

COLLECTIVE AGREEMENT

BETWEEN

THE REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

AND

THE OTTAWA-CARLETON PUBLIC EMPLOYEES' UNION
LOCAL 503
IN AFFILIATION WITH
CANADIAN UNION OF PUBLIC EMPLOYEES (C.L.C)

EFFECTIVE JANUARY 1, 1990
TO DECEMBER 31, 1991

THIS AGREEMENT SHALL remain in force and effect from January 1, 1990
(except where a clause otherwise provides) to December 31, 1991 and
thereafter from year to year.

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COLLECTIVE AGREEMENT

This Agreement made in **duplicate** this day of

-BETWEEN-

THE REGIONAL MUNICIPALITY OF **OTTAWA-CARLETON**

(herein called "The **Employer**")

of the first part

-AND-

THE OTTAWA-CARLETON PUBLIC EMPLOYEES' UNION, LOCAL 503
CANADIAN UNION OF PUBLIC EMPLOYEES (**C.L.C.**)
(formerly THE OTTAWA MUNICIPAL EMPLOYEES' UNION)

(herein **called** "The Union")

of the second part

Whereas it is the intent and purpose of this Agreement to **recognize** the community of interest between the Employer and the Union, in promoting the utmost co-operation between the Employer and **its** employees, consistent **with** the rights of both Parties.

And whereas it is the further intent of this **Agreement** to foster a friendly spirit which shall prevail at all times between the Employer and its employees and to this end this Agreement is signed in good faith by the two Parties. And whereas this **Agreement** is designed to set out clearly the rates of pay, hours of work and conditions of employment to be observed by the **Employer** and the Union.

NOW THEREFORE **THIS AGREEMENT WITNESSETH**

ARTICLE 1
SCOPE

1. This Agreement shall apply to **all** employees of the Employer including part-time, casual and temporary employees with the exception of those specified in Appendix 1 of this Agreement.

ARTICLE 2
RESPONSIBILITY OF THE EMPLOYER

- 2.1 The Employer **recognizes** the Union as the sole collective bargaining agency for all employees coming within the scope of this Agreement.
- 2.2 The Employer agrees not to interfere with the rights of **its** employees designated within the scope of the Agreement, and there shall be no discrimination, interference, restraint and coercion by the Employer, against any employee because of Union membership, or against any Union Representative **because** of Union activity within the provisions of this Collective Agreement.
- 2.3 The Employer **agrees** that during the life of this Agreement and during the period of negotiation of any revisions to this Agreement, **or** of a new agreement including the period of arbitration, there shall be no lockout.
- 2.4 The Employer agrees that there shall be no discrimination against any person in the employing or continuing to employ because of race, creed, colour, ancestry, **age, sex**, marital status, political and religious affiliation, or place of residence. The Employer further agrees not to discriminate in accordance with its Corporate policy.
- 2.5 The Employer **recognizes** and accepts the provisions of this **Agreement** as binding upon itself and upon each of its authorised representatives and pledges that it and each of its duly **authorized** representatives will observe the provisions of this Agreement.
- 2.6 The Employer agrees that any public reports **or** recommendations to be made to the Executive Committee dealing with matters covered by this Agreement will be provided to the Secretary of the Union at the Union office, prior to the report **or** recommendation being dealt with by the Executive Committee so as to afford the Union reasonable opportunity to consider them, and if necessary to make its views known to the Executive Committee and Regional Council. The Employer also agrees to provide the Union with all reports and recommendations to be dealt with by Regional Council at the same time as they are sent to the members of Council. Should the Union not make its views known prior to the Committee **or** Council dealing with the report **or** recommendation, this will not be construed as concurrence by the Union with the report or recommendation.
- 2.7 The Employer agrees to recognise the Union's Labour Representatives,

ARTICLE 3
RESPONSIBILITY OF THE UNION

- 3.1 The Union agrees that it will not intimidate **or** coerce employees into membership in the Union.

- 3.2 The Union agrees that membership solicitation and **other** Union activity not pertaining to this Agreement will not take place during working hours or on the premises of the Employer or on **any** work project the Employer **may** be engaged in.
- 3.3 The Union agrees that during the life of this Agreement and during the period of negotiation of **any** revision to this **Agreement**, or of any **new** agreement including the period of arbitration, there shall be no strike or other cessation of work.
- 3.4 The Union agrees that there shall be no discrimination against any **person** in the employing or continuing to employ because of **race**, creed, colour, ancestry, age, sex, marital status, political and religious affiliation, or place of residence.
- 3.5 The Union **recognizes** and accepts the provisions of this Agreement as binding upon itself, each of its duly **authorized** officers, representatives and employees represented by the Union, and pledges that it, and each of its duly **authorized** officers and representatives and employees represented by the Union, will observe the provisions of this Agreement.
- 3.6 The Union agrees that it **will** consider any reports or recommendations to the Council dealing with matters covered by the Agreement or concerning the Union or its **members** and to express its opinion before the matter is to be dealt with by the Council when the Union deems it **necessary** to do so.
- 3.7 The Union **recognizes** that, subject to the provisions of this **Agreement**, it is the function of the Employer:
- (i) to maintain order, discipline and efficiency;
 - (ii) to classify positions;
 - (iii) to hire, transfer and promote;
 - (iv) to suspend, discharge or **otherwise** discipline employees for **proper** cause subject to the right of the employee concerned to lodge a grievance under the orderly procedure outlined in Article **14**.

ARTICLE 4
HOURS OF WORK

4.1 Reporting

Employees shall report for duty at the **place** directed by the **person** in charge and shall go to and from such place on their **own** time within the **limits** of the Regional Municipality of **Ottawa-Carleton**.

4.2 Flexible Working Hours/Week

(a) During the life of this Agreement flexible working hours may be introduced in part or in whole provided-that:

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(i) The normal daily working hours for all employees except regular shift and part-time, fall between the hours of 7 a.m. to 1 p.m.

(ii) They be consecutive and do not exceed the number of daily working hours provided for in this Agreement. This provision may be altered only by mutual agreement in writing between the Employer and the Union.

(iii) They be mutually agreed upon between the employees and the Employer.

(b) A flexible work week may be introduced during the life of this Agreement subject to mutual agreement between the Union and the Employer.

4.3 Standard Hours Of Work

The standard hours of work operative during the term of this agreement shall be as follows:

4.3.1 Office & Administration Staff (APPENDIX 4-1)

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A five (5) day week, Monday to Friday, 8:30 a.m. to 4:30 p.m. with one (1) hour for lunch from September to May inclusive and, a five (5) day week, Monday to Friday, 8:30 a.m. to 4:00 p.m. with one -hour for lunch from June 1 to Friday next before Labour Day.

4.3.2 Outside Salary Office Day Staff (Appendix 4-2)

A five (5) day week, Monday to Friday, 7 hours per day to be worked between the hours of 7 a.m. and 5 p.m. with one (1) hour for lunch from September to May inclusive and a five (5) day week, 6 1/2 hours per day, Monday to Friday from June 1 to Friday next before Labour Day.

4.3.3 Salaried Employees - Operational - (APPENDIX 4-3)

A five (5) day week, Monday to Friday, 8 hours per day, to be worked between the hours of 7 a.m. and 5 p.m. with a maximum of one hour for lunch.

4.3.4 Special Cases (APPENDIX 4-4)

The hours of work shall be arranged by the Head of the Department provided that in no case shall limits of 8 hours per day and five (5) days per week be exceeded in establishing the normal work week, and that two consecutive days off per week be provided.

4.3.5 Wage Employees

A five (5) day week, Monday to Friday, 8 hours per day between the hours of 7 a.m. end 5 p.m. with a maximum of one (1) hour for lunch. It is recognized that Saturday may be scheduled by the Employer as a regular working day, part of the five (5) day week. (See Section 5.3.7.)

4.3.6 Regular (Permanent) Shift Employees

A five (5) day week, 8 hours per day, providing for two consecutive days off and normally a one (1) hour lunch period. A regular shift shall be defined as part of a 24 or 16 hour operation and not part of a 24 hour rotating shift schedule.

4.3.7 Rotating Shift Employees*

An average of 40 hours per week on a 4 to 6 week cycle as the case may be. Rotating shift shall be defined as a period of 8 hours, part of a 24 hour operation. The hours of starting and finishing of each shift shall be determined by the Head of the Department in consultation with the employees. Normally an employee on a rotating shift will alternate through day, afternoon and night shifts as laid down in the Shift Schedule. Alternate arrangements in relation to the length of the cycle may be made by mutual agreement between the Employer and the Union.

* Regarding 12 hour shift employees See Appendix 12.

4.3.8 Employees Engaged in Snow Removal Operations

(a) Day Shift

The standard work week for the day shift (7:00 a.m. to 5:00 p.m.) shall be a five (5) day week, eight (8) hours per day, with a maximum of one (1) hour for lunch, commencing Monday at 7:00 a.m. and continuing until Friday at 5:00 p.m.

(b) Shift

The standard work week for the night shift (7 p.m. to 4 a.m.) shall be a five (5) day week, 8 hours per day, with a maximum of one (1) hour for lunch, commencing Sunday at 7 p.m. and continuing until Friday at 4 a.m. This shift shall be entitled to a 7% premium for all hours worked.

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4.3.9 Hours of Work - Computer Operation

(a) The operation of the computer shall be on a three shift basis, 8 a.m. - 4 p.m., 4 p.m. - midnight, midnight - 8 a.m., or such modification of this Agreement as may be agreed upon between the Union and the Employer.

- (b) Shift employees who may be required actually to work up to eight (8) hours on their shift shall be compensated for the hours over 6 1/2 in accordance with Article 5.1.2.
- (c) The hourly rate will be calculated by dividing the annual salary by 261 x 6 1/2.
- (d) When an employee is employed on the afternoon shift (4 p.m. - midnight) he/she will be compensated by having his/her daily rate including the overtime increased by 5%. Employees on the late shift (midnight - 8 a.m.) will be compensated by having their daily earnings including overtime increased by 10%.
- (e) The posted shift shall be a minimum of one week duration. Should an employee's shift be changed for any reason before the completion of the week, the employee will continue to receive the differential rate until the end of his/her regular posted shift.
- (f) In the event an employee's shift is changed, there shall be a minimum of eight (8) hours rest period from the end of one shift until the beginning of the next shift.

4.3.10 Homes For The Aged - Dietary & Laundry

A five (5) day week, eight (8) hours per day, forty (40) hours per week to be worked between 6 a.m. and 10 p.m. In recognition of the fact such employees do not leave the work location and are available for work during the lunch break, a half (1/2) hour paid lunch break will be scheduled within the eight (8) hours.

4.3.11 Homes For The Aged - Housekeeping

A five (5) day week, eight (8) hours per day, forty (40) hours per week to be worked between 6 a.m. and 10 p.m. In recognition of the fact such employees do not leave the work location and are available for work during the lunch break, a half (1/2) hour paid lunch break will be scheduled within the eight (8) hours.

4.3.12 Day Care Centres (Teachers, Assistanta, and Supervisors)

A five (5) day week, Monday to Friday, 7 hours per day, 35 hours per week to be worked between the hours of 7:30 a.m. and 6:00 p.m. with one (1) hour for lunch from September to May inclusive and a five (5) day week, 6 1/2 hours per day, 32 1/2 hours per week, Monday to Friday, from June 1 to Friday next before Labour Day.

4.3.13 Traffic Computer Operations

A five (5) day week, Monday to Friday, eight (8) hours per day to be worked between the hours of 6:30 a.m. and 7 p.m.

4.3.14 Works Department Laboratory Technicians

A five (5) day week, Monday to Friday, seven (7) hours per day to be worked between the hours of 7 a.m. and 5 p.m.

4.3.15 Lunch Period

(a) Lunch time, as specified in this Article, is outside the limitation of the hours to be worked as imposed in the sections and is not paid time.

(b) Employees who are ~~not permitted to leave the work location~~ and who are required by the Employer to be available for work during the lunch break will receive ~~1/2 hour paid lunch period~~ within the specified hours of work. 36-330

4.3.16 Daily working hours referred to in this Article are to be worked consecutively.

4.3.17 (a) The Parties to this Agreement recognise that the Employer may be required to alter the hours of work in relation to various operations and if such is the case, the provisions of Article 5 shall apply.

(b) Where the Employer wishes to introduce a new shift operation, which shall require the starting and quitting times to be other than those specified in the Collective Agreement, the Employer will notify and discuss the new shifts with the Union.

4.4 Alterations To Standard Hours Of Work

During the term of the Collective Agreement, ~~should the Employer wish to amend specific standard hours of work, the Employer shall discuss the matter in detail with the Union. The Parties to the agreement shall meet with the employees affected on the Employer's time (at a mutually agreeable time) to explain the proposal. After the explanation, the Employer's representatives shall leave and the Union shall be given the opportunity to meet with the members for purposes of discussion and to conduct a secret ballot.~~

Provided that more than 50% of the employees affected agree, the standard hours of work shall be amended on a trial basis until the end of the term of the Collective Agreement.

"Employees affected" shall be defined as those employees directly affected in the work unit who are members of the bargaining unit.

The Union and the Employer may jointly agree to end the trial on some other mutually agreeable date.

ARTICLE 5
PREMIUMS

5.1 Overtime

- 5.1.1** (a) No employee shall work overtime unless authorised by the Head of the Department or a person delegated by the Head. Overtime shall be defined as time worked before or after a normal work day or normal work week as well as time worked in excess of the normal hours of work.
- (b) No employee shall be required to work in excess of sixteen (16) hours in any twenty-four (24) hour period, or to exceed thirty-two (32) overtime hours in any bi-weekly pay period. It is recognised, however, that the limitation of thirty-two (32) overtime hours may be exceeded in those situations where it is deemed that an emergency exists which requires the employee to exceed the overtime limit.

5.1.2 Salaried Employees

All salaried inside employees who are called upon to work overtime hours shall be paid as follows:

- (a) Any hours worked as overtime hours (defined in 5.1.1 (a)) shall be paid for at the rate of one and one-half (1 1/2) times the employee's regular salary.
- (b) The regular rate of pay shall be calculated as follows:

$$\frac{\text{BI-WEEKLY SALARY}}{70 \text{ hours}} = \text{Hourly Rate}$$

- 5.1.3** Any salaried outside employee (Appendix 4-3) who works overtime hours as defined in 5.1.1 (a) shall be remunerated for the overtime hours on the same basis as that set forth in 5.1.2 except the hourly rate shall be determined as follows:

$$\frac{\text{BI-WEEKLY SALARY}}{80 \text{ Hours}} = \text{Hourly Rate}$$

5.1.4 Wage Employees

All wage employees who are required to work overtime hours (as defined in 5.1.1 (a)) shall be paid for such hours at the rate of one and one-half (1 1/2) times their regular hourly rate of pay.

- 5.1.5** Any employee, (salaried or wage) receiving a premium who works overtime shall be paid at a rate of one and one-half (1 1/2) times the total of his/her normal rate and his/her premium.

5.1.6 Any employee, (salaried or wage) who is required to work on a Statutory Holiday shall be paid one day's pay at ~~this~~ regular rate for the Statutory Holiday, and for such ~~hours~~ as he/she works, at time and one-half.

5.1.7 A regular forty (40) hour shift employee whose day off falls on a Statutory Holiday shall receive an additional ~~eight (8) hours~~ pay while the employee who is working shall receive two and one-half (2 1/2) times the regular rate of pay.

5.1.8 Time Off In Lieu Of Overtime

(a) On each occasion that an employee works overtime the employee shall elect to either be paid in cash or to bank the overtime to a maximum in the year of 82 1/2 hours straight time (55 hours worked at time and one-half) for the purpose of having time off in lieu of overtime.

Overtime will be paid in accordance with the overtime provisions if the employee does not elect time off in lieu. Requests in relation to overtime hours must be made to the employee's immediate supervisor and must be dated and signed.

(b) Overtime hours which are banked for the purposes of time off in lieu as per 5.1.8 (a), are to be recorded and disposed of in the following manner:

(i) Each overtime hour banked will be recorded as one and one-half (1 1/2) straight time hours.

(ii) Time off in lieu of overtime is subject to a maximum of eighty-two and one half (82 1/2) straight time hours per calendar year. Such time off shall be at a mutually agreeable time and such requests for time off shall not be unreasonably withheld.

(iii) Recorded time off in lieu of overtime not used in the calendar year in which it was earned shall, at the employee's request:

(1) be carried over into the following year, or

(2) be paid for at the employee's official hourly rate. The official hourly rate for wage employees shall be the rate paid for each job performed,

(iv) Should the employee choose to carry these overtime hours into the following year, the employee shall only be entitled to bank sufficient further hours to provide time off to a maximum of eighty-two and one half (82 1/2) straight time hours in the new calendar year.

5.2 On Call

5.2.1 On Cell Pay shall be defined as pay received by an employee as a result of the employee being available on a stand-by basis outside of the employee's normal working hours.

The period of On Cell shall be construed as being from 5 p.m. to 7 a.m. the following morning. On Saturday the period of On Cell shall be 7 a.m. Saturday to 7 a.m. Sunday, end on Sunday the period of On Cell shall be from 7 a.m. Sunday to 7 a.m. Monday. In the case of a Statutory Holiday or declared holiday the period of On Cell shall be as on Sunday, that is from 7 a.m. on the morning of the holiday until 7 a.m. on the following day.

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5.2.2 Any employee placed On Cell from Monday through Friday shall be entitled to receive two hours pay at straight time rates for each period of On Cell and if called shall be paid at time and one-half (1-1/2) his/her regular rate plus any shift bonus applicable. The minimum payment for any cell out shall be one hour in terms of the pay to be received.

5.2.3 An employee placed On Call on Saturday or Sunday shall be entitled to receive three hours pay at straight time rates for the period of On Call. This arrangement will also apply in the case of Statutory Holidays. If the employee is called he/she shall be entitled to receive payment for the hours worked at the rate of time and one-half his/her rate, including any shift bonus or other premium. The minimum payment shall be for one hour in terms of the pay to be received.

5.2.4 All employees whose names are posted On Cell shall be paid the On Call rates. The rate for A salaried employee shall be calculated as in Section 5.1.2 or 5.1.3 (whichever is applicable). An employee who is called and works, but whose name has not been posted, shall receive the On Cell pay as though his/her name had been posted.

5.3 Premium Pay

5.3.1 Rotating Shift Employees (Other than The Hones For The Aged but including Stationary Engineers At Homes For The Aged)

Any employee of the rotating shift schedule required to work on a rotating shift basis, will receive a premium of 7% of the regular rate of pay for his/her classification for all shifts.

5.3.2 Rotating Shift Employees of the Homes For The Aged

Employees who are required to rotate through day, evening And night shifts as laid down in the shift schedule shall, in addition to their regular salary, receive a premium of 60 cents per hour for all hours worked provided the majority of the hours fall within the period of 5:30 p.m. and 8:00 a.m.

see 5-3-3

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5.3.3 Rotating shift employees who are granted their request that they not rotate through day, afternoon and night shifts shall not receive the 7% premium or the premium specified in 5.3.2 whichever is applicable.

5.3.4 premium for Hours Worked Between 7 p.m. And 7 a.m.
(Other than Homes For The Aged but including Stationary Engineers).

Where the Employer requires any employee to work hours other than what has been defined under Hours of Work, the employee shall be paid the 7% premium for all regular hours worked provided that 50% or more of those regular hours fall between 7 p.m. And 7 a.m.

5.3.5 Regular (Permanent) Shift Employees of the Homes For The Aged

Where the Employer requires Any employee to work hours other than those wherein the majority falls between 8 a.m. and 5:30 p.m., the employee shall be entitled to receive the premium specified in Clause 5.3.2 on each such occasion.

5.3.6 Regular (Permanent) Shift Employees (Other Than Snow Removal Operations)

Employees! who are granted their request that they not work the shift as requested by the Employer, shall not receive the 7% premium or the premium specified in Clause 5.3.2 whichever is applicable.

5.3.7 Work on Saturday and Sunday. (Other Than In The Homes For The Aged)

All hours which fall within an employee's regular work hours or work week which fall on Saturday and/or Sunday shall be subject to a 7% premium.

5.3.8 (a) Posting Of Shift

The Employer agrees that, where possible, a schedule reflecting the changed hours of work for any employee shall:

- (i) Be posted at least one week (five (5) working days), prior to the commencement of the shift.
- (ii) Se five (5) consecutive days scheduled within a seven (7) calendar day period.

(b) Change Of Panted Shift

- (i) Where an employee's shift has been changed And the notice of change of shift is less than one week, the Employer shall pay four (4) hours At straight time rates of the employee's regular salary in lieu of notice.
- (ii) An employee required to work a changed shift or who is ordered by the Employer to return to his/her regular day shift shall, for the balance of that week, receive or continue to receive 7% premium pay or the premium specified in Clause 5.3.2 whichever is applicable.

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5.4 Reporting Pay

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In the event of an employee reporting for work in the ordinary course of his/her employment and not being able to perform his/her regular work because of inclement weather, he/she shall be provided with work to the end of the half shift or pay in lieu thereof.

ARTICLE 6
LEAVE

6.1 Vacation Leave

6.1.1 Salaried Employees

Vacation leave shall be earned and granted to all employees at the following rates:

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(a) Two (2) weeks per year, which is earned at the rate of five-sixths (5/6) working days for each completed month of continuous service, if the employee has completed less than two (2) years of continuous employment.

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(b)(i) Three (3) weeks per year, which is earned at the rate of one and one-quarter (1 1/4) working days for each completed month of continuous service, if the employee has completed two (2) but less than nine (9) years of continuous employment.

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2101-2104

(b)(ii) Effective January 1, 1991, three (3) weeks per year, which is earned at the rate of one and one-quarter (1 1/4) working days for each completed month of continuous service, if the employee has completed two (2) but less than eight (8) years of continuous employment.

9001-9012
0904

(c)(i) Four (4) weeks per year, which is earned at the rate of one and two-thirds (1 2/3) working days for each completed month of continuous service, if the employee has completed nine (9) but less than seventeen (17) years of continuous employment.

2101-2104

(c)(ii) Effective January 1, 1991, four (4) weeks per year, which is earned at the rate of one and two-thirds (1 2/3) working days for each completed month of continuous service, if the employee has completed eight (8) but less than seventeen (17) years of continuous employment.

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(d) Five (5) weeks per year, which is earned at the rate of two and one-twelfth (2 1/12) working days for each completed month of continuous service if the employee has completed seventeen (17) but less than twenty-five (25) years of continuous employment.

25 06 (e)(i) Six (6) weeks per year which is earned at the rate of two and one-half (2 1/2) working days for each completed month of continuous service if the employee has completed twenty-five (25) or more years of continuous employment.

(e)(ii) Effective January 1, 1991, six (6) weeks per year which is earned at the rate of two and one-half (2 1/2) working days for each completed month of continuous service if the employee has completed twenty-five (25) but less than thirty-five (35) years of continuous employment.

9101 (f) Effective January 1, 1991, ~~seven (7)~~ weeks per year which is earned at the rate of ~~two and nine~~ tenths (2 9/10) working days for each completed month of continuous service if the employee has completed thirty-five (35) years of continuous service.
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(g) An employee earns but is not entitled to receive vacation leave with pay during his/her probationary period.

(h) After the first year of continuous employment an employee may be granted vacation leave in excess of the earned credits to the extent of credits that would accumulate to the end of that year.

(i) Vacation leave shall be taken at a time mutually agreed upon by the employee and his/her department.

55 D-1 (j) If, in any year the Employer has been unable to grant all of the vacation leave earned by the employee in that year, the unused portion of vacation leave shall be carried over into the following year.

(k) Subject to (l) below, employees are not permitted to carry over more vacation leave into the following year than the number of days of leave earned by them in that year.

(l) Employees who have more than one year's vacation leave entitlement to their credit must obtain written authorization by September 15th of each year, from the Head of their Department, to carry over their excess leave to the following year. If the Department Head denies the carry-over of the excess into the following year, requests for the use of such excess between September 15th and December 31st of that year shall not be unreasonably denied. Should the employee not arrange the use of this excess vacation leave by September 30th, the Department Head may schedule its use. Should the Department Head not be able to allow the use of this excess between September 15th and December 31st, the employee shall carry this excess leave over into the following year.

(m) If an employee has taken more leave than he/she has earned at the time when the employee's services are terminated for a reason other than lay-off or death, the salary over-payment resulting from the use of unearned vacation leave shall be recovered from the employee by the Employer.

- (n) When the **employment** of an **employee** terminates for any reason and the employee has earned, but; unused vacation leave, the employee **or** the estate **of** the deceased employee shall be paid an amount equal to the product obtained by **multiplying** the **number** of days of earned but unused vacation leave **by** the daily rate of pay applicable to the employee immediately prior to the termination of employment. When any employee retires, he/she shall be deemed to have earned vacation leave for the full year in which **he/she** retires.

6.1.2 Employees

- (a) **Wage** employees shall be granted the same leave with full pay as **set** out for salaried employees in Section **6.1.1**.
- (b) A weekly pay for wage employees shall be the basic hours worked per week multiplied by the employee's standard rate per hour but shall not include any overtime rates. Employees not completing their probationary period **are** entitled to **4%** vacation pay.

6.2 Income Protection Plan

- 6.2.1.1** (a) All employees who are unable to perform their duties due to non-occupational illness or injury shall be entitled to income protection in accordance with the following schedule:

<u>Length of Service</u>	<u>Full</u> <u>(Weeks)</u>	<u>66 2/3%</u> <u>(Weeks)</u>
Less than 3 months	0	0
3 months but less than 6 months	0	17
6 months but less than 1 year	1	16
1 year but less than 2 years	2	15
2 years but less than 3 years	3	14
3 years but less than 4 years	4	13
4 years but less than 5 years	5	12
5 years but less than 6 years	7	10
6 years but less than 7 years	9	8
7 years but less than 8 years	11	6
8 years but less than 9 years	13	4
9 years but less than 10 years	15	2
10 years and over	17	0

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- (ii) Effective October 27, 1990 for new employees hired from that date, three to six month provision will not apply, but such employees will earn sick leave at the rate of one and one-half (1 1/2) days per month, payable at two-thirds salary. This is not payable at termination and ceases upon eligibility for placement in the six months plateau of the Income Protection Plan schedule.
 - (b) An employee's entitlement to any particular level of benefit in accordance with the schedule set out in (a) shall be based on her/his length of service with the Employer and, commencing January 1, 1982, shall be updated every six (6) months.
 - (c) Occurrence of Statutory or Declared Holidays during an employee's absence on the Income Protection Plan shall not reduce an employee's number of days of income protection eligibility.
 - (d) Employees who are entitled to leave of absence on account of non-occupational illness or injury may obtain it on production of satisfactory application, through the Head of their Department to the Personnel Commissioner. Each employee who is absent for a period of more than four (4) consecutive working days shall file with the application a satisfactory certificate from a qualified medical practitioner. Each employee shall be allowed, if qualified, to apply for this leave of up to four (4) consecutive working days without a doctor's certificate provided that the total number of such uncertified days in any calendar year shall not exceed eight (8) days.
 - (e) Employees, including employees absent as a result of an industrial accident, will be required to produce any medical certificate necessary within the first ten (10) days of absence. It will be necessary to renew such certificate(s) every twenty (20) days thereafter, unless the Personnel Commissioner is satisfied with the initial certificate indicating the total period of absence and probable date of return to work.
 - (f) If it should appear to the Personnel Commissioner that any employee is making too frequent application for this leave, or that the correctness of a certificate is questionable, the matter shall be referred to the Medical Officer for investigation and report.
- 6.2.1.2
- (a) In the case of an unrelated claim the potential 17 week period of Income Protection shall be reinstated provided an employee has returned to active employment and has completed one tour of duty.
 - (b) In the case of a claim which is related to a previous claim the potential 17 week period of Income Protection shall be reinstated provided thirty (30) days have elapsed from the cessation of the previous claim and the commencement of the related claim.
 - (c) It is understood that the applicable number of weeks of 100% salary protection shall only be available once in any calendar year.

- 6.2.1.3 The President of the Union ~~may~~ request that 'the Employer give special consideration to an employee in a situation where income protection is not available.
- 6.2.2.1 Concurrent with the introduction of the new Income Protection Plan there will be no further accumulation of sick leave credits and the sick leave program shall be **discontinued**. Employees who had sick leave credits at the date of the discontinuance of the former cumulative sick leave plan may utilise those credits in the following manner:
- (a) An employee may use these credits to top up the **2/3's** salary portion of the **Income** Protection Plan to full salary. This **topping** up shall be on the basis of one third of a day credit for each day topped up.
 - (b) On termination, an employee who has five **(5)** or more years of continuous employment shall be entitled to a pay out **equal** to the product obtained by multiplying one-half (1/2) the number of days of **unused** credits on termination of employment by the **employee's** **daily** rate of pay to a **maximum** of one hundred and thirty **(130)** days' pay.
 - (c) On termination of employment by reason of death or retirement without actuarial reduction, **an** employee or the estate of the employee shall be entitled to a pay out equal to the product obtained by multiplying twice the number of days of unused **credits** on **termination** of employment by the employee's daily rate of pay divided by two **(2)** to a maximum of one hundred and thirty **(130)** days' pay.
 - (d) (i) **Effective** up to and including **31 December 1988**, should an employee use less than ten **(10)** uncertified days in a year (**under** the **new** Plan), the **employee** will be allowed to increase the **number** of credits the employee had at the **date** of **discontinuance** of the former cumulative sick leave plan by the difference between ten **(10)** days and the number of uncertified days actually used in each year.
 - (ii) **Effective** from 1 January **1989**, on an **annual** basis **an** employee **will** be allowed to increase the number of credits the employee had as at **31 December 1988** by eight **(8)** days less the number of uncertified days taken and less certified days used in excess of ten **(10)** days in each year.
 - (e) At the employee's option, the following **payment methods** are available to any employee who is entitled to a pay out:
 - (i) A **lump sum payment** at the **time** of **termination** or **retirement**, or
 - (ii) Conversion to an individual **income** averaging annuity, or

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(iii) Deposit into a **Registered Retirement Savings** Plan.

Any additional cost, other than administration costs for providing the options specified in (ii) and (iii) shall be met by the employee.

- (f) It is **understood** that **6.2.2.1** will not apply to employees hired on or after the date of implementation of the new Income Protection Plan, [Salary, August 3, 1979; Wage, August 9 1979].
- (g) Concurrent with the introduction of, and to **ensure** proper operation of the **new** Income Protection Plan, it is **agreed** to set up a joint committee to coordinate the introduction of this plan. The committee shall make recommendations to the **Parties** for the resolution of problems which may arise from time to time. The committee shall be comprised of two representatives of the Union and the Employer. Should there be a dispute in the committee which cannot be resolved, the matter in dispute may be referred to arbitration.

6.2.2.2 Severance Pay

Effective from 1 January 1989, for employees hired on or after 3 August 1979 (salary) or 9 August 1979 (wage), the following provisions will be applicable:

- (a) Pull-time employees are eligible for **severance pay accumulated at the rate of 1 week (5 days) per year** for each pay year of continuous service to a maximum of **130 days**. These 5 days per year will be reduced by any **IPP days** taken during the pay year. 30-1
- (b) These days may be used to top up income protection in the same manner as set out in **6.2.2.1 (a)**, and may be paid out in the fashion set out in **6.2.2.1 (e)**. 32-10, 33-26
- (c) The calculations for the year in which an employee **commences** or terminates employment will be pro-rated.
- (d) On termination an employee who has five (**5**) or more years of continuous service shall be entitled to a pay out equal to the product obtained by multiplying one-half (**1/2**) the number of days accumulated by the employee's **daily** rate of pay. 314D-1
- (e) On termination by reason of death or retirement without actuarial reduction, an employee or the **estate** of the employee shall be entitled to a pay out equal to the product obtained by multiplying the number of days accumulated by the employee's daily rate of pay.
- (f) If any credits have been used to top up **I.P.P.** as set out in (b) above, the **130** day maximum payout will be reduced by the number of credits used for topping up to full **salary** (rounded down to the **nearest** full day **credit**).

6.3 Special Leave

Special leave is a **provision** which is **designed** to enable an employee to be absent **from** his/her **employment** with full pay for the following reasons:

- 636-1
- (i) Professional appointments such as medical, dental, **legal** and optical for the employee and/or his/her child ,
 - (ii) The unexpected or sudden illness of the employee's spouse or child which **prevents** the employee from reporting to duty.
 - (iii) Emergency situations which prevent the employee from reporting to duty.

Special leave is to be **utilized** solely for the purposes as specified in (i), (ii), and (iii) above.

To qualify for special leave the employee must have:

- (a) completed the probationary period as specified in this Agreement;
- (b) notified his/her department at least **48** hours in advance of the date and required time off.

In the event of an emergency situation (b) above shall be waived.

Special leave is limited to a maximum of three (3) days per annum, non-cumulative, and may be taken on an hourly basis and in minimum units of one hour. Time required in excess of one (1) day may be extended by the Head of the employee's Department.

Application beyond the one day **will** be considered on an individual basis and **authorization** shall be solely at the discretion of the Employer.

Employees who have taken special leave **may** be required to produce satisfactory evidence.

6.4 Bereavement

6.4.1 Bereavement v _ e

The Employer shall grant leave of absence **with** full pay, of four (4) working days, to any employee on the following **basis**:

63A-1 Death of mother, father, spouse, child, **person** standing in loco parentis, sister, brother.

The Employer shall grant leave of absence with full pay, of three (3) working days, to any employee on the **following** basis:

Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, grandchild, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or **sister** of the employee's **spouse** or the **spouse** of the employee's brother or **sister**. Grandparent **is** to be defined **as** the father or **mother** of the **employee's** father or mother.

6.4.2 Quarantine

The time shall be **designated** by the Medical Office of Health.

6.4.3 In special cases when an extension of leave under Article 6.4 may be required application shall be made to the Personnel **Commissioner**.

6.5 parental Leave

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(a) An employee with **more** than 12 months' seniority, upon written request to the Department Head, shall be granted Parental Leave of absence without pay for a period of up to six (6) months. This leave **shall** only be used for adoption or birth of an employee's child.

(b) **Subject** to the eligibility requirements for parental leave **as** set out in (a) above, female employees shall be entitled to receive a **topping up** of U.I.C. benefits to **ninety-three percent (93%)** of normal salary.

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It is **recognized** that this top up **only applies in** respect to the **actual** period of time in which the employee is in receipt of unemployment insurance benefits, (to a maximum of fifteen (15) weeks).

(c) It is understood and agreed that an employee is not entitled to income protection plan benefits while on such leave.

(d) While on Parental Leave of **Absence** including while in receipt of payments as per (b) above:

(i) the employee shall accumulate seniority; 50, 5.9 . 2

(ii) the employee's increment date shall remain unchanged;

(iii) the employee's benefits as set out below, **shall** be maintained, provided the employee **makes** the **necessary arrangements** to pay his/her share (if any) of the premium **costs**:

1. O.H.I.P.
2. Extended Health Care
3. Semi-Private **Hospital** Coverage
4. Life Insurance
5. Dental Insurance

(e) The employee shall be entitled to return to his/her job upon the completion of this **Parental** Leave, in the **same** manner **as** provided by the **Employment** Standards Act for a woman on **Maternity** Leave under **this** legislation.

6.6 Leave For Collective Bargaining

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The **Employer** shall grant Leave of Absence **with** pay to a maximum of three **(3)** **employees** elected or appointed by the membership to represent the Union in negotiations with the Employer as set out in Article **27** Duration of Agreement, or at such other times **as** may be required, initiated or authorised by the Personnel **Commissioner**.

6.7 Leave Of Absence To Union Members

(a) Leave to attend Union Conventions

The Employer shall grant Leave of Absence **with** pay to union delegates to the following:

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Canadian Labour Congress;
Canadian Union of Public Employees; Ontario Division of C.U.P.E.
Ontario Federation of Labour

The Union will **attempt** to notify the Department Head of **each** delegate at least twenty **(20)** **days** prior to the date that delegates **will** be leaving to attend the convention. A copy of this notification will be provided by the Union to the Personnel Department.



(b) Leave for Union Business

The Employer shall grant **reasonable** leaves of absence with pay to **representatives** of **the** Union from within the bargaining unit elected or appointed by the membership to a maximum total of two hundred and ten **(210)** working days in a pay **year**. Individual use of such leave shall be capped at **30** days and **applications** for such leave shall be submitted in a businesslike and timely fashion. The individual cap **may** be exceeded at the discretion of the Employer upon application **from** the President. This leave relates **solely** to the affairs of the Union. Leave to attend at grievance hearings will not be included in the above-mentioned **totals**.

(c) Reimbursement By The Union

The Union shall reimburse the Employer for the costs of such **absences** **as** set forth in subsections **(a)** and **(b)** above.

6.8 Leave Of Absence Without Pay

(a) Salaried and wage employees who desire leave of absence without pay shall make application to the Executive Committee through the Head of the **employee's** Department.

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- (b) Under **special** circumstances, one employee who is elected or selected for a full-time position with the Union or any body with which the Union is affiliated may apply to the Employer for leave of absence without loss of seniority, and, while the granting of such leave and its duration are at the sole discretion of the Employer, such leave will not be unreasonably withheld.
- (c) Except where otherwise provided, when an employee is on authorized leave of absence without pay in excess of twenty (20) consecutive working days, the employee's seniority date, increment date, and all benefits enjoyed by the employee immediately prior to the commencement of such leave of absence without pay shall be suspended. When the employee returns to full time employment with pay, the employee's seniority date, increment date and the benefits, shall resume at the level at which they were when he/she absented himself/herself, recognizing any negotiated changes.

It is understood that arrangements may be made between the employee and the Employer for continuation of the insured benefits while on such leave of absence without pay.

6.9 Retirement Leave

- (a) The effective date of retirement of an employee is the first day of the month following the month in which the employee has reached retirement age.
- (b) Female employees in the employ of the Employer prior to the 1st day of September 1962 shall have the option of retiring on the anniversary of their sixtieth birthday or anytime thereafter up to their sixty-fifth birthday. The retirement age for all employees employed on or after the 1st day of September 1962 shall be sixty-five years.
- (c) An employee who is entitled to a Terminal Allowance in accordance with the provisions of paragraph (c) of Section 6.2.2 may apply to the Executive Committee for permission to advance his/her last day of active employment prior to his/her effective date of retirement by the number of days of Terminal Allowance to which he/she is entitled and these days shall be called Retirement Leave.
- (d) The retiring employee's position shall be considered vacated on the effective date of retirement or on the date the employee starts retirement leave.

6.10 Armed Forces Summer Camp

The Employer shall grant one week's holiday with pay to any salaried employee who has completed one year of service and to any wage employee who has worked 244 days during a period of 52 weeks to enable him/her to attend Reserve Armed Forces Summer Camp on the production of required evidence from military authorities that he/she will be attending it. This provision is in addition to any vacation leave as set forth in Section 6.1.

6.11 Statutory Holidays

la) The following days shall be statutory and declared holidays:

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NEW YEAR'S DAY
GOOD FRIDAY
 EASTER MONDAY
 VICTORIA **DAY**
 CANADA DAY
 CIVIC HOLIDAY (August)
 LABOUR DAY
 THANKSGIVING DAY
 REMEMBRANCE DAY
 CHRISTMAS DAY
 BOXING DAY

In addition to those set out in the preceding sub-paragraph, any day proclaimed by the Governor General in Council or the Lieutenant Governor in Council for the Province of Ontario shall be a statutory holiday.

Salaried employees who have worked the day previous to and subsequent to the above mentioned holidays, and those on authorised leave with pay or authorised leave of absence without pay of less than five (**5**) days duration shall be entitled to the **above-**mentioned statutory holidays with no reduction in their normal pay.

Wage employees after ten (**10**) consecutive working days service shall receive the same holidays and be governed by the same regulations as above.

Any holiday falling on a Saturday shall be celebrated on the following Monday and any holiday falling on a Sunday shall be celebrated on the following Monday.

When Christmas and Boxing Day fall on Saturday and Sunday, or when Christmas falls on Sunday, Christmas and Boxing Day shall be celebrated on the following Monday and Tuesday.

Payment shall be calculated on the basis of the employee's rate excluding overtime, on the last day worked prior to the holiday. If an employee is to receive a salary increment on the day of the holiday, payment shall be calculated on the basis of his/her rate including salary increment.

(b) Statutory & Declared Holidays - Shift
Employees Homes For The Aged

In lieu of the statutory or declared holidays as defined in the Agreement, all shift personnel shall be entitled to **11** days leave with pay in addition to vacation leave entitlement.

Leave credits, in lieu of statutory or declared **holidays**, may be taken concurrent with vacation leave, or regular days off, subject to the approval of the **Administrator**.

Within six (6) weeks of the holiday the employee shall exercise one of the following options:

- (1) Receive payment; or
- (2) Take the leave with pay at a mutually agreeable time.

Should the employee not exercise either option within the **time** limit set out above, the Employer may assign the date of the leave with pay. Such **assignment** shall not be made in an unreasonable manner.

All shift personnel who **may**, as a result of their shift schedule, be on duty on the actual day of the statutory or declared holiday shall, in addition to the time off specified in this section, receive one-half (1/2) hour's pay at straight time rates for each completed hour **so** worked during the shift, in addition to the normal days' pay.

Any employee who separates from employment **during** the calendar year shall only be entitled to those statutory or declared holidays which were celebrated up to the date of separation, and any **lieu day** credits used in **excess** of the employee's entitlement **shall** be repaid to the Employer.

6.12 ~/Witness/Court Leave

6.12.1 Jury and Witness Duty Leave

An employee who is called upon to:

- (i) Serve on a jury or,
- (ii) Attend as a u-subpoena or **summons** or by providing proof **satisfactory** to the Employer of being required to attend as a witness in any proceeding held in or under the authority of any court in Canada, or before any **legislative** committee authorised to **compel** the attendance of witnesses before it or any **person** or body of persons **authorized** by law to compel the attendance of witnesses before it shall be allowed leave of absence with Pull pay.

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6.12.2 Court Duty

An employee on authorised vacation leave who is required to testify **or** is subpoenaed **as** a witness to give evidence on behalf of the Employer shall have his/her vacation leave entitlement restored for the **periods** of time required to attend court **or** any legal proceeding and will, in addition for the hours **so** required to attend, receive twice his/her regular **or** normal salary.

6.13 Time Off For Voting

- (a) Every employee who is a qualified elector in municipal or provincial election shall, for the purpose of casting his/her vote on an election day, be excused from his/her regular duties for a period sufficient to allow him/her three (3) consecutive hours immediately prior to the closing of the polls.
- (b) Every employee who is a qualified elector under the Canada Election Act shall, for the purpose of casting his/her vote on an election day, be excused from his/her regular duties for a period sufficient to allow him/her four (4) consecutive hours immediately prior to the closing of the polls.
- (c) The above shall not apply if the employee works on any shift that provides an equal number of hours to vote as set out above, on the employee's own time.

6.14 Blood Donors

The Employer agrees to allow the necessary time off with no loss of pay to employees who are called upon to donate blood to the Red Cross Blood Bank.

ARTICLE 7
WORKERS' COMPENSATION

- 7.1 Every employee who is absent from duty as a result of personal illness or injury arising from his/her employment within the meaning of the Workers' Compensation Act, will be provided with medical care and treatment as provided in the Act and shall comply with Section 6.2.1 (e) of this Agreement.
- 7.2 Every employee who is absent from duty as a result of personal illness or injury arising out of and in the course of his/her employment (within the meaning of the Workers' Compensation Act) and, who has not completed his/her probationary period as provided for in this Agreement, shall receive compensation from the Employer to the level provided under the Workers' Compensation Act effective from the date of disability. Where a claim has been disallowed by the Workers' Compensation Board all payments made by the Employer will be recovered from the employee's Income Protection Plan.
- 7.3 In addition, every employee who has completed his/her probationary period, and who suffers a personal injury arising out of and in the course of his/her employment. (within the meaning of the Workers' Compensation Act) shall be entitled to the following:

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- (a) Payment of salary or earnings by the Employer to the **maximum** allowable under the Workers' Compensation Act and the **Employer will** also pay to the employee, where applicable, the difference between the maximum allowable under the Act and the actual **amount** equal to **75%** of the **employee's** salary or regular **wage**.
- (b) In addition, the Employer will pay on behalf of the employee the total payment or **premium** for the following plans:
- (i) pension,
 - (ii) medical plans as specified in the Agreement,
 - (iii) life insurance,
 - (iv) long **term** disability.
- provided that in any calendar month the employee is absent five (5) or more working days.
- (c) When the employee returns to full and regular duties, he/she shall be returned to a position equal to the one which he/she held prior to his/her compensable injury and the benefits specified in (a) and (b) above shall cease. When the employee is able to return to modified duties the benefits specified in (a) and (b) above shall cease.

7.4 Should an employee be off work in excess of three (3) consecutive months without any regular pay for work done, the employee shall not accumulate leave credits for this period of time.

7.5 In the event that an employee is able to return to **light** or modified duties as determined by the Workers' Compensation Board of Ontario, the Employer shall attempt to provide such work and the employee shall continue to receive the hourly rate of pay or **bi-weekly salary**; he/she **was** receiving prior to the date of his/her accident.

7.6 Any employee who returns to modified or light duties shall be assessed on an on-going basis by the Workers' Compensation Board of Ontario. In the event such assessments determine that the employee is able to return to full and regular duties, **7.3 (c)** shall apply. In the event the employee's condition is assessed as deteriorating, the Employer shall provide rehabilitation as recommended by the Workers' Compensation Board of Ontario for **employment** with the Employer or other employers. In this case, the **Employer** will make a reasonable effort to offer the employee on-going alternate **employment**. In any case, when the employee returns to light or **modified** duties, the Employer shall be guided by the assessment of the Workers' Compensation Board of Ontario.

7.7 The Union recognises that reassignment of a permanently partially disabled employee to alternate employment may necessitate a **change** of classification and pay.

- 7.8 It is **recognized** that where the employee has been reassigned or offered, and accepts alternate employment with the Employer, the employee shall be entitled to any lump **sum** payment or permanent award payable **as determined** by the Workers' Compensation **Board** of Ontario, and **such** payments **will** not reduce the wage or **salary** the employee will be receiving.
- 7.9 No employee **shall** have his/her employment terminated until all benefits, which are standing to the employee's credit at the time the assessment is **made**, are paid to the employee.
- 7.10 In the event that Workers' Compensation should become taxed as normal income, the Employer and the Union agree that the employee receiving Workers' Compensation shall not receive less than this normal salary or wage. The details of such rearrangement shall be negotiated between the Union and the Employer at the time of such change in the legislation.

**ARTICLE 8
SUPERANNUATION**

- 8.1 (a) (i) Salaried and ~~wage~~ employees hired ~~prior to~~ July 1, 1965, who were enrolled in the City of Ottawa Superannuation Fund (C.O.S.F.) shall have their superannuation governed ~~by the~~ ~~by-laws of~~ that Fund.
- (ii) In the case of salaried employees hired ~~after July 1, 1965,~~ their superannuation shall be ~~governed by~~ the Ontario Municipal Employees' Retirement System (O.M.E.R.S.).
- (iii) Any wage employee who has completed the probationary period shall have his/her superannuation governed by the Ontario Municipal Employees' Retirement System (O.M.E.R.S.). Upon the completion of this waiting period, ~~any wage~~ employee may opt to buy back service for this waiting period, and the Employer shall pay the normal contributions plus interest ~~as~~ assessed by O.M.E.R.S. for that period with the employee paying his/her normal ~~contributions~~ plus interest as assessed by O.M.E.R.S. for that period.
- (b) (i) The **Employer** agrees that it will not make any unilateral **revisions** to the provision of **benefits** under the Ontario **Municipal Employees' Retirement System**. Any changes ~~or~~ revisions **shall** only be made with the concurrence of the Union
- (ii) The Employer agrees not to make any unilateral amendments to the O.M.E.R.S. Disability by-law, known as by-law 218-73.

- 8.2 It is **agreed** that any **general** conditions of **employment** presently in force, and applicable to members of the bargaining unit, which are not specifically **entioned** in this Agreement and **are** not contrary **as** to its intent, shall continue in force and effect, and be **deemed** to form part of **this** Agreement.

ARTICLE 9
PROBATIONARY PERIOD

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- 9.1 New employees shall be on a probationary period **normally** not exceeding six ~~(6) consecutive calendar months, and~~ no disputes concerning the termination with proper cause of such **employees** shall be considered under the Grievance or Arbitration **procedures as** outlined in this Agreement.
- 9.2 The Employer **may**, with the approval of the Union, extend the probationary period es specified above an additional three (3) **months** but, in all **cases**, the **request** and **confirmation** must be **ade** in writing.
- 9.3 (i) Salaried Employees
- For the purpose of this section, six (6) consecutive calendar **months** shall be defined **as** being employed without a break in service for which en employee receives pay except where an employee requests and is granted leave of absence without pay for a period not exceeding one calendar month.
- (ii) Wage Employees
- For the purpose of **this** section, six (6) calendar months shall be defined as having received pay for at least **122 days** in **any 130** consecutive working day period.

ARTICLE 10
SENIORITY

- 10.1 Seniority, as referred to in **this** Agreement, **shall mean** the length of continuous service of an **employee** within the Bargaining Unit.
- 10.2 Seniority shall **commence from** the first day of continuous **employment** provided that the **employee** has **completed** the probationary period.
- 10.3 Seniority shall accumulate under the following **circumstances**:
- (a) When the employee is on the active payroll of the Employer;
- (b) When the employee is off the payroll due to an authorized lay-off of six (6) months or less;

- (c) When the employee is off the payroll due to an accident and when the employee is receiving compensation under the Workers' Compensation Act, and when the employee has not accepted employment with another employer;
 - (d) When the employee is off the **payroll** on any leave of absence authorised by the Employer and/or under the provisions of this Agreement except in those situations covered by **6.8(c)**.
- 10.4 An employee shall retain but not accumulate seniority when off the payroll of the Employer, as follows:
- (a) When the employee is on authorised leave of absence without pay in the situations covered by **6.8(c)**;
 - (b) When the employee is on authorised lay-off for an additional six **(6)** months to that specified in Article **10.3(b)**.
- 10.5 An employee shall lose his/her seniority when he/she:
- (a) Voluntarily resigns or leaves the employment of the Employer or is absent from work without authorisation for a period in excess of five working days, in which case it shall be deemed to be a voluntary termination;
 - (b) Is discharged and not reinstated;
 - 29-12 (c) Is off the payroll for a continuous period of more than twelve **(12)** months as a result of a lay-off;
 - (d) Fails to report to work within three **(3)** working days after having been notified of a recall to work following a lay-off unless the employee has a reason acceptable to the Employer;
 - (e) Fails to return to work upon termination of authorised leave of absence unless the employee has a reason acceptable to the Employer: such failure shall be considered as a **voluntary** termination.
- 10.6 In the event an employee, covered by this Agreement, is transferred to a position outside the scope of this Agreement and at a later period, returns to a position within the scope of this Agreement, the employee **shall** retain the seniority which the employee held at the time of transfer but shall not accumulate any additional seniority or the period during which the employee held a position Outside the scope of this Collective Agreement. **Also** refer to reciprocal arrangement between Local **2187, C.U.P.E.** and Local **503, C.U.P.E.** (page 113).

10.7 Seniority Lists

- (a) The **Employer** shall provide to the Union within thirty (30) days of the **signing** of this Agreement and thereafter, each year, an **up-to-date** seniority list (one in seniority order and one in alphabetical order) **showing** the employee's: **name**, social insurance number, address, commencement of service date (**i.e.**, seniority date) and department, and these shall be in order of seniority in each department. All revisions to **this** shall be provided to the Union monthly.
- (b) The **Employer** shall make available at all work locations a copy of the **seniority** list and shall update such lists every six (6) months (name, classification, department, branch, seniority date, order of seniority).
- (c) Copies of all lay-off notices **shall** be sent to the Union and shall contain the following information: The employee's name, address, social insurance number, commencement of service (**i.e.**, seniority date) and classification and department.
- (d) The employee's classification will be included on the computer produced seniority lists as soon as possible.

ARTICLE
PROMOTIONS AND TRANSFERS

11.1.1 Salaried positions - Including Wage Sub-Foreman&b-Forewoman

- (a) All vacancies and **new** positions of a permanent nature within the Bargaining Unit, and the position of Sub-Foreman/Sub-Forewoman in the Wage Schedule shall be posted for a period of not less than five (5) working days **throughout** the Employer's premises.
- (b) Appointment shall be made of the applicant having the **greatest seniority** and the required qualifications, **academic** or **otherwise** for the position available, and in the case of a tradesman, demonstrated ability to carry out the work of the Employer, and competence in the trade. It is understood that the Employer has a right to establish the qualifications for the required vacancy or new position. These qualifications shall be those that are actually required to perform the normal functions of the position. The employee's absenteeism, past record and ability to perform the work of the Employer, shall be considered. Should the successful candidate be from within the bargaining unit, such selection where possible shall be made within four weeks from the initial **date** of posting.

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(c) Salaried Positions Only

A successful applicant from within the bargaining unit shall be placed on trial for a period of three (3) months. The purpose of the trial is so that the employee can ascertain whether the work of the position is suitable to him/her and so that the Employer can determine if the employee is suitable and capable of performing the work of the position. While on such trial the employee shall receive the salary or wage to which an employee is entitled on promotion in accordance with the Salary Administration Policy. As well, should the employee be confirmed in the position, this trial period will not delay the employee's increment. Should the employee find the work suitable and should the Employer find the employee suitable and capable of performing the work of the position, after three months, the Employer shall confirm the employee in the position. However, should the employee find the work unsuitable and/or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be returned to his/her former position and salary or wage rate. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to his/her former position and salary or wage rate.

It is understood that "suitable" and "unsuitable" above refers to the performance of work.

11.1.2.1 Wage Positions - Above Group #1 & Below Level Of Sub-Foreman/Woman

(This clause to terminate upon implementation of the Qualified Candidate List procedure as outlined in 11.1.2.2)

- (a) All openings continuing for more than twenty (20) consecutive working days above Group 1 and below the level of sub-foreman in the wage sector shall:
 - (i) Be posted for a period of not less than five (5) working days throughout the Department in which the opening exists or,
 - (ii) the Department may use one general posting for openings which may become available in the case of certain seasonal work and from which the Employer will draw when filling the openings.
- (b) Selection shall be made of the applicant having the required qualifications and the greatest seniority. The employee's past record with the Employer shall also be an important factor.
- (c) Employees, who prior to the signing of the 1977 Collective Agreement, performed for the Employer the work of the opening available may be selected without competition.

- (d) It is **also** understood that in future employees who have been selected in accordance with this Article may, in subsequent openings, be considered in the same manner as **(c)** above.
- (e) Where, as a result of a posting, an employee who falls in category **(c)** or **(d)** is selected, the vacant **opening** left open as a result of this selection shall be advertised, as described in **(a) (i)** or **(ii)**, above.

11.1.2.2 Wage Positions - Above Group #1 & Below Level of Sub-Foreman/Woman

(This clause is effective upon agreement between the parties to implement the Qualified Candidates List procedure)

- (a) This list will set out for each job above Group **1** and below the level of Sub-Foreman the names of the qualified employees in the Department, in the order of their seniority. Similarly each employee **will** have on his/her file an inventory of the skills that he/she has. The Qualified Candidates List and skills inventory shall be amended each time an employee's qualifications change at the time they change. Employees who have performed the work of a **job** for the major part of one season or who have completed the appropriate Employer-sponsored training or who can show they are capable of performing the job shall be considered qualified. Any disputes concerning an employee's qualifications may be grieved in accordance **with** Articles **14** and **15**. The Union and the Departmental Shop Stewards shall be supplied with copies of the Qualified Candidates Lists and their amendments at the time they **are** amended.
- (b) Following the satisfactory completion of the Qualified Candidates Lists and the skills inventories, all vacancies and **new** positions lasting twenty **(20)** or more working days above Group **1** and below the level of Sub-Foreman, shall be filled by the most senior qualified employee as set out on the Qualified Candidates List. In the event an employee on this list is offered, but refuses in writing the opportunity for promotion, the employee shall not lose his/her position on the Qualified Candidates List and the next most senior employee from the list shall be given the opportunity. If a position has to be filled for less than twenty **(20)** working days the most senior qualified person on the list **from** within the work unit shall be assigned to the job and afterwards returned to his/her position on the list.
- (c) In the event the Employer cannot fill a wage vacancy or **new** position from the Qualified Candidates List, and the position is to continue in excess of twenty **(20)** working days, the position shall be posted for a period of not less than five **(5)** working days throughout the Employer's premises. Appointment shall be made of the applicant with the greatest seniority and the required qualifications in accordance with Clause **11.3**. Should the successful candidate be from within the bargaining unit, such selection where possible shall be made within four weeks from the initial date of posting.

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- (d) Employees shall be trained on equipment and provided with **on-the-job** training in accordance **with** their seniority providing they have the capability, with a view to the needs of the Employer at the time and such training shall be on the Employer's **time**. The Employer agrees that where possible it will attempt to train present employees for vacancies or new jobs that occur before recruiting **from** outside the bargaining unit. Employees who desire training may make application through the Personnel Department, in writing. The employee shall receive a reply in writing as to the disposition of the employee's request.

11.1.3 Positions Which Meet The Criteria Set Out In Appendix 10

- (a) Appointment shall be made of the applicant **who** meets the required qualifications at a standard determined by the Employer for the position. Such standard shall not be established in an arbitrary or discriminatory manner. in the event that two or more applicants meet the standard, the most senior of these applicants shall be appointed.
- (b) Qualifications must be those actually required to perform the normal functions of the job and shall consist of the following:
- (i) Education
 - (ii) Experience
 - (iii) Knowledge
 - (iv) Ability
- (c) The standard required by the Employer shall be determined in advance of the competition. Such **information** will be provided to the Union upon request.
- (d) The determination of the points received by each employee may be made through an interview or testing process or other procedure as determined by the Employer.
- (e) All employees in any competition, shall be treated in a just and equitable manner.
- (f) Posting of qualifications as per **11.3**.

11.2 The Employer shall notify unsuccessful In-service candidates of, or post the name of, the successful In-service candidates in all competitions.

11.3 All job vacancy notices shall contain the following information: job title, qualifications, required knowledge and education, skills, shift, salary range or wage rate. Such qualifications may not be established in an arbitrary or discriminatory wanner.

ARTICLE 12
LAY OFF AND RECALL

- 12.1 For the purpose of this Article, a lay-off shall be defined as a temporary cessation of work because of lack of work, during which the employee is not paid and instituted by the Employer.
- 12.2 Any **employee** being laid off, **who has standing to his/her credit, an entitlement to vacation leave or time off in lieu of overtime may** elect to take either during the period of lay-off but his/her recall to work shall be governed by the regulations **set** forth in this section. 270-1
- 12.3 The Employer will notify employees one week prior to a lay-off provided that the employee has completed his/her **probationary period**. An employee who has not completed the probationary period will not be entitled to notice of lay-off under the **terms** of this Agreement.
- 12.4 No **new** employee will be hired until those employees who have been laid off have been given an **opportunity** of **re-employment** subject to the conditions of recall set forth in **this** Agreement.
- 12.5 Lay-Off And Recall - Seniority Employees 270-1
- 12.5.1 In the event of a lay-off, employees shall be laid off in the reverse order of their seniority provided the remaining employees have the required knowledge, ability and qualifications to do the **job**.
- 12.5.2 (a) In the event of a lay-off **employees** shall, where positions are available, be given the opportunity to revert to an alternate position or to fill a vacant **position** provided **employees** meet the **criteria** outlined in Clause 11.1 and provided such positions are equal to or less than their present classification. If not placed as per above, such **employees** shall be given the opportunity to exercise their seniority rights, in accordance with (b) below, for positions at equal or **lower** classifications provided the employees possess the required qualifications knowledge and ability. It is **recognized** that there **may** be a period of familiarisation. 275-1
- (b) A classification shall be equal to or less than another classification if the maximum rates of pay for the **former classification** are equal to or less than the latter classification. The classification of a wage **employee** (except foreman and **sub-foreman**) for the purpose of this Article shall be the classification which the **employee** has occupied for more than five (5) consecutive **days** in the three (3) pay periods **immediately** preceding the lay-off.
- (c) The exercising of seniority rights in the event of a lay-off below the level of Pay Grade 10 in Plan 2 and below Pay Grade 12 in Plan 1 shall be on a bargaining unit wide basis. For all other positions the exercising of seniority rights shall be on a department wide **basis**.

- (d) Notwithstanding the above, the exercising of seniority rights for salaried employees shall be within the salary positions and for wage employees within the wage positions.
- 12.5.3 Employees who have been displaced as a result of employees exercising their seniority rights as set out in 12.5.2, may exercise their seniority rights in a like manner, and such employees shall be provided with proper notice.
- 12.5.4 *27P-1* Employees on lay-off shall be recalled in the order of their seniority, on a bargaining-unit wide basis to a position of equal to or less than that classification they occupied at the time of lay-off, provided they meet the criteria outlined in Clause 11.1. If an employee's former position/job becomes available while the employee is on lay-off, such employee will be given first priority for reinstatement to that position/job.
- 12.5.5 It is the responsibility of every employee to notify the Employer promptly of any change of address and telephone number. If an employee fails to make this notification to the Employer, the Employer shall not be responsible for the failure of notice of recall to reach the employee. In any case, the Employer shall notify all employees of recall by registered letter whether the employees exercised their seniority rights or not. The Union shall also be provided copies of all lay-off and recall notices when they are sent.

13 ARTICLE

SHOP STEWARD RECOGNITION AND UNION REPRESENTATION

- 13.1 In order to provide for an orderly and speedy procedure for the settling of grievances, the Employer agrees to recognise as steward any employee appointed by the Union who has acquired at least one year of seniority under the terms of this Agreement, and the Union shall notify the Employer in writing of the names of such stewards at the time of their appointment. The Employer shall not be required to recognise any steward until it has been so notified.
- 13.2 (a) The Union recognises that each steward is employed full time by the Employer and that he/she will not leave his/her work during working hours to perform his/her duties as a steward except in accordance with the Collective Agreement.
- (b) No steward shall leave his/her work to perform his/her duties as a steward without obtaining the permission of his/her immediate supervisor. Permission shall be given within an hour unless an emergency situation requires the employee to continue his/her work for the Employer, in which case the steward shall be permitted to immediately contact the Union office.

- (c) When requesting permission to leave his/her work **during** working hours **to** perform his/her duties **as** a **steward**, the steward shall indicate the anticipated time of return and should it be necessary **to revise** the time of return, he/she shall notify his/her immediate supervisor. The steward shall **complete** the authorised form before such permission shall be given. The form shall include the location, estimated duration and the reason. The steward shall report to his/her **immediate** supervisor upon his/her return to work.
- (d) The Union **recognizes** that a steward shall not **use** such time away from **his/her** work except to perform his/her duties **as** a steward.
- 13.3 Generally speaking, there shall be one steward appointed for every **60** employees.

13.4 Union Representation ~ Shop Steward Representation

An employee shall have the right to have a Union Representative or Steward present at any discussion with supervisors **personnel** which **the** employee believes might be the **basis** of disciplinary action. Where a supervisor intends to interview any employee for disciplinary **purposes**, the **supervisor** shall **so** notify the employee in advance of the purpose of the interview in order that the employee **may** contact his/her Steward or Union Representative to be present at the interview. The Employer may suspend the employee with pay, pending the interview, in an emergency.

ARTICLE 14
PROCEDURE

- (a) For the purposes of this Agreement, a grievance is a complaint which **has** been reduced to writing respecting the meaning and/or application of the provisions of this Agreement and all **matters** pertaining thereto. A grievance may concern a difference arising between an employee and the Employer or the Union and the Employer.
- (b) The Parties to **this** Agreement share a desire to adjust employee complaints **as** quickly **as** possible. An employee shall **discuss** his/her complaint with his/her immediate supervisor within five **(5)** days of the occurrence giving rise to the complaint **so as** to afford the supervisor **an** opportunity to resolve the complaint. The employee may be accompanied by a representative of the Union when the complaint is being discussed with the supervisor.
- (c) It is agreed that an employee **shall** not file a grievance until **he/she** has **discussed** his/her complaint with his/her **supervisor** In accordance with paragraph **(b)**.

- (d) When an employee has presented his/her complaint to his/her supervisor and the complaint has not been resolved to his/her satisfaction within three (3) days of the meeting, he/she may file a grievance with the Union Grievance Committee. The grievance must be signed and dated by the employee within fifteen (15) days of the day on which he/she was notified or become aware of the incident giving rise to the grievance or within ten (10) days of the receipt by him/her of his/her supervisor's reply to his/her complaint, whichever shall last occur.
- (e) Where an employee has filed a grievance with the Union Grievance Committee, the Union may, within ten (10) days from the date thereof, present the grievance to the employee's Department Head or designate. The Department Head or designate shall meet with the grievor and the Union representative within five (5) days from the day on which it was presented and shall, within five (5) days from the meeting, render his/her decision in writing.
- (f) If the Department Head or designate:
- (i) fails to meet the grievor and the Union representative, or
 - (ii) fails to render his/her decision to the grievor and the Union representative within the time prescribed in paragraph (e), or
 - (iii) the decision is not acceptable to the grievor and the Union representative,
- The Union Grievance Committee may forward a copy of the grievance to the Personnel Commissioner within fifteen (15) days from the day on which the grievance was presented to the Department Head or designate.
- (g) The Personnel Commissioner or his/her designate shall within seven (7) days after the service of the copy of the grievance upon him/her, meet with the Union Grievance Committee and the Department Head or designate of the employee's department, and shall within five (5) days after the meeting with the Union Grievance Committee, notify the said Committee in writing of his/her decision with regard to the grievance.
- (h) In the event that the decision of the Personnel Commissioner is not acceptable to the Union Grievance Committee, the Committee may notify the Personnel Commissioner within ten (10) days of the receipt by it of the decision of the Personnel Commissioner that it desires to submit the grievance to arbitration for final disposition in accordance with the procedure for Arbitration of Grievances contained in this Agreement.
- (i) In the event that the Personnel Commissioner is unable to resolve a matter referred by the Employer to the Union Grievance Committee, the Personnel Commissioner may notify the Chairman of the Union Grievance Committee within ten (10) days of the receipt by the Personnel Commissioner of the decision of the Chairman of the Union Grievance Committee that the Employer desires to submit the grievance to arbitration for final disposition, in accordance with the procedure for Arbitration of Grievances contained in this Agreement.

- (j) Where the **grievance** relates to the **discharge** of an employee, the **grievance** procedure shall start **with** the Personnel Commissioner in **accordance** with the **provisions** of paragraph **(g)**.
- (k) Where the grievance is initiated by either the Union or by the Employer, the procedure shall start with the Personnel **Commissioner** in accordance with the provisions of paragraph **(g)**.
- (l) At any stage in the grievance procedure **an** employee may be **present** and shall be represented by the Union in the presentation of a complaint or grievance.
- (m) The time limits expressed in this Article are working days and **may** be extended by **mutual** agreement between the Union and the Personnel Commissioner or designate. In each case, **a request** to extend the time limits must be in writing stating the reasons for the request. The Personnel Commissioner or designate or the Union shall reply in writing.

ARTICLE 15
ARBITRATION PROCEDURE - GRIEVANCES

- 15.1 Any dispute or grievance concerning the interpretation or alleged violation of this Agreement, including a question **as** to whether a matter is **arbitrable, which** having passed through the grievance procedure outlined in the previous Article still remains unresolved, **may** be submitted to arbitration. Either party to the Agreement desirous of exercising this provision shall give notice of intention to the other party and at the same time appoint its member to the Board of Arbitration. The other party shall, within **a** period of **seven (7)** days, appoint its member to the Board of Arbitration. The two **members** thus appointed shall confer jointly in an endeavour to select a third member who shall be the Chairman of the Board.

If, within ten **(10)** days, the two members have not reached agreement, the matter shall be referred to the Minister of Labour of the Province of Ontario who shall appoint a Chairman. The decision of the Board of Arbitration shall be final and binding on both Parties to the Agreement **as** well as upon the employee or employees involved in the dispute. The Board of Arbitration shall not have any power to alter or change any provision of this agreement or to substitute any new provision for an existing provision, nor to render **any decision** inconsistent with the terms and content of this Agreement.
- 15.2 Each Party shall bear the expenses of its own arbitrator and shall bear equally the expense of the Chairman and all other expenses of the arbitration.
- 15.3 In the case of an employee who has been found to be unjustly suspended or discharged, he/she shall be reinstated and have all rights and benefits restored.

15.4 Nevertheless, in any situation where the Board of Arbitration determines that there is cause for discipline, suspension or **discharge**, it shall have the power to modify any penalty imposed by the Employer and to take whatever other action is just and equitable **in** the circumstances.

ARTICLE 16
UNION SECURITY

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16.1 The Employer shall deduct from the pay cheque of present members of the Union and all future employees represented by the Union all normal dues chargeable by the Union and shall remit the **same** to the Treasurer of the Union once a month. "Normal dues" shall not include entrance fees or special assessments levied by the Union.

16.2 The Employer shall supply **a** dues check-off list to the Union on a monthly basis.

ARTICLE 17
INSURANCE

17.1 Health - Medical

(a) Health Plan - Ontario Residents

The Employer shall pay **100%** of the cost to each employee for membership in the following Plans:

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- (i) Ontario Health Insurance Plan;
 - (ii) **Semi-Private** Coverage (equivalent to Ontario Blue Cross);
 - (iii) The Extended Health Care Plan (equivalent to Ontario Blue Cross) including **vision care** coverage at **\$150** net per claimant every **24 months** (Increased to **\$200** net per claimant effective January **1, 1991**).

or any plan substituted therefore under the Ontario Health **Insurance** Plan of the Province of Ontario. Salaried employees shall be eligible for such payment after the completion of six **(6)** months of continuous service. **Wage** employees shall be eligible after the completion of **122** days in any six **(6)** month period.

The cost of membership shall be computed on the basis of providing coverage in Health and Medical Plans for the employee and for the dependents of a married employee.

(b) Payment of OHIP Premiums to Quebec residents

The Employer shall provide a payment equal to that of OHIP premiums to employees who reside in the Province of Quebec. The payment will be an amount equal to what would have been paid by the Employer had the Quebec resident lived in Ontario during the previous year. In the case where a married couple is engaged by the Employer, one payment equal to the OHIP dependent coverage will be made annually.

Employees who make their residence in the Province of Quebec must inform their Employer immediately of any change of residence and in the year following their change of residence must apply to the Employer in writing requesting reimbursement, as provided in this section, indicating total period of residence. Employees who fail to notify the Employer of their change of address, and for which the Employer has continued to pay the Ontario OHIP, shall not be entitled for the period for which the Employer has continued to pay into the Ontario Plan.

17.2 Life Insurance

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(a)(i) Effective 28 April 1988, the Group Life Insurance shall be at the level of \$50,000 per employee. The Employer shall pay 75% of the cost of membership in the Group Life Insurance Plan.

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(ii) Effective October 26, 1990, the Group Life Insurance shall be at the level of \$55,000 per employee. The Employer shall pay 75% of the cost of membership in the Group Life Insurance Plan.

(b) Salaried employees shall be insured after the completion of six (6) months of continuous service. Wage employees shall be insured after the completion of 122 days in any six (6) month period.

17.3 Long Term Disability Insurance

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(a) The Employer shall reimburse each employee the full premium cost for membership in a Long Term Disability Insurance Plan which provides the following:

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(i) 66 2/3% of the employee's salary or wage on the date of disability (to a maximum of \$2,000.00 per month);

(ii) Benefits shall commence 17 weeks after the initial date of disability;

(iii) A cost of living adjustment shall provide for an increase of up to 4% in accordance with the Master Contract.

- (iv) The Employer agrees to continue its present practice of continuing the following benefits when a disabled employee is receiving **L.T.D.** benefits (at no expense to the employee):
 - a) Life Insurance
 - b) Extended Health Care Insurance
 - c) **O.H.I.P.**
 - d) Semi-Private Coverage, and
 - e) Dental Insurance, for disability subsequent to August **1, 1979.**
- (b) (i) "**Totally Disabled**" for Class I employees shall mean for the Qualifying Period and the first **24** months immediately following the Qualifying Period, the employee is wholly and continuously disabled by illness or accidental bodily injury which prevents the employee from performing any and every duty of his/her normal occupation. Thereafter, "Totally Disabled" shall mean the employee is unable to perform any and every duty of any occupation for which he/she is reasonably fitted by education, training or experience.
 - (ii) "Totally Disabled" for Class II employees shall mean the employee is wholly and continuously disabled by illness or accidental bodily injury which prevents the employee from performing any and every duty of any occupation for which he/she is reasonably fitted by education, training or experience.
 - (iii) Definitions of Class I and Class II employees shall be as defined in the Master Contract.
- (c) An employee's position may be declared vacant even though the employee may be receiving Long Term Disability benefits, after the **expiry** of a **130** day period from the initial date of disability.
- (d) Should a disabled person who has been on **L.T.D.** benefits wish to return to work the Employer will endeavour to secure suitable employment consistent with the applicant's education, qualifications, training and health and the **Employer's** needs at the time.
- (e) Eligibility for **enrollment** shall be:
 - (i) Salaried Employees:
After six **(6)** months of continuous service.
 - (ii) Wage Employees:
After the completion of **122** days in any six **(6)** month period.

17.4 Dental Insurance

- (a) The Employer shall provide a dental plan equivalent to the **Basic Blue Cross Plan #7 and Riders 1, 2, 3, 4** and shall pay **75%** of the **premium cost of this plan.**
- (b) (i) **Effective 1 January 1989** the Employer shall ensure **coverage** to the **1989 O.D.A. Schedule of Fees.**
- (ii) **Effective October 26, 1990,** the dental plan shall ensure coverage to the **1989 O.D.A. Schedule of Fees.**
- (iii) **Effective 1 January 1991,** the Employer shall ensure coverage to the **1990 O.D.A. Schedule of Fees.**

NOTE: Rider 2 Equivalent
 .. **Dentures and partials covered to 80% of schedule with a \$1,000 annual maximum per claimant.**

Rider 3 Equivalent
 . **Orthodontics covered to 50% of schedule with a \$1,000 annual maximum and a \$3,000 lifetime maximum per claimant.**

Rider 4 equivalent
 Covered to **50%** of schedule with a **\$1,000** annual maximum per claimant and **\$3,000** overall lifetime **maximum** per claimant.

- (c) Eligibility for **enrollment** shall be:
- (i) Salaried Employees:
 After six **(6)** months of continuous service.
- (ii) Wage Employees:
 After the completion of **122** days in a six **(6)** month period.

17.5 During the period that an employee is a **member** of the plan or plans introduced **as** aforesaid, the Employer shall deduct **from** the employee's pay the employee's share of the cost of such plans.

ARTICLE 18
PERSONNEL ADVISORY COMMITTEE

- 18.1 The **Employer** and the Union agree to set up a committee to be known **as** the Personnel Advisory Committee **composed** of **representatives** of the Employer, **two** representatives of the Union and the **Personnel** Commissioner.
- 18.2 It is **agreed** to hold monthly meetings not only to **discuss** specific **issues** but also to discuss issues of general concern to the **employing municipality** and the Union.

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18.3 Either party to the Agreement **may** formally request that a **meeting** of the committee be held and the meeting shall be convened within two days.

ARTICLE 19
PERSONNEL FILES

19.1 Access

An employee shall have the right upon sufficient notice to have access to his/her personnel file and shall have the right to respond in writing to any document contained therein. Such reply shall **become** part of the permanent record. With the written permission of the employee, a Union Representative or Shop **Steward** shall also have the right of access to an employee's personnel file.

19.2 Discipline

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Any notice of disciplinary action which **may** have been placed on the personal file of an employee shall be removed after not more than **twenty-four (24) months** has elapsed since the disciplinary action has been taken provided that no further similar disciplinary action has been recorded.

ARTICLE 20
SALARIES AND WAGES

20.1 (a) The salaries and wages to be paid to employees covered by this Agreement shall be in accordance with the official schedule of salaries and wages of the Employer as agreed to by the Employer and the Union.

30A-1

(b) When **new** salary or wage schedules are required as a result of negotiations or arbitration, the Employer will provide a copy to the Union prior to implementation.

20.2 Longevity Pay is only applicable to employees hired on or before 3 August 1979 (salary) or on or before 9 August 1979 (**wage**) and Longevity Pay shall be paid on the following basis:

52B-1

- after 10 year service, **\$100** per year
- after 15 year service, **\$150** per year
- after 20 year service, **\$200** per year
- after 25 year service, **\$250** per year

In the year in which an employee retires on normal retirement, he/she shall be entitled to receive the full **amount** of longevity pay for that year.

In the event of the death of an employee, full amount of longevity pay for that year shall be made to his/her estate.

- 20.3 The administration of Salaries shall be governed by the Employer's Salary Administration policy submitted to Council I on the 23rd of April, 1975 or as ~~may~~ be amended from ~~time~~ to time. (Refer to Information Item #1, P. 154).
- 20.4 The normal **effective** date for the implementation of an employee's salary increment within a **pay** range, shall be the first **day** of the **bi-weekly** pay period following the appropriate salary increment date. The normal **salary** increment date shall be the Annual (or **semi-annual**, where this is provided within the pay schedule) anniversary of the employee's appointment, **subject** to the provisions of **6.8 (c)**.
- 20.5 Except **as** provided in subsections **20.6** and **20.7**, every employee shall be granted salary increments on his/her **salary** increment date until he/she reaches the **maximum** rate in the range of **rates** for the classification level to which he/she is appointed.
- 20.6 The **Employer** may deny a salary increment to an employee if it is dissatisfied with the employee's performance. Where the Employer intends to deny **a** salary increment to an employee, the Employer shall, at least two **(2)** weeks, but not **more** than six **(6)** weeks before the due date for the salary increment of the **employee**, give the employee the reason for the denial in writing.
- 20.7 Where the Employer has denied a salary **increment** to an employee on his/her increment date, it shall then grant the salary increment on the first day of any pay period prior to the employee's next increment date, and the employee shall retain his/her increment date.
- 20.8 Salary Protection On Downward Reclassification
When a position has been **reclassified** downward the employee (present incumbent only) in the reclassified position will be fitted into the **new** classification (at **a** level not less than the employee's current earnings) provided the **employee's** earning do not exceed the **maximum** of the salary for the new classification. In this circumstance, the employee's increment date will not change and the employee shall receive the negotiated increases as well.
Should the employee's salary be in excess of the salary **for** the new classification such salary **will** be frozen as of **the** date of the **reclassification** save and except any **increases** negotiated by the Parties.
- 20.9 Salaries and **Wages**, as set forth in this **Agreement** shall be effective on the first day of the pay period within which the specified dates fall.

ARTICLE 21
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The Employer and the Union shall continue their Joint Occupational Health and Safety Committee in an endeavour to provide a safe and healthful environment for employees.

66-4

ARTICLE 22
JOB SECURITY RESPECTING CONTRACTING OUT

- 22.1 Contracting out will be defined as the carrying out of work by a firm or a private contractor which work was formerly done by the **Employer itself utilizing its own** regular staff and work **crew**.
- 22.2 The Employer agrees that persons not covered by the terms of this Agreement will not perform **duties normally assigned** to persons in the bargaining unit, except for purposes of **instruction**, experimentation, or an emergency when regular employees are not readily available, or as may otherwise be mutually agreed by the Parties in writing.
- This clause is not however intended to **restrict** the use by the Employer of volunteers or family members providing additional care for residents of the Homes For The Aged or volunteers involved in the provision of normal recreational and cultural services to the community.
- 22.3 In order to provide job security for **members** of the bargaining unit effective from February **20, 1986**, the Employer will not contract out work usually performed by members of the bargaining unit if as a result of any contracting out of services, a layoff or reduction of hours of work of any employee, other than **casual** employees follows. Nor will an employee remain on layoff or reduced hours of work if that employee can perform the **normal** requirements of the work which has been contracted out. The contracting out to an **Employer** who is party to a collective agreement and which **will** employ the employees of the **bargaining** unit who would otherwise be laid off is not a breach of this provision.
- 22.4 (a) The Union agrees **that work** which has been contracted out by the Employer prior to February **20, 1986 may** be continued to be contracted out.
- (b) Where the Employer intends to renew or replace these contracts, the Employer will give two **(2)** months notice to the Union with an estimate of the cost of providing the service by its **own** work forces and of the **cost** of contracting out **such** services.
- 22.5 **Subject** to the foregoing, all work of the bargaining unit presently being performed by them **shall** continue to be Performed by members of the bargaining unit.

ARTICLE
JOB DESCRIPTIONS AND CLASSIFICATIONS

- 23.1 The provisions of the Joint Job Evaluation/Pay Equity Program, date of full implementation July **1, 1989**, outlined in the Memorandum of **Implementation**, the Memorandum on the Manual of Maintenance **Procedures**, and the Memorandum of Understanding **Re: Job Evaluation**, shall govern all matters referred to therein, and are not subject to interest arbitration.

16-2

- 23.2 Job Rating Reviews can be requested, where there has been a **change** to the duties, and/or responsibilities, and/or job requirements, or where there is a **new** and unique **permanent** or temporary job. Such reviews are not subject to the grievance and **arbitration** process set out in Articles 14 and 15, but instead are handled in accordance with the Job Rating Review Procedure, which includes the Referee Procedure, **as** set out in the Manual of Maintenance Procedures of the Joint Job Evaluation/Pay Equity Program.

ARTICLE 24
ACTING PAY

24.1 Acting Pay - Temporary Assignment - Salary

Employees directed by the Employer to temporarily perform the full duties of a position in a classification having a higher salary range shall be paid acting pay, provided the assignment is for a period in excess of ten (10) continuous working days.

47-10

In such cases, the employee shall be paid acting pay from the first (1st) day of such assignment. (It is recognised that "duties" refers to the normal duties of the position at the time of acting.)

24.2 Acting Pay - Calculation - Salary

The acting pay received for assignments as set out in Article 24.1 shall provide for the greater of:

- a) the first year rate in the position in which such employee is acting; or
- b) the equivalent to a placement in the **new** salary range which will give the employee at least **104%** of the employee's present normal salary, and shall be paid for the period in which acting on such assignment. In no case, however, shall such acting pay exceed the maximum of the applicable salary range.

24.3 Acting Pay - Temporary Assignment - Wage Employee Acting in a Salaried Position

A wage employee directed by the Employer to temporarily perform the full duties of a salaried position having a higher hourly rate than the employee's **normal** hourly rate shall be paid acting pay, provided the assignment is for a period in **excess** of ten (10) **continuous** working days.

In such cases, the employee shall be paid acting pay **from** the first (1st) day of such assignment. (It is recognised that "duties" refers to the normal duties of the position at the time of acting.)

24.4 Acting Pay - Calculation - Wage Employee Acting in a Salaried Position

The acting pay received for assignments as set out in 24.3 shall provide for the **greater** of:

- a) the first year rate in the position in which such employee is acting; or
- b) the equivalent to a placement in the **salary** range which will give the employee at least **104%** of the employee's present normal rate, and shall be paid for the period in which acting on such assignment. In no case, however, shall such acting pay exceed the maximum of the applicable salary range.

24.5 Salary Increment While Acting

Should an **employee** act in a position for one **(1)** year or more, the employee so acting shall be eligible to receive an increment in the salary scale in which he/she is acting, provided that he/she is not already at the **maximum** of that salary scale. It is recognised that upon return from acting to the **employee's** position, the employee's increment date remains unchanged and the employee **will** be returned to the salary scale of his/her position (except in those circumstances covered by Clause **20.8**) at the increment level to which he/she is entitled in accordance with Article **20**.

24.6 Increment Date Upon Appointment

Should an employee, acting in a position, be officially appointed to that position the date the employee commenced acting duties shall be the employee's **new** increment date.

24.7 Promotional Increase from an Acting Appointment

The salary placement of an employee, acting in one position, who is promoted to another position while acting, shall be based upon the employee's normal salary, not the acting salary, unless acting for over six **(6) months**, in which case the salary placement shall be based upon the Acting Pay.

24.8 The provisions in respect of acting pay shall not derogate **from** the provisions in respect of vacancies and new positions.

ARTICLE 25
ORGANIZATIONAL OR TECHNOLOGICAL CHANCES

25.1 When the Employer **is** proposing the introduction or implementation Of technological or organisational change which **may** result in employees/positions being declared surplus/redundant, the Employer agrees to notify the Union when its intentions are known and to update the information provided as new **developments** arise and modifications are made. Where possible such notice shall be at least six months in advance.

22A-1

- 25.2 The incumbent in any position which has been declared surplus or redundant, as a result of organisational or technological **changes** will be given prior consideration for all vacancies for which they are qualified and have the ability to perform the duties of the position. In such cases it is recognised there may be a period of familiarisation. Such **employees** may be placed in positions without competition.
- 25.3 If this is not possible, and if a vacancy exists for which the employee can be retrained by the **Employer** within a period of six (6) months, the **Employer shall retrain the employee** for the position. This option shall be subject to the agreement of the **employee**. 220-1
- 25.4 An employee not successful in obtaining a position in which he/she is interested, in the manner set out in Clause 25.2 and 25.3 above, may be reassigned to another job including one which **may** be a lower paying job.
- 25.5 Employees shall continue to receive their regular salary, **exclusiv** of premiums, during the period of reassignment and/or retraining. However, upon entering the position as described in 25.2, 25.3 or 25.4 above, the employee will be slotted into the salary range of the position which he/she has newly entered. If the salary of the employee exceeds the maximum range of the position the employee enters, the employee will maintain his/her present salary, with half (1/2) of **any** future negotiated increases until such time as the employee can be slotted into the **new** salary range without loss of pay. 220-1
- 25.6 If an employee is not placed as per the above, the employee may exercise his/her seniority rights in accordance with the lay-off provision in this Collective Agreement, although it is recognised that this is not a lay-off, as defined in the Collective Agreement.
- 25.7 Should the **employee** not exercise his/her rights under 25.6 above, then the **employee shall be entitled to the separation allowance outlined in this Collective Agreement as well as notice or pay in lieu of notice** of: 31B-1
- (i) More than ~~one (1) year~~ but less than three (3) years of service - two (2) months;
 - (ii) More than three (3) years but less than five (5) years of service - three (3) months;
 - (iii) More than five (5) years but less than ten (10) years of service - four and one-half (4 1/2) months;
 - (iv) More than ten (10) years but less than sixteen (16) years of service - seven (7) months;
 - (v) More than sixteen (16) years but less than twenty (20) years of service - ten (10) months;
 - (vi) **More** than twenty (20) years but less than twenty-five (25) years of service - fourteen (14) months;
 - (vii) Twenty-five (25) or more years of service - eighteen (18) months.

ARTICLE 26

- 26.1 It is agreed that no right, benefit or privilege enjoyed or possessed but not set down in this Agreement shall be altered or revoked without the consent of the Union.
- 26.2 Legal Protection
The Employer agrees to provide legal protection or reimbursement for legal costs, including **judgement** costs, to employees in those situations arising directly from the responsible discharge of official duties by the employee or resulting from the carrying out of an official order or orders.
- 26.3 Car Parking
All employees who are required by the Employer to use their **own** cars for municipal business shall be provided with free parking facilities or shall be reimbursed for the cost of parking where such parking facilities are not available.
- 26.4 Reimbursement For Use Of Private Vehicle
Where the Employer determines that **an** employee must have available **an** automobile for business purposes, such employee(s) will be reimbursed for use of such vehicles when on **authorized** municipal business as follows:
- (i) Effective January 1, 1990, **33.5** cents for all kilometres driven on municipal business. However, the minimum payment for such employees will be **\$60.00** per month.
 - (ii) The rate per kilometre specified above will be adjusted annually (January of each year) to reflect **any** percentage **change** in the Private Transportation Sub-Component **of the Consumer** Price Index as set out in the report immediately prior to the adjustments. (The index at the end of December will be compared to the index at the end of the previous December and the rate per kilometre will be adjusted upwards or downwards based on this percentage change, effective January 1 of the following year, and rounded to the nearest one decimal).
 - (iii) Employees who receive the allowance set out **above** will, upon request, be provided with an accurate signed form **T2200** (Revenue Canada) confirming the automobile use as **a** work requirement.
 - (iv) Employees who do not require, **as** a condition of employment, to have available an automobile, but who may be authorised to use their own vehicle shall be reimbursed at the rate specified in (i) above but with no minimum guarantee.
- 26.5 Protective Clothing And Footwear
- (a) The Employer shall continue its present policy regarding the issuance of protective clothing.

(b) Employees who are required by the Employer to wear protective footwear shall be supplied with protective footwear by the end of February of each year.

(c) To be eligible

Employees **must** be on the active payroll of the Employer, have completed the probationary period and been at work for at least six **(6)** continuous months in the twelve **(12)** months prior to the issuance.

(d) Refer to letter regarding distribution on page **123**.

26.6 Tool Allowance/Provision Of Tools

Effective January **1, 1991**, the Employer agrees to reimburse all recognised tradespersons whose job descriptions require **them** to hold **a** licence and **who** are required to provide their **own** tools on **Employer** business, up to **\$100.00** per year pro-rated on a monthly basis. The Employer also agrees that such payment shall be made on the last cheque in each calendar year, or upon termination of employment, as **may** be applicable. Exclusive of the normal tools referred to above, the Employer agrees to make **available** the necessary tools required for the repair of **equipment** or machinery, as **may** be required. All tools issued by the Employer shall remain the property of the Employer.

26.7 Identification Cards

The Employer agrees to continue **a** system of Photo **Identification** Cards.

26.8 Feminine Gender Or Plural

Wherever the singular or masculine is used in this Agreement it shall be considered **as** if the plural or feminine has been used wherever the context **so** requires.

26.9 Travel Allowance: Pollution Control Centre

Employees presently employed at the Pollution Control Centre, who are paid **60** cents per day as a travel allowance, for each day actually worked, shall continue to receive this allowance as long as they are in their present job.

In the event such employees are transferred or promoted to **a** higher paying job, they will not be entitled to receive this allowance.

Their rate of pay, including the special allowance will be taken in consideration in determining their placement in the salary scale to which they may be promoted to transferred.

26.10 The items outstanding with respect to the **1990-91** Collective Bargaining are set out in Appendix **9**.

ARTICLE 27
DURATION OF AGREEMENT

- 27.1 This **Agreement** shall remain in force and effect from January 1, 1990 (except where a clause otherwise provides) to December 31, 1991 and thereafter **from** year to year.
- 27.2 Should either Party to the Agreement wish to seek amendments to or modifications of the **Agreement** or to terminate the Agreement and negotiate a **new** Agreement, it shall give notice to the other Party not later than the first **(1st)** day of November in the year in which the contract expires.
- 27.3 Within thirty **(30)** days of the receipt of this notice the Parties shall **meet** for the purpose of considering the proposed **amendments** or terms of a new agreement.

ARTICLE 28
ARBITRATION RESPECTING AMENDMENTS TO THE
AGREEMENT OR TERMS OF A NEW AGREEMENT

- 28.1 If by January **31st** following notification of the desire to seek amendments or a **new** agreement the Parties have failed to reach a **satisfactory** agreement, the Parties may mutually agree to request the Minister of Labour of the Province of Ontario to provide the services of an Officer of Conciliation. Failing **this** or in the event that no agreement is reached either Party may demand that matters still in disagreement be submitted to arbitration and shall give notice in writing to the other Party detailing the points still at **issue**.
- 28.2 The Board of Arbitration shall consist of three **(3)** members to be appointed within thirty **(30)** days of the demand for arbitration and shall consist of one **(1)** member appointed by the Employer and one **(1)** member appointed by the Union who within seven **(7)** days of their appointment shall **meet** together for the purpose of selecting the third **member** who shall act as Chairman .
- 28.3 In the event of disagreement and a selection not being made within **seven (7)** days after the date on which the two members first **meet**, either of the **members** may on not less than two days' notice in writing to the other member, apply to the Minister of Labour of the Province of Ontario to appoint a Chairman.
- 28.4 The decision of the Board of Arbitration shall be final and binding on both Parties.
- 28.5 The Parties shall each bear the expense of **its own** arbitrator, and shall bear equally the expense of the Chairman and all other expenses of the Arbitration.

IN WITNESS WHEREOF the Employer has hereunto affixed its Corporate Seal attested by the hands of its Chairman and Clerk in that behalf and the Union has caused these presents to be executed in its behalf by its President and Secretary or Treasurer.

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

Chairman


Clerk


THE OTTAWA-CARLETON
PUBLIC EMPLOYEES' UNION

Local 503

CANADIAN UNION OF
PUBLIC EMPLOYEES


President

Secretary


Treasurer


C.U.P.E. Representative

APPENDIX I

EXCLUSIONS FROM SCOPE

1. **Chairman's Office**
 - (a) Administrative Assistant to the Chairmen
 - (b) **Administrative** Assistant II
2. Private Administrative Assistants to Commissioners
3. All persons employed in the Personnel Department
4. All persons employed in the Internal Audit Department
5. All persons employed in the Executive Committee Office
6. **Transportation**
 - Staff Coordinator
7. All Summer Students
8. All persons represented by The Civic Institute Of Professional Personnel.
9. All members of the Executive and Management Groups of the Employer.
10. All persons represented by **CUPE Local 2187.**
11. All persons represented by the Ontario Nurses' Association.
12. All persons represented by the Association of Allied Health Professionals.

APPENDIX 2

DEFINITIONS FOR THE PURPOSES OF THIS AGREEMENT

1. Continuous Service:
No employee shall be deemed to have ceased to be continually employed by reason only of being absent from work on statutory holidays, on parts of regular working days, or on any leave **duly authorized** under the provisions of this Agreement or because of any layoff lasting not more than **90** calendar days, or because of absence due to an industrial accident under the terms of the Workers' Compensation Act of Ontario and consistent with the terms of this Agreement.
2. "Standard Hours of Work" shall be interchangeable with "**H**ours of Work".
3. In relation to "working hours": "working days". "work day": "work week": the word "standard" shall be interchangeable with "normal".
4. In relation to rate of pay the word "normal" shall be interchangeable with the word "regular".

APPENDIX 3

NOTES TO PAY1. Salaries

- (a) The **bi-weekly** rate of pay is the official salary rate for all employees and the other rates of pay are for information purposes only.
- (b) To calculate the annual salary multiply the **bi-weekly** rate by **26.086**.
- (c) To calculate the **52** week salary multiply the **bi-weekly** pay by **26.0**.
- (d) To calculate the four-weekly rate multiply the **bi-weekly** rate by **2**.
- (e) To calculate the weekly rate divide the **bi-weekly** rate by **2**.
- (f) To calculate the daily rate of pay divide the **bi-weekly** rate by **10**.
- (g) To calculate the hourly rate of pay refer to Article **4**.

2. Wages

The official rates of pay are the hourly rates set forth in Appendices **5**, **6** and **7**.

APPENDIX 4

REFERENCE TO HOURS OF WORK (ARTICLE 4)**4-1** Office & Administrative Staff

- (1) Office & Administrative Staff of the Regional **Transportation** Department
- (2) Regional Works Department
- (3) Employees of the Department of Social Services
- (4) Regional Clerk's Department
- (5) Office of the Secretary of the Executive Committee
- (6) Employees in the Office of the Chairman
- (7) Regional Finance Department
- (8) Emergency Measures Organisation
- (9) Administrative Staff of Island Lodge & Carleton Lodge
- (10) Planning Department
- (11) Solicitor's Department

4-2 Outside Salary Office Day Staff

Outside office staff shall be defined as office staff other than those covered in Section 4.1 and Whose function is associated directly with the administration of an outside operational function.

4-3 Salaried Employees - Operational (except those falling under Article 4, Section 4.1 k 4.2) of:

- (1) Transportation Department, Road Maintenance and Traffic Branches.
- (2) Maintenance & Construction Division & Testing Laboratory
- (3) Regional Works Department, Distribution k Meter Branches Day Staff
- (4) Britannia & Lemieux Island Day Staff
- (5) **Sewage** Disposal Plant

4-4 Special Cases

- (1) Works k Operation Superintendent VI
- (2) Street Superintendent

APPENDIX 5

SCHEDULE OF VEHICLES AND EQUIPMENTLight Equipment JE #1050

Pay Plan 1

Pay Grade 7

1990 Rates

12.74

13.34

14.01

1991 Rates

13.38

14.02

14.72

Table

Automobiles

1/2 ton

3/4 ton

1 ton

4 x 4

(no attachments)

Van

*Light/self-propelled mowers
(slope-cut kwick-gravelly)

Asphalt Recycler (ports patch)

Compressor (up to and including
125 CFM)

Fire wagon

Colas sprayer

*Asphalt rollers forklift

Sewer rodder

Boiler

*Unless specifically identified in
the labour category

Medium Equipment JE #1140

Pay Plan 1

Par Grade 9

1990 Rates

13.41
 14.05
 14.75

1991 Rates

14.09
 14.76
 15.50

Table B3 ton or **over** truck**Interstater**Loaders (under **80** HP)

Sandblaster (exterior)

Hoist (**4** tonnes but less than **7.5** tonnes at minimum outreach)**Dempster** Dumpster

Fuel truck

*Plus any equipment, towed or attached, listed in Table A which **is** driven and operated by the **same** person.

Heavy Equipment JE #1420

Pay Plan 1

Pay Grade 13

1990 Rates

14.75

15.46

16.23

1991 rates

15.51

16.25

17.06

Table C5 to" **dump** truck (**plow** and **wing**)

Backhoes

Salt Spreader

Loaders (**80** HP or **over**)

Calcium tandem

Sweeper (large 2 ton or **over**)

Weed sprayer tandem

Float (**10,000** lb. or **over**)

Grader

Compactor

Road painting truck

Hoist (**7.5** tonnes or**at** minimum outreach

Thawing machine

APPENDIX 6A1

PAY PLAN 1

<u>Position Title</u>	<u>JE Number</u>	<u>pay Grade</u>
Activity Aide	1109	8
Apprentice Carpenter	1301	11
Assistant Cook	1271	11
Assistant Pollution Investigator	1107	Y
Assistant Traffic Control Devices Assembler	1040	i
Attendant-Security Services	1004	3
Baker	1393	15
Brick and Stone Mason	1360	15
Building System Technician	1438	16
Constable-Guide	1025	4
Constable-Guide	1013	3
Cook	1392	15
Cook-Baker, HFTA	1391	17
Crew Chief	1130	11
Day Care Cook	1134	8
Day Care Housekeeper	1005	3
Digester Pump Operator	1030	6
Dishroom Attendant	1021	5
Driver, HFTA Day Care Program	1202	Y
Driver, Large Bus	1337	11
Driver/Messenger	1075	9
Electrician-Construction & Maintenance-PCD	1471	19
Electrician-Construction & Maintenance-k's	1472	19
Electrician-Construction & Maintenance	1445	18
Electrician Helper	1120	11
Fitter-Welder	1440	16
Food Services Attenant	1096	9
Food Storeman/Woman I	1250	12
Foreman I-Sewers	1311	16
Foreman I-Water Meter Branch	1200	14
Foreman I-Water	1434	15
Foreman II-Sewers	1462	18
Foreman II-Water	1461	18
Foreman II-Water Meter Branch	1240	16
Foreman II-Solid Waste	1441	16
Foreman, Water Meter Reader	1375	14
Foreman/Woman I	1385	13
Foreman/Woman II-Maintenance-Island Lodge	1309	16
Foreman/Woman-Landfill Site	1437	15
Foreperson-Electrician, Sewers	1467	17
Foreperson II-Industrial Mechanic	1469	19
Gardener	1135	13
General Carpenter	1380	14
Hairdresser	1276	11

<u>Position Title</u>	<u>JR Number</u>	<u>Pay Grade</u>
Handyman/Woman	1190	Y
Heavy Equipment Operator	1420	13
Heavy Equipment Operator-Lead Hand	1422	14
Heavy Equipment Operator-SWB	1421	13
Housekeeping Attendant	1076	Y
Hydrant Inspector	1132	8
Industrial Mechanic	1450	19
Janitor/Cleaner	1014	5
Kitchen Sanitation Attendant	1108	8
Labourer	1015	6
Labourer-Sewers	1023	7
Labourer-Solid Waste	1022	1
Labourer-WPCD	1024	7
Labourer-Fleet Services	1016	6
Labourer-Maintenance & Construction	1019	6
Labourer-Operations	1018	6
Labourer-Water Distribution	1017	6
Laundry Attendant	1086	9
Lift Bridge Operator	1011	7
Light Equipment Operator	1050	7
Maintenance Man	1327	11
Maintenance Man/Woman	1281	11
Maintenance Man/Woman - Watts Creek	1302	14
Maintenance Worker I-Fleet	1136	9
Maintenance Worker I-W.D.	1139	9
Maintenance Worker I-WMR	1138	9
Maintenance Worker II-Sewers	1171	10
Maintenance Worker II-Water Meter	1278	10
Maintenance Worker II-WD	1277	10
Maintenance Worker III	1070	11
Maintenance Worker III-Sewers	1279	11
Maintenanceman/Woman-HFTA	1170	12
Mechanic (Lemieux)	1474	19
Mechanic-Fleet Services	1473	20
Mechanic Helper-Fleet Services	1336	11
Mechanic I	1425	17
Mechanic II	1460	18
Mechanic III	1468	20
Mechanic's Helper (Vehicles & Equipment)	1131	8
Mechanical Helper (Ind) (Sewers)	1444	12
Mechanical Helper (Ind) Water Supply	1342	12
Mechanical Helper (Ind) WPCD	1443	12
Medium Equipment Operator-Fleet Servicer	1140	9
Meter Tester and Repairer	1285	13

<u>Position Title</u>	<u>JE Number</u>	<u>Pay Grade</u>
Nursing Attendant/Aide	1326	11
Painter	1235	14
Painter	1236	14
Plant Operator	1110	9
Plumber/Steamfitter	1466	17
Process Mechanic	1475	19
Remote Plant Opertor/Mechanic Help	1260	13
Reproduction Services Operator	1442	16
Reproduction Services Operator I	1125	9
Reproduction Services Operator II	1255	12
Reproduction Services Operator III	1370	14
Road Markings Painter	1175	11
Semi-Skilled Labourer I-Admin. Section	1137	9
Senior Water Meter Reader	1210	11
Sewer Flow Investogator	1350	16
Shift Serviceworker-Water Distribution	1060	9
Sign Painter Helper	1095	9
Sign Painter/Writer	1365	14
Sign Shop Foreman/Woman I	1386	15
Signing and Utility Investigator	1303	12
Sitter	1034	5
Small Engine Mechanic	1339	13
Stationary Engineer-4th Class HFTA	1230	11
Stationary Engineer-3rd Class PCC	1310	14
Stoprekeeper I	1220	11
Stores Helper	1055	7
Storesman/Woman II	1290	10
Sub-Foreman Buildings & Grounds	1356	12
Sub-Foreman/Woman I (Grounds)	1255	10
Sub-Foreman/Woman I-Sludge Digestor	1205	10
Sub-Foreman/Woman II	1275	10
Supervisor, Security Services	1111	8
Traffic Construction System Main. Man/Woman	1325	13
Traffic Construction System Maint. Man/Woman	1305	15
Traffic Control Devices Assembler	1090	8
Traffic Control Devices Maint. Help	1035	11
Traffic Maintenance Worker	1180	11
Traffic Recorder Maint. Man/Woman	1100	8
Utility Locator	1355	15
Waste Water Inspector	1335	11
Water Meter Reader	1105	10
Water Quality Investigator	1215	9
Welder	1340	14

APPENDIX 6A2**PAY PLAN 1**

	JE Number	Wage
<u>Pay Grade 03</u>		
Attendant - Security Services	1004	X
Day Care Housekeeper	1005	
Constable - Guide	1013	X
<u>Pay Grade 04</u>		
Constable - Guide	1025	X
<u>Pay Grade 05</u>		
Janitor/Cleaner	1014	X
Dishroom Attendant	1021	
Sitter	1034	
<u>Pay Grade 06</u>		
Labourer	1015	X
Labourer - Fleet Services	1016	X
Labourer - Water Distribution	1017	X
Labourer - Operations	1018	X
Labourer - Maintenance & Const.	1019	X
Cleaner	1020	X
Digester Pump Operator	1030	
<u>Pay Grade 07</u>		
Lift Bridge Operator	1011	X
Labourer - Solid Waste	1022	X
Labourer - Sewers	1023	X
Labourer - WPCD	1024	X
Asst Traffic Control Devices Assemb	1040	X
Light Equipment Operator	1050	X
Stores Helper	1055	

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 08</u>		
Traffic Control Devices Assembler	1090	X
Traffic Recorder Maint. Man/Woman	1100	X
Kitchen Sanitation Attendant	1108	
Activity Aide	1109	
Supervisor, Security Services	1111	
Hydrant Inspector	1132	X
Day Care Cook	1134	
<u>Pay Grade 09</u>		
Shift Serviceworker - Water Distribution	1060	X
Driver/Messenger	1075	X
Housekeeping Attendant	1076	
Laundry Attendant	1086	
Sign Painter Helper	1095	X
Food Services Attendant	1096	
Assistant Pollution Investigator	1107	
Reproduction Services Operator I	1125	
Maintenance Worker I - Fleet	1136	X
Semi-Skilled Labourer I - Admin. SE	1137	X
Maintenance Worker I - WMB	1138	X
Maintenance Worker I - W.D.	1139	X
Medium Equipment Operator - Flt Ser	1140	X
Handyman/woman	1190	X
Driver, HFTA Day Care Program	1202	X
Water Quality Investigator	1215	
<u>Pay Grade 10</u>		
Water Meter Reader	1105	X
Maintenance Worker II - Sewers	1171	X
Sub-Foreman/woman I - Sludge Digestor	1205	X
Sub-Foreman/woman I - Grounds	1255	X
Sub-Foreman/woman II	1275	X
Maintenance Worker II - WD	1277	X
Maintenance Worker II - Water Meter	1278	X

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 11</u>		
Traffic Control Devices Maint. Help	1035	X
Maintenance Worker III	1070	X
Electrician Helper	1120	X
Crew Chief	1130	X
Road Markings Painter	1175	X
Traffic Maintenance Worker	1180	X
Senior Water Meter Reader	1210	X
Storekeeper I	1220	
Stationary Engineer - 4th Class HFTA	1230	X
Assistant Cook	1271	
Hairdresser	1276	
Maintenance Worker III - Sewers	1279	X
Maintenance Han/woman	1281	X
Apprentice Carpenter - WS	1301	X
Nursing Attendant/aide	1326	
Maintenance Man	1327	X
Waste Water Inspector	1335	
Mechanic Helper - Fleet Services	1336	X
Driver, Large Bus	1337	X
<u>Pay Grade 12</u>		
Maintenanceman/woman HFTA	1170	X
Reproduction Services Operator II	1225	
Food Storeman/woman I	1250	
Signing and Utility Investigator	1303	
Mechanical Helper (IND) Water Supply	1342	X
Reproduction Services Operator II	1351	
Sub-Foreman Buildings & Grounds (WS)	1356	X
Mechanic&l Helper (IND) WPCD	1443	X
Mechanical Helper (IND) Sewers	1444	X
<u>Pay Grade 13</u>		
Gardener	1135	X
Remote Plant Operator/Mechanic Help	1260	
Meter Tester and Repairer	1285	X
Traffic Con. Sys. Main. M/W (CONT.)	1325	
Small Engine Mechanic	1339	x
Foreman/woman I	1385	X
Heavy Equipment Operator	1420	X
Heavy Equipment Operator - SWB	1421	X

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 14</u>		
Foreman I - Water Meter Branch	1200	X
Painter	1235	X
Painter	1236	X
Maintenance Man/woman - Watts Creek	1302	X
Stationary Engineer 3rd Class P.C.C.	1310	X
Welder	1340	X
Sign Painter/writer	1365	X
Reproduction Services Operator III	1370	
Foreman, Water Meter Reader	1375	
General Carpenter	1380	X
Heavy Equipment Operator - Lead Han	1422	X
<u>Pay Grade 15</u>		
Utility Locator	1355	
Brick and Stone Mason	1360	X
Sign Shop Foreman/woman I	1386	X
Cook	1392	
Baker/patisier	1393	
Foreman I Water	1434	X
Foreman/woman Landfill Site	1437	X
<u>Pay Grade 16</u>		
Foreman II - Water Meter Branch	1240	X
Foreman/woman II - Mtce-Island L	1309	X
Foreman I - Sewers	1311	X
Sewer Flow Investigator	1350	
Building System Technician	1438	
Fitter - Welder	1440	X
Foreman II - Solid Waste	1441	X
Reproduction Services Operator	1442	
<u>Pay Grade 17</u>		
Crew Leader	1305	X
Cook-Baker HFTA	1391	
Mechanic I	1425	X
Plumber/steamfitter	1466	X
Foreperson - Electrician, Sewers	1467	X

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 18</u>		
Electrician - Construction k Maint.	1445	X
Mechanic II	1460	X
Foreman II - Water	1461	X
Foreman II - Sewers	1462	X
<u>Pay Grade 19</u>		
Industrial Mechanic	1450	X
Foreperson II - Indus. Mechanic	1469	X
Electrician - Const. k Maint. PCD	1471	X
Electrician - Const. & Maint. WS	1472	X
Mechanic - Lemix	1474	X
Diesel Mechanic	1475	x
<u>Pay Grade 20</u>		
Mechanic III	1468	X
Mechanic - Fleet Services	1473	X

APPENDIX 6B

Pay Grades 1990
PLAN 1

<u>PAY GRADE 1</u>	<u>1</u>	<u>2</u>	<u>3</u>
35 Hours/Week			
26 Pays	19,510.40	20,438.60	21,457.80
Bi-weekly	750.40	786.10	825.30
40 Hours/Week			
26 Pays	22,297.60	23,358.40	24,523.20
Bi-weekly	857.60	898.40	943.20
Hourly	10.72	11.23	11.79
<u>PAY GRADE 2</u>			
35 Hours/Week			
26 Pays	20,111.00	21,075.60	22,131.20
Bi-weekly	773.50	810.60	851.20
40 Hours/Week			
26 Pays	22,984.00	24,086.40	25,292.80
Bi-weekly	884.00	926.40	972.80
Hourly	11.05	11.58	12.16
<u>PAY GRADE 3</u>			
35 Hours/Week			
26 Pays	20,729.80	21,712.60	22,804.60
Bi-weekly	797.30	835.10	877.10
40 Hours/Week			
26 Pays	23,691.20	24,814.40	26,062.40
Bi-weekly	911.20	954.40	1,002.40
Hourly	11.39	11.93	12.53
<u>PAY GRADE 4</u>			
35 Hours/Week			
26 Pays	21,348.60	22,367.80	23,478.00
Bi-weekly	821.10	860.30	903.00
40 Hours/Week			
26 Pays	24,398.40	25,563.20	26,832.00
Bi-weekly	938.40	983.20	1,032.00
Hourly	11.73	12.29	12.90

PLAN 1
1990

<u>PAY GRADE 5</u>	1	2	3
35 Hours/Week			
26 Pays	21,949.20	23,004.80	24,151.40
Bi-weekly	844.20	884.80	928.90
40 Hours/Week			
26 Pays	25,084.80	26,291.20	27,601.60
Bi-weekly	964.80	1,011.20	1,061.60
Hourly	12.06	12.64	13.27
 <u>PAY GRADE 6</u>			
35 Hours/Week			
26 Pays	22,568.00	23,641.80	24,824.80
Bi-weekly	868.00	909.30	954.80
40 Hours/Week			
26 Pays	25,792.00	27,019.20	28,371.20
Bi-weekly	992.00	1,039.20	1,091.20
Hourly	12.40	12.99	13.64
 <u>PAY GRADE 7</u>			
35 Hours/Week			
26 Pays	23,186.80	24,278.80	25,498.20
Bi-weekly	891.80	933.80	980.70
40 Hours/Week			
26 Pays	26,499.20	27,747.20	29,140.80
Bi-weekly	1,019.20	1,067.20	1,120.80
Hourly	12.74	13.34	14.01
 <u>PAY GRADE 8</u>			
35 Hours/Week			
26 Pays	23,787.40	24,934.00	26,171.60
Bi-weekly	914.90	959.00	1,006.60
40 Hours/Week			
26 Pays	27,185.60	28,496.00	29,910.40
Bi-weekly	1,045.60	1,096.00	1,150.40
Hourly	13.07	13.70	14.38

PLAN 1
1990

		2	3
<u>PAY GRADE 9</u>			
35 Hours/Week			
26 Pays	24,406.20	25,571.00	26,845.00
Bi-weekly	938.70	983.50	1,032.50
40 Hours/Week			
26 Pays	27,892.80	29,224.00	30,680.00
Bi-weekly	1,072.80	1,124.00	1,180.00
Hourly	13.41	14.05	14.75
<u>PAY GRADE 10</u>			
35 Hours/Week			
26 Pays	25,006.80	26,208.00	27,518.40
Bi-weekly	961.80	1,008.00	1,058.40
40 Hours/Week			
26 Pays	28,579.20	29,952.00	31,449.60
Bi-weekly	1,099.20	1,152.00	1,209.60
Hourly	13.74	14.40	15.12
<u>PAY GRADE 11</u>			
35 Hours/Week			
26 Pays	25,625.60	26,845.00	28,191.80
Bi-weekly	985.60	1,032.50	1,084.30
40 Hours/Week			
26 Pays	29,286.40	30,680.00	32,219.20
Bi-weekly	1,126.40	1,180.00	1,239.20
Hourly	14.08	14.75	15.49
<u>PAY GRADE 12</u>			
35 Hours/Week			
26 Pays	26,244.40	27,500.20	28,865.20
Bi-weekly	1,009.40	1,057.70	1,110.20
40 Hour/Week			
26 Pays	29,993.60	31,428.80	32,988.80
Biweekly	1,153.60	1,208.80	1,268.80
Hourly	14.42	15.11	15.86

PLAN 1
1990

<u>PAY GRADE 13</u>			
35 Hours/Week			
26 Pays	26,845.00	28,137.20	29,538.60
Bi-weekly	1,032.50	1,082.20	1,136.10
40 Hours/Week			
26 Pays	30,680.00	32,156.80	33,758.40
Bi-weekly	1,180.00	1,236.80	1,298.40
Hourly	14.75	15.46	16.23
<u>PAY GRADE 14</u>			
35 Hours/Week			
26 Pays	27,463.80	28,774.20	30,212.00
Bi-weekly	1,056.30	1,106.70	1,162.00
40 Hours/Week			
26 Pays	31,387.20	32,884.80	34,528.00
Bi-weekly	1,207.20	1,264.80	1,328.00
Hourly	15.09	15.81	16.60
<u>PAY GRADE 15</u>			
35 Hours/Week			
26 Pays	28,082.60	29,411.20	30,885.40
Bi-weekly	1,080.10	1,131.20	1,187.90
40 Hours/Week			
26 Pays	32,094.40	33,612.80	35,297.60
Bi-weekly	1,234.40	1,292.80	1,357.60
Hourly	15.43	16.16	16.97
<u>PAY GRADE 16</u>			
35 Hours/Week			
26 Pays	28,683.20	30,048.20	31,558.80
Bi-weekly	1,103.20	1,155.70	1,213.80
40 Hours/Week			
26 Pays	32,780.80	34,340.80	36,067.20
Bi-weekly	1,260.80	1,320.80	1,387.20
Hourly	15.76	16.51	17.34

PLAN 1
1990

	1	2	3
<u>PAY GRADE 17</u>			
35 Hours/Week			
26 Pays	29,302.00	30,703.40	32,232.20
Bi-weekly	1,127.00	1,180.90	1,239.70
40 Hours/Week			
26 Pays	33,488.00	35,089.60	36,836.80
Bi-weekly	1,288.00	1,349.60	1,416.80
Hourly	16.10	16.87	17.71
<u>PAY GRADE 18</u>			
35 Hours/Week			
26 Pays	29,902.60	31,340.40	32,905.60
Bi-weekly	1,150.10	1,205.40	1,265.60
40 Hours/Week			
26 Pays	34,174.40	35,817.60	37,606.40
Bi-weekly	1,314.40	1,377.60	1,446.40
Hourly	16.43	17.22	18.08
<u>PAY GRADE 19</u>			
35 Hours/Week			
26 Pays	30,521.40	31,977.40	33,579.00
Bi-weekly	1,173.90	1,229.90	1,291.50
40 Hours/Week			
26 Pays	34,881.60	36,545.60	38,376.00
Bi-weekly	1,341.60	1,405.60	1,476.00
Hourly	16.77	17.57	18.45
<u>PAY GRADE 20</u>			
35 Hours/Week			
26 Pays	31,140.20	32,614.40	34,252.40
Bi-weekly	1,197.70	1,254.40	1,317.40
40 Hours/Week			
26 Pays	35,588.80	37,273.60	39,145.60
Bi-weekly	1,368.80	1,433.60	1,505.60
Hourly	17.11	17.92	18.82

PLAN 1
1990

	1	2	3
<u>PAY GRADE 21</u>			
35 Hours/Week			
26 Pays	31,740.80	33,269.60	34,925.80
Bi-weekly	1,220.80	1,279.60	1,343.30
40 Hours/Week			
26 Pays	36,275.20	38,022.40	39,915.20
Bi-weekly	1,395.20	1,462.40	1,535.20
Hourly	17.44	18.28	19.19
<u>PAY GRADE 22</u>			
35 Hours/Week			
26 Pays	32,359.60	33,906.60	35,599.20
Bi-weekly	1,244.60	1,304.10	1,369.20
40 Hours/Week			
26 Pays	36,982.40	38,750.40	40,684.80
Bi-weekly	1,422.40	1,490.40	1,564.80
Hourly	17.78	18.63	19.56
<u>PAY GRADE 23</u>			
35 Hours/Week			
26 Pays	32,978.40	34,543.60	36,272.60
Bi-weekly	1,268.40	1,328.60	1,395.10
40 Hours/Week			
26 Pays	37,689.60	39,478.40	41,454.40
Bi-weekly	1,449.60	1,518.40	1,594.40
Hourly	18.12	18.98	19.93
<u>PAY GRADE 24</u>			
35 Hours/Week			
26 Pays	33,579.00	35,180.60	36,946.00
Bi-weekly	1,291.50	1,353.10	1,421.00
40 Hours/Week			
26 Pays	38,376.00	40,206.40	42,224.00
Bi-weekly	1,476.00	1,546.40	1,624.00
Hourly	18.45	19.33	20.30

PLAN 1
1990

<u>PAY GRADE 25</u>	1	2	3
35 Hours/Week			
26 Pays	34,197.80	35,835.80	37,619.40
Hi-weekly	1,315.30	1,378.30	1,446.90
40 Hours/Week			
26 Pays	39,083.20	40,955.20	42,993.60
Bi-weekly	1,503.20	1,575.20	1,653.60
Hourly	18.79	19.69	20.67
 <u>PAY GRADE 26</u>			
35 Hours/Week			
26 Pays	34,816.60	36,472.80	38,292.80
Eli-weekly	1,339.10	1,402.80	1,472.80
40 Hours/Week			
26 Pays	39,790.40	41,683.20	43,763.20
Eli-weekly	1,530.40	1,603.20	1,683.20
Hourly	19.13	20.04	21.04

Pay Grades 1991
PLAN 1*

	1	2	3
<u>PAY GRADE 1</u>			
35 Hours/Week			
26 Pays	20,475.00	21,457.80	22,531.60
Bi-weekly	787.50	825.30	866.60
40 Hours/Week			
26 Pays	23,400.00	24,523.20	25,750.40
Bi-weekly	900.00	943.20	990.40
Hourly	11.25	11.79	12.38
<u>GRADE 2</u>			
35 Hours/Week			
26 Pays	21,130.20	22,131.20	23,241.40
Bi-weekly	812.70	851.20	893.90
40 Hours/Week			
26 Pays	24,148.81	25,292.80	26,561.60
Bi-weekly	928.80	972.80	1,021.60
Hourly	11.61	12.16	12.77
<u>PAY GRADE 3</u>			
35 Hours/Week			
26 Pays	21,767.20	22,804.60	23,951.20
Bi-weekly	837.20	877.10	921.20
40 Hours/Week			
26 Pays	24,876.80	26,062.40	27,372.80
Bi-weekly	956.80	1,002.40	1,052.80
Hourly	11.96	12.53	13.16
<u>PAY GRADE 4</u>			
35 Hours/Week			
26 Pays	22,422.40	23,496.20	24,661.00
Bi-weekly	862.40	903.70	948.50
40 Hours/Week			
26 Pays	25,625.60	26,852.80	28,184.00
Bi-weekly	985.60	1,032.80	1,084.00
Hourly	12.32	12.91	13.55

PLAN 1
1991

	1	2	3
<u>PAY GRADE 5</u>			
35 Hours/Week			
26 Pays	23,059.40	24,169.60	25,370.80
Bi-weekly	886.90	929.60	976.80
40 Hours/Week			
26 Pays	26,353.60	27,622.40	28,995.20
Bi-weekly	1,013.60	1,062.40	1,115.20
Hourly	12.67	13.28	13.94
<u>PAY GRADE 6</u>			
35 Hours/Week			
26 Pays	23,714.60	24,843.00	26,080.60
Bi-weekly	912.10	955.50	1,003.10
40 Hours/Week			
26 Pays	27,102.40	28,392.00	29,806.40
Bi-weekly	1,042.40	1,092.00	1,146.40
Hourly	13.03	13.65	14.33
<u>PAY GRADE 7</u>			
35 Hours/Week			
26 Pays	24,351.60	25,516.40	26,790.40
Bi-weekly	936.60	981.40	1,030.40
40 Hours/Week			
26 Pays	27,830.40	29,161.60	30,617.60
Bi-weekly	1,070.40	1,121.60	1,177.60
Hourly	13.38	14.02	14.72
<u>PAY GRADE 8</u>			
35 Hours/Week			
26 Pays	24,988.60	26,189.80	27,500.20
Bi-weekly	961.10	1,007.30	1,057.70
40 Hours/Week			
26 Pays	28,558.40	29,931.20	31,428.80
Bi-weekly	1,098.40	1,151.20	1,208.80
Hourly	13.73	14.39	15.11

PLAN 1
1991

	1	2	3
<u>PAY GRADE Y</u>			
35 Hours/Week			
26 Pays	25,643.80	26,863.20	28,210.00
Bi-weekly	986.30	1,033.20	1,085.00
40 Hours/Week			
26 Pays	29,307.20	30,700.80	32,240.00
Bi-weekly	1,127.20	1,180.80	1,240.00
Hourly	14.09	14.76	15.50
<u>PAY GRADE 10</u>			
35 Hours/Week			
26 Pays	26,280.80	27,536.60	28,919.80
Bi-weekly	1,010.80	1,059.10	1,112.30
40 Hours/Week			
26 Pays	30,036.20	31,470.40	33,051.20
Bi-weekly	1,155.20	1,210.40	1,271.20
Hourly	14.44	15.13	15.89
<u>PAY GRADE 11</u>			
35 Hours/Week			
26 Pays	26,936.00	28,228.20	29,629.60
Bi-weekly	1,036.00	1,085.70	1,139.60
40 Hours/Week			
26 Pays	30,784.00	32,260.80	33,862.40
Bi-weekly	1,184.00	1,240.80	1,302.40
Hourly	14.80	15.51	16.28
<u>PAY GRADE 12</u>			
35 Hours/Week			
26 Pays	27,513.00	28,901.60	30,339.40
Bi-weekly	1,060.50	1,111.60	1,166.90
40 Hour/Week			
26 Pays	31,512.00	33,030.40	34,673.60
Bi-weekly	1,212.00	1,270.40	1,333.60
Hourly	15.15	15.88	16.67

PLAN 1
1991

PAY GRADE 13			
35 Hours/Week			
26 Pays	28,228.20	29,575.00	31,049.20
Bi-weekly	1,085.70	1,137.50	1,194.20
40 Hours/Week			
26 Pays	32,260.80	33,800.00	35,484.80
Biweekly	1,240.80	1,300.00	1,364.80
Hourly	15.51	16.25	17.06
PAY GRADE 14			
35 Hours/Week			
26 Pays	28,865.20	30,248.40	31,759.00
Bi-weekly	1,110.20	1,163.40	1,221.50
40 Hours/Week			
26 Pays	32,988.80	34,569.60	36,296.00
Bi-weekly	1,268.80	1,329.60	1,396.00
Hourly	15.86	16.62	17.45
PAY GRADE 15			
35 Hours/Week			
26 Pays	29,520.40	30,921.80	32,468.80
Bi-weekly	1,135.40	1,189.30	1,248.80
40 Hours/Week			
26 Pays	33,737.60	35,339.20	37,107.20
Bi-weekly	1,297.60	1,359.20	1,427.20
Hourly	16.22	16.99	17.84
PAY GRADE 16			
35 Hours/Week			
26 Pays	30,157.40	31,595.20	33,178.60
Eli-weekly	1,159.90	1,215.20	1,276.10
40 Hours/Week			
26 Pays	34,465.60	36,108.80	37,918.40
M-weekly	1,325.60	1,388.80	1,458.40
Hourly	16.57	17.36	18.23

PLAN 1
1991

<u>PAY GRADE 17</u>			
35 Hours/Week			
26 Pays	30,812.60	32,268.60	33,888.40
Bi-weekly	1,185.10	1,241.10	1,303.40
40 Hours/Week			
26 Pays	35,214.40	36,878.40	38,729.60
Bi-weekly	1,354.40	1,418.40	1,489.60
Hourly	16.93	17.73	18.62
 <u>PAY GRADE 18</u>			
35 Hours/Week			
26 Pays	31,449.60	32,960.20	34,598.20
Bi-weekly	1,209.60	1,267.70	1,330.70
40 Hours/Week			
26 Pays	35,942.40	37,668.80	39,540.80
Bi-weekly	1,382.40	1,448.80	1,520.80
Hourly	17.28	18.11	19.01
 <u>PAY GRADE 19</u>			
35 Hours/Week			
26 Pays	32,086.60	33,633.60	35,308.00
Bi-weekly	1,234.10	1,293.60	1,358.00
40 Hours/Week			
26 Pays	36,670.40	38,438.40	40,352.00
Bi-weekly	1,410.40	1,478.40	1,552.00
Hourly	17.63	18.48	19.40
 <u>PAY GRADE 20</u>			
35 Hours/Week			
26 Pays	32,741.80	34,307.00	36,017.80
Bi-weekly	1,259.30	1,319.50	1,385.30
40 Hours/Week			
26 Pays	37,419.20	39,208.00	41,163.20
Bi-weekly	1,439.20	1,508.00	1,583.20
Hourly	17.99	18.85	19.79

PLAN 1
1991

		2	3
<u>PAY GRADE 21</u>			
35 Hours/Week			
26 Pays	33,378.80	34,980.40	36,727.60
Bi-weekly	1,283.80	1,345.40	1,412.60
40 Hours/Week			
26 Pays	38,147.20	39,977.60	41,974.40
Bi-weekly	1,467.20	1,537.60	1,614.40
Hourly	18.34	19.22	20.18
<u>PAY GRADE 22</u>			
35 Hours/Week			
26 Pays	34,034.00	35,653.80	37,437.40
Bi-weekly	1,309.00	1,371.30	1,439.90
40 Hours/Week			
26 Pays	38,896.00	40,747.20	42,785.60
Bi-weekly	1,496.00	1,567.20	1,645.60
Hourly	18.70	19.59	20.57
<u>PAY GRADE 23</u>			
35 Hours/Week			
26 Pays	34,671.00	36,327.20	38,147.20
Bi-weekly	1,333.50	1,397.20	1,467.20
40 Hours/Week			
26 Pays	39,624.00	41,516.80	43,596.80
Bi-weekly	1,524.00	1,596.80	1,676.80
Hourly	19.05	19.96	20.96
<u>PAY GRADE 24</u>			
35 Hours/Week			
26 Pays	35,326.20	37,000.60	38,857.00
Bi-weekly	1,358.70	1,423.10	1,494.50
40 Hours/Week			
26 Pays	40,372.80	42,286.40	44,408.00
Bi-weekly	1,552.80	1,626.40	1,708.00
Hourly	19.41	20.33	21.35

80

PLAN 1
1991

<u>PAY GRADE 25</u>	1	2	3
35 Hours/Week			
26 Pays	35,963.20	37,692.20	39,566.80
Bi-weekly	1,383.20	1,449.70	1,521.80
40 Hours/Week			
26 Pays	41,100.80	43,076.80	45,219.20
Bi-weekly	1,580.80	1,656.80	1,739.20
Hourly	19.76	20.71	21.74
 <u>PAY GRADE 26</u>			
35 Hours/Week			
26 Pays	36,618.40	38,365.60	40,276.60
Bi-weekly	1,408.40	1,475.60	1,549.10
40 Hours/Week			
26 Pays	41,849.60	43,846.40	46,030.40
Bi-weekly	1,609.60	1,686.40	1,770.40
Hourly	20.12	21.08	22.13

APPENDIX 7A1

PBXN' 2

<u>FTitleon</u>	<u>JE Number</u>	<u>Pay Grade</u>
Accident Counter Measures & Information	3140	16
Accounting and Budget Supervisor	3370	18
Accounting Clerk	2764	8
Accounts Clerk	2769	8
Accounts Clerk	2770	8
Accounts Clerk	2280	10
Accounts Clerk	2500	8
Accounts Clerk	2510	8
Accounts/Collection Clerk	2771	9
Activation Worker	3285	11
Activities Manager	3470	17
Activities Manager -C.A.C.	3455	16
Activities Manager -Island Lodge	3461	17
Adjuvant	2980	10
Admin. Attendant -Emergency Housing	2260	7
Admin. Clerk	2451	8
Admin. Clerk, Signals Branch	2040	8
Admin. Clerk, Emergency Housing	3125	9
Administrative Assistant	2390	8
Administrative Assistant	2395	8
Administrative Assistant	2930	10
Administrative Assistant	2125	9
Administrative Assistant	2179	8
Administrative Assistant	2380	8
Administrative Assistant	3010	11
Administrative Assistant	2620	8
Administrative Assistant	2975	10
Administrative Assistant	2622	9
Administrative Assistant	2571	10
Administrative Assistant	2430	II
Administrative Assistant	2805	11
Administrative Assistant	2315	7
Administrative Assistant	2205	7
Administrative Assistant	2131	8
Administrative Assistant GI	2641	8
Administrative Assistant GII	2931	10
Administrative Clerk	2257	7
Administrative Clerk	2496	8
Administrative Clerk	2497	9
Administrative Clerk	2111	6
Administrative Clerk	2621	8
Administrative Clerk	2115	8
Administrative Clerk	2480	8
Administrative Clerk	2630	8

<u>Position Title</u>	<u>JE Number</u>	<u>Pay Grade</u>
Administrative Clerk	2130	7
Administrative Clerk	2026	8
Administrative Clerk	2027	8
Administrative Clerk	2182	8
Administrative Clerk	2409	10
Administrative Clerk	2767	4
Administrative Clerk	2235	7
Administrative Clerk	2530	8
Administrative Clerk	2200	8
Administrative Clerk	2135	8
Administrative Coordinator	2999	15
Administrative Officer	2985	16
Administrative Services Clerk	2565	8
Approvals Assistant	3361	16
Approvals Officer	2910	19
Assistant Manager, Customer Relations	2645	14
Assistant Manager, Human Resources, Finance & Records	2855	14
Assistant Laboratory Technician	2822	9
Assistant Library Technician	2137	6
Assistant Maintenance Coordinator	2681	12
Assistant Project Supervisor	3384	15
Assistant System Coordinator, Maintenance	3035	13
Assistant Water Pollution Investigator	2034	5
Assistant Manager - Material Mgmt & Building Maint.	2830	13
Assistant Regulations & By-Laws Administration	2705	14
Billing Coordinator	3302	12
Building Operations Supervisor	3090	12
Budget Analyst	3482	18
Budget Analyst	3306	17
Budget Technician	2440	12
Building and Maintenance Technologist	2905	16
Buildings and Grounds Supervisor	3166	12
Buyer	3135	14
By-Law Officer	3205	13
Capital Budget Clerk	2631	11
Capital Budget Technical Officer	3427	16
Capital Works Program Technologist	3224	16
Cartographic Designer	2750	12
Central Inventory Records Clerk	2345	8
Central Admin. Clerical Supervisor	2973	11
Chief Stationary Engineer	2941	11
Civil Technologist	2340	15
Clerical Assistant (Temp)	2024	5
Clerk	2007	3

<u>Title on</u>	<u>JE Number</u>	<u>Pay a d e</u>
Clerk Therapeutic Services	2022	4
Clerk Typist	2156	6
Clerk, Data Entry	2016	4
Clerk, Private Home Day Care	2456	10
Co-op Student (Policy & Program)	2106	6
Co-op Student Planning	2079	6
Communication Technician	2821	9
Computer Operator Sup. SS	3071	14
Computer operator	2610	8
Computer Operator -Traffic Control	3130	12
Computer Scheduler	3301	13
Construction Inspection Trainee	2061	5
Construction Inspector I	3196	12
Construction Inspector II	3197	13
Construction Inspector Trainee	2033	5
Construction Superintendent I	3456	16
Contracts Offcier -Youth & Adult	3131	15
Contracts/Budget Clerk	2989	11
Coordinator, Bldgs. & Grounds Maintenance	3019	15
Cost and Records Clerk	2475	8
Customer Services Clerk	2206	7
Data Clerk	2365	8
Data Clerk	2023	5
Data Control Clerk	2400	8
Data Entry Clerk	2201	7
Data Entry Operator	2515	8
Data Input Clerk	2180	6
Day Care Aide/Supply Teacher	2081	5
Day Care Resource Teacher	3295	13
Day Care Supervisor	3445	15
Day Care Teacher I	2850	9
Day Care Teacher II	2950	10
Day Centre Coordinator	3309	14
Development Officer	2675	15
Diet Technician	2502	8
Dispatcher	2625	7
Drafting Super. -Project Design	3200	12
Drafting Super. -Technical Services	2915	10
Drafting Supervisor -Structural	3040	11
Drafting Technician Publications	2735	13
Drafting Technican Supervisor	2725	15
Drafting Technician/Photographer	2291	11
Electronic Technican	3226	13
Electronic Technican Supervisor	3451	16

<u>position Title</u>	<u>JE Number</u>	<u>Pay Grade</u>
Emergency Measures Officer	3360	18
Emergency Measures Unit Clerk	2325	8
Employment Counsellor	3440	15
Engineering Assistant	2042	5
Environmental Services Team leader	2819	9
Facilities Clerk	2457	8
Field Investigator	2781	9
Filing Clerk (Temp)	2006	3
Finance Officer	3117	11
Finance Officer	3118	11
Finance Officer	2646	11
Financial Officer	3325	13
Financial Officer	2946	12
Financial Officer	2947	12
Financial Officer	2948	14
Financial Officer	2949	12
Financial Officer	2566	12
Financial Officer	3075	12
Financial Officer	2951	14
Financial Officer	2952	16
Financial Office]	2953	16
Financial Officer	2825	13
Financial Officer	3180	13
Financial Officer	3181	13
Financial Officer Payroll	2535	14
Financial Systems Officer	3119	14
Financial Unit Supervisor	3170	12
Fleet Clerk	2175	10
Fleet Clerk -Garage	2818	9
Food Preparation Supervisor	3364	14
Food Service Supervisor	3275	13
Functional Planning Technologist	3355	14
Garage Supervisor	3330	16
General Support Clerk	2028	4
General Support Clerk	2010	4
Geo. Sys. Coordinator Survey Branch	3424	15
Geographic Info. Systems Technologist	3304	13
Home Management Counsellor	3050	12
Home Management Support Clerk	2161	7
Housekeeping Supervisor	2926	12
Human Resources Clerk	2761	9
Inquiry Clerk (Day)	2297	9
Inquiry Clerk (Shift)	2301	10
Inspector -Road Cut Reinstatement	3317	14

<u>Position Title</u>	<u>JE Number</u>	<u>Pay Grade</u>
Inspector -Water Meter Branch	2903	9
Inspector -Water Distribution Branch	2772	9
Installation & Research Clerk	2070	8
Instrumentation Supervisor	3081	15
Instrumentation Technician -WPC	3056	12
Instrumentation Technician -WS	3055	12
Instrumentation Technologist	3240	16
Instrumentation Technologist W&O St.	3250	16
Intake Clerk	2385	10
Inventory Clerk	2682	9
Inventory Clerk	2766	9
Inventory/Purchasing Clerk	2030	9
Junior Clerk	2012	3
Junior Draftsperson	2002	3
Junior Payments Clerk	2005	6
Junior Payroll Clerk	2110	6
Junior Planner	3320	12
Junior Planner	3175	12
Lab. Technologist -Water Supply	3186	14
Laboratory Technologist Water Supply	3185	14
Laboratory Technologist In-Training	2035	5
Land Division Committee Clerk	2900	10
Laundry Supervisor	3024	12
Law Clerk	3005	14
Legal Survey Supervisor	3345	17
Library Clerk	2382	7
Mail Clerk	2041	5
Mail/Delivery Clerk	2029	5
Main/Buildings Manager	3350	17
Maintenance Coordinator (WS)	3129	15
Maintenance Coordinator (WPCD)	3261	14
Maintenance Manager (Champlain)	3351	18
Manager, Adminstration Services	3453	16
Manager, Administrative Services	3259	16
Manager, Administrative Services	3380	17
Manager , Technical Services	3410	15
Mechanical Supervisor	3085	14
Microcomputer Systems Technician	2997	13
Nursing Staffing Coordinator	2755	9
Nursing Staffing Coordinator	2756	13
Off ice Clerk	2055	7
Off ice Clerk	2616	8
Office Manager	2990	12
Office Manager	3245	14

<u>Position Title</u>	<u>Number</u>	<u>Pay a d e</u>
Office Manager - HFTA	2993	14
Office Manager - Island/Carleton	2991	15
Office T echnology Assistant	2617	Y
Office Unit Leader	2695	11
Office Unit Leader	3120	12
Office Unit Leader	3121	11
Office Unit Leader	3122	12
Office Unit Leader	3123	12
Office Unit Leader	3124	11
Office Unit Leader	3000	11
Operating Budget Clerk	2586	11
Operations Assistant	2356	11
Operator-In-Training	2209	5
Painter Supervisor	3363	14
Parental Support Worker	3214	14
Pay & Benefits Clerk	2145	8
Payments Clerk	2370	8
Payments Clerk	2140	8
Payments Clerk	2141	8
Payroll Clerk	2255	7
Payroll Clerk	2615	8
Payroll Clerk	2595	8
Payroll Clerk	2265	11
Payroll/Receptionist Clerk	2495	9
Permit Clerk	2762	9
Permit Clerk	2065	Y
Personnel Records: Clerk	2525	8
Personnel Records/Payroll Clerk	2555	Y
Personnel Records/Payroll Clerk	2580	8
Personnel R ecords/ P ayroll Clerk	2585	8
Personnel R ecords/ P ayroll Clerk	2501	8
Planning Assistant (T emp)	2503	8
Planning Officer	2895	17
P lanning Technologist	2690	14
Plant Operator, W ater Supply	2567	8
Plant Supervisor	2912	10
Plant Supervisor - Watts Creek	3235	12
Private H ome Day Care V isitor	2910	13
Process D upervisor	3386	15
Programmer Analyst	3025	14
Project Management Technologist	3145	17
Project M gmt. Services Technologist	3023	14
P roject O fficer	3365	19
Project Supervisor (C onstruction)	3426	15

<u>Position Title</u>	<u>JE Number</u>	<u>Pay Grade</u>
Project Supervisor	3334	16
Project Supervisor II	3074	18
Project Supervisor III (Construction)	3425	19
Property Management Clerk	2700	11
Property Management Clerk	2165	10
Public Access Clerk	2183	7
Purchasing Clerk	2635	8
Purchasing Clerk	2710	9
Purchasing Clerk	2505	Y
Purchasing/Inventory Clerk	2923	10
Purchasing/Inventory Clerk	2924	10
Purchasing/Inventory Clerk	2763	9
Purchasing/Inventory Clerk Auto	2829	Y
Puchasing/Personnel Records Clerk	2640	10
Recept./Clerk - Social Services Department	2112	6
Receptionist Community Services	2189	7
Receptionist	2181	7
Receptionist -Clerk Property Services	2015	8
Receptionist/Clerk	2160	8
Receptionist/Clerk	2245	7
Receptionist/Clerk	2545	8
Receptionist/Clerk	2499	8
Receptionist/Clerk	2025	8
Receptionist/Clerk - Days	2450	9
Receptionist/Clerk - Legal	2211	7
Receptionist/Clerk - HFTA	2031	8
Registered Nursing Assistant - HFTA	2965	10
Resource Investigation Technician	2445	7
Reviewer	3450	17
Road Maintenance Clerk	2230	7
Road Mtce. Supervisor I	3481	12
Road Mtce. Supervisor II	3065	15
Scale Attendant - Solid Waste	2351	8
Sec. Treasurer Land Div. Committee	3260	14
Senior Accounts Clerk	2961	10
Senior Accounts Clerk	3080	11
Senior Accounts Clerk	2275	11
Senior Administration Clerk	2605	10
Senior Administration Clerk	2210	9
Senior Administration Officer	2335	14
Senior Admin./Purchasing Clerk	2790	11
Senior Adminstrative Clerk	2908	9
Senior Cartographic Designer	2720	12
Senior Central Registry Clerk	2611	8

<u>Position Title</u>	<u>JE Number</u>	<u>Pay Grade</u>
Senior Civil Technologist	3225	18
Senior Computer Operator	2800	9
Senior Drafting Technician	2225	15
Senior Financial Clerk	2195	10
Senior Laboratory Technologist	3405	16
Senior Payments Clerk	2932	12
Senior Plant Operator - WWT	2967	10
Senior Plant. Operator - US	2891	Y
Senior Pollution I nveatigat o r	3128	15
Senior Receivable Officer	3303	12
Senior Resources Inv. Technician	2906	10
Senior Supervisor of Billings	3454	17
Senior Traffic Accident Clerk	2415	11
Senior Traffic Accident Coder	2241	9
Shelter Supervisor	3311	13
Shift Supervisor - Water Distribution	2992	13
Signals System Analyst	3452	16
Social Services Clerk - Field Services	2940	10
Social Services Clerk - PSW Program	2655	8
Social Services Clerk - Case Review	2590	8
Social Worker	3270	13
Special Projects Officer	3385	15
Sr. Stormwater , Monitoring & Op. Technician	3195	12
Staff Accountant	2540	18
Statistics Clerk	2520	8
Storekeeper	2606	8
Storekeeper I I	2773	9
Storeman/Woman	2588	8
Stormwater Monitoring & Op. Tech.	3015	11
Structural Design Technologist	3100	14
Structural Inspection Technologist	3155	14
Super-Maint. & Contr.	3366	14
Super Water Meter Branch Inst/Mtce	3420	14
Super, Controller & Communication	2945	14
Super, Spec. Proj. , Driver Training	3460	16
Super-Appointment & Inquiry Unit	2911	11
Superintendent Solid Waste Branch	3333	18
Supervisor (Grounds)	2971	11
Supervisor (Shift)	2988	11
Supervisor - Admin k Records Unit	2680	11
Supervisor - Utility Locators	3307	14
Supervisor I/C of Drafting Office	3215	18
Supervisor of Volunteer Services	2966	10
Supervisor, Administration	3026	11

<u>Position Title</u>	<u>JE Number</u>	<u>Pay Grade</u>
Supervisor, Bldg./Grounds Mtce.	3021	13
Supervisor, Capital Budget	3339	14
Supervisor, Customer Services Unit	2296	10
Supervisor, Dispatch/Fleet Services	3266	13
Supervisor, Elect./Mech. or Civil	3428	15
Supervisor, Fleet Services	3267	13
Supervisor, Lab Services	3336	16
Supervisor, Personnel Records	3030	12
Supervisor, sowers	3340	14
Supervisor, Traffic Operations	3072	12
Supervisor, Traffic Signals Install.	3238	13
Supervisor, Water Distribution	3344	14
Supervisor, Water Meter Br. - Insp.	3268	13
Supervisor, Water Meter Branch	2976	14
Supervisor, Water Pollution Invest.	3449	17
Supervisor, Admin. Assistant	2890	11
Supplementary Aid Clerk	2935	10
Supplementary Aid Program Super.	3326	14
Supt, Utility & Leak Detection	3375	14
Supt. Sanitary Sever System	3480	18
Survey Data Technologist	2730	14
Survey Technician I	2845	10
Survey Technician II	3265	13
Survey Technologist	3315	14
Survey Technologist	3316	14
System Coordinator (Budget)	2231	11
System Support Assistant	2355	11
Systems Clerk	3082	11
Systems Clerk	2279	7
Systems Control Clerk	2375	10
Systems Manager	3310	17
Systems Operator	2994	11
Systems Support Assistant	2109	11
Systems Support Technician	2996	12
Systems/Statistics Clerk	2623	8
Tape Librarian	3216	12
Technical Assistant -Sewer & Fleet	2457	15
Technical Assistant - (Project Officer)	3400	15
Technical Assistant, Planning	2995	11
Technical Assistant, Water Meter Branch	2960	13
Technical Library Technician	2760	9
Telecommunications Assistant	2636	8
Terminal Operator	2095	9
Test Laboratory Technician I	2784	11

<u>Position Title</u>	<u>JE Number</u>	<u>Pay Grade</u>
Test Laboratory Technician II	2785	14
Title Records Clerk	2100	8
Title Searcher	3045	11
Traffic Accident Coder	2240	7
Traffic Analyst	3110	12
Traffic Analyst Invest.	2600	8
Traffic Control Syst. Technologist	3230	17
Traffic Operations Analyst	2715	13
Traffic Surveys Clerk	2405	7
Trainer/Counsellor	3206	12
Trans. Planning Tech. "A"	2998	15
Transportation Co-op Student	2381	8
Transportation Planning Analyst	2875	12
Unit Clerk	2050	6
Utility Coordinator Administration	2075	10
Utility Design Coordinator	2485	16
volunteer Services Coordinator	3190	11
W & O Supervisor	2970	10
Water Accounts Clerk	2870	9
Water Accounts Clerk	2650	8
Water Accounts Officer	3300	12
Welfare Worker	3305	14
Word Processing Clerk	2207	8
Word Processing Clerk	2447	8
Word Processing Clerk	2550	8
Word Processing Clerk	2765	8
Word Processing Clerk	2208	1
Word Processing Clerk/Receptionist	2080	8
Word Processing Operator/Reception	2060	8
Work Practice Supervisor	3020	12

APPENDIX 1A2PAY PLAN 2

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 03</u>		
Junior Records Clerk	2003	
Filing Clerk (temp)	2006	
Clerk	2007	
Junior Clerk	2012	
<u>Pay Grade 04</u>		
General Support Clerk	2010	
Clerk, Data Entry	2016	
Clerk - Therapeutic Services	2022	
General Support Clerk	2028	
<u>Pay Grade 05</u>		
Clerical Assistant (temp)	2024	
Mail/delivery Clerk	2029	
Construction Inspector Trainee	2033	X
Assistant Water Poll. Investigator	2034	
Laboratory Technologist in-Training	2035	
Mail Clerk	2041	
Engineering Assistant	2042	
Day Care Aide/Supply Teacher	2081	
Operator-In-Training	2209	
<u>Pay Grade 06</u>		
Junior Payments Clerk	2005	
Unit Clerk	2050	
Co-op Student Planning	2079	
Co-op Student (temp)	2082	
Co-op Student (Policy & Program)	2106	
Junior Payroll Clerk	2110	
Administrative Clerk	2111	
Recept./Clerk - Social Services Dept.	2112	
Assistant Library Technician	2137	
Clerk Typist	2156	
Data Input Clerk	2180	

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 07</u>		
Office Clerk	2055	
Administrative Clerk	2130	
Home Management Support Clerk	2161	
Receptionist	2181	
Public Access Clerk	2183	
Receipt/Clerk - Community Services	2189	
Data Entry Clerk	2201	
Administrative Assistant	2205	
Customer Services Clerk	2206	
Word Processing Clerk	2208	
Receptionist/Clerk - Legal	2211	
Administrative Clerk	2235	
Traffic Accident Coder	2240	
Receptionist/Clerk	2245	
Administrative Clerk	2257	
Admin. Attendant - Emergency Housing	2260	
Systems Clerk	2279	
Administrative Assistant	2315	
Receptionist Clerk	2336	
Library Clerk	2382	
Traffic Surveys Clerk	2405	
Dispatcher	2625	
<u>Pay Grade 08</u>		
Receptionist-Clerk Prop SVS	2015	
Data Clerk	2023	
Receptionist/Clerk	2025	
Administrative Clerk	2026	
Administrative Clerk	2027	
Receptionist/Clerk Evenings - HFTA	2031	
Admin. Clerk - Signals Branch	2040	
Word Processing Operator/Reception	2060	
Installation & Research Clerk	2070	
Word Processing Clerk/Receptionist	2080	
Title Records Clerk	2100	
Administrative Clerk	2115	
Administrative Assistant	2131	
Administrative Clerk	2135	
Payments Clerk	2140	
Payments Clerk	2141	
Pay & Benefits Clerk	2145	
Receptionist/Clerk	2160	
Administrative Assistant	2179	

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 08</u>		
Administrative Clerk	2182	
Administrative Clerk	2200	
Word Processing Clerk	2207	
Road Maintenance Clerk	2230	
Payroll Clerk	2255	
Emergency Measures Unit Clerk	2325	
Central Inventory Records Clerk	2345	
Scale Attendant - Solid Waste	2351	
Data Clerk	2365	
Payments Clerk	2370	
Administrative Assistant	2380	
Transportation Co-op Student	2381	
Administrative Assistant	2390	
Administrative Assistant	2395	
Data Control Clerk	2400	
Word Processing Clerk	2447	
Admin. Clerk	2451	
Facilities Clerk	2457	
Cost and Records Clerk	2475	
Administrative Clerk	2480	
Administrative Clerk	2490	
Payroll/Receptionist Clerk	2495	
Administrative Clerk	2496	
Receptionist/Clerk	2499	
Personnel Records/Payroll Clerk	2501	
Diet Technician	2502	
Planning Assistant (temp)	2503	
Accounts Clerk	2510	
Data Entry Operator	2515	
Statistics Clerk	2520	
Personnel Records Clerk	2525	
Administrative Clerk	2530	
Receptionist/Clerk	2545	
Word Processing Clerk	2550	
Personnel Records/Payroll Clerk	2555	
Administrative Services Clerk	2565	
Plant Operator, Water Supply	2567	
Personnel Records/Payroll Clerk	2580	
Personnel Records/Payroll Clerk	2585	
Social Services Clerk - Case Review	2590	
Payroll Clerk	2595	
Traffic Analyst/Invest.	2600	
Storekeeper	2606	
Computer Operator	2610	
Senior Central Registry Clerk	2611	
Library Clerk	2612	

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 08</u>		
Payroll Clerk	2615	
Office Clerk	2616	
Administrative Assistant	2620	
Administrative Clerk	2621	
Systems/Statistics Clerk	2623	
Administrative Clerk	2630	
Telecommunications Assistant	2636	
Administrative Assistant GI	2641	
Administrative Assistant	2642	
Water Accounts Clerk	2650	
Soc. Serv. Clerk - PSW Program	2655	
Accounting Clerk	2764	
Word Processing Clerk	2765	
Accounts Clerk	2769	
Accounts Clerk	2770	
<u>Pay Grade 09</u>		
Inventory/Purchasing Clerk	2030	
Permit Clerk	2065	
Terminal Operator	2095	
Administrative Assistant	2125	
Senior Admin. Clerk	2210	
Senior Traffic Accident Coder	2241	
Inquiry Clerk (day)	2297	
Receptionist/Clerk - Days	2450	
Administrative Clerk	2497	
Purchasing Clerk	2505	
Administrative Assistant	2572	
Storeman/woman	2588	
Office Technology Assistant	2617	
Administrative Assistant	2622	
Purchasing Clerk	2635	
Purchasing Clerk	2710	
Nursing Staffing Coordinator	2755	
Human Resources Clerk	2761	
Permit Clerk	2762	
Purchasing/Inventory Clerk	2763	
Inventory Clerk	2766	
Administrative Clerk	2767	
Accounts/Collection Clerk	2771	
Inspector - Water Distribution Branch	2772	
Storekeeper II	2773	
Maintenance Management Clerk	2774	

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 09</u>		
Data Management Clerk	2775	
Field Investigator	2781	
Senior Computer Operator	2800	
Fleet Clerk - Garage	2818	
Environmental Services Team Leader	2819	
Information Clerk	2820	
Communication Technician	2821	
Assistant Laboratory Technician	2822	
Purchasing/Inventory Clerk - Auto	2829	
Day Care Teacher I	2850	
Water Accounts Clerk	2870	
Senior 'Plant Operator, W.S.	2891	
Inspector - Water Meter Branch	2903	
Senior Administrative Clerk	2908	
<u>Pay Grade 10</u>		
Utility Coordinator Administration	2075	
Property Management Clerk	2165	
Fleet Clerk	2175	
Senior Financial Clerk	2195	
Accounts Clerk	2280	
Supervisor, Customer Services Unit	2296	
Inquiry Clerk (shift)	2301	
Systems Control Clerk	2375	
Intake Clerk	2385	
Administrative Clerk	2409	
<u>Pay Grade 10</u>		
Clerk, Private Home Day Care	2456	
Administrative Assistant	2571	
Senior Admin. Clerk	2605	
Purchasing/Personnel Records Clerk	2640	
Survey Technician I	2845	
Land Division Committee Clerk	2900	
Financial Clerk	2907	
Plant Supervisor	2912	
Inspector/Contract Coordinator	2913	
Purchasing/Inventory Clerk	2923	
Purchasing/Inventory Clerk	2924	
Drafting Technician	2927	
Sewer Inspector	2928	
Administrative Assistant	2930	

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 10</u>		
Administrative Assistant G11	2931	
Supplementary Aid Clerk	2935	
Soc. Serv. Clerk - Field Services	2940	
Day Care Teacher II	2950	
Registered Nursing Assistant - HFTA	2965	
Supervisor of Volunteer Services	2966	
Senior Plant Operator - WWT	2967	
W & O Supervisor	2970	
Administrative Assistant	2975	
Adjuvant	2980	
Admin. Clerk, Emergency Housing	3125	
<u>Pay Grade 11</u>		
Drafting Technician	2105	
System Support Assistant	2109	
System Coordinator (Budget)	2231	
Payroll Clerk	2265	
Senior Accounts Clerk	2275	
Drafting Technican	2290	
Drafting Technician/Photographer	2291	
System Support Assistant	2355	
Operations Assistant	2356	
Senior Traffic Accident Clerk	2415	
Administrative Assistant	2430	
Operating Budget Clerk	2586	
Canteen Operator	2626	
Capital Budget Clerk	2631	
Finance Officer	2646	
Supervisor - Admin. & Records Unit	2680	
Office Unit Leader	2695	
Property Management Clerk	2700	
Drafting Technician - Civil	2745	
Test Laboratory Technician I	2784	
Senior Admin./Purchasing Clerk	2790	
Administrative Assistant	2805	
Supervisor/Admin. Assistant	2890	
Super-Appointment & Inquiry Unit	2911	
Chief Stationary Engineer	2941	
Supervisor (Grounds)	2971	
Central Admin. Clerical Supervisor	2973	
Sr. Admin. Clerk - Fin. & Admin.	2977	
Senior Accounts Clerk	2981	
Supervisor (Shift)	2988	
Contracts/Budget Clerk	2989	

JE Number Wage

Pay Grade 11

Systems Operator	2994
Technical Assistant, Planning	2995
PAD Administrative Supervisor	3000
Administrative Assistant	3010
Stormwater Monitoring & Op. Tech.	3015
Supervisor, Administration	3026
Senior Accounts Clerk	3080
Systems Clerk	3082
Finance Officer	3118
Office Unit Leader	3121
Office Unit Leader	3124
Drafting Technician - Structural	3165
Volunteer Services Coordinator	3190
Activation Worker	3285

Pay Grade 12

Budget Technician	2440
Financial Officer	2566
Assistant Maintenance Coordinator	2681
Senior Cartographic Designer	2720
Cartographic Designer	2750
Financial Officer - Capital Budget	2825
Transportation Planning Analyst	2875
Housekeeping Supervisor	2926
Senior Payments Clerk	2932
Technical Assistant	2942
Financial Officer	2946
Financial Officer	2947
Financial Officer	2949
Pilot Plant Operator	2954
Financial Officer - Operating Budget	2961
Office Manager	2990
Systems Support Technician	2996
Work Practice Supervisor	3020
Laundry Supervisor	3024
Supervisor, Personnel Records	3030
Title Searcher	3045
Home Management Counsellor	3050
Instrumentation Technician - WS	3055
Instrumentation Technician - WPC	3056
Supervisor, Traffic Operations	3072
Financial Officer	3075
Bldg. Operations Supervisor	3090
Systems Technician	3101
Traffic Analyst	3110

	JE Number	Wage
<u>Pay Grade 12</u>		
Finance Officer	3117	
Off ice Unit Leader	3120	
Office Unit Leader	3122	
Off ice Unit Leader	3123	
Computer Operator - Traffic Control	3130	
Buildings & Grounds Supervisor	3166	
Financial Unit Supervisor	3170	
Junior Planner	3175	
SR Stormwater, Monitoring & OP Tech	3195	
Construction Inspector I	3196	
Trainer/Counsellor	3206	
Tape Librarian	3216	
Plant Supervisor - Watts Creek	3235	
Water Accounts Officer	3300	
Billing Coordinator	3302	
Senior Receivable Officer	3303	
Junior Planner	3320	
Road Mtce. Supervisor I	3481	
<u>Pay Grade 13</u>		
Traffic Operations Analyst	2715	
Drafting Technician Publications	2735	
Nursing Staffing Coordinator	2756	
Private Home Day Care Visitor	2810	
Asst. Mgr - Mat'l Mgmt & Build Maint.	2830	
Process Operator/Mechanic	2944	
Technical Assistant, Water Meter Br	2960	
Process Technologist	2986	
Project Management Technician	2987	
Shift Supervisor - Water Dist.	2992	
Microcomputer Systems Technician	2997	
Supervisor, Bldg./Grounds Mtce.	3021	
Assistant System Coordinator, Main.	3035	
Financial Officer	3180	
Financial Officer	3181	
Construction Inspector II	3197	
By-Law Officer	3205	
Electronic Technician	3226	
Supervisor, Traffic Signals Install	3238	
Survey Technician I I	3265	
Supervisor, Dispatch/Fleet Services	3266	
Supervisor, Fleet Services	3267	
Supervisor, Water Meter Br - Insp	3268	
Food Service Supervisor	3275	
Day Care Resources Teacher	3295	

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	JE Number	Wage
Pay Grade 13		
Computer Scheduler	3301	
Geographic Info Systems Technologist	3304	
Senior Attendant	3311	
Financial Officer	3325	
Technical Assist. - Sewer and Fleet	3457	
Pay Grade 14		
Senior Admin. Officer	2335	
Financial Officer - Payroll	2535	
Assist. Manager , Customer Relations	2645	
Planning Technologist	2690	
Asst. Regulations & By-Laws Admin.	2705	
Survey Data Technologist	2730	
Test Laboratory Technician II	2785	
Assist. Mgr. , H.R., Pin. & Records	2855	
Supervisor, Administrative Services	2925	
Super, Controller & Communication	2945	
Financial Officer	2948	
Financial Officer	2951	
Supervisor, Water Meter Branch	2976	
Office Manager - HFTA	2993	
Law Clerk	3005	
Project Mgmt. Services Technologist	3023	
Programmer Analyst	3025	
Computer Oper. Sup. SS	3071	
Mechanical Supervisor	3085	
Structural Design Technologist	3100	
Financial Systems Officer	3119	
Buyer	3135	
Structural Inspection Technologist	3155	
Laboratory Technologist - Wastewater	3185	
Lab. Technologist - Water Supply	3186	
Parental Support Worker	3214	
Off ice Manager	3245	
Sec. Treasurer Land Div. Coma.	3260	
Maintenance Coordinator (WPCD)	3261	
Social Worker	3270	
Welfare Worker	3305	

	<u>JE Number</u>	<u>Wage</u>
<u>Page Grade 14</u>		
Supervisor - Utility Locators	3307	
Day Centre Coordinator	3309	
Survey Technologist	3315	
Survey Technologist	3316	
Inspector - Road Cut Reinstatement	3317	
Supplementary Aide Program Super.	3326	
Supervisor, Financial Services	3339	
Supervisor, Sewers	3340	
Supervisor , Water Distribution	3344	
Supvr. Weigh Scale Administration	3346	
Painter Supervisor	3363	
Food Preparation Supervisor	3364	
Super - Maint. & Const.	3366	
Supt. Utility & Leak Detection	3375	
Super Water Meter Branch Inst/Mtce	3420	
Accounting Supervisor	6805	
 <u>Page Grade 15</u>		
Senior Drafting Technician	2225	
Civil Technologist	2340	
Development Officer	2675	
Drafting Technician Supervisor	2725	
Office Manager - Island/Carleton	2991	
Trans. Planning Technologist "A"	2998	
Administrative Coordinator	2999	
Coordinator, Bldgs & Grounds Maint.	3019	
Road Mtce. Supervisor II	3065	
Instrumentation Supervisor	3081	
Investigations Supervisor	3128	
Maintenance Coordinator (W.S.)	3129	
Contracts Officer - Youth & Adult	3131	
Sewer Inspector Supervisor	3371	
District Supervisor - East & West	3372	
Assistant Project Supervisor	3384	
Process Supervisor	3386	
Technical Assistant (Project Off.)	3400	
Geo. Syst. Coord. Survey Branch	3424	
Project Supervisor (Construction)	3426	
Supervisor, Elect./Mech. or Civil	3428	
Employment Counsellor	3440	
Day Care Supervisor	3445	

	<u>JE Number</u>	<u>Wage</u>
<u>Pay Grade 16</u>		
Utility Design Coordinator	2485	
Building & Maintenance Technologist	2905	
Financial Officer	2952	
Financial Officer	2953	
Administrative Officer	2985	
Accident Counter Measures & Info	3140	
Capital Works Program Technologist	3224	
Instrumentation Technologist	3240	
Instrumentation Technologist W&O ST	3250	
Manager, Administrative Services	3259	
Garage Supervisor	3330	
Project Supervisor I	3334	
Supvr , Inst. & Micro/Chem Lab	3336	
Approvals Assistant	3361	
Senior Laboratory Technologist	3405	
Capital Budget Technical Officer	3427	
Electronic Technician Supervisor	3451	
Signals System Analyst	3452	
Manager, Administration Services	3453	
Construction Superintendent I	3456	
Super, Spec. Proj. , Driver Training	3460	
<u>Pay Grade 17</u>		
Planning Officer	2895	
Project Management Technologist	3145	
Traffic Control Syst. Technologist	3230	
Budget Analyst	3306	
Systems Manager	3310	
Main/Buildings Manager	3350	
Supervisor, Water Pollution Invest.	3449	
Reviewer	3450	
Senior Supervisor of Billings	3454	
Activities Manager - C.A.C.	3455	
Activities Manager - Island Lodge	3461	
Activities Manager	3470	
Manager, Administrative Services	9701	

	JE Number	Wage
<u>Pay Grade 18</u>		
Staff Accountant	2540	
Project Supervisor II	3074	
Senior Civil Technologist	3225	
Superintendent Solid Waste Branch	3333	
Maintenance Manager - Champlain	3351	
Emergency Measures Officer	3360	
Accounting and Budget Supervisor	3370	
Supt. Sanitary Sewer System	3480	
Budget Analyst	3482	
<u>Pay Grade 19</u>		
Approvals Officer	2910	
Project Officer	3365	
Project Supervisor II (Construct)	3425	

APPENDIX B

Pay Grades 1990
PLAN 2

PAY GRADE 1	1	2	3	4	5
35 Hours/Week					
26 Pays	18,327.40	19,055.40	19,819.80	20,620.60	21,439.60
Bi-weekly	704.90	732.90	762.30	793.10	824.60
40 Hours/Week					
26 Pays	20,945.60	21,777.60	22,651.20	23,566.40	24,502.40
Bi-weekly	805.60	837.60	871.20	906.40	942.40
Hourly	10.07	10.47	10.89	11.33	11.78
<u>PAY GRADE 2</u>					
35 Hours/Week					
26 Pays	19,583.20	20,365.80	21,184.80	22,040.20	22,913.80
Bi-weekly	753.20	783.30	814.80	847.70	881.30
40 Hours/Week					
26 Pays	22,380.80	23,275.20	24,211.20	25,188.80	26,187.20
Bi-weekly	860.80	895.20	931.20	968.80	1,007.20
Hourly	10.76	11.19	11.64	12.11	12.59
<u>PAY GRADE 3</u>					
35 Hours/Week					
26 Pays	20,839.00	21,676.20	22,549.80	23,459.80	24,388.00
Bi-weekly	801.50	833.70	867.30	902.30	938.00
40 Hours/Week					
26 Pays	23,816.00	24,772.80	25,771.20	26,811.20	27,872.00
Biweekly	916.00	950.80	991.20	1,031.20	1,072.00
Hourly	11.45	11.91	12.39	12.89	13.40
<u>PAY GRADE 4</u>					
35 Hours/Week					
26 Pays	22,113.00	22,986.60	23,914.80	24,879.40	25,862.20
Bi-weekly	850.50	884.10	919.80	956.90	994.70
40 Hours/Week					
26 Pays	25,272.00	26,270.40	27,331.20	28,433.60	29,556.80
Bi-weekly	972.00	1,010.40	1,051.20	1,093.60	1,136.80
Hourly	12.15	12.63	13.14	13.67	14.21

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>PAY GRADE 5</u>					
35 Hours/Week					
26 Pays	23,368.80	24,297.00	25,279.80	26,299.00	27,336.40
Bi-weekly	898.80	934.50	972.30	1,011.50	1,051.40
40 Hours/Week					
26 Pays	26,707.20	27,768.00	28,891.20	30,056.00	31,241.60
Bi-weekly	1,027.20	1,068.00	1,111.20	1,156.00	1,201.60
Hourly	12.84	13.35	13.89	14.45	15.02
<u>PAY GRADE 6</u>					
35 Hours/Week					
26 Pays	24,624.60	25,607.40	26,626.60	27,718.60	28,810.60
Bi-weekly	947.10	984.90	1,024.10	1,066.10	1,108.10
40 Hours/Week					
26 Pays	28,142.40	29,265.60	30,430.40	31,678.40	32,926.40
Bi-weekly	1,082.40	1,125.60	1,170.40	1,218.40	1,266.40
Hourly	13.53	14.07	14.63	15.23	15.83
<u>PAY GRADE 7</u>					
35 Hours/Week					
26 Pays	25,880.40	26,917.80	27,991.60	29,138.20	30,284.80
Bi-weekly	995.40	1,035.30	1,076.60	1,120.70	1,164.80
40 Hours/Week					
26 Pays	29,577.60	30,763.20	31,990.40	33,300.80	34,611.20
Bi-weekly	1,137.60	1,183.20	1,230.40	1,280.80	1,331.20
Hourly	14.22	14.79	15.38	16.01	16.64
<u>PAY GRADE 8</u>					
35 Hours/Week					
26 Pays	27,136.20	28,228.20	29,356.60	30,557.80	31,759.00
EC-weekly	1,043.70	1,085.70	1,129.10	1,175.30	1,221.50
40 Hours/Week					
26 Pays	31,012.80	32,260.80	33,550.40	34,923.20	36,296.00
Bi-weekly	1,192.80	1,240.80	1,290.40	1,343.20	1,396.00
Hourly	14.91	15.51	16.13	16.79	17.45

PLAN Z
1990

<u>PAY GRADE 9</u>	1	2	3	4	5
35 Hours/Week					
26 Pays	28,410.20	29,538.60	30,721.60	31,959.20	33,233.20
Bi-weekly	1,092.70	1,136.10	1,181.60	1,229.20	1,278.20
40 Hours/Week					
26 Pays	32,468.80	33,758.40	35,110.40	36,524.80	37,980.80
Bi-weekly	1,248.80	1,298.40	1,350.40	1,404.80	1,460.80
Hourly	15.61	16.23	16.88	17.56	18.26
<u>PAY GRADE 10</u>					
35 Hours/Week					
26 Pays	29,666.00	30,849.00	32,086.60	33,378.80	34,707.40
Bi-weekly	1,141.00	1,186.50	1,234.10	1,283.80	1,334.90
40 Hours/Week					
26 Pays	33,904.00	35,256.00	36,670.40	38,147.20	39,665.60
Bi-weekly	1,304.00	1,356.00	1,410.40	1,467.20	1,525.60
Hourly	16.30	16.95	17.63	18.34	19.07
<u>PAY GRADE 11</u>					
35 Hours/Week					
26 Pays	30,921.80	32,159.40	33,451.60	34,798.40	36,181.60
Bi-weekly	1,189.30	1,236.90	1,286.60	1,338.40	1,391.60
40 Hours/Week					
26 Pays:	35,339.20	36,753.60	38,230.40	39,769.60	41,350.40
Bi-weekly	1,359.20	1,413.60	1,470.40	1,529.60	1,590.40
Hourly	16.99	17.67	18.38	19.12	19.88
<u>PAY GRADE 12</u>					
35 Hours/Week					
26 Pays	32,177.60	33,469.80	34,816.60	36,218.00	37,655.80
Bi-weekly	1,237.60	1,287.30	1,339.10	1,393.00	1,448.30
40 Hour/Week					
26 Pays	36,774.40	38,251.20	39,790.40	41,392.00	43,035.20
Eli-weekly	1,414.40	1,471.20	1,530.40	1,592.00	1,655.20
Hourly	17.68	18.39	19.13	19.90	20.69

PLAN 2
1990

<u>PAY GRADE 13</u>	1	2	3	4	5
<u>35 Hours/Week</u>					
26 Pays	33,451.60	34,780.20	36,181.60	37,637.60	39,130.00
Bi-weekly	1,286.60	1,337.70	1,391.60	1,447.60	1,505.00
<u>40 Hours/Week</u>					
26 Pays	38,230.40	39,748.80	41,350.40	43,014.40	44,720.00
Bi-weekly	1,470.40	1,528.80	1,590.40	1,654.40	1,720.00
Hourly	18.38	19.11	19.88	20.68	21.50
<u>PAY GRADE 14</u>					
<u>35 Hours/Week</u>					
26 Pays	34,707.40	36,090.60	37,546.60	39,057.20	40,604.20
Bi-weekly	1,334.90	1,388.10	1,444.10	1,502.20	1,561.70
<u>40 Hours/Week</u>					
26 Pays	39,665.60	41,246.40	42,910.40	44,636.80	46,404.80
Bi-weekly	1,525.60	1,586.40	1,650.40	1,716.80	1,784.80
Hourly	19.07	19.83	20.63	21.46	22.31
<u>PAY GRADE 15</u>					
<u>35 Hours/Week</u>					
26 Pays	35,963.20	37,401.00	38,893.40	40,476.80	42,078.40
Bi-weekly	1,383.20	1,438.50	1,495.90	1,556.80	1,618.40
<u>40 Hours/Week</u>					
26 Pays	41,100.80	42,744.00	44,449.60	46,259.20	48,089.60
Bi-weekly	1,580.80	1,644.00	1,709.60	1,779.20	1,849.60
Hourly	19.76	20.55	21.37	22.24	23.12
<u>PAY GRADE 16</u>					
<u>35 Hours/Week</u>					
26 Pays	37,219.00	38,711.40	40,258.40	41,896.40	43,552.60
Bi-weekly	1,431.50	1,488.90	1,548.40	1,611.40	1,675.10
<u>40 Hours/Week</u>					
26 Pays	42,536.00	44,241.60	46,009.60	47,881.60	49,774.40
Bi-weekly	1,636.00	1,701.60	1,769.60	1,841.60	1,914.40
Hourly	20.45	21.27	22.12	23.02	23.93

PLAN 2
1990

<u>PAY GRADE 17</u>	1	2	3	4	5
35 Hours/Week					
26 Pays	38,493.00	40,021.80	41,623.40	43,316.00	45,026.80
Bi-weekly	1,480.50	1,539.30	1,600.90	1,666.00	1,731.80
40 Hours/Week					
26 Pays	43,992.00	45,739.20	47,569.60	49,504.00	51,459.20
Bi-weekly	1,692.00	1,759.20	1,829.60	1,904.00	1,979.20
Hourly	21.15	21.99	22.87	23.80	24.74
 <u>PAY GRADE 18</u>					
35 Hours/Week					
26 Pays	39,748.80	41,332.20	42,988.40	44,735.60	46,501.00
Bi-weekly	1,528.80	1,589.70	1,653.40	1,720.60	1,788.50
40 Hours/Week					
26 Pays	45,427.20	47,236.80	49,129.60	51,126.40	53,144.00
Bi-weekly	1,747.20	1,816.80	1,889.60	1,966.40	2,044.00
Hourly	21.84	22.71	23.62	24.58	25.55

Pay Grades 1991
PLAN 2

<u>PAY GRADE 1</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
35 Hours/Week					
26 Pays	19,237.40	20,001.80	20,820.80	21,658.00	22,513.40
Bi-weekly	739.90	769.30	800.80	833.00	865.90
40 Hours/Week					
26 Pays	21,985.60	22,859.20	23,795.20	24,752.00	25,729.60
Bi-weekly	845.60	879.20	915.20	952.00	989.60
Hourly	10.57	10.99	11.44	11.90	12.37
<u>PAY GRADE 2</u>					
35 Hours/Week					
26 Pays	20,566.00	21,385.00	22,240.40	23,150.40	24,060.40
Bi-weekly	791.00	822.50	855.40	890.40	925.40
40 Hours/Week					
26 Pays	23,504.00	24,440.00	25,417.60	26,457.60	27,497.60
Bi-weekly	904.00	940.00	977.60	1,017.60	1,057.60
Hourly	11.30	11.75	12.22	12.72	13.22
<u>PAY GRADE 3</u>					
35 Hours/Week					
26 Pays	21,894.60	22,768.20	23,678.20	24,624.60	25,607.40
Bi-weekly	842.10	875.70	910.70	947.10	984.90
40 Hours/Week					
26 Pays	25,022.40	26,020.80	27,060.80	28,142.40	29,265.60
Bi-weekly	962.40	1,000.80	1,040.80	1,082.40	1,125.60
Hourly	12.03	12.51	13.01	13.53	14.07
<u>PAY GRADE 4</u>					
35 Hours/Week					
26 Pays	23,205.00	24,133.20	25,097.80	26,117.00	27,154.40
Bi-weekly	892.50	928.20	965.30	1,004.50	1,044.40
40 Hours/Week					
26 Pays	26,520.00	27,580.80	28,683.20	29,848.00	31,033.60
Bi-weekly	1,020.00	1,060.80	1,103.20	1,148.00	1,193.60
Hourly	12.75	13.26	13.79	14.35	14.92

PLAN 2
1991

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>PAY GRADE 5</u>					
35 Hours/Week					
26 Pays	24,533.60	25,516.40	26,535.60	27,609.40	28,701.40
Bi-weekly	943.60	981.40	1,020.60	1,061.90	1,103.90
40 Hours/Week					
26 Pays	28,038.40	29,161.60	30,326.40	31,553.60	32,801.60
Bi-weekly	1,078.40	1,121.60	1,166.40	1,213.60	1,261.60
Hourly	13.48	14.02	14.58	15.17	15.77
<u>PAY GRADE 6</u>					
35 Hours/Week					
26 Pays	25,862.20	26,881.40	27,973.40	29,101.80	30,248.40
Bi-weekly	994.70	1,033.90	1,075.90	1,119.30	1,163.40
40 Hours/Week					
26 Pays	29,556.80	30,721.60	31,969.60	33,259.20	34,569.60
Bi-weekly	1,136.80	1,181.60	1,229.60	1,279.20	1,329.60
Hourly	14.21	14.77	15.37	15.99	16.62
<u>PAY GRADE 7</u>					
35 Hours/Week					
26 Pays	27,172.60	28,264.60	29,393.00	30,576.00	31,795.40
Bi-weekly	1,045.10	1,087.10	1,130.50	1,176.00	1,222.90
40 Hours/Week					
26 Pays	31,054.40	32,302.40	33,592.00	34,944.00	36,337.60
Bi-weekly	1,194.40	1,242.40	1,292.00	1,344.00	1,397.60
Hourly	14.93	15.53	16.15	16.80	17.47
<u>PAY GRADE 8</u>					
35 Hours/Week					
26 Pays	28,501.20	29,629.60	30,830.80	32,068.40	33,342.40
Bi-weekly	1,096.20	1,139.60	1,185.80	1,233.40	1,282.40
40 Hours/Week					
26 Pays	32,572.80	33,862.40	35,235.20	36,649.60	38,105.60
Bi-weekly	1,252.80	1,302.40	1,355.20	1,409.60	1,465.60
Hourly	15.66	16.28	16.94	17.62	18.32

<u>PAY GRADE 9</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>a</u>
35 Hours/Week					
26 Pays	29,811.60	31,012.80	32,250.40	33,560.80	34,889.40
Bi-weekly	1,146.60	1,192.80	1,240.40	1,290.80	1,341.90
40 Hours/Week					
26 Pays	34,070.40	35,443.20	36,857.60	38,355.20	39,873.60
Bi-weekly	1,310.40	1,363.20	1,417.60	1,475.20	1,533.60
Hourly	16.38	17.04	17.72	18.44	19.17
 <u>PAY GRADE 10</u>					
35 Hours/Week					
26 Pays	31,140.20	32,377.80	33,688.20	35,053.20	36,436.40
Bi-weekly	1,197.70	1,245.30	1,295.70	1,348.20	1,401.40
40 Hours/Week					
26 Pays	35,588.80	37,003.20	38,500.80	40,060.80	41,641.60
Bi-weekly	1,368.80	1,423.20	1,480.80	1,540.80	1,601.60
Hourly	17.11	17.79	18.51	19.26	20.02
 <u>PAY GRADE 11</u>					
35 Hours/Week					
26 Pays	32,468.80	33,761.00	35,107.80	36,527.40	37,983.40
Bi-weekly	1,248.80	1,298.50	1,350.30	1,404.90	1,460.90
40 Hours/Week					
26 Pays	37,107.20	38,584.00	40,123.20	41,745.60	43,409.60
Bi-weekly	1,427.20	1,484.00	1,543.20	1,605.60	1,669.60
Hourly	17.84	18.55	19.29	20.07	20.87
 <u>PAY GRADE 12</u>					
35 Hours/Week					
26 Pays	33,779.20	35,126.00	36,545.60	38,019.80	39,530.40
Bi-weekly	1,299.20	1,351.00	1,405.60	1,462.30	1,520.40
40 Hour/Week					
26 Pays	38,604.80	40,144.00	41,766.40	43,451.20	45,177.60
Bi-weekly	1,484.80	1,544.00	1,606.40	1,671.20	1,737.60
Hourly	18.56	19.30	20.08	20.89	21.72

111
PLAN 2
1991

<u>PAY GRADE 13</u>	1	2	3	4	5
35 Hours/Week					
26 Pays	35,107.80	36,509.20	37,983.40	39,512.20	41,077.40
Bi-weekly	1,350.30	1,404.20	1,460.90	1,519.70	1,579.90
40 Hours/Week					
26 Pays	40,123.30	41,724.80	43,409.60	45,156.80	46,945.60
Bi-weekly	1,543.20	1,604.80	1,669.60	1,736.80	1,805.60
Hourly	19.29	20.06	20.87	21.71	22.57
<u>PAY GRADE 14</u>					
35 Hours/Week					
26 Pays	36,436.40	37,892.40	39,403.00	41,004.60	42,624.40
Bi-weekly	1,401.40	1,457.40	1,515.50	1,577.10	1,639.40
40 Hours/Week					
26 Pays	41,641.60	43,305.60	45,032.00	46,862.40	48,713.60
Bi-weekly	1,601.60	1,665.60	1,732.00	1,802.40	1,873.60
Hourly	20.02	20.82	21.65	22.53	23.42
<u>PAY GRADE 15</u>					
35 Hours/Week					
26 Pays	37,746.80	39,257.40	40,840.80	42,497.00	44,171.40
Bi-weekly	1,451.80	1,509.90	1,570.80	1,634.50	1,698.90
40 Hours/Week					
26 Pays	43,139.20	44,865.60	46,675.20	48,568.00	50,481.60
Bi-weekly	1,659.20	1,725.60	1,795.20	1,868.00	1,941.60
Hourly	20.74	21.57	22.44	23.35	24.27
<u>PAY GRADE 16</u>					
35 Hours/Week					
26 Pays	39,075.40	40,640.60	42,260.40	43,971.20	45,718.40
Bi-weekly	1,502.90	1,563.10	1,625.40	1,691.20	1,758.40
40 Hours/Week					
26 Pays	44,657.60	46,446.40	48,297.60	50,252.80	52,249.60
Bi-weekly	1,717.60	1,786.40	1,857.60	1,932.80	2,009.60
Hourly	21.47	22.33	23.22	24.16	25.12

<u>PAY GRADE 17</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
35 Hours/Week					
26 Pays	40,404.00	42,005.60	43,698.20	45,463.60	47,265.40
Bi-weekly	1,554.00	1,615.60	1,680.70	1,748.60	1,817.90
40 Hours/Week					
26 Pays	46,176.00	48,006.40	49,940.80	51,958.40	54,017.60
Bi-weekly	1,776.00	1,846.40	1,920.80	1,998.40	2,077.60
Hourly	22.20	23.08	24.01	24.98	25.97
<u>PAY GRADE 18</u>					
35 Hours/Week					
26 Pays	41,714.40	43,388.80	45,136.00	46,956.00	48,812.40
Bi-weekly	1,604.40	1,668.80	1,736.00	1,806.00	1,877.40
40 Hours/Week					
26 Pays	47,673.60	49,587.20	51,584.00	53,664.00	55,785.60
Bi-weekly	1,833.60	1,907.20	1,984.00	2,064.00	2,145.60
Hourly	22.92	23.84	24.80	25.80	26.82
<u>PAY GRADE 19</u>					
35 Hours/Week					
26 Pays	43,043.00	44,753.80	46,555.60	48,448.40	50,359.40
Bi-weekly	1,655.50	1,721.30	1,790.60	1,863.40	1,936.90
40 Hours/Week					
26 Pays	49,192.00	51,147.20	53,206.40	55,369.60	57,553.60
Bi-weekly	1,892.00	1,967.20	2,046.40	2,129.60	2,213.60
Hourly	23.65	24.59	25.58	26.62	27.67

APPENDIX B

AGREEMENT ON SENIORITY BETWEEN
C.U.P.E. LOCAL 2187 AND C.U.P.E. LOCAL 503

Both bargaining units agree that wherever bargaining unit seniority is referred to or implied in the Collective Agreements between C.U.P.E. Local 2187 and the Regional Municipality of Ottawa-Carleton; and C.U.P.E. Local 503 and the Regional Municipality of Ottawa-Carleton, this seniority shall mean the original date of employment into a position that falls within either the C.U.P.E. Local 503 or 2187 bargaining units as set out above providing such service is continuous within either end/or both bargaining units. If continuous service is broken, seniority shall begin from the most recent hire into the bargaining units as outlined above. Service outside either bargaining unit shall not be counted for seniority purposes in either bargaining unit. Seniority as set out above shall apply to all service/seniority-related benefits and payments, promotion and transfer, lay off and recall, and organizational or technological change.

The exercise of seniority rights on promotion or transfer, lay off or recall, technological or organizational change shall be in accordance with the provisions of the Collective Agreement in which the position being moved to, is found.

The seniority rights of employees moving from one bargaining unit to the other shall simply be the cumulative seniority within the two bargaining units as set out above.

Signed this 26th day November, 1985

For Local 2187, C.U.P.E.

For Local 503, C.U.P.E.

Signed by L. Marks
President

Signed by J. Robillard
President

Signed by D. Scott
Secretary or Treasurer

Signed by R. Dinelle
Treasurer

APPENDIX 9

POST-NEGOTIATIONS/ARBITRATION

The Employer's position **that** there should be reduction in the percentage in lieu of **benefits** for part-time, casual and **temporary** employees.

The Union's position in **regard** to the **12-hour** shift regarding statutory holidays.

APPENDIX 10

CRITERIA FOR DETERMINING WHICH POSITIONS MAY BE FILLED BY FOLLOWING
THE PROCEDURE SET OUT IN CLAUSE 11.1.3

Only those **J.E.P.D.** numbers/positions which meet the Job Evaluation criteria set out hereunder may be filled in accordance with **Clause 11.1.3** of the Collective Agreement.

The criteria to be used to determine those **J.E.P.D. numbers/positions** which may be filled following the procedure outlined in Article 11, **Clause 11.1.3** are limited to the following in the manner set out below:

I. Manual 1 - Job Evaluation Plan

Only those **J.E.P.D.** numbers/positions under Manual 1 which meet the criteria outlined below may be filled following the procedure set out in **Clause 11.1.3** (Please refer to job rating).

1. Providing the rating committee or the outcome of the appeal process determines the **J.E.P.D.** number/position meets the Supervision factor at a degree level of **2C** or **3B** or **3C** or **4A** or **4B** or **4C** as defined in the attached definitions, then the position may be filled in accordance with **Clause 11.1.3**.
2. Providing the rating committee or the outcome of the appeal process determines the **J.E.P.D.** number/position meets the **Judgement** factor at a degree level of 4 or more and as well meets the Supervision factor at a degree level of **2B** or **3A**, as defined in the attached definitions, then the position may be filled in accordance with **Clause 11.1.3**.
3. Providing the rating committee or the outcome of the appeal process determines the **J.E.P.D.** number/position meets the Consequence of Error factor at a degree level of 3 or more and as well meets the Supervision factor at a degree level of **2B** or **3A**, as defined in the attached definitions, then the position may be filled in accordance with **Clause 11.1.3**.

II Manual 2 - Job Evaluation Plan

Only those **J.E.P.D. numbers/positions** under Manual 2 which meet the Job Evaluation criteria outlined below may be filled following the procedure set out in **Clause 11.1.3** (Please refer to job rating).

1. Providing the rating committee or the outcome of the appeal process determines the **J.E.P.D. number/position** meets the Human Resources factor at a degree level of **3C** or **4A** or **4B** or **4C** or **5A** or **5B** or **5C** or **6A** or **6B** or **6C** as defined in the attached definitions, then the position may be filled in accordance with **Clause 11.1.3**.

2. Providing the rating committee or the outcome of the appeal process determines the J.E.P.D. number/position meets the Judgement factor at a degree level of 4 or more and as well meets the Human Resources factor at a degree level of 3B, as defined in the attached definitions, then the position may be filled in accordance with Clause 11.1.3.
3. providing the rating committee or the outcome of the appeal process determines the J . E . P . D . number/position meets the Consequence of Error factor at a degree level of 3 or more and as well meets the Human Resources factor at a degree level of 3B, as defined in the attached definitions, then the position may be filled in accordance with Clause 11.1.3.
4. Providing the rating committee or the outcome of the appeal process determines the J.E.P.D. number/position meets the Financial Responsibility factor at a degree level of 3C or 4B or 4C or 5B or 5C, and as well meets the Judgement factor at a degree level of 4 or more, as defined in the attached definitions, then the position may be filled in accordance with Clause 11.1.3.

Providing the rating committee or the outcome of the appeal process determines the J.E.P.D. number/position meets the Financial Responsibility factor at a degree level of 3C or 4B or 4C or 5B or 5C and as well meets the Consequence of Error factor at a degree level of 3 or more, as defined in the attached definitions, then the position may be filled in accordance with Clause 11.1.3.

APPENDIX 11

Letter of Understanding
between

The **Regional Municipality of Ottawa-Carleton**

And

C.U.P.E., Local 503

The following is the Parties' understanding of the contents regarding **the** Bereavement Clause.

Bereavement Leave - Clause **6.4.1**

The Union **recognizes** that Bereavement Leave is intended to be used at the time of the death and/or funeral. The Employer **recognizes** that there may be **situations** when part of an employee's **entitlement** may **be** requested at a later date in order to attend to matters related to the bereavement.

For the Employer:

For the Union:

R.J. Anderson (signed)

K.C. Spero (signed)

APPENDIX 12

CONTINUATION OF 12 HOUR SHIFT TRIALS
IN P.C.C. AND WATER FILTRATION PLANTS1. SCHEDULING SHIFTS

Initially, shift schedules shall be:

Cycle 1 - 156 hours - 4 shifts
 Cycle 2 - 156 hours - 4 shifts
 Cycle 3 - 156 hours - 4 shifts

then Cycle 4 - 156 hours - A shift
 168 hours - B shift
 156 hours - C shift
 168 hours - D shift

The "initial" scheduling was implemented at the Water Filtration Plants March 1, 1984. It is assumed that the same arrangement will apply to the Pollution Control Centre when they are in a position to implement.

2. AVERAGING

The hours set out for each four (4) week cycle are regular scheduled hours and hours worked in excess of that regular schedule are paid at the applicable overtime rate. Daily overtime is payable after 12 continuous hours and overtime for "regular" shift operators is payable for hours worked outside of the scheduled hours within a specific cycle. Overtime entitlement for relief operators is set out in item 9.

NOTES:

- (i) Employees will continue to be paid eighty (80) hours bi-weekly at straight time rates for working the schedules set out.
- (ii) Any denial of a specific date to be the scheduled day off will normally be at the time the request is made.
- (iii) If changes occur outside of (ii) notice will be one week in advance.
- (iv) On 6 Month Trial Basis

If the employee requests a specific day to be a scheduled day off, the Employer will attempt to accommodate the employee's preference for the day off.

If the Employer cannot **accommodate** the employee's preference, the employee may submit two alternate **days** for consideration and the Employer will attempt to accommodate provided a relief operator is available. In the event the Employer cannot accommodate the employee's preference, **the** employee will be provided **with** those dates that the Employer could provide as alternate days off. In the event **a** mutual agreement is not reached **as** to the employee's day off, the Employer reserves the right to **schedule** the day off to accommodate staffing requirements.

If the employee feels that he/she **was** not given proper consideration in determining the **day(s)** off, the employee **may** request **a** review of the reasons by the applicable Division Read. Such review will be held as soon as possible after the request.

In the event the review is not completed until after the designated, day off and the Director finds that a relief operator **was** available on one of the requested **days** and the employee **should** have been granted one of the requested **days** off, the employee will be granted the premium portion (1/2 time) for the day in question.

3. DAILY HOURS

The daily hours of work shall be:

Day Shift - 0600 hours to 1800 hours

Night Shift - 1800 hours to 0600 hours

Nothing in this schedule prevents employees from exchanging shifts with other employees by mutual agreement provided the designated Supervisor is so advised in writing, in advance where possible, and further provided that no payment of overtime shall result.

Employees may also continue the present practice of making **mutual** cover-off arrangements for early/late starts or quits provided no **payment of** overtime shall result.

4. PREMIUM PAY FOR WORK ON THE ACTUAL STATUTORY/DECLARED HOLIDAY

Payment for work on **a** statutory holiday at premium rates will only be for those hours actually worked on the statutory holidays.

A - For the shift working from 1800 hours of the day preceding the Holiday to 0600 hours on the day of the Holiday:

six (6) hours at time and one-half (1 1/2)

B - For the shift working from 0600 hours to 1800 hours on the day of the Holiday:

twelve (12) hours at time and one-half (1 1/2)

C - For the **shift** working from **1800** hours on the day of the Holiday to **0600** hours on the day following the Holiday:

six **(6)** hours at time and one-half **(1 1/2)**

The overtime **pay** for shifts A and C immediately above is augmented by the straight time hours **worked** on the day which precedes or **follows** the hours worked on the Holiday.

This does **not replace** any other entitlements, including any other overtime or **shift** premium to which **an** employee **ay** be **entitled**.

5. ENTITLEMENTS TO STATUTORY/DECLARED HOLIDAYS

- (a) **Employees** scheduled to work **and** who work on the statutory or declared holiday will receive their regular **bi-weekly** pay **plus** the **applicable premium** pay for hours worked on the actual holiday **as set out in number 4** above.
- (b) If **a** statutory or declared holiday falls on employees' scheduled day off and they do not **work**, **such employees will receive their** regular **bi-weekly** pay plus an additional eight hours pay for the **holiday**.
- (c) If **a** statutory or declared holiday falls on an employees' scheduled day off and they do work, such employees **will** be paid at premium rates for all **hours** worked on **the** statutory or declared holiday in **addition** to payment outlined in **5(b)**.

6. ELIGIBILITY FOR PAY FOR STATUTORY/DECLARED HOLIDAY

Where Article **6.11** of the Agreement **requires an** employee to work the day prior to and subsequent to **a** holiday (**or** on **authorized** leave with pay or **unauthorized** leave of absence without pay of less than 5 days) such **stipulated** days shall be the twelve **(12)** hour shift **employee's** last **scheduled** working **day** prior to and the first scheduled **working** day following the actual holiday.

7. EMPLOYEE ON I.P.P. ON STATUTORY HOLIDAY

Occurrence of **statutory** or declared holiday during **an employee's absence** on the Income Protection **Plan** shall reduce an employee's number of **days** of income protection eligibility by **.5** days **(4** hours).

8. ANNEXA V E

Twelve **(12)** hour shift employees are entitled to the **same** annual hours of annual leave **as are** eight **(8)** hour **employees**. However, for **simplicity**, deductions will be **translated** into **12** hour days.

An employee with three (3) weeks, ~~times 40~~ hours of entitlement, will be credited with two (2) weeks of sixty (60) hours entitlement for deduction purposes. Deduction from such credits shall be at twelve (12) hours for each such day taken.

9. OVERTIME AND WEEKEND DEFINED FOR RELIEF OPERATORS AND ON CALL

- (a) If more days are scheduled in the four week period than for the dedicated shift, then overtime for the additional hours will be paid, set also point #2 of this Appendix.
- (b) If the dedicated shift is scheduled to be off on the weekend then overtime is payable for scheduling relief operator to work on what would normally be his off weekend.
- (c) All other premiums applicable.
- (d) The Employer shall attempt to schedule no more than four (4) consecutive work days for relief operators. In the event an employee is scheduled (exclusive of (e) below) for more than four (4) consecutive days; then overtime will be paid after the fourth (4th) consecutive day.
- (e) The Employer reserves, the right to reschedule relief operators any time without overtime premiums except for the defined, weekend period (that is any time during the week). Change of shift premium in such cases will be applicable.
- (f) A weekend for on call purposes shall be from 1800 hours Friday to 0600 hours Monday.

10. BEREAVEMENT LEAVE

Bereavement leave will be based on three 12 hour days entitlement.

11. SPECIAL LEAVE

A day of Special Leave shall be twelve (12) hours. The maximum such leave is 24 hours per year.

12. APPROVAL OF EMPLOYMENT STANDARDS DIRECTOR

The Parties have agreed to jointly approach the Director of the Employment Standards Act to seek a ruling in favour of the commitments set out herein.

13. UNCERTIFIED INCOME PROTECTION PLAN ENTITLEMENT

Employees **are** entitled to five (5) 12 hour days of uncertified sick leave per year in 1984 and six (6) twelve hour uncertified days in 1985. This alteration of days would continue from year to year.

14. ALL OTHER RIGHTS AND BENEFITS

All other rights and benefits set out in the **Collective** Agreement shall continue to apply to those involved in the twelve (12) hour shift operations. It is **recognized** that either Party reserves the right to discuss the other rights and benefits if there is uncertainty as to the applicability to the twelve (12) hour shift employees.

15. RENEWAL

If the Employer or Union, at the end of any calendar year is not satisfied with the efficiency and/or economics of the 12 hour shift, he may request consultation with the Union or Employer and in the absence of resolving the outstanding **issue(s)**, he **may** revert to an **eight (8)** hour shift schedule provided six (6) months notice of such discontinuation of the twelve (12) hours shift.

APPENDIX 13

December 11, 1986

Mr. Jim Robillard
President
Ottawa-Carleton Public
Employees' Union
Local 503, C.U.P.E.
Suite 205
460 O'Connor St.
Ottawa, Ontario
K1S 5H3

Dear Mr. Robillard:

RESUANCE OF PROTECTIVE FOOTWEAR


In accordance with Clause 26.5, for 1987 employees will be provided with protective footwear at designated work locations during February. Eligible employees who do not receive such footwear at the designated times and locations will be provided with a voucher for the purchase of such footwear and the location where such footwear can be picked up.

Employees who had not completed the probationary period at time of issuance (February) will be provided with a voucher upon the completion of the probationary period.

It is recognised that there are instances (e.g. work related accidents, nature of the work) where consideration should be given for additional replacement other than mentioned above and such requests should be channelled through Employee Health Services.

The Employer is also prepared to discuss specific concerns regarding the types of safety footwear presently utilised.

Yours truly,




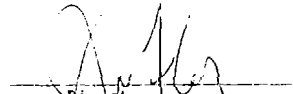
J.W. Foley
Director
Staff Relations & Benefits
JWF/km

APPENDIX 14
LETTER OF UNDERSTANDING

SUBJECT: LUNCH PERIOD (CLAUSE 4.3.15(B), O.C.P.E.U., LOCAL 503, C.U.P.E.)

The intent of this provision is that where employees are required to work for the entire scheduled shift or be available to work for the entire shift. Any time spent eating lunch will be within the paid scheduled hours.


For The Union

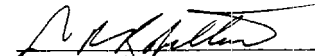

Director
Staff Relations &
Benefits
Date: April 4, 92

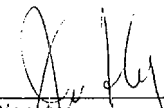
APPENDIX 15

LETTER OF UNDERSTANDING

SUBJECT: **TEMPORARY AGREEMENT BETWEEN THE R.M.O.C. AND O.C.P.E.U., LOCAL 503, C.U.P.E.**

1. The Temporary Agreement applies to salaried positions only.
2. The provisions are applicable for replacement purposes for leave contemplated in the Collective Agreement as well as special limited duration situations.
3. The provisions contained in the temporary employment appendix do not apply to excess workload situations. These situations are covered by the main body of the Collective Agreement.
4. If a temporary employee is successful in a competition for a salaried position, a minimum three (3) month probationary period will be effective. The probationary period may be adjusted upwards to the extent that the total period of service with the Employer is at least six (6) months.


For The Union


Director
Staff Relations &
Benefits
Date: April 6, 92

APPENDIX 16

21 February 1988

Jim Robillard
President
O.C.P.E.U. Local 503, C.U.P.E.
Suite 205
460 O'Connor St.
Ottawa, Ontario


Dear Mr. Robillard:

This is to confirm that for the calendar year ~~1988~~⁹¹⁻⁹² the Homes for the Aged Department will provide, on a trial basis, every second weekend off for full-time Registered Nursing Assistants and Attendants.

During the trial period the Employer will assess its effectiveness taking into account consistency in resident care and improvements in attendance.

At the end of the trial period the parties will meet to discuss and evaluate the trial period.

Yours truly,



Janet Chene
Homes for the Aged

APPENDIX 17

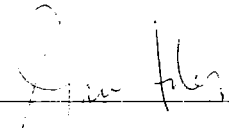
LETTER OF UNDERSTANDING

67C-1

Pregnant employees whose position requires continuous exposure to Video Display Terminals may request a transfer to an alternate positions and the Employer shall endeavour to accommodate such a request without any reduction in pay.



For Local 503, C.U.P.E.



For the RMOC

APPENDIX 18

LETTER OF UNDERSTANDING

Re: Increments for Part-time and **Casual** Employees
and Vacation Pay for Casual Employees

The **following** reflects the intent of the parties with regard to:

- (a) increments for employees covered under the casual and part-time agreements.
 - (b) vacation pay for employees covered under the casual agreement.
1. As outlined in the applicable provisions of the agreement covering all casual and part-time employees, the normal increment date shall be after **1500** paid hours. However, a part-time or casual employee, except in accordance with 2 below, is not to receive an increment unless **12** months has elapsed from:
 - i) the initial date of hire or,
 - ii) The date of the employee's increment,
 whichever is applicable.
 2. The parties agree to the carrying over of any paid hours above **1500** paid hours in the relevant **12** month period but **recognizing** that there **will** not be more than one increment per year on average.
 3. **With** regard to vacation pay for casual employees, while the collective agreement specifies that **1500** hours equals one year, in no event should casual employees receive an increase in vacation pay entitlement unless the applicable number of calendar years required to generate such an increase have been met (as specified in the part-time appendix).

 For the RMO: *[Signature]*

 Date: *April 6, 92*

 For Local 503, C.U.P.E. *[Signature]*

 Date: *April 6/92*

APPENDIX 19

May 27, 1988

Mr. J.W. Foley
Staff Relations and Benefits
Regional Municipality of Ottawa-Carleton
222 Queen St.
Second floor
Ottawa, Ontario
K1P 5Z3

Dear Mr. Foley:

This letter **will** confirm that the Union, representing the members of **the** Health Department bargaining unit and the Regional bargaining unit, agree **that** seniority, in either bargaining unit, shall be completely transferable for the following purposes:

1. All service/seniority-related benefits and payments;
2. Promotions and transfers;
3. Organisational or technological **changes**.

The use of seniority for promotions and transfers shall be in accordance with the provisions of the Collective Agreement that applies to the position to which an employee wishes to move. Seniority under **both Collective** Agreements is **amended** by this letter **as set out above**.

Yours truly,



Lorne Carter
Labour Representative

LC:si

APPENDIX A

PART-TIME EMPLOYMENT

Preamble

This Appendix sets out the **terms** and conditions applying to all part-time employees of the Employer covered **by** this Agreement (and exclusive of **job-sharers** whose provisions are set out in the **Job Sharing Trial Agreement**). *88A-1*

Part-time employment is defined as regularly scheduled work of twenty-four (24) hours per week or less averaged **over** two **bi-weekly** pay periods but exclusive of replacement **situations** provided such replacement situations do not exceed fifteen (15) consecutive working days.

A part-time employee with more than 624 paid hours who then works in a temporary assignment shall maintain and accumulate **seniority** as a part-time employee, shall continue to receive money in lieu of benefits and **statutory** holidays and shall return to his/her part-time position following the temporary assignment. *88A-1*

Part-time employees who wish to be considered for work outside of their regular schedule shall advise the Employer of **their** availability on a **bi-weekly** basis.

Article 1

Applicable

Article 2

Applicable

Article 3

Applicable

Article 4

4.1

Applicable

4.2

Applicable

4.3.1 t o

4.3.14 ~

The standard hours of work set out under the main **body** of the Collective Agreement. **defines** the normal hours of any particular type of work for full-time employees. The regularly scheduled work of twenty-four (24) hours or less worked **by** part-time **employees** shall be posted a minimum of two weeks in advance and shall **fall** within the standard hours of work provided under the main body of the Collective Agreement for that type of work.

4.3.15

Applicable but lunch time to be provided after five (5) consecutive hours **or** as per Employment Standards Act, whichever is most favourable. *88A-1*

- 4.3.16 - Applicable except that it is **recognized some workers** in the Day Care After Four Program and the Social Services **Emergency Housing Program have** to split their shifts. Other **exceptions** are possible if **agreed** upon **between the Parties**.
- 4.3.17 **Applicable**
- 4.4 Applicable
- Article 5
- 5.1.1 - Applicable **recognizing** that "normal work day" and "normal hours of work" refer to the standard hours of **work** set out in Clauses **4.3** in the main body of the Collective Agreement.
- 5.1.2 - **Applicable**
- 5.1.3 - Applicable
- 5.1.4 - **Applicable**
- 5.1.5 - Applicable
- 5.1.6 Any employee (salaried or **wage**) who is required to work on a Statutory Holiday as set out in Clause **6.11** of the main body of the Collective Agreement shall be paid for such hours as he works at time and one-half.
- 5.1.8 Applicable
- 5.2 Applicable
- 5.3.1 - 5.3.6 - Applicable
- 5.3.7 - Applicable
- 5.3.8(b)(i) Where an employee's part-time shift has been changed and the notice of change of shift is **less** than one week, the Employer shall pay two **(2)** hours at straight **time** rates of the employee's regular **salary** in lieu of notice.
- 5.3.8(b)(ii) An employee required to work a changed shift, or who is ordered by the Employer to return to his regular day shift shall, for the balance of that week, receive **or** continue to receive **7% premium** Day **or** the premium specified in clause **5.3.2** whichever is **applicable**.

5.4 In the event of an employee reporting for work in the ordinary course of his employment and not being able to perform his regular work because of inclement weather, he shall be provided with work for half of his/her scheduled shift or pay in lieu thereof.

Article 6

6.1 Previous service recognized but effective date of implementation to be 1 January 1986.

6.1(a) Vacation pay based on gross earnings and paid bi-weekly shall be provided to all employees in accordance with the following schedule:

(i) Employees with less than 2 years' continuous service to be paid 4%.

8 12-1 (ii) (1) Employees with 2 but less than 9 years' continuous service to be paid 6%.

(iii) (2) Effective January 1, 1991, employees with 2 but less than 8 years' continuous service to be paid 6%.

(iii) (1) Employees with 9 but less than 17 years' continuous service to be paid 8%.

(iii) (2) Effective January 1, 1991, employees with 8 but less than 17 years' continuous service to be paid 8%.

(iv) Employees with 17 but less than 25 years' continuous service to be paid 10%.

(v) (1) Employees with 25 or more years' continuous service to be paid 12%.

(v) (2) Effective January 1, 1991, employees with 25 but less than 35 years' continuous service to be paid 12%.

(vi) Effective January 1, 1991, employees with 35 or more years' continuous service to be paid 14%.

- (b) An employee's service shall be considered continuous except in the event ~~the employee loses~~ seniority as outlined in Article 10, Clause 10.5.
- (c) An employee shall be entitled to take, at a mutually agreeable time, a leave of absence without pay of up to an amount of time equal to one week for each ~~2%~~ vacation pay entitlement per year.
- (d) "Years" as used in (a) above refers to length of service with the Employer (anniversary years).

6.2

Part-time employees regularly scheduled to work shall accumulate ~~sick leave credits at the rate of 7% of the scheduled hours worked provided such employees are~~ regularly scheduled to work at least 14 hours ~~bi-weekly~~. It is understood that this is exclusive of any hours worked on a casual basis outside of regular scheduled hours.

- (i) Employees accumulate sick leave credits from the initial date of hire but can't utilise such credits for the first three (3) months of employment.
- (ii) Any sick leave taken during the first 624 hours is at $\frac{2}{3}$ salary.
- (iii) A medical certificate may be required by the Employer for any absence where the Employer feels circumstances are such that it is warranted and an employee shall be informed of such requirements in advance. However it is understood that a medical certificate will be required for any absence beyond four (4) consecutive days.
- (iv) It is understood that there will be no pay-out of sick credits on termination.
- (v) Employees on strength date of signing will be credited with 7% of regular scheduled hours worked retroactive to 1 January 1986 to a maximum of forty-four (44) hours.

6.3

Special Leave is a provision which is designed to enable an employee to be absent from his ~~employment~~ with full pay for the following reasons:

- (i) When an employee is unable to schedule professional appointments (as per 6.3(1) of the full-time agreement) outside of such employee's scheduled working hours, the employee may make application for Special Leave.

- (ii) The unexpected or sudden illness of the employee's spouse or **child** which prevents the employee from **reporting** to duty:
- (iii) **Emergency situations** which prevent the employee from reporting to **duty**.

Special **Leave** is to be **utilized** solely for the purposes specified in (i), (ii) and (iii) above.

To qualify for Special **Leave** the employee must have:

- a) **Completed** the probationary period as specified in this **Agreement**;
- b) Notified his department at least **48** hours in advance of the date and required time off.

In the event of an emergency situation (b) above **shall** be waived.

Special Leave is limited to a maximum of three (3) of the employee's scheduled days per annum, non-cumulative, and may be taken on an hourly basis and in minimum units of one hour. Time required in excess of one (1) day **may** be extended by the head of the employee's department.

Application beyond the one day will be considered on an individual basis and **authorization** shall be solely at the discretion of the **Employer**.

Employees who have taken Special Leave may be required to produce satisfactory evidence.

6.4

6.4.1

The Employer shall grant leave of absence with full pay of four (4) working days (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day **period following** the death) to any **employee** on the following basis:

Death of mother, father, spouse, **child, person standing** in Loco **parentis, sister, brother.**

The Employer shall grant a leave of absence with full pay of three (3) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of father-in-law, **mother-in-law, brother-in-law, sister-in-law, grandchild, grandparent.**

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the employee's spouse or the spouse of the employee's brother or sister.

6.4.2		Applicable
6.4.3	-	Applicable
6.5(a)	-	Applicable after twelve (12) months continuous service provided employee has completed the probationary period.
6.5(b)	-	Applicable after twelve (12) months continuous service provided employee has completed the probationary period.
6.5(e)	-	Applicable
6.6		Applicable
6.7		Applicable
6.8		Applicable
6.9		Applicable
6.10		Applicable
6.12		Applicable
6.13		Applicable
6.14		Applicable
<u>Article 7</u>		
7.1		Applicable
7.2		Applicable
7.3(a)		Applicable
7.3(c)		Applicable
7.4		Applicable
7.5		Applicable
7.6		Applicable
7.7		Applicable
7.8		Applicable

7.9 Applicable

7.10 **Applicable**

Article 9

9.1 New employees **shall** be on a probationary period for **624** paid hours and no disputes concerning **the termination** with proper cause of such employees shall be considered under the Grievance or Arbitration Procedures as outlined in this Agreement.

9.2 The Employer **may**, with the approval of the Union, **extend the** probationary period as specified above an additional **244** hours but in all cases, the request, and confirmation **must** be in writing.

9.3 For the purposes of this **section**, it is **recognized** that the **624** hours is defined **as 624** hours with no break in service of more than **90** consecutive calendar **days**.

Article 10

10.1 Seniority, **as** referred to in this Agreement, shall mean the length of continuous service of an employee within the bargaining unit. The seniority calculation shall be on the basis of **all** paid hours and hours accumulated in accordance with the provisions of Clause 10.3, provided no employee is credited **with** more than the equivalent of full-time annual hours in any **anniversary** year. It is **recognized**, as set out in Clause **9.1** above, that the probationary period is based on paid hours.

10.2 Applicable

10.3 Applicable

10.4 Applicable

10.5 **Applicable**

10.6 **Applicable**

10.7 Applicable

Article Applicable

Article 12

12.1 For the **purpose** of this Article, a lay-off shall be defined as a temporary cessation of **work** because of lack of work, during which the employee is not paid and **instituted** by the Employer. **The Employer agrees not to reduce the regularly** scheduled hours of part-time employees without prior consultation with the Union at which time the reasons for such change will be explained in detail.

12.2 t o 12.5 - Applicable

12.6 The provisions under this Article for part-time workers apply to part-time positions.

~~Article~~ Applicable

Article 14 **Applicable**

Article 15 Applicable

Article 16 Applicable

Article 17 Effective **1** January **1984**, upon completion of their probationary period, (counting all hours paid prior to **1984**, provided no break in **service** of more than **90** consecutive calendar **days**) part-time **employees** shall receive **12%** added on to their hourly rates for all paid hours in lieu of benefits received **by** full-time **employees**, including **compensation** for Statutory Holidays.

~~Article~~ **Applicable**

Article 19 **Applicable**

Article 20

20.1(a) - The salaries and wages to be paid to employees covered by this Agreement shall be in accordance with the official **schedule** of salaries and wages of the Employer **as agreed to** by the Employer and the Union. The salaries, and **wages for work** which is performed on both a full-time **basis** and a **part-time basis** are found in the numbered Appendices to the **main** body of the Collective Agreement. The wages for Home Helpers' work is **as** set out in the Home Helper's Agreement in Appendix A-1. **per's** Agreement. The rates of **pay set out** in this Agreement do not include the money in lieu of benefits.

20.1(b) Applicable

20.2	<p>(Applicable only to employees hired on or before 3 August 1979 salary or 9 August 1979 wages) longevity pay shall be paid on the following basis:</p> <p>After 10 years' service, \$50 per year</p> <p>After 15 years' service, \$75 per year</p> <p>After 20 years' service, \$100 per year</p> <p>After 25 years service, \$125 per year</p> <p>"Years" as used above refers to length of service with the Employer.</p> <p>In the year in which an employee retires on normal retirement, he shall be entitled to receive the full amount of longevity pay for that year.</p> <p>In the event of the death of an employee, full amount of longevity pay for that year shall be made to his estate.</p>
20.3	Applicable
20.4	The normal effective date for the implementation of an employee's salary increment within a pay range shall be the first day of the biweekly pay period following the appropriate salary increment date. The normal salary increment date shall be after 1500 paid hours.
20.5	Applicable
20.6	Applicable
20.7	Applicable
20.8	Applicable
20.9	Applicable
<u>Article 21</u>	Applicable
<u>Article</u>	Applicable
<u>Article 23</u>	Applicable
<u>Article 24</u>	Applicable
<u>Article 25</u>	
25.1	Applicable

25.2 The incumbent in any part-time position which has been declared surplus or **redundant**, as a result of organisational or technological changes: or, the incumbent in any position which is changed from part-time to full-time (in which case the position must be posted and filled in accordance with Article 11), who is **not the successful applicant** for the position will be given prior consideration for all part-time vacancies for which they are qualified and have the ability to perform the duties of the position. In such cases it is recognised there maybe a period of familiarisation. Such employees may be placed in a part-time position which is vacant in the establishment of the Employer, without competition.

25.3 If this is not possible, and if a part-time vacancy exists for which the employee can be retrained by the Employer within a period of six (6) months, the Employer shall retrain the employee for the position. This option shall be subject to agreement of the employee.

25.4 Applicable

25.5 - Applicable

25.6 *Tech. change* Applicable

25.7 *22 H-1* Applicable

"Years" as used above refers to the length of service with the Employer (anniversary years).

Article 26 Applicable

Article 27 Applicable

Article 28 Applicable

Appendix Applicable

Appendix Applicable

Appendix Applicable

Appendix Applicable

Appendix Applicable

Appendix 6 Applicable

Appendix 7 Applicable

Appendix Applicable

<u>Appendix 9</u>	Applicable
<u>Appendix 10</u>	Applicable
<u>Appendix 11</u>	Applicable
<u>Appendix 12</u>	Applicable
<u>Appendix 13</u>	Applicable

APPENDIX A-1

Without Precedent and Prejudice

MEMORANDUM OF UNDERSTANDING

between

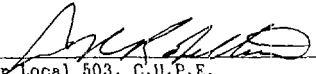
OCPEU, LOCAL 503 C.U.P.E.

and

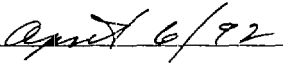
REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

Home Support Services - Home Helper Agreement

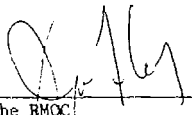
The following represents the terms of agreement between the Ottawa-Carleton Public Employees' Union, Local 503, C.U.P.E. and the Regional Municipality of Ottawa-Carleton regarding the terms and conditions of participants in the Home Helper Program.



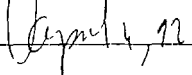
For Local 503, C.U.P.E.



Date



For the RMOC



Date

Without Precedent and Prejudice

TERMS OF AGREEMENT

The intent of this **agreement** is to allow Home Support participants to **entre** the **programme** fully aware of it as being a w-entry **programme**. This would start with **25** days **training** without becoming members of Local **503 (CUPE)**. This training period would provide an opportunity for individual assessment of long term work potential. **When** training is completed they would be assigned to "on-the-job **work** practice" for a two year period during which time they would be union members.

1. Intake criteria

Participants entering the programme will have to meet specific criteria:
They must:

- 1.1** be in need of **pre-employment counselling** to become job ready;
- 1.2** be **able** to complete the **25** training days;
- 1.3** be **willing to** participate in a two **year** programme;
- 1.4** have the potential for lone term employment upon completion of this **programme**.

"Terms of employment for work practice

During the period **following** training and while on work practice and performing duties **as assigned**, participants will be members of **CUPE 503**:

- 2.1** All participants in the programme will regularly be scheduled in advance for work and must be prepared to work a minimum **12** hours weekly;
- 2.2** **Because** of the uniqueness of the programme, participants **must** be **willing** to accept the opportunity as being of two years duration only. **When** deemed job **ready**, **participants must** actively seek employment outside of Home **Support**. Extension beyond the two years (**24 months**) would be considered individually and only by mutual agreement **between** the Home Helper, programme managers, and **CUPE 503**. **This** would only be considered when deemed necessary to achieve job readiness.

Date April 4, 92

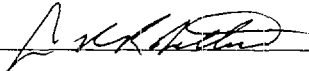
Without Precedent and Prejudice

2.3 Subject to their agreement as per 2.1 above all employees presently on strength will continue to work for Home Support Services as members of CUPE 503, and retain their rights of seniority and benefits, providing they are available for regularly scheduled work to a minimum of 12 hours weekly;

2.4 The pay scale for Home Helpers will have two levels only. The level will be slightly less than the starting wage paid by the Visiting Homemakers Association of Ottawa-Carleton. Wages for 1991 are:

Level A (employees with less than 416 hours)	\$7.50
Level B (employees with 416 hours or more)	\$8.10

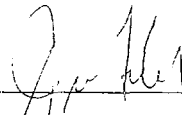
3.0 The Terms and Conditions of this Program are Without Prejudice and Precedent and may not be raised in respect to any other matter between the parties before the Ontario Labour Relations Board, an Interest. Board of Arbitration or a Rights Board of Arbitration except insofar as the raising of these terms and conditions are in relation to implementation of these terms and conditions.



For Local 503, C.U.P.E.

Date

April 6/92



For the RMOC

March 6 91

APPENDIX A-2

Our File: 1987-43

1 May 1987

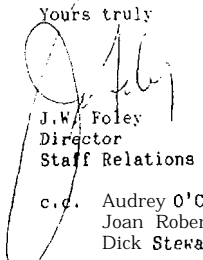
Mr. Lorne Carter
Labour Representative
Ottawa-Carleton Public
Employees' Union
Local 503, C.U.P.E.
Suite 205
460 O'Connor St.
Ottawa, Ontario
K1S 5H3

Dear Mr. Carter:

RE: HOME HELPERS EMPLOYED ON A PART-TIME BASIS

Further to our meeting of 27 April 1987, this is to confirm that because of the nature of the work and fluctuation in client needs, the Parties recognise that schedules will fluctuate on a regular basis and last minute scheduling adjustments will be required with no penalty. However if the hours fall below nine (9) hours on a bi-weekly basis for two (2) consecutive pay periods and such is not at the request of the employee, the Employer will consult with the Union at which time the reasons for such change will be explained in detail.

Yours truly



J.W. Foley
Director
Staff Relations & Benefits

c.c. Audrey O'Callaghan
Joan Robertson
Dick Stewart

JWF:km

APPENDIX B

CASUAL EMPLOYMENT

Definition:

An employee who does not regularly work a predetermined schedule but is used to cover unforeseen or intermittent work requirements lasting not longer than fifteen (15) consecutive working days. Casual employees shall declare on a bi-weekly basis availability or non-availability for work on specified days of the next two (2) week period. Casual employees who declare themselves available for any shift and later become unavailable for work shall notify the Employer 24 hours prior to the commencement of the scheduled shift, except in extenuating circumstances.

This Appendix sets out the terms and conditions applying to all casual employees of the Employer covered by this Agreement.

Article Applicable

Article 2 Applicable

Article Applicable

Articles 4 & 5

Applicable as per main agreement or part-time agreement depending on whether casual employee is working full-time or part-time respectively.

When there is a shift operation in place, employees may be scheduled at any time during the sixteen (16) or twenty-four (24) hour shift operation provided the employee is scheduled for no more than the regular daily hours (6 1/2, 7 or 8) for a full-time employee. In the event an employee is scheduled to work in excess of such hours (6 1/2, 7 or 8 whichever is applicable) the additional hours will be compensated at overtime rate; (including premiums if applicable).

Article 6

6.1(a) To be effective 1 January 1986 with placement in the range to be based on number of years' service (1500 hours equals 1 year) and recognizing hours paid prior to 1984.

Vacation pay as per part-time provision but a year represents 1500 paid hours.

6.3 Applicable as per part-time agreement provided employee has been scheduled in advance to work.

6.4 Applicable as per part-time agreement provided employee has been scheduled in advance to work.

- 6.5(a) Applicable provided employee has completed 976 worked hours. Such employees will be granted Parental Leave without pay for up to six (6) months provided the employee is available for work following the period of leave.
- 6.8(a)(c) Applicable
- 6.12 Applicable as per part-time agreement.
- 6.13 Applicable as per part-time agreement.
- 6.14 Applicable as per part-time agreement.

Article 7 Applicable as per Workers' Compensation legislation (covered by provisions of temporary agreement if filling a temporary position).

Articles 9, 10, 11

Employees hired on a casual basis and who work more than 976 cumulative hours with no break in service of more than 90 consecutive calendar days, unless such break in service is due to certified illness, shall have completed the waiting period which shall entitle such employees, in addition to the other various clauses and articles in this appendix, to the following:

- (i) priority over casual employees with less than 976 cumulative hours for purposes of work assignment opportunities within specified geographical locations, provided such employees have the required qualifications which may include specific knowledge of a particular function or work area, provided such is necessary.
- (ii) Seniority will be calculated on the basis of hours worked but will only be recognized in accordance with (iii) below.
- (iii) Such employees shall be entitled to any entrance level position in accordance with Clause 11.1.1 or 11.1.2 of the full-time or part-time agreement (as applicable). In the event the employee is the successful applicant, the probationary period will be waived provided the majority of hours worked have been in the same type of work as that in which the employee has been the successful applicant. The employee will be subject to the three (3) month trial period, if applicable. Such successful employee will be immediately enrolled in the benefit plans (recognising any time lag specified in the individual benefit plans).

Article 13 Applicable

Article 14 Applicable

Article 15 Applicable

Article 16 Applicable

<u>Article 17</u>		Upon completion of the recognized waiting period (as earlier laid out), such employees shall receive 12% added on to their hourly rate for all hours worked in lieu of benefits received by full-time employees, including compensation for Statutory Holidays. This includes recognition of hours worked prior to 1984 provided no break in service of more than 90 consecutive calendar days.
<u>18:icle</u>		Applicable
<u>19:icle</u>		Applicable
<u>20:icle</u>		
20.1		Applicable as per part-time agreement.
20.2		Not applicable except if casual employee is successful in a competition for a regular full-time or part-time position, the time spent as a casual (1500 paid hours equates to 1 year) will be recognised provided no break in service of more than 90 calendar days.
20.3 to 20.7	--	Applicable but for purposes of this Article, a year represents 1500 paid hours. This clause effective 1 January 1986 .
<u>21:icle</u>	.	Applicable
<u>22:icle</u>	.	Applicable (Note Clause 22.3)
<u>Article 26</u>		
26.1		Applicable
26.2 to 26.4	--	Applicable
26.6 to 26.8	--	Applicable
<u>Article 27</u>	--	Applicable
<u>Article 28</u>	--	Applicable

APPENDICES	1	-	Applicable
	2	-	Items 2, 3, 4 Applicable
	3	-	Applicable
	4	-	Applicable
	5	-	Applicable
	6	-	Applicable
	7	-	Applicable
	8	-	Applicable
	9	-	Applicable
	11	-	If Applicable
	13	-	Applicable

Appendix A **as** mentioned in Appendix B including rates of pay - Applicable

APPENDIX C
TEMPORARY EMPLOYMENT

1. Temporary employment opportunities arise in two (2) general categories:
 - .1 employees required to replace employees absent on leaves contemplated/provided in Collective Agreements such as Parental Leave, Workers' Compensation, the Income Protection Plan and Long Term Disability;
 - .2 special, limited duration situations which arise from such things as experimental and/or special programs.

2. **UNDERSTANDINGS**
 - II The hiring of Temporary Employees shall not derogate from the requirement to fill vacancies and new positions of a permanent nature as set out in Article 11 or the provisions of Article 9. Probationary Period.
 - 2) A Temporary Employee is a salaried employee hired to work for a specified period of time in accordance with the purposes set forth for his/her hiring and is entitled to the rights and benefits set out in this Appendix.
 - 3) All Temporary Employees falling within the Scope of the Ottawa-Carleton Public Employees' Union, Local 503, C.U.P.E. (O.C.P.E.U., Local 503, C.U.P.E.) Agreement shall pay Union dues from their initial date of employment.
 - 4) All Temporary Employees falling within the Scope of the O.C.P.E.U., Local 503, C.U.P.E. Agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Appendix.
 - 5) A Temporary Employee falling within the Scope of the O.C.P.E.U., Local 503, C.U.P.E. Agreement shall be entitled to apply for salary or wage competitions in the same manner as any employee of the Corporation.
 - 6) The word "service", when used in this paper, refers to actual paid time worked with the Employer.

3. COLLECTIVE AGREEMENT VARIATIONS - APPOINTMENT(A) Temporary Employment Situation As Per Section 1.2 (Special Limited Duration Situations)

- .1 If the Employer **considers** that a temporary requirement will last **six (6) months or more**, it will be **posted** and filled in accordance with **Article 11** of the Collective Agreement.
- (i) if filled **by an existing** seniority employee, such employee shall be **eligible** to return to his/her former **position** either:
- (a) **at the expiry** of the term of the **assignment**;
- (b) **at** any time prior to completing three (3) **months** in the assignment (**as per trial period - outlined in Article 11.1.1(c)**).
- iii) If **there** are no qualified bargaining unit **applicants**, then the position can be filled with A Temporary Employee .
- .2 (i) If the **temporary** requirement is considered to last less than **six (6) months**, the Employer shall first attempt to use the Acting Pay provision if the **requirement** is above the entrance level and **an** employee **capable** of performing the work is **available**. If such **is** not the **case**, the **position** may be filled with a Temporary Employee.
- (ii) If **a temporary** requirement which **was** considered to last less than **six (6) months** exceeds **six (6) months** and has not been filled on **an** Acting basis, A **meeting/discussion** shall take place between the Personnel Department, the hiring department and the Union to determine whether or not the opening should **now** be advertised.
- .3 If a temporary **requirement** situation **becomes** an **established** part of the **Employer** workforce, the **position** shall be posted in **accordance** with Article 11.

(B) Replacement Employment Situation As Per Section 1.1 (Absent On Leave Situations)

- .1 If A replacement /situation **is** expected to last **six (6) months**, or more:
- (i) the **Employer may use** the Acting **Pay** provision, or if not:

- (ii) the Employer shall post and fill the position in the same manner as 3.A.1.
- .2 If a replacement situation is expected to last less than six (6) months, the Employer shall follow the same procedure as set forth at 3.A.2.
- .3 If a replacement situation which was expected to be temporary becomes a permanent requirement, the position shall be posted in accordance with Article 11.

(C) Secondary Temporary Requirements

When a temporary employment need is filled by a seniority employee further to Section 3.A.1 or 3.B.1(ii), the resulting vacancies shall be filled in accordance with the procedure set out at 3.A.2(1).

4. COLLECTIVE AGREEMENT VARIATIONS-BENEFITS

(A) Continuous Service (in one or more temporary assignments)

- .1 After 3 months - 4 1/2 sick leave days (credits) for future use and accumulate at rate of 1 1/2 days per full month worked thereafter (not eligible for pay out).
- .2 After 6 months - sick leave accumulation (as above) continues and enrolled in OHIP, EHC package, Group Life and Dental.
- .3 After 12 months - additionally enrolled in LTD and OMERS; sick leave accumulation ceases and balance is deleted; employee is placed at "after one year" plateau in IPP schedule.

(B) Cumulative Service (In one or more temporary assignments with no break in employment of more than 90 calendar days,)

- .1 After 3 months - 4 1/2 sick leave days (credits) for future use and accumulate at rate of 1 1/2 days per full month worked thereafter (not eligible for pay out).

.2 After 6 months. - sick leave accumulation (as above) continues and enrolled in OHIP, EHC package, Group Life and Dental,

.3 After 12 cumulative months

the employed is automatically on a three (3) month probation period during the current or next assignment. At the completion of the probationary period, benefits are as per 4(A).3.

5. COLLECTIVE AGREEMENT VARIATIONS - SENIORITY

- (A) A Temporary Employee shall achieve seniority status and is considered to have completed the probationary period, after 12 months continuous service or after the probationary period set forth for situations of cumulative service, whichever is appropriate.
- (B) A Temporary Employee shall achieve seniority status within the bargaining unit when they apply for and successfully get a job that has been posted in accordance with Article 11 provided that they successfully complete a probationary period in that job of at least three (3) months. The probationary period may be adjusted upwards only to the extent that the total period of service with the Employer is at least six (6) months.

6. COLLECTIVE AGREEMENT VARIATIONS - CURRENT TEMPORARY STAFF

- .1 Temporary Employees on staff on 1 August 1985, or hired (again) thereafter without a break of more than 90 calendar days from the end of their last temporary assignment shall have their length of service calculated in accordance with the principles set out in Section 5.
- .2 Temporary Employees on staff on 1 August 1985, or hired (again) thereafter without a break of more than 90 calendar days will achieve seniority status with the bargaining unit after six (6) consecutive months of service or 12 cumulative months of service, whichever comes first. It is recognized that this may already have been achieved.
- .3 (i) If these Temporary Employees have achieved seniority status, or when they do (7.2) they will be enrolled in all benefit plans immediately.
- (ii) In such cases the total continuous service, or accumulated service without a break of more than 90 calendar days shall determine the employee's placement in service triggered benefits.

(iii) In such cases, upon proof of payment, the Employer will reimburse the employee for OHIP premiums and coasts which would have been covered had the employee been enrolled in the Employer's Extended Health, Semi-Private, and Dental insurance plans upon the completion of the appropriate six (6) months of service. Additionally, the employee may elect to apply to purchase prior pensionable service and the Employer will pay its share. Employees shall also be reimbursed for lost wages which should have been paid under the Income Protection Plan.

INFORMATION ITEM NO. 1

SALARY ADMINISTRATION POLICY
 REGIONAL MUNICIPALITY OF OTTAWA-CARLETON
 OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503

- (a) All employees of the Regional Municipality shall be paid in accordance with the salary schedules attached and forming part of the Collective Agreement.
- (b) All employees shall be paid bi-weekly for services rendered at the rate in the salary range of the classification to which he/she has been appointed by the Employer.
- (c) If during a period of re-negotiation of salary schedules, an employee is appointed at a level within the range other than the minimum rate end, if the employee at the time of his/her appointment or prior thereto, has been notified in writing that the negotiated increase will not be applicable to his/her salary, the employee shall receive the rate in the adjusted scale equal to or next higher to the salary rate at which he/she has been hired.
- (d) The normal effective date for the implementation of an employee's salary increment within the pay range shall be the first day of the bi-weekly pay period following the appropriate anniversary date of the employee's appointment. Nothing in this section is to suggest that increments are automatic. All increments are subject to the evaluation of satisfactory service, basic to the recommendation of the Head of the employee's Department for the implementation of the salary increment. An employee who is promoted to a position having a higher salary scale, or whose position has been classified upward, shall be paid at the salary rate next higher to the rate he/she received prior to his/her promotion, provided that his/her salary rate represents a minimum of 104% of the remuneration which the employee would have received in the next 52 week period, had no promotion taken place. The effective date of the promotion will become the date for establishing the date of implementation of future salary increments.
- (e) The Employer may deny a salary increment to an employee if he/she is dissatisfied with the employee's performance. Where the Employer intends to deny a salary increment to an employee, he/she shall at least two (2) weeks, but not more than six (6) weeks before the due date for the salary increment of the employee, give the employee the reason for the denial, in writing.
- (f) The Employer having denied a salary increment, shall subsequently grant the salary increment on the first day of any pay period prior to the employee's next increment date, and the employee shall retain his/her original increment date.
- (g) Except as provided in paragraphs (d) and (e), every employee shall be granted salary increments on his/her salary increment date until he/she reaches the maximum rate in the range of rates for the classification level to which he/she is appointed.