations Act.

M 10.02 In cases where conditions demonstrate that injury to persons or property would result, no seniority employees shall sustain disciplinary action for his failure to cross a picket line where a legal strike or lock-out is in effect.

M 10.03 In the event of a strike or lock-out, the decision to provide or not to provide any or all of the provisions in the Master Agreement will be at the sole discretion of the Corporation.

M 11 TRANSFER OUT OF THE BARGAINING UNIT

M 11.01 Any seniority employee within the bargaining unit appointed to any position not subject to this agreement shall, after twenty-four (24) consecutive months on the job lose all rights of seniority except for pension and vacation purposes. **If** the employee returns to the bargaining unit within the twenty-four (24) consecutive month periods, they will retain all rights including seniority accrued while out of the bargaining unit.

M 12 LAY-OFFS

M 12.01.1 Definition of Lay-Offs

A lay-off shall be defined as a reduction in the workforce as generated by the employer.

M 12.01.2 Role of Seniority in Lay-Offs

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a lay-off, employees shall be laid off in the reverse order of their respective bargaining-unit seniority. An employee about to be laid off may displace any employee with less seniority, providing the employee exercising the right is qualified to perform the work of the employee with less seniority. The right to displace shall include the right to displace up. Upward displacement will occur only if the employee has previously occupied the position.

In order that the operations of the Union will not become disorganized when lay-offs are being made, members of the Local Executive Board and the Chief Stewards shall be the last persons laid off within their Local during their term of office, as long as full-time work, which they are qualified to perform at their own or a lower wage level is available, and will be paid at the applicable rate for the position.

M 12.01.3 No New Employees

New employees shall not be hired until those laid off have been given an opportunity to recall.

M 12.01.4 Unless legislation is more favourable to the employees, the Employer shall notify the Union and the employees who are to be laid off thirty (30) calendar days prior to the effective date of lay-off.

M 12.01.5 Grievance Lay-Offs/Recalls

Grievances concerning lay-offs and recalls shall be initiated at Step Three of the Grievance Procedure.

M 12.01.6 Time off to settle Lay-off Matters

When a seniority employee is to be laid off, he shall be allowed one (1) hours paid leave off work during his last shift to attend to personnel or pay-related matters not yet settled.

M 12.02 The Corporation agrees that no regular full-time employee shall be laid off due to the Corporation:

M 12.02.1 Contracting out services presently being performed by members of the bargaining unit.

M 12.02.2 Employing temporary or part-time or casual employees (other than employees enrolled in post secondary education institutions and employed by the Corporation in work that is educationally related) : provided that in the judgement of the Corporation, the regular employee is capable of doing the work required. If capable of doing the work, the employee will be assigned to a temporary, part-time or casual position and will hold that position until successfully obtaining another seniority position, in accordance with promotion criteria as establish in the Local's Agreement.

The judgement of the Corporation shall not be exercised in any arbitrary or discriminatory manner. The Corporation will make every reasonable effort not to engage persons enrolled in a post secondary institution at a time when regular seniority employees are laid off seasonally.

M 12.03 Prior to a staff report being presented to City Council, the effect of which would be to contract out services presently performed by members of the bargaining unit and which would result in a consequential reduction of staff in the bargaining unit, the Union shall be supplied with a copy of the report.

M 13 CORRESPONDENCE

M 13.01 The Secretary of the Union Local concerned shall be notified by internal mail of all appointments, transfers, temporary transfers, lay-offs, promotions, demotions, recalls and terminations of any member of the bargaining unit at the same time as the employee concerned.

M 14 LEAVE OF ABSENCE

M 14.01 Leave of absence without pay for the purposes of attending conferences, conventions, and other Union business for seniority employees to a maximum of 15 days per employee and an annual maximum of 60 days per Local may be granted. The Union Local requesting such leave shall make the request in writing to the Corporation at least ten (10) working days prior to the requested commencement of the leave. If, in the opinion of the Corporation, the operations of the Corporation will be adversely affected by the absence of any of the employees upon whose behalf the leave is requested, the Corporation shall have the right to require the Union to name an alternate who shall be granted such leave instead.

The total annual leave granted under this clause shall not exceed sixty (60) working days in any calendar year. No one individual to receive more than 15 days per year.

M 14.01.1 Leave of absence without pay shall be granted to not more than two (2) seniority employees who are governed by this agreement, for up to fifteen (15) days each per year for the purpose of being a selected "Occasional Instructor" for the Union. The employees must make a written request within seven (7) days of the date of the leave. Approval for the leave is subject to the operational requirements of the Corporation and such leave shall not be arbitrarily withheld.

M 14.02 Leave of absence without pay up to ten (10) working days shall be granted to a seniority employee for good and sufficient cause acceptable to the Corporation provided that in the opinion of the Corporation its operations will not be adversely affected. Leave of absence for this purpose shall be granted only upon expiration of all existing credits, such as and not exclusive to vacation and banked overtime. Upon application to the Department Head concerned, special leave of absence may be extended.

However, any additional leave will be dealt with on its own merits but in any case the employee shall not be entitled to the provisions of Articles MI6 and MI7 for the duration of such leave unless an arrangement is made to reimburse the Corporation for cost of such coverage under Article MI6. Costs of insurance coverage under Article MI6 shall be borne by the Corporation if the approved leave of absence is four (4) weeks or less.

MI4.03 Leave of absence with pay up to five (5) working days shall be granted to a seniority employee to attend and make arrangements for the funeral of a member of his family; family to mean spouse, children, parents, current step-parents, legal guardians, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law and grandchildren.

MI4.04 In the event of the death of an employee covered by this agreement or a retiree formerly covered by this agreement, the Corporation will allow no more than two (2) employees up to one (1) day to attend the funeral of the deceased employee or retiree without loss of pay.

M 14.05 The Corporation shall grant leave of absence without loss of seniority benefits to a seniority employee who serves as a juror or as a subpoenaed witness in any court provided that such subpoenaed witness" service not be longer than two (2) working days. The Corporation shall pay such seniority employee the difference between normal earnings and the payment received for jury service or subpoenaed court witness excluding payment for travelling, meals or other expenses.

The seniority employee will present proof of service and the amount of pay received. Time spent by a seniority employee required to serve as a court witness in any matter arising out of his employment shall be considered as time worked at the appropriate rate of pay.

The provisions of this clause shall not apply to any appearances before the Ontario Labour Relations Board or matters arising therefrom.

M 14.06 A seniority employee who is elected or selected to an office cited below shall be permitted an unpaid leave of absence without loss of seniority for the period shown provided that, notwithstanding any other provision of this agreement, he may be replaced by a casual or temporary employee for the duration of the period of the leave of absence:

Five (5) years " leave of absence: Parliament of Canada, Legislature of Ontario.

Two (2) years " leave of absence: full-time position with the Union or any body with which the Union is affiliated.

M 14.07 A seniority employee who is selected to enrol in the CUPE sponsored Labour Management Course shall be granted up to three (3) months unpaid leave in accordance with the provisions of Article M 14.02. In no case shall more than one (1) employee per year per Union local governed by this agreement be granted such leave.

M15 BULLETIN BOARDS

M 15.01 The Corporation shall provide an enclosed bulletin board upon which the Union shall have the right to post any notices as may be of interest to the employees and not to the detriment of the Corporation. All such notices shall be approved, prior to posting, by the Department Head or designate within whose jurisdiction the bulletin board is located.

M 16 WELFARE

M 16.01.1 The Corporation will continue to pay 100% of the premiums for the following coverage for all seniority employees:

M 16.01.1 Group Life Insurance.

M 16.01.1.2 Major Medical to include vision care up to a maximum of \$200 per two calendar years, with \$10.00 (single) and \$20.00 (family) deductible, and Supplementary Hospital.

M 16.01.1.3 Basic with Rider 1 Dental Health Insurance Plan at 100% of insured charges; Riders 2 and 4 at 80% of insured charges to a maximum of \$1,750 per insured personal in twelve (12) consecutive months; Rider 3 at 50% of insured charges to a lifetime maximum of \$2,000 per dependent child. Dental Health Insurance Plan subject to \$10.00 (single) and \$20.00 family) deductibles. Prior year O.D.A. rate shall apply (example: In 1991, 1990 O.D.A. rates shall apply).

M 16.01.2 Effective January 1, 1982, each employee who has completed six (6) months employment in a regular full-time position shall join and sustain a Long Term Disability (LTD) Insurance Plan having a six (6) month waiting period for payment of benefits and a monthly benefit rate of sixty percent (60%) of regular monthly salary. The premium costs of this LTD Plan shall be fully paid by each employee individually, but each employee shall receive a pay supplement each month equivalent to his LTD insurance premium.

M 16.01.3 Employees engaged for a regular full-time permanent position shall be enrolled in the Ontario Municipal Employees' Retirement System basic plan.

M 16.01.4 Temporary & Casual Employees

Effective July 1, 1996:

The Corporation agrees to pay 100% of premiums, subject to qualifying periods for:

M 16.01.4.1 Group Life Insurance.

M 16.01.4.2 Major Medical to include vision care with \$10.00 (single) and \$20.00 (family) deductibles and supplementary hospital.

For those employees' who work an average of 28 or more hours per week in a calendar month. Those employees not meeting the average in any month will be debited for benefit premiums paid by the Corporation on their behalf during that period.

M 16.01.5 Benefits for Early Retirees

For employees retiring under the provision of early retirement covered by OMERS, the Corporation will pay 100% of the premiums for Major Medical and Dental Health. The benefits available under this clause will cease to be available to the employee on attainment of age 65 years. Upon retirement the employee will receive a paid-up life insurance policy of \$2,000.00.

M 16.01.6 Benefits for employees on LTD will be made available at employees' cost - i.e. Major Medical and Dental, but taking advantage of Corporation group rates. Employee, to be defined for this clause, as an individual on the two (2) year initial LTD period and subsequently maintained as full status LTD by the Carrier.

- M 16.02.1 All seniority employees will participate in the Corporation's Sick Leave Plan and may be required to provide a doctor's certificate as per Corporation Sick Pay Policy.
- M 16.02.2 The following conditions shall govern the granting of sick leave with pay:
- M 16.02.2.1 All absences for which sick leave is claimed must be reported to the immediate supervisor not less than sixty (60) minutes prior to the commencement of the employee's shift unless the employee can provide an explanation why he was unable to do so.
- M 16.02.2.2 An employee requesting sick leave of over one (1) day's duration shall inform his immediate supervisor of his intended date and shift of return to work.
- M 16.02.2.3 Except in cases of hospitalization or when otherwise excused by Management, an employee on sick leave with pay shall telephone his immediate supervisor every two (2) working days to re-establish the grounds for his absence.
- Failure to observe any of the above conditions shall result in the denial of sick leave with pay for the period of such non-observance.
- M 16.02.3 When in the opinion of the Corporation an employee is abusing the provisions of the Corporation's Sick Leave Policy (abuse to be defined as three separate incidents of sick leave in the calendar year) pay for subsequent occasions of sick leave for the balance of the year shall commence on the third (3rd) day of such leave, and/or disciplinary action up to and including discharge may result.
- M 16.03 An employee on sick leave will participate in the welfare provisions of this article until the expiration of his accumulated sick leave.

M 16.04 An employee who is injured during working hours and is required to leave for treatment or sent home for such injury shall receive remuneration for the remainder of the shift at his regular rate of pay, unless a doctor states that the employee is fit for further work on that shift.

M 16.05 In instances wherein an employee is injured due to a third party situation, the Corporation will maintain sick leave benefits. If the employee seeks redress through the third party claim process for lost wages and is successful, he will reimburse the Corporation for the amount of wages recovered.

M 16.06 The Union acknowledges that the unemployment insurance premium reductions allowed to the Corporation by virtue of the existence of the Sick Leave Plan shall be retained by the Corporation for the provision of the benefits described in this article.

M 17 VACATIONS

M 17.01 Definition: In this clause:

“Service” shall mean continuous employment in a regular full-time position and shall be calculated on the employee’s anniversary date in accordance with his length of continuous service.

“Vacation Year” shall mean from the previous year’s anniversary date to the following year’s anniversary date.

To determine “service” for vacation purposes, “the 15th of the month rule” applies. This means, for example, that someone who is hired on November 10th, because the start date is on or before the 15th of the month, his anniversary date or “vacation year” would be November 1st. On the other hand, if this employee commenced employment on November 16th, his anniversary date or “Vacation year” would be December 1st.

M 17.01 Vacation - Length

- M 17.01.1 An employee with more than one (1) years' continuous service, but less than four (4) years' continuous service shall receive two (2) weeks vacation with an amount of pay equal to four (4) percent of his gross earnings, exclusive of vacation pay, paid for the previous vacation year.
- M 17.01.2 An employee with more than four (4) years' continuous service, but less than ten (10) years' continuous service shall receive three (3) weeks vacation with an amount of pay equal to six (6) percent of his gross earnings, exclusive of vacation pay paid for the previous vacation year.
- M 17.01.3 An employee with more than ten (10) years' continuous service, but less than sixteen (16) years' continuous service shall receive four (4) weeks' vacation with an amount of pay equal to eight (8) percent of his gross earnings exclusive of vacation pay paid for the previous vacation year.
- M 17.01.4 An employee with more than sixteen (16) years' continuous service but less than twenty two (22) years' continuous service shall receive five (5) weeks' vacation with an amount of pay equal to ten (10) percent of his gross earnings, exclusive of vacation pay paid for the previous vacation year.
- M 17.01.5 An employee with more than twenty two (22) years' continuous service shall receive six (6) weeks' vacation with an amount of pay equal to twelve (12) percent of his gross earnings, exclusive of vacation pay paid for the previous vacation year.
- M 17.01.6 After twenty five (25) years' of service, one (1) additional day of vacation will be accrued for each completed year of service beyond twenty five (25) years, to a maximum of ten (10) additional days.

M 17.02 Resignation

For the purpose of this clause, minimum acceptable notice will be considered as ten (10) working days.

M 17.02.1 An employee who submits his resignation with minimum acceptable notice will be granted a vacation allowance (as a percentage of gross earnings, exclusive of vacation pay paid for the previous vacation year) in lieu of vacation with pay as follows:

<u>Continuous Service</u>	<u>Payment</u>
Up to 4 Years	4% of Gross Earnings
4 Year to 10 Years	6% of Gross Earnings
10 Years to 16 Years	8% of Gross Earnings
16 Years to 22 Years	10% of Gross Earnings
over 22 Years	12% of Gross Earnings

M 17.02.2 An employee who submits his resignation without giving minimum acceptable notice will receive vacation pay in accordance with the Employment Standards Act, 1970, as amended.

M 17.03 Vacation Accumulation and Carry-over

Accumulation of vacation is not permitted except that the Corporation may permit up to five (5) days vacation entitlement to be carried over into the next vacation year provided application is made four (4) weeks prior to the employee's anniversary date.

M 17.03.1 Such carried vacation leave (up to five (5) days entitlement) is consumed within the first ten (10) months of the following vacation year.

M 17.03.2 Annual vacation entitlement must be **100%** requested in accordance with the sign-up procedure in the respective Locals (C.U.P.E. **44, 1540** and **2723**), subject to Management approval. Further, failure to sign-up in accordance with the proceeding will result in Management scheduling the vacation entitlement as per provision contained in Article M 17.06.

M 17.04 General

M 17.04.1 Subject to clause M 17.03, an employee will not be permitted to waive his vacation, nor will he be allowed to work for the Corporation during his vacation period and receive his salary as well as his vacation allowance.

M 17.04.2 Once a vacation has been made, employees will not be permitted to exchange vacations, alter dates nor extend the vacation period without express Management consent.

M 17.04.3 Although it is intended that an employee will take his vacation in one period, he may, subject to the approval of Management, divide the vacation into periods of not less than one (**1**)week, or other periods of not less than one day, as mutually agreed to. An employee will be allowed up to ten (**10**) days vacation, to be taken one day at a time in the vacation year.

M 17.04.4 Vacation allowances shall be exempt from seizure to the fullest extent permitted by law. No employee may assign an interest in any amount which may become payable hereunder.

M 17.04.5 Providing fifteen (**15**)working days notice is given and the length of the intended vacation is one week or more, an employee will be permitted to draw his vacation allowance on the last working day preceding the commencement of his vacation. The provision will not apply to those employees who are enrolled or become enrolled in the Direct Deposit Banking System.

- M 17.04.5 If a paid holiday is observed during an employee's vacation, such employee will be paid an additional day's pay or; if, in the judgement of the Corporation, it will not adversely affect the operations, the Corporation will make all reasonable efforts to give the employee an additional day's vacation with pay, in lieu thereof contiguous to the employee's vacation period or the employee will have the option of taking an additional day's vacation at a date mutually agreeable.
- M 17.05 During a seniority employee's last year of service prior to retirement, as provided by the Ontario Municipal Employees' Retirement System, s/he shall be granted additional vacation entitlement in time or payment in the ratio of one (1) day's additional vacation entitlement in time or payment in the ratio of one (1) day's additional vacation for each year of service with the Corporation.
- M 17.06 The time at which vacation of any employee shall be taken shall be prescribed by the Corporation. Requirements of work conditions and seniority will be considered.
- M 17.07 Employees may request vacation leave which has accrued up to the time of going on vacation to a maximum of ten (10) days. If termination occurs prior to vacation year end, any vacation borrowed as of the date of termination will be considered in determining the employee's final pay.

M 18 PAID HOLIDAYS

M 18.01 The following will be paid holidays:

New Year's Day	Civic Holiday (Joseph Brant Day)
Good Friday	Labour Day
* Easter Monday	Thanksgiving Day
Victoria Day	* December 24
Canada Day	Christmas Day
	Boxing Day

In addition, any other day proclaimed as a holiday by the Federal or Provincial Governments or by the City of Burlington, shall be observed as a paid holiday.

M 18.01 *Easter Monday and December 24th shall not be observed as public holidays in the Burlington Transit System. However, in lieu of these two paid holidays, seniority employees of the Burlington Transit System shall be allowed two (2) additional days per vacation year annually as paid days off. Upon ten (10) working days notice by the employee, the Corporation shall make all reasonable efforts to schedule such two (2) additional days off contiguous to an employee's regular scheduled days of rest.

Regular seniority employees in Transit will also be paid a rate of time and one-half for all hours worked on Easter Monday and December 24th. Seniority employees not working those two days will receive the two lieu days currently mentioned in this article. Seniority employees who work these days will also receive the two lieu days.

One (1) lieu day shall be observed in the period July 1 to December 31st; and one (1) lieu day in the period January 1st to June 30th.

M 18.02 When any of the above-noted holidays fall on a seniority employee's scheduled day off, the employee shall receive another day's pay at his standard basic rate or, if in the judgement of the Corporation it will not adversely affect operations, the employee shall be given an additional day off with pay at a time mutually agreed upon by the employee and the Corporation.

Insofar as the Burlington Transit System is concerned, the parties confirm that the past practice of permitting up to two (2) employees off to observe lieu days on any one day will be maintained. In addition to any allotted lieu days already scheduled, Transit will be allowed one (1) employee off on vacation for every ten (10) seniority employees.

M 18.03 To receive pay for a paid holiday or day being observed as a paid holiday, a seniority employee must have worked through the last scheduled working day immediately prior to such holiday and through the first scheduled working day immediately following such holiday except when excused from doing so by reasons of authorized paid absence.

M 18.04 An employee required to work on a paid holiday or lieu day being observed as a paid holiday by the operation of clause M 18.01 shall be paid at the rate of one and one-half times his regular hourly rate for such time worked in addition to any holiday pay to which he may be entitled.

M 19 AGREEMENTS

M 19.01 The Corporation shall supply to the Union a reasonable number of copies of this Collective Agreement within 90 days of formal signing, unless mutually agreed to by the parties.

The Unions agree to pay three-quarters (3/4) of the cost for the printing and production of the Collective Agreements. The Corporation will invoice the respective Locals for payment when the final costs of the production of the Collective Agreements are known to the Corporation. A Union shop is to be used for printing and production.

M 20 JOB SECURITY

M 20.01 If, in regard to technological change or alteration of Corporation policy, work now performed by seniority employees becomes redundant, a program of retraining or re-deployment will be undertaken to maintain constructive employment for those displaced. Any such program will consider efficiency of operations, age, seniority and the skills available for reassignment.

M 20.02 When considered needed by the parties, a committee shall be formed comprising of Union and Corporation representatives to deal with technological change.

M 20.02.1 Training programs and the evaluations thereof shall be determined by this joint committee.

M 20.03 No seniority employee shall be dismissed or have his/her regular hours reduced by the Corporation because of a technological change.

M 20.04 An employee whose job is changed or who is displaced from his/her job by virtue of technological change, will suffer no reduction in normal wage or salary rate for a period of up to six (6) months.

M 20.05 Where new or greater skills are required than are already possessed by the affected employees under the present methods of operation, such employees shall, at the expense of the employer, be given a period of time not to exceed six (6) months, during which they may perfect or acquire the skills necessitated by the new method of operations. There shall be no reduction in wage or salary rates during the training period of any such employee. Upon being placed in the new position, the employee will receive the appropriate rate of that position. An employee who fails to successfully complete the training and be employable in the designated position will be treated in accordance with Article M 12.01.

M 21 DURATION OF AGREEMENT

This agreement shall remain in effect and force from July 1, 2001 to June 30, 2004, and from year-to-year thereafter, unless either party gives notice in writing not more than ninety (90) days and not less than sixty (60) days prior to the expiry in any year of its desire to amend or terminate same. Negotiations will commence within fifteen (15) days of receipt of such notice by either party.

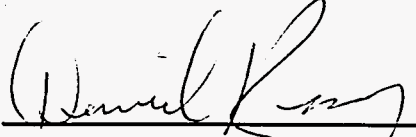
SIGNED AND DATED AT BURLINGTON, ONTARIO ON DECEMBER, 20th 2001.

**THE CORPORATION OF
THE CITY OF BURLINGTON**

**THE CANADIAN UNION OF
PUBLIC EMPLOYEES LOCALS
#44, 1540 AND 2723**



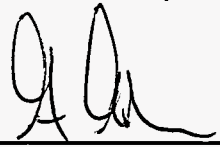
Mayor



Local #44 Representative



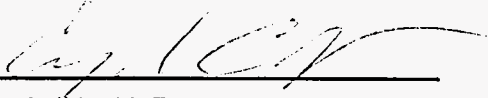
Clerk



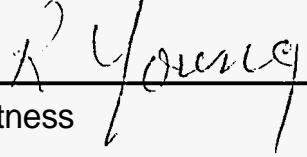
Local #44 Representative



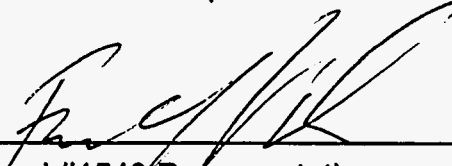
Director of Human Resources



Local #1540 Representative

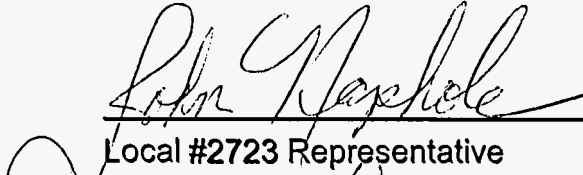


Witness




Local #1540 Representative

CITY OF BURLINGTON
LEGAL
APPROVED
PER _____
DATE: _____



Local #2723 Representative



Local #2723 Representative

Authorized by By-Law
144-2000
Passed on Nov-28/00
Item A 144-00-1