

**COLLECTIVE AGREEMENT**

**BETWEEN**

**THE CITY OF SASKATOON**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES**

**AND ITS**

**SASKATOON CIVIC EMPLOYEES' UNION, LOCAL NO. 59**

**COVERING THE PERIOD FROM JANUARY 1, 2001 TO DECEMBER 31, 2003**

**THE CITY OF SASKATOON  
AND  
THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS  
SASKATOON CIVIC EMPLOYEES' UNION, LOCAL NO. 59**

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**THE CITY OF SASKATOON  
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**THIS AGREEMENT MADE THIS 10TH DAY OF JULY, 2001**

**BETWEEN:**

**THE CITY OF SASKATOON**

**SASKATOON PUBLIC LIBRARY BOARD**

**THE SASKATOON CENTENNIAL AUDITORIUM FOUNDATION**

**THE SASKATOON GALLERY AND CONSERVATORY CORPORATION (Mendel Art Gallery)**

**THE BOARD OF POLICE COMMISSIONERS**

**SASKATCHEWAN PLACE ASSOCIATION INC.**

**In the City of Saskatoon  
in the Province of Saskatchewan;**

**- and -**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS**

**SASKATOON CIVIC EMPLOYEES' UNION, LOCAL NO. 59  
Sole bargaining agent for those employees referred  
to in this Agreement.**

WHEREAS it is the desire of the parties to this Agreement:

1. To maintain harmonious relations between the Employer and Union;
2. To recognize the mutual value of joint discussions in all matters pertaining to working conditions;
3. To encourage efficiency of operations;
4. To promote the morale and well-being of all employees and of the Civic Service as a whole;

NOW THEREFORE, the parties hereto agree as follows:

**ARTICLE 1. TERM OF AGREEMENT**

This Agreement shall come into force and take effect as and from the first (1st) day of January, **2001**, and shall continue in force until the thirty-first (31st) day of December, **2003**, and then from year to year thereafter, unless either party gives written notice to renegotiate this Agreement, such written notice to be given not more than sixty (60) days nor less than thirty (30) days prior to December 31, **2003**.

## **ARTICLE 2. COVERAGE**

This Agreement shall apply, excepting to those employees in a class of employment outside the scope of this Agreement, to:

- all employees of the Corporation of The City of Saskatoon;
- all clerical, mechanical and maintenance, Victim and Child Service employees of the Saskatoon Board of Police Commissioners;
- all employees of the Saskatoon Gallery and Conservatory Corporation (Mendel Art Gallery);
- all employees of the Saskatoon Centennial Auditorium Foundation not included in the Bargaining Unit of the International Alliance of Theatrical Stage Employees (I.A.T.S.E.);
- all maintenance employees of the Saskatoon Public Library Board;
- all employees of Saskatchewan Place Association Inc.

## **ARTICLE 3. DEFINITIONS**

### **3.1 Parties to the Agreement Defined**

In this Agreement, unless the context otherwise requires:

3.1.1 "City" means the Corporation of the City of Saskatoon.

3.1.2 "Council" means the Council of the City of Saskatoon.

3.1.3 "City Manager" means the City Manager of the City of Saskatoon.

3.1.4 Reference to the "City Manager" shall be deemed to refer to the "Chief of Police", "Executive Director - Auditorium", "Director - The Saskatoon Gallery and Conservatory Corporation (Mendel Art Gallery)", General Manager of Saskatchewan Place Association Inc.; respectively as may be necessary, and; "City Council" shall be deemed to refer to the "Board of Police Commissioners", "Board of Directors" (Auditorium), (Library), [The Saskatoon Gallery and Conservatory Corporation (Mendel Art Gallery)], and (Saskatchewan Place Association Inc.), respectively as may be necessary.

3.1.5 "Employer" means the City of Saskatoon, Board of Police Commissioners, the Saskatoon Centennial Auditorium Foundation, Saskatoon Public Library Board, Saskatoon Gallery and Conservatory Corporation (Mendel Art Gallery), and Saskatchewan Place Association Inc.

3.1.6 "General Manager of Corporate Services" means the person so employed and designated.



3.1.7 "Head of Department" or "Heads of Departments", as the case may be, shall mean the head of any of the several departments to which reference is made in this Agreement or, in their absence, any person singularly delegated by them and approved by the City Manager.

3.1.8 "Union" means the Saskatoon Civic Employees' Union, C.U.P.E. Local No. 59, as constituting the appropriate unit of employees referred to in Article 2.

3.1.9 "Availability list" is a list of scheduled part-time work assignments which provide less than fifteen (15) hours of regular and ongoing work per week within the Community Services Department, Leisure Services Branch.

3.1.10 "Call-in list" is a list of part-time employees which are assigned to non-scheduled part-time work on an as-needed basis.

3.1.11 "Posted Position" is a vacancy filled through the bulletin or posting process provided for in Article 17.

### 3.2 Employees Defined

3.2.1 An employee shall be any person working in a department which is included in the bargaining units as defined in Article 2.

3.2.2 "Permanent Employee" subject to probation provisions, "permanent employees" shall be defined as an employee holding a position which has been bulletined as a permanent position.

3.2.3 "Part-time Employee" shall be defined as an employee who occupies a permanent part-time position, or who is either on an availability list or a call-in list, and who is subject to the required probationary period.

3.2.4 "Temporary Employee" shall be defined as being an employee holding a position of limited duration. (Such positions shall be subject to review with the Union after twelve (12) months as to continuation).

3.2.5 "Seasonal Employee" shall be defined as an employee who is appointed to a seasonal position and who is subject to layoff and recall because the nature of the work is cyclical.

### 3.3 Positions Defined

3.3.1 "Permanent Position" means a complement position filled on a recurring basis for an unspecified term.

3.3.1.1 "Permanent Continuous Position" means a position which is filled for all twelve (12) months of each successive year.



3.3.1.2 "Permanent Seasonal Position" means a position which is filled for less than twelve (12) months of each fiscal year.

3.3.1.3 "Permanent Part-time Position" means a position which is filled for less than the full negotiated work week.

3.3.2 "Temporary Position" means a non-permanent position which may be either full time or less than a full negotiated work week, used to perform the following work:

- (1) relief of permanent employees who are absent from their regular duties due to vacation, extended illness, and other approved leaves of absence;
- (2) project work with fixed commencement and completion dates;
- (3) continuous work which is ninety (90) days or less per year.

### 3.4 General Definitions and Interpretations

3.4.1 "Overtime" shall, except as otherwise provided herein, have the meaning given in the Statutes of the Province of Saskatchewan and Regulations thereunder and all such overtime shall be reported by the Supervisor in charge forthwith. The wages, therefore, at the specified overtime rate, shall be paid within the current pay period as nearly as is possible.

3.4.2 "Promotion" shall be defined as a movement of an employee from a position in one wage range to a position in a range with a higher maximum wage.

3.4.3 "Transfer" means the movement of an employee from one position to another position with an identical wage range maximum.

3.4.4 "Reclassification" shall be defined as the reallocating of a position from one wage grade to another because of a significant change in duties and level of responsibility assigned to the position either on an identifiable date or gradually over a period of time.

3.4.5 "Demotion" shall be defined as a movement of an employee from a position in one wage range to a position in a range with a lower wage range maximum.

3.4.6 Where marginal notes or subheadings within Articles refer to units of employees, the noted clause will have reference to that unit of employees so specified. Where no specific reference is made, clauses will be deemed to have general application to all employees.

3.4.7 "He", "His" or "Him" includes a reference to persons of the feminine gender whenever the facts or context so requires.

3.4.8 "Qualifications" shall be defined as including education, training, experience and ability necessary to fulfil the job requirements.

3.4.9 Work performed by employees who are on an availability or a call-in list and, where the work meets or exceeds fifteen (15) hours per week averaged over twelve (12) months, will be subject to review by the parties as to the need to bulletin a position pursuant to Article 3.1.9 and Article 3.1.10.

3.4.10 Part-time employees are entitled to all the rights and benefits of this Agreement on a pro-rated basis, unless otherwise limited, and as may be applicable.

3.4.11 Progression within the wage schedules shall be based on accumulated work time.

3.4.12 Termination of temporary employees at the end of their specified term shall not be subject to the grievance procedure.

#### **ARTICLE 4. UNION RECOGNITION**

Pursuant to the provisions of *The Trade Union Act (1994)*, the Employer recognizes the Canadian Union of Public Employees and its Local No. 59 as the sole bargaining agent for all those employees covered by this Agreement, and hereby agrees to negotiate with the Union or any of its authorized committees, concerning any matters covered by this Agreement.

#### **ARTICLE 5. MAINTENANCE OF MEMBERSHIP AND CHECK-OFF**

5.1 Every employee who is now or hereafter becomes a member of the Union shall, as a condition of employment, maintain membership in the Union in accordance with the Constitution and Bylaws of the Union.

5.2 All new employees shall, within thirty (30) days after commencing employment, apply for membership in the Union. Copies of the completed application forms shall be forwarded to the Union.

5.3 The Employer shall deduct Union dues from the wages of all members of the Union and remit the amounts so deducted to the Treasurer of Local No. 59 twice monthly. Printed copies of the "check off sheet" shall be forwarded to the Union.

5.4 Notwithstanding Articles 5.1, 5.2 and 5.3 above, the provisions of Sections 32 and 36 of *The Saskatchewan Trade Union Act (1994)* shall apply to this Agreement.

#### **ARTICLE 6. NO DISCRIMINATION - FAIR EMPLOYMENT PRACTICE**

6.1 The Employer and the Union agree that there shall be no discrimination, restriction or coercion exercised or practiced with respect to hiring or terms and conditions of employment because of race; religion; religious creed; colour; sex; sexual orientation; age [between legal age for employment and normal retirement age of sixty-five (65)]; physical disability (except where the disability would prevent the carrying out of the normal duties of the position occupied); national or ethnic origin; political or religious affiliation, or by reason of membership or activity in the Union.

6.2 The parties recognize the principle of equal pay for equal work.



6.3 The Employer and the Union agree to abide by the terms and conditions of Article 6.1 of the Collective Agreement and the provisions of Section 16 (1) of *The Human Rights Code (1995)*.

Where discrimination issues arise, other than those referenced in Article 6.1 of the Collective Agreement and the provisions of Section 16 (1) of *The Human Rights Code (1995)*, the Employer and the Union agree to jointly investigate those issues.

## **ARTICLE 7. RESOLUTIONS OF COUNCIL**

All resolutions which affect employees covered by this Agreement shall be forwarded to the Secretary of the Union.

## **ARTICLE 8. COMMITTEES TO BE HEARD**

Any committee of this Union, shall, upon written request, be accorded a prompt hearing.

## **ARTICLE 9. OCCUPATIONAL HEALTH AND SAFETY**

9.1 Occupational Health and Safety Committees will be established to appropriately represent the places of work of employees. The Committees will consist of equal numbers of employee and management representatives.

9.2 The Committee shall have a continuing concern with respect to the health and safety of the employees of the City as herein represented. Meetings shall take place at a minimum of once quarterly or more frequently if the Committee as a whole decides. Minutes shall be made available to the Employer and the Union.

9.3 The Employer Chairperson shall post the names of the Committee members and the minutes of meetings on the Employer's bulletin board.

9.4 The duties of the Committee include:

9.4.1 The receipt, consideration and disposition of complaints respecting the health and safety of the employees.

9.4.2 The participation in the identification and control of health and safety hazards within the place of employment.

9.4.3 Cooperation with the Occupational Health Services of the Province.

9.4.4 The maintenance of records in connection with the receipt and disposition of complaints and the attendance to other matters relating to the duties of the Committee as may be contained in *The Occupational Health and Safety Act (1993)* and *The Occupational Health and Safety Regulations (1996)*.

9.4.5 The setting up of emergency meetings of the Committee.

9.5 Time spent by the employees in performance of their duties as members of the Occupational Health and Safety Committee shall be considered as time worked and payment made on the basis of straight time earnings only.

9.6 Such Committee shall not deal with matters which ordinarily are or become a subject for negotiations between the Employer and the Union.

9.7 Occupational Health and Safety policies will, to the fullest possible extent, be the subject of prior dialogue with the Occupational Health and Safety Committee and/or the Union.

9.8 The Employer and the Union agree to abide by the terms and conditions of *The Occupational Health and Safety Act (1993)* and *The Occupational Health and Safety Regulations (1996)*.

## **ARTICLE 10. TECHNOLOGICAL CHANGE**

10.1 The City undertakes to notify the Union at least three (3) months in advance of any technological changes which may result in changes in the employment status of employees.

10.2 Having regard to the desirability of maintaining a stable work force, the City will, through transfer or retraining, make every effort to ensure that no permanent employee suffers due to technological change.

10.3 In this section, Technological Change means:

10.3.1 The introduction by the City into its work, undertaking or business, of equipment or material of a different nature or kind than that previously utilized by the City in the operation of the work, undertaking or business;

10.3.2 A change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material;

10.3.3 The removal by the Employer of any part of the work, undertaking or business.

10.4 Information Exchange

10.4.1 A Joint Committee formed of three (3) Union and three (3) Management representatives will meet upon request of either party to discuss Management's plans to invest in new technology and to consider the possible effects of the change.

10.4.2 The parties acknowledge that after having discussed possible proposals regarding the introduction of technological change, that the Union may submit views regarding such change to the City Manager within six (6) weeks of having been advised of the potential change as provided for in the Information



Exchange Committee as described in Article 10.4.1 above.

- 10.5 The Employer and the Union agree to abide by all provisions of *The Trade Union Act (1994)*, Section 43, regarding Technological Change.

## **ARTICLE 11. JOB SECURITY**

11.1 If the City ceases or partly ceases its operations, merges with another employer, or changes operating methods through technological change, and if the City is unable to provide work for a permanent employee, as defined in Article 3.2.2, displaced by the foregoing measures at the employee's normal rate in a comparable class of work, such employee shall be given sixty (60) days' notice of such measures, and shall be paid on severance, one (1) week's pay for each year of service beyond five (5) years. (Exclusive of transfer to another governmental jurisdiction.)

11.2 Where weather conditions force a short-term layoff of staff, the hours of work in the ensuing three (3) pay periods shall be adjusted so as to afford employees the opportunity of ensuring that their overall income does not suffer from the short-term layoff.

11.3 No permanent employee, as defined in Article 3.2.2, engaged in a year-round job shall be laid off or terminated as a direct consequence of the City contracting out work of a nature normally performed by C.U.P.E. forces.

## **ARTICLE 12. GRIEVANCE PROCEDURE**

12.1 When an employee has been disciplined; refused reemployment after layoff, alleges discrimination, or has any other grievance arising out of the terms of this Agreement, an investigation may be initiated at the request of the employee or the Union.

12.2 The Employer agrees to cooperate with Union representatives in the performance of their duties while investigating or presenting grievances under this Article. The Employer also agrees to provide the Union representatives with information pertinent to the grievance.

12.3 The Union agrees that each steward or acting steward will not leave their work except to perform duties under the Agreement and that they shall first obtain the permission of their supervisor. Such permission shall be granted and, where circumstances require immediate attention, permission shall be granted within an hour.

12.4 The Union agrees to advise the Employer of the names of stewards and acting stewards.

12.5 The Grievance Procedure shall be as follows except that:

In the case of a grievance initiated by the Union, the procedure shall commence at Step Two.

OR

In the case of dismissal, the procedure may be initiated at Step Three.

Step One The employee shall, within seven (7) days following an alleged infraction, first state the complaint in writing to the Union. The Grievance Committee of the Union shall hear the employee's complaint within seven (7) days and are encouraged to discuss the matter with the employee's supervisor in an attempt to resolve the complaint.

Step Two The Union shall, within twenty-one (21) days after the alleged infraction have the right to be heard by the appropriate Department Head. When applying for a hearing the Union shall outline, in writing, the details of the grievance. The hearing shall be held within three (3) days of the application being made. The Department Head shall, within three (3) days following the hearing, render a decision and reasons, in writing, to the Union.

Step Three In cases of dismissal or within five (5) days following receipt of the Department Head's decision, the Union may appeal to the City Manager. The appeal shall be in writing and include a copy of the grievance and, if applicable, a copy of the Department Head's decision. The City Manager shall hear the appeal within seven (7) days after it has been filed and shall give the decision, in writing, within seven (7) days after the conclusion of the hearing.

Step Four If the Union is not satisfied with the decision of the City Manager, the Union may refer the grievance to a Board of Arbitration. It is also understood and agreed that prior to submission to arbitration, either party has the right to submit the grievance to City Council. The procedure for doing so is as follows:

The party concerned shall advise the City Manager, in writing, and the City Manager shall report the whole matter to the next meeting of City Council. The Union shall be advised, in writing, by the City Clerk of the date at which the matter is to be considered. The Union shall have the right to appear and be heard by City Council at such meeting.

## 12.6 Arbitration

12.6.1 The Union agrees to advise the City within forty-five (45) days of receipt of the City Manager's decision (Step Three) of its intention to proceed to arbitration. If the grievance is not so referred, it shall be considered withdrawn.

12.6.2 If a grievance is referred to a Board of Arbitration, each party shall nominate one (1) member to the Board within seven (7) days following notice under Article 12.6.1. The parties shall appoint a Chairperson of the Board. If the parties cannot agree on a Chairperson, either party may refer the matter to the Minister of Labour for the appointment of a Chairperson.

12.6.3 The Board of Arbitration shall deal with all matters in dispute and its award shall be final and binding on both parties.

12.6.4 Each party shall pay its own costs and expenses in connection with the Board and shall share equally the costs and expenses of the Chairperson.

12.6.5 The Board shall have the power to determine whether time limits set forth in the grievance procedure have been reasonably met and,

notwithstanding non-compliance, may deal with the merits of the arguments placed before it.

12.6.6 The Board shall have the power to vary any penalty imposed on an employee; however, it shall not have the power to alter the provisions of this Agreement.

### 12.7 Time Limits

12.7.1 All time limits specified in the Grievance Procedure can be extended by mutual agreement between the parties.

12.7.2 If the Employer fails to answer any of the Steps in the Grievance Procedure within the time limits, the Union may move the grievance to the next step in the procedure.

### 12.8 Unjust Action

Should an employee be disciplined, laid off, demoted or terminated and it is later established that such action was unjust or not in accordance with the provisions of this Agreement, the employee shall be reinstated to that employee's former status in all respects and shall be compensated for all monetary loss by reason of the action.

12.9 "Day" for the purposes of this Article means calendar day.

12.10 This Article shall be subject to the provisions of the laws of the Province of Saskatchewan and regulations thereunder.

## **ARTICLE 13. DISCIPLINE**

13.1 In the event of misconduct, absence without leave not due to sickness, or for refusal or wilful neglect to carry out the instruction of anyone in authority to give such instructions, any employee may be dismissed without notice or with such notices and allowances as the City Manager may authorize, and the provisions of Article 15 shall not apply. When such dismissal, or a suspension without pay takes place, the employee and the Union shall be advised in writing by the Department Head concerned as to the reason for such dismissal or suspension.

13.2 In the event of termination or dismissal, an employee shall have all the right of appeal provided in this Agreement.

13.3 Whenever it is found necessary to discipline or censure an employee, the written particulars of the matter shall be given to the employee--copy to the Union--within thirty (30) working days following the disciplinary action. If this procedure is not followed such disciplinary action shall not become a part of the employee's record.

13.4 After three (3) years of subsequent employment following a letter of reprimand, during which no formal disciplinary action is taken, the employee may apply to the Employer to have the letter of reprimand removed.

## **ARTICLE 14. NOTIFICATION OF INABILITY TO REPORT TO WORK**

All employees who are unable to report to work as required shall immediately notify their Department. Failure to report may result in disciplinary action unless a reasonable explanation is provided by the employee.



**ARTICLE 15. NOTICE OF TERMINATION**

15.1 Upon termination of employment, the Employer or the employee agrees to provide the following written notice:

Permanent Employees - one (1) month's notice

All Other Employees - one (1) week's notice

15.2 Notwithstanding the foregoing, either such notice may be waived or modified by mutual agreement between the City and the employee concerned.

**ARTICLE 16. SENIORITY**

16.1 Seniority is the length of continuous service within the bargaining unit and with the Employer and for the purposes of this Agreement is defined as an employee's total accumulated scheduled hours worked from date of hire.

16.2 All employees shall acquire seniority after one (1) month of continuous service.

16.3 Effective the date of signing of this Collective Agreement, temporary employees will have seniority carried over from one (1) temporary appointment to the next if:

- a) there is a break in service of two (2) weeks or less between appointments;
- or
- b) the employee is hired for a permanent appointment or third temporary appointment. The breaks between appointments must not exceed twelve (12) months of each other;
- or
- c) **there are two (2) consecutive extensions of a temporary appointment.**

**All of the above shall be subject to Article 16.6.**

16.4 Employees cannot exercise seniority rights while on probation except when an employee, not on initial probation, applies for a permanent position (except as provided in Article 17.9). Initial probation is as defined in Article 18.2. In addition, temporary employees can exercise their seniority for permanent positions only during periods of employment.

An employee occupying a temporary position shall be eligible to exercise their seniority for the purpose of applying for that same position, with the same job title within the same work unit.

16.5 Seniority shall continue to accumulate when an employee is absent for:

Sick leave

Workers' Compensation

Vacation

Parenting leave

Approved paid leave of absence

Approved unpaid leave of absence to a maximum of one (1) month, unless otherwise stated in this Agreement.



For assignment or temporary postings outside of the bargaining unit, the following seniority provisions will apply:

- a) if period is less than or equal to one (1) month, seniority is retained and will continue to accumulate during period of assignment or temporary posting;
- b) if period is greater than one (1) month but less than or equal to one (1) year, seniority will be retained but will not continue to accumulate during period of assignment or temporary posting; and,
- c) if period of assignment or temporary posting is for a period of greater than one (1) year, seniority may be retained with approval from C.U.P.E. Local No. 59.

16.6 Seniority shall be lost, however, if the employee:

- Resigns or retires from the service of the City or leaves the bargaining unit.
- Is terminated and is not reinstated through the Grievance Procedure in Article 12.
- Is absent without approved leave and without reasonable cause.

16.7 Part-time employees on availability list or on call-in list.

16.7.1 When an employee is removed from an availability list or a call-in list, other than a seasonal employee, they will be considered to be terminated and their seniority shall cease to accumulate.

16.7.2 A part-time employee will be removed from an availability list when one or more of the following situations occur:

- 16.7.2.1 employee resigns and leaves the bargaining unit;
  - 16.7.2.2 employee fails probation;
  - 16.7.2.3 employee's personal availability schedule, for the specified period or season, no longer meets the minimum requirements specified for a particular availability list;
  - 16.7.2.4 employee is terminated;
  - 16.7.2.5 employee does not accept work when initial schedule is prepared for a specified period or season; or
  - 16.7.2.6 workload reductions, or the transfer of work from an availability list to a posted position, results in a reduction to the number of required employees on an availability list.
- (1) employee with the least flexibility to fill the required hours of work specified for the particular availability

list will be removed.

16.7.3 A part-time employee will be removed from a call-in list when one or more of the following situations occur:

- |          |  |
|----------|--|
| 16.7.3.1 | employee resigns and leaves the bargaining unit;               |
| 16.7.3.2 | employee fails probation;                                      |
| 16.7.3.3 | employee is terminated; or                                     |
| 16.7.3.4 | there has been a break in service in excess of six (6) months. |

**ARTICLE 17.****VACANCIES AND PROMOTIONS****17.1 Notice of Vacancies**

17.1.1 Notices of vacancies for permanent continuous, part-time and new positions shall be placed on all civic Union bulletin boards for seven (7) calendar days and a copy thereof delivered to the Union. Availability and call-in lists are not positions.

17.1.1.1 For additional work reflected on an availability list, the Employer will communicate (other than through a posting) interest in supplementing the list of employees on a specified availability list.

17.1.1.2 Employees on availability lists will be required to update their personal availability on a periodic basis as specified for each list.

17.1.2 Seasonal position vacancies shall be posted prior to the beginning of each season. An eligibility list will be established from the initial posting and will be in effect for the purpose of filling seasonal vacancies which occur, after the normal recall process, during that season.

17.1.3 All temporary positions which provide an income advantage to permanent employees -- other than those temporary positions having a duration of three (3) months or less -- shall be bulletined. The duration of the temporary position shall be stated in the bulletin. The Employer will notify the Union if any unposted position reaches three (3) months.

Employees in a posted temporary position may be extended beyond the initial term, without reposting for a period of up to two (2) years. Extensions beyond two (2) years are subject to written approval from the Union. When more than one (1) temporary generic position (same position, same job title, same work unit) exists and the Employer requires an extension to one or more of the temporary generic positions (same position, same job title, same work unit), the extensions will be offered to the employees currently holding the temporary positions on the basis of seniority.

17.1.4 When the Employer creates a new position and that position is posted temporary with the possibility of becoming a permanent position, if the Employer states on the posting "this position may become permanent", the Employer shall offer the incumbent the position without posting. Should the position become permanent, the date of probation will commence when the position becomes permanent, the probationary period shall be as provided in Article 18, less credit for time served in the position before it became permanent.

17.2 Consideration shall first be given to applications submitted by employees in the three (3) C.U.P.E. locals.

17.3 Seniority in accordance with Article 16.1 shall be the determining factor in selecting the successful applicant, provided the applicant possesses the required qualifications for the position vacancy. If the vacancy is not filled as a result of the above, further consideration shall be given to other employees in the bargaining unit.

17.3.1 For the purpose of selecting a successful applicant to reside on a specified availability list, provided the applicant possesses the required qualifications for the work associated with that availability list, greatest flexibility to fill the required hours of work (as expressed in a personal availability schedule provided by the employee) will be the primary determining factor in selecting a successful candidate. In cases where personal availability is equal between two or more applicants and all applicants possess the required qualifications, seniority will be the determining factor.

17.4 When incumbents of senior positions give sufficient notice of intent to retire, such pending vacancy shall be bulletined three (3) months in advance of such retirement in order that the employee being promoted or transferred to the senior position may have sufficient training. An employee shall not receive an increase in pay during such training period.

17.5 Permanent employees temporarily promoted shall have all rights protected in their lower permanent position and continue to acquire and exercise seniority rights of the permanent position.

17.6 When an employee is promoted, the Union shall be notified of Management's selection at the same time as the successful applicant is advised.

17.7 Should an employee be promoted from one position to another carrying a higher maximum wage, such promotion shall carry the wage of:

17.7.1 The minimum for the new position;

or

The wage at the time of promotion plus one (1) year's annual increment on the schedule for the new position; whichever shall be the greater.

17.7.2 An employee promoted during the period of renegotiation of a new Agreement, shall not revert to the minimum wage rate for the position due to any retroactivity of the Agreement.

17.7.3 Appointments to a bulletined position not filled by the promotion or transfer of a civic employee may be made at the next lower grade if a fully-qualified applicant is not available; such appointee to be automatically promoted on qualification.

17.7.4 In cases where higher qualifications than those held by serving employees are required for a promotional opportunity, consideration shall be given to a senior applicant who is in the process of acquiring the required qualification at the time the promotional opportunity arises.

17.7.5 An employee demoted whose pay rate prior to demotion is above the maximum established for the class into which the employee is demoting shall have that pay rate reduced to the maximum. Should the pay rate prior to

demotion be below the maximum of the class into which the employee is demoting, the pay rate shall be adjusted to the nearest appropriate step in the new range.

17.8 All postings for C.U.P.E. Local No. 59 positions will state: "This position is open to both male and female applicants".

17.9 Part-time Employees

Part-time employees may exercise seniority for vacant positions for which they have the necessary qualifications in the following manner:

17.9.1 if the employee has a minimum of three hundred and twenty-five (325) hours accumulated work time, the employee may exercise seniority for temporary part-time, or permanent part-time positions (within the same job title, and within the same work unit only); or

17.9.2 If the employee has one thousand and forty (1040) hours or greater of accumulated work time, the employee may exercise seniority for any temporary or permanent position.

17.10 A permanent employee who is promoted, transferred or who voluntarily demotes to another position and is subsequently removed from that position as a result of a grievance settlement or arbitration award, shall have all rights protected in the employee's previous position. Other permanent employees displaced as a result of this placement shall have their rights protected also.

## **ARTICLE 18. PROBATIONARY PERIOD**

18.1 While on probation, an employee cannot exercise seniority to claim a transfer or promotion, except as provided for in Article 16.4.

18.2 All new permanent, part-time and temporary employees shall be on probation for a six (6) month accumulated working period. During the probationary period, the onus for establishing suitability for continuing employment shall lie totally with the employee. The wage for new employees at appointment shall not be less than the minimum of the range.

18.3 Employees promoted or transferred or those who voluntarily demote to another position shall be on probation in the new position for a period of six (6) months' accumulated work time. If not considered capable within this period, or if they so request, the employee shall be returned to the position formerly held without loss of seniority. Under this clause, reversion at the request of employees shall be considered only once in a two (2) year period. Other individuals promoted or transferred as a consequence of an original promotion, transfer or voluntary demotion shall also be returned to their former positions.

18.3.1 Employees promoted or transferred to another position of the same job title and within the same work unit shall not be on probation unless their initial probation period for this job title in this work unit has not been completed. Should this initial probation period not be completed, the probation period, and time served towards that probation, is transferred to the new position.

18.4 For the purpose of determining the probationary period for regular employment with the Employer, the six (6) month probationary period as may be required to be served for qualifying for promotion shall also be considered as part of the probationary period for regular employment.

18.5 Each occasion of employment of three (3) or more months' duration shall contribute to the accumulation of six (6) months' work time required for permanency, subject to the continued availability of work and satisfactory performance of duties.

18.6 Seasonal employees shall be on probation for a period of one thousand and forty hours (1040) hours. The probationary period shall not extend beyond the third season.

## **ARTICLE 19. LAYOFF AND RECALL**

19.1 The principle of "last on, first off", according to seniority shall be applied whenever a reduction in staff becomes necessary. The Union shall be consulted whenever deviation from the principle "last on, first off" is considered necessary to the Employer in order to maintain the balance of efficiency of the work force.

19.2 For the purpose of layoff, recall and position abolition, except seasonal layoffs and recalls, seniority shall be defined in accordance with Article 16.1.

19.3 In the case of temporary layoffs other than seasonal layoffs, the Employer will make every effort to place laid off employees into vacant positions for which they are qualified, at the same or lower classification and/or pay grade.

19.4 In the case of position abolition, an employee who is in a posted position other than a temporary position, providing the employee possesses the required qualifications may elect one of the following:

19.4.1 To be placed in a vacant position without posting at the same annual salary level or lower annual salary level. Where deemed by the parties that exceptions are to be considered, the Employer and the Union will agree on exceptions in order to minimize disruptions.

19.4.2 To exercise "bumping" in order as follows:

First:	within own classification and/or pay grade
position	1st - a temporary employee in a permanent
the least seniority	2nd - a permanent employee on probation with
seniority, then the next with least seniority, and so on.	3rd - a permanent employee with the least

Second: within lower classification level(s) and pay grade(s), level by level

19.4.3 Upon mutual agreement between the parties the employee



can be considered as on layoff and placed in a vacant temporary position until such time that Article 19.8 can be applied.

19.4.5 Notwithstanding Article 19.4, a part-time employee may apply the above procedure only in respect of other employees in posted part-time, or temporary positions.

19.4.6 Notwithstanding Article 19.4, a seasonal employee may apply the above procedure only in respect of other employees in posted seasonal and temporary positions.

Once options have been established, the employee will have seventy-two (72) hours to make an election.

19.5 An employee who is bumped shall immediately have access to the provisions of Article 19.4 as if the employee's position had been abolished.

19.6 If an employee is to be laid off or the position is to be abolished, the employee will be given as much written notice as possible and as required by law, but in no case less than one (1) month, with a copy to the Union. If notice is not given as required, employees will receive pay in lieu, prorated.

19.7 Employees who are placed in other positions as a result of the foregoing procedure will be placed in the new range at an incremental rate which is closest but not above their present rate.

19.8 When the Employer is engaging additional employees, the most senior permanent employees last laid off shall, if qualified, be the first to be recalled.

19.9 Should an employee not respond within fourteen (14) days after notification of recall to work, such employee shall be deemed to have terminated employment with the City.

19.10 In the case of an involuntary demotion, an employee may "bump" an employee of lesser seniority, at a lower level, providing the employee possesses the required qualifications for the lower position.

#### 19.11 Seasonal Employees

19.11.1 Employees will be retained in order of seniority according to seniority lists provided they have the required qualifications for the work which is available. The Union shall be consulted whenever deviation from the above stated principles is considered necessary by the Employer. When special projects requiring specific skills are in progress during the fall layoff period, employees working on these projects shall not be laid off based on seniority if the project is to conclude within the very near future.

19.11.2 Employees will be recalled to work in order of seniority, according to area seniority lists, provided they have the required qualifications for the work which is available. Notice of recall will be sent by registered mail to the last known address of the employee. The Union will receive a copy of the letter and a list of the employees to whom the letter was sent.

Should any employee fail to report for duty on the recall date, they will be deemed to have terminated employment with the City.

19.11.3 For the purpose of layoff and recall, seniority shall be defined as the length of accumulated service an employee has and will be applied in accordance with the following area seniority lists:

**Infrastructure Services Department**

**Facilities Branch**

**Parks Branch:**

- Turf Management, Horticulture Maintenance, Pest Management, Landscape Construction, Irrigation
- Cemetery, Urban Forestry, Greenhouse

**Community Services Department**

**Leisure Services Branch:**

- Forestry Farm Park Zoo
- Golf Courses
- Aquatic Facilities
- All other areas (Leisure Services Branch)

**All other areas of the Community Services Department and all Other Departments, Boards and Commissions**

19.11.4 Area List Seniority

19.11.4.1 Both layoff and recall, and equipment operator assignment, shall be based only on seniority earned on the applicable area seniority list;

19.11.4.2 Article 17.1.2 shall continue to apply;

19.11.4.3 Seniority earned on any area seniority list is transferable and applicable from one area seniority list to another area seniority list; and,

19.11.4.4 A permanent continuous employee who elects, under Article 19.4, to be placed or to exercise “bumping” into a Permanent Seasonal Position, will be considered to have earned seniority on the applicable area seniority list, under Article 19.11.4, in the amount of the employee’s overall seniority.

19.12 Temporary Employees

The provisions of this Article do not apply to temporary employees and to those permanent employees who are only on an availability list or a call-in list.

**ARTICLE 20. CLASSIFICATION REVIEW**

20.1 All reclassifications, or the creation of new positions of a nature not already classified in this Agreement, shall be the subject of prior negotiation and agreement by the parties hereto.

20.2 If agreement cannot be reached on the wage, the dispute shall be submitted to arbitration in accordance with the arbitration procedure as outlined in Article 12 of this Agreement.

20.3 For the term of this Agreement, and subject to mutual agreement thereafter, the Letter of Understanding regarding new or reclassified positions shall apply. (As attached.)

**20.4 Articles 20.1, 20.2, and 20.3 shall be suspended effective the date of signing of this Agreement. Effective August 1, 2001, the Employer shall provide into a reserve account the sum of \$150,000 for the 2001 calendar year, and an additional \$150,000 per year on January 2 each year, for a maximum of ten (10) consecutive years. This fund will be used to implement a new job evaluation plan. In addition, any employees in a classification which decreases in pay grade as a result of job evaluation will continue to receive general economic increases negotiated, for as long as they continue to hold that position, or for the first three (3) years after the implementation of the job evaluation plan, whichever occurs first. After three (3) years, no general economic increases are to be applied to downward classification decisions.**

**and**

**No reviews or appeals shall be dealt with during the period of 2001 through to the implementation date of the new plan; no new classification review requests (PAQ) will be considered after the date of signing of this Memorandum of Agreement.**

**20.5 The general terms of the Job Evaluation Plan are as follows:**

**20.5.1 The Employer will provide required consultant services at no cost to the plan.**

**20.5.2 The Employer and the Union will jointly develop terms of reference. The parties will not proceed to implementation of the plan until the terms of reference are agreed.**

**20.5.3 The Union will appoint up to six employees, and the Employer will pay for time spent in development and implementation of the plan.**

**20.5.4 Plan development and implementation will be completed by December 31, 2003, or as otherwise mutually agreed.**

**20.5.5 When the job evaluation plan is complete, salary adjustments will be implemented as per the Union Committee's instructions.**

**20.5.6 All existing and new positions will be processed through the Job Evaluation Plan.**

## **ARTICLE 21.**

### **PICKET LINES**

The City of Saskatoon policy as set out in a letter dated March 3, 1970 from the City Commissioner regarding picket lines will be recognized.

## **ARTICLE 22. HOURS OF WORK**

22.1 THE MODIFIED REARRANGED WORK WEEK WILL BE EXTENDED UNTIL DECEMBER 31, **2003**. WHERE CONTRADICTIONS EXIST BETWEEN ARTICLES 22 AND 23 AND THE MEMORANDUM OF AGREEMENT, THE MEMORANDUM OF AGREEMENT WILL APPLY.

### **22.2 City Hall**

Subject to the detailed provisions of the salary schedules for all employees covered by this Agreement, the hours of work shall be 8:10 a.m. to 4:30 p.m. with one (1) hour for lunch, excluding janitorial and caretaking staff.

22.2.1 The normal hours of work for janitorial and caretaking staff shall be 4:00 p.m. to 12:00 midnight, Monday to Friday.

### **22.3 Infrastructure Services Department - Parks and Facilities Branch**

22.3.1 The normal hours of work for employees shall be eight (8) hours per day, five (5) days per week, days off to be consecutive. (8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m. - except office staff.)

22.3.2 From the first Monday following May 15 to the Friday prior to October 15 of each year, the normal daily hours of work (other than office staff and two (2) cemetery employees) shall be from 7:30 a.m. to 12:00 noon and from 12:30 p.m. to 4:00 p.m.

22.3.3 The two (2) cemetery employees referred to above will commence and cease work one (1) hour later than their regular shift as and when required. One (1) day's notice of change of hours to be given when notified that timing of funerals require such adjustment.

22.3.4 Full-time Building Operators and Custodians shall work forty (40) hours per week with two (2) consecutive days off. Employees shall be given twenty-four (24) hours' notice of shift change; otherwise, such employees shall be paid overtime rates for all hours worked within the notice period.

Building Custodians at City Hall shall continue to be governed by Article 22.2.1.

Building Operators II shall be scheduled on a shift Monday to Friday and shall work forty (40) hours per week between the hours of 7:00 a.m. and 4:00 p.m.

**The Maintenance Staff at the Mendel Art Gallery shall work a five (5) day, forty (40) hour work week.**

**The Maintenance Staff at the Saskatoon Public Library shall work a five (5) day, forty (40) hour work week.**

## 22.4 Community Services Department - Leisure Services and Community Support Branches

22.4.1 Hours of work for employees--except clerical and stenographic - employees employed in the Community Services Department - Leisure Services and Community Support Services Branches, but including Golf Course employees--shall be on the basis of a five (5) day, forty (40) hour week, with two (2) consecutive days off (wherever possible, one (1) of these to be a Sunday). A work schedule covering one (1) month shall be posted not later than the twenty-eighth (28th) day of the preceding month.

22.4.2 From the first Monday in June to the last Friday in September of each year, all employees except those employed in the ball parks, youth centres, indoor rinks, swimming pools and recreation units, shall start work at their usual time and receive one-half (1/2) hour for lunch with the normal work day to remain at eight (8) hours.

## 22.5 Saskatoon Police Services

22.5.1 Except as specifically provided for below, hours of work for clerical employees shall be thirty-six and two-thirds (36 2/3) hours per week on a five (5) day week. Days off to be so arranged as to provide service on Saturdays and Sundays. Each employee to have two (2) consecutive days off per week.

22.5.2 Hours of work for CPIC Operators shall be in accordance with a rotating schedule from 8:00 a.m. to 4:00 p.m., or 4:00 p.m. to midnight, or midnight to 8:00 a.m.

22.5.3 Except as provided in Article 22.5.4 below, hours of work for staff of the Central Registry Section who are involved in the transcription of Occurrences and Investigation Reports shall be in accordance with a rotating schedule.

22.5.4 Hours of work for Mechanic's Helper to be 1:00 p.m. to 10:00 p.m., five (5) days per week. Days off to be consecutive.

## 22.6 Centennial Auditorium

22.6.1 Office Staff employees, as provided for in Article 22.2.

22.6.2 Utilityperson

Building Operator III

The normal hours of work for the above two (2) classifications shall be eight (8) hours per day, five (5) days, forty (40) hours per week, days off to be consecutive.

22.6.3 Part-Time Centennial Auditorium Employees

A work schedule shall be posted one (1) week in advance for the following month. The schedule is subject to change and is not a guarantee of work.



## 22.7 Mendel Art Gallery

22.7.1 Present employees hired by the Mendel Art Gallery prior to October 1, 1976, will remain on hours of work in effect prior to October 1, 1976.

22.7.2 Employees employed after October 1, 1976, shall work the following:

Clerical - thirty-six and two-thirds (36 2/3) hours weekly - five (5) day work week.

Sales Clerk - forty (40) hours weekly - five (5) day work week.

## 22.8 Saskatchewan Place

### 22.8.1 Box Office Supervisor

Normal hours of work shall be eight (8) hours per day, five (5) days per week, days off to be consecutive to the greatest extent possible.

A work schedule covering one (1) calendar week shall be posted not later than Monday of the preceding week. Any departure from the posted schedule shall require payment of double time (2X) for the work performed on the scheduled day or days off.

### 22.8.2 Colosseum Operator

The Maintenance Staff shall work a forty (40) hour work week as per shift schedule.

### 22.8.3 Part-Time Saskatchewan Place Employees

A work schedule shall be posted one (1) week in advance for the following week. The schedule is subject to change and is not a guarantee of work.

## 22.9 Part-Time Employees

The hours of work for part-time employees will be operationally determined.

22.10 "Hours of work" shall be governed by the laws of the Province of Saskatchewan and regulations thereunder.

22.11 Where there is agreement between the Department Head and the employee, commencement or end of shift for the above may vary up to two (2) hours for start and end times. Where further variation is required and the employee and Department Head are in agreement, a Letter of Understanding shall be approved by two (2) of the C.U.P.E. Local No. 59 Table Officers.

22.12 If a posted schedule for a posted position must be changed, for reasons unforeseen by Management, affected employees must be notified twenty-four (24) hours

prior to the change; otherwise, such employees shall be paid overtime rates for all hours worked within the notice period.

## **ARTICLE 23. OVERTIME**

23.1 Employees required to continue working after completing their regular schedule of hours in any one day, shall be paid at the rate of double time (2X).

23.2 Employees who are required to work on their weekly days of rest shall be paid a minimum of two (2) hours at double time (2X) or time worked at double time (2X) - whichever is the greater.

23.3 In the absence of an emergency, an employee who demonstrates reasonable personal need shall not be required to work overtime.

### **23.4 Equipment Operators**

When a machine is required for overtime work, the regular operator of the machine shall receive first call, except in cases of extreme emergency unforeseen by Management or when the regular operator is absent on approved leave.

23.5 It is agreed that the Union will be provided with a monthly list of overtime worked by its members.

23.6 An employee may take time off in lieu of payment of overtime, at overtime rates provided such arrangement has received prior approval and agreement of the Department Head or designate - such approval will not be unreasonably withheld. The scheduling of such time off shall be by mutual agreement. Overtime is not generally carried over from one (1) calendar year to the next.

### **23.7 Part-Time Employees**

Part-time employees shall be paid overtime rates for hours worked in excess of eight (8) hours per day or forty (40) hours per week. For clerical positions overtime shall be paid for hours worked in excess of seven and one-third (7 1/3) hours per day or thirty-six and two-thirds (36 2/3) hours per week.

## **ARTICLE 24. PAYMENT OF WAGES**

24.1 Employees engaged on a monthly basis shall be paid on the fifteenth (15th) and the last day of each and every month during their employment. Should any of the above-mentioned dates fall on a Public or Special Holiday as herein set forth or on a Sunday or a closed banking day, the date of the payment shall be the date previous to the said Public or Special Holiday or closed banking day or Sunday.

24.2 Employees receiving hourly wages shall be paid on the seventh (7th) and twenty-second (22nd) days of each and every month during their employment. Should any of the above-mentioned dates fall on a Public or Special Holiday as elsewhere defined in this Agreement, or on a Sunday or a closed banking day, the date of the payment shall be the date previous to the said Public or Special Holiday or closed banking day.

24.3 For the purpose of reducing the monthly wage of an employee to an hourly wage, for the purpose of deducting pay for time off without pay, sick time off when sick credits are exhausted, or for any other reason (other than overtime), the following formula shall be used:

Number of hours off without pay x employee's hourly rate

Overtime: Number of hours x employee's hourly rate x 2

24.4 An employee who is appointed to a position, or terminates employment with the City, shall receive a full half (1/2) month's wage if the employee works all the available working days within a pay period.

24.5 Where an employee's hourly rate is the subject of continuing change, an average rate shall be determined when making sick leave and annual leave payments as may be necessary. (See Article 24.10)

24.6 The rates of pay assigned to the various classes of work in Infrastructure Services Department (Parks Branch) or Community Services Department (Leisure Services Branch) shall be paid whenever an employee is performing the duties assigned to such class of employment. Subject to having the required qualifications for the operation of equipment, seniority shall be the determining factor in the appointment of employees to equipment operator classifications in the Infrastructure Services Department (Parks Branch) or Community Services Department (Leisure Services Branch). Specifically the initial assignment of equipment to employees, at the beginning of each work season, will be based on the respective area seniority list. Subsequent and/or temporary assignments during the work season shall be based on seniority in the respective individual zone or program.

24.7 When it is necessary to engage a new employee with experience in the particular class of work because no one in the service is available for promotion or transfer, the starting wage may be fixed by the General Manager of Corporate Services or the Head of any Department administered by an outside Board.

24.8 Under exceptional circumstances an employee's wage increment may be advanced beyond the negotiated yearly increases upon the written recommendation of the Department Head and with the approval of the General Manager of Corporate Services or Head of any Department administered by an outside Board.

24.9 The job classification of an employee while on holidays or sick leave is deemed to be that which the employee otherwise would have if not on holidays or sick leave.

24.10 On reclassification, an employee shall be placed at a point in the new wage schedule commensurate with the time actually spent in the reclassified position.

#### 24.11 Part-time Employees

Part-time employees shall receive the rate of pay for the classification in which they are working, and when required to temporarily perform the duties of a lower paying classification, shall maintain their regular rates. The specific rates of pay are outlined in the wage schedules.

**ARTICLE 25. ANNUAL INCREMENTS**

25.1 Annual increments shall be received in accordance with the provisions of the wage schedules. Increments shall be effective as follows: Appointments or promotions (where a promotion changes an employee's anniversary date) made from the twenty-third (23rd) to the seventh (7th) of a month to be effective the first (1st) of the month, and made from the eighth (8th) to the twenty-second (22nd) of the month, effective the sixteenth (16th) of the month.

25.2 Should an employee be temporarily promoted to a higher position and is subsequently appointed to the position, then providing there is no break between the temporary promotion and the appointment, the anniversary date for increments shall be the date of the temporary promotion, subject to Article 25.1 above.

25.3 Time spent in any category in the Community Services Department (Leisure Services Branch) will count toward increments in the Infrastructure Services Department (Parks Branch) Labourer category.

25.4 Time spent in any category in the Infrastructure Services Department (Parks Branch) will count toward increments in Labourer or associated categories in the Community Services Department (Leisure Services Branch).

25.5 **Part-Time Employees**

Annual increments shall be earned on the basis of an employee's total accumulated scheduled hours worked and in accordance with the wage schedules.

**ARTICLE 26. SHIFT DIFFERENTIAL**

26.1 A shift employee is defined as an employee who is required to work on shift on a temporary or permanent basis.

26.2 Shift work shall normally cover twenty-four (24) hours per day on the following basis:

Day Shift	8:00 a.m. to 4:00 p.m.
Evening Shift	4:00 p.m. to 12:00 midnight
Night Shift	12:00 midnight to 8:00 a.m.

26.3 In addition to the regular wage and salary rates provided for elsewhere in this Agreement, a shift differential of seventy-five cents (\$.75) per hour shall be paid to any employee, four (4) or more of whose hours of work fall within either the evening shift (4:00 p.m. to 12:00 midnight) or the night shift (12:00 midnight to 8:00 a.m.), it being understood that, should four (4) or more of the employee's work hours fall within the evening or night shift hours specified above, the employee is to be paid shift differential for the full period of the shift.

26.4 Notwithstanding the provisions of Article 26.3 above, shift differential shall not be payable when bonus pay is payable in respect to work in excess of normal hours of

work or on a day off.

26.5 When a shift employee is working a regular evening or night shift on a Public Holiday, shift differential shall be paid in addition to the premium pay for working on the holiday.

26.6 Shift differential shall not form part of the basic wage rate and shall not be payable in respect of annual vacation, sick pay, Workers' Compensation or pay in lieu of Public Holidays falling on days off.

26.7 Shift differential shall not apply to part-time employees on call-in lists.

## **ARTICLE 27. STAND-BY, CALL-BACK AND REPORTING TO WORK**

27.1 Employees who are specifically designated to stand-by will receive one (1) hour's pay at their regular rate for each eight (8) hour period or portion thereof. Should an employee who is on stand-by be called out and fail to report, the stand-by premium will not be paid.

27.2 An employee recalled to work after having completed a regular schedule shall be paid a minimum of two (2) hours at double time (2X), or time worked at double time (2X), whichever is greater.

### **27.3 Part-Time Employees (Reporting to Work)**

27.3.1 Subject to Article 27.3.2, whenever employees are required to report to work they shall receive a minimum of three (3) hours' pay at their regular rate.

27.3.2 Activity Leaders and Lifeguards shall receive three (3) hours' pay at minimum wage rate for reporting to work or payment for straight time hours worked, whichever is greater.

## **ARTICLE 28. SUPERIOR DUTY PAY**

28.1 Effective the date of signing the agreement, additional responsibility pay shall be paid as follows:

28.1.1 For specific assignment of task(s) .....  
\$0.60

For which the task or tasks are not reasonably considered to be within the employee's current scope of responsibility. Work as assigned must be within the same work unit and in the same location.

28.1.2 For additional assignment to the supervision of four or more employees ..... **\$0.60**

28.1.3 For assignment to perform substantially the duties of a higher paid employee - the minimum step of the higher paid position or a rate of pay equivalent to one step higher than the present rate of pay – whichever is the greater for the entire period. When there is more than one (1) qualified employee, seniority is to apply.

**28.1.4 Special Project - rate to be determined dependent upon complexity of work; however, no less than 5% of current salary.**

**ARTICLE 29.****PUBLIC HOLIDAYS**

29.1 Public Holiday means any of the following days: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Saskatchewan Day (first Monday in August), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any day or part of a day proclaimed a Civic Holiday.

29.2 When any of the foregoing holidays fall on a Saturday or Sunday, it shall be observed on the following Monday. If Christmas Day or Boxing Day falls on a Saturday and Sunday, then they shall be observed on the following Monday and Tuesday.

29.3 For full-time employees, when a Public Holiday falls on an employee's regular day off or part of a day off, an extra day's pay shall be received in lieu of such holiday. When such pay in lieu is given, the payment shall be deemed to include compliance with the provisions of *The Labour Standards Act (1995)* which requires that hours of work in excess of thirty-two (32) hours in a week in which a Public Holiday occurs, shall be paid for at time and one-half ( $1\frac{1}{2}X$ ). The foregoing shall not apply where an alternative Public Holiday is declared (i.e. where Christmas falls on a Sunday and Monday is declared a legal holiday).

29.4 Employees required to work on Public or Proclaimed Holidays shall be paid at the regular rate plus double time (2X) for all hours worked, except as provided in Article 29.5 below.

29.5 An employee who is employed on a continuous year-round basis, may elect to take equivalent time off in lieu of the pay bonus provided for in Article 29.4 above, and may accumulate such bonus time to a maximum of five (5) days. The period of taking such elected time off shall be as mutually agreed upon between the Head of the Department concerned and the employee.

29.6 Subject to operating requirements, when a Public Holiday falls on an employee's scheduled day off, the employee may elect to take equivalent time off without pay at a mutually agreeable time, but within sixty (60) days of occurrence.

29.7 **Part-Time Employees**

29.7.1 Holiday pay is calculated as  $W \div 20$

where W is the total of the wages earned by the employee during the four weeks immediately preceding the public holiday, exclusive of overtime.

29.7.2 Employees on an availability list or a call-in list required to work on a Public Holiday shall be paid for the hours worked on the holiday at two and one-half times ( $2\frac{1}{2}X$ ). This amount includes the premium rate and a regular day's pay.

**ARTICLE 30. VACATIONS**



30.1 Vacation Entitlement

30.1.1 Employees shall, after twelve (12) months' accumulated service, be entitled to vacation at the rate of three (3) weeks' vacation per year.

30.1.2 After eight (8) years' accumulated service, be entitled to four (4) weeks' vacation per year.

30.1.3 After sixteen (16) years' accumulated service, be entitled to five (5) weeks' vacation per year.

30.1.4 After twenty-four (24) years' accumulated service, be entitled to six (6) weeks' vacation per year.

## 30.2 Vacation Pay

30.2.1 Employees having a vacation entitlement shall be paid at their regular rate of pay at the time of taking their vacation, or 3/52's, 4/52's, 5/52's or 6/52's of their gross earnings, as applicable, whichever is greater.

30.2.2 (1) Temporary, Seasonal and those part-time employees who are on availability or call-in lists earn vacation credits in accordance with Article 30.1 above and shall be paid 3/52's, 4/52's, 5/52's or 6/52's of gross earnings, as applicable, on each pay period; or,

(2) Temporary employees (whose term exceeds three (3) months) have the option of having the Employer withhold their vacation pay in order to take paid vacation, provided the Employer agrees to the vacation period to be taken (subject to Article 30.3). Once an employee has exercised the option of having vacation pay withheld, there is no reversion to payment for vacation pay.

### **30.2.3 Pressing Necessity – Upon notification to the Employer, should pressing circumstances arise, an employee shall be allowed to use vacation and/or time in lieu credits, subject to operational requirements permitting.**

30.3 Vacations shall be arranged between employees and the Head of the Department on or before April 1 of each year. Subject to the continuity of essential services, vacations shall be arranged as far as possible to suit the convenience of the employee in accordance to seniority within C.U.P.E. Local No. 59.

30.4 The vacation year shall be deemed to operate from April 1 to March 31 the following year.

30.4.1 Employees appointed on or after April 1, 1958, shall have their current vacation entitlement calculated on the basis of the number of months' employment prior to April 1 each year. (All employees appointed on or after April 1, 1958, will thus have their anniversary date for vacation purposes adjusted to April 1). For the purpose of applying the provisions of Article 30.1 above, years of service shall be deemed to apply from the April 1 date following date of appointment.

Effective July 1, 1995, the employee's anniversary date will be used for the purpose of establishing vacation entitlement in Article 30.1.

30.5 All pay for the period of earned vacation, if requested by the employee at

least one (1) week in advance of the vacation period, shall be payable in advance.

30.6 An employee covered by this Agreement, leaving the service at any time during the vacation year prior to taking vacation, shall be entitled to a proportionate payment of wages in lieu of such vacation.

30.7 All employees shall be allowed one (1) additional day of vacation with pay for any Public Holiday which falls in their period of vacation.

30.8 At the discretion of the Head of the Department, one (1) week of vacation credit may be divided.

30.9 Notwithstanding the foregoing provisions, an employee on Workers' Compensation or sick leave shall not continue to accumulate vacation credits beyond a period of six (6) months' absence.

30.10 After completion of two (2) years' service subsequent to the April 1 date following the actual date of appointment, employees may accumulate up to two (2) years' vacation credits, subject to the permission of the Head of the Department, whose decision shall be final and not subject to appeal.

30.11 An employee experiencing serious illness or injury immediately prior to their annual vacation shall be entitled to a deferred vacation, provided that the illness or injury is documented by a physician. Such deferred vacation shall be taken at the discretion of the Department Head.

30.12 In the event of illness, or injury of a serious nature, occurring during an employee's vacation, the employee may - at the sole discretion of the City Manager, whose decision shall be final and not subject to appeal - be allowed a deferred vacation equal to the time lost through such serious illness or injury during the vacation period. Vacation thus deferred shall be charged to sick pay credits which the employee may have.

30.13 Vacation pay shall be at the rate effective immediately prior to the vacation period. Any increase due during the vacation period shall apply from its effective date.

30.14 Infrastructure Services Department (Parks Branch) seasonal Supervisor and seasonal Assistant Supervisor shall qualify for five (5) days leave of absence without pay and may exercise this option upon recall of each season.

## **ARTICLE 31. SICK LEAVE**

### **31.1 Accumulation of Sick Leave Credits**

31.1.1 All permanent full-time and seasonal employees shall accumulate sick leave credits at the rate of one and one-quarter (1¼) working days per month during their first ten (10) years of service from last date of hire, and shall accumulate sick leave credits at the rate of one and one-half (1½) working days per month thereafter.

31.1.2 Part-time employees, while in a posted position or in a temporary position of less than three (3) months duration, shall earn and accumulate

sick leave credits on the basis of the following formula:

$$\text{Regular Hours Worked} \times .0577 = \text{Earned Hours of Sick Leave Credits.}$$

31.1.3 Temporary full-time employees shall accumulate sick leave credits at the rate of one and one-quarter ( $1\frac{1}{4}$ ) working days per month.

31.1.4 An employee's total unused accumulation of sick leave credits shall not exceed one hundred and ninety-four (194) working days.

31.1.5 Part-time employees who are only on an availability list or a call-in list shall not accumulate sick leave credits.

## 31.2 Use of Accumulated Sick Leave Credits

31.2.1 Permanent full-time and part-time employees, while in a posted position or in a temporary position of less than three (3) months, shall be entitled to payment for absence from work due to illness, to the extent of their accumulated credits, after three (3) months of employment.

31.2.2 Temporary and seasonal employees shall be entitled to payment for absence from work due to illness, to the extent of their accumulated sick leave credits, after six (6) months of accumulated work time, provided they are not on layoff and have had no break in service in excess of six (6) months, (nine (9) months for seasonal employees). A break in service may be extended at the discretion of the General Manager of Corporate Services, whose decision on the matter shall be final and not subject to appeal.

31.2.3 Absences due to illness shall first be charged against the current year's accumulation. Absences in excess of the current year's accumulation shall be charged to the employee's sick leave credit standing at the start of the year.

31.2.4 When an employee reports sick during a regular work day, deduction for sick leave on that day shall be calculated as follows:

- |          |   |
|----------|---|
| 31.2.4.1 | No deduction if the employee has completed three-quarters ( $\frac{3}{4}$ ) of the regular working hours.   |
| 31.2.4.2 | One-half ( $\frac{1}{2}$ ) day if the employee has completed one-quarter ( $\frac{1}{4}$ ) but less than three-quarters ( $\frac{3}{4}$ ) of the regular working hours. |
| 31.2.4.3 | One (1) day if the employee has completed less than one-quarter ( $\frac{1}{4}$ ) of the regular working hours.   |

31.2.5 The City's obligation for sick pay and accumulation of sick leave credits shall cease on the resignation, retirement or termination of an employee.

### 31.3 Accumulation and Use of Sick Leave Credits under Special Circumstances

31.3.1 Employees on layoff shall retain their accumulated sick leave credits until recalled, however, no credits shall be earned or used during the period of layoff. Employees who are laid off and not recalled within a period of eighteen (18) months shall lose their accumulated sick leave credits.

31.3.2 Employees absent on approved and paid educational leave shall continue to accumulate sick leave credits during the period of absence on such leave. However, employees shall not be entitled to any sick pay during the period of such educational leave.

31.3.3 Sick leave may be used for time off from work to participate in a formal recognized alcohol rehabilitation program.

31.3.4 An employee on Workers' Compensation or sick leave shall not continue to accumulate sick leave credits beyond a period of absence of six (6) months.

31.3.5 No charge shall be made against an employee's sick leave credit for any Public Holiday which may occur during an employee's absence on sick leave.

31.3.6 If an order of the Medical Health Officer requires an employee to remain at home due to a quarantinable illness of a member of the employee's family, the employee is to be paid for the time lost at the regular rate of pay, and such absence shall not be charged to the employee's sick leave credits. The foregoing is conditional upon all members of the employee's family having taken advantage of all free vaccination and immunization services supplied by the Saskatoon District Health - Community Health Unit.

### 31.3.7 Federal Employment Insurance Reduction and Rebate

31.3.7.1 The following shall replace Articles 31.2.5 and 31.3.1. In the event that the Federal Employment Insurance Plan (E.I.) does not grant the Employer a premium reduction under the E.I. Premium Reduction Program, then Articles 31.2.5 and 31.3.1 Sick Leave shall apply forthwith and Article 31.3.7 shall cease to apply. Eligibility for benefits under Article 31.2.2 does not preclude eligibility for benefits under Article 31.3.7.

31.3.7.2 Where an employee is disabled prior to notice of a layoff or termination, benefits are payable until the earliest of:

- the period of disability, or
  - the exhaustion of accumulated sick leave credits, or
  - the end of seventy-five (75) work days, or
  - the employee's retirement, or
  - the date of separation for any reason other than illness or injury
- where notice of separation was given before the onset of the illness or injury.

31.3.7.3 Where the employee continues to be disabled after layoff or termination, the City and the Union shall pay jointly such sick leave claims in the ratio of seven-twelfths (7/12) by the City and five-twelfths (5/12) by the Union until a sum equivalent to the total reduction of EI premiums with respect to the Union under the EI Premium Reduction Program of record for the preceding calendar year has been expended. Thereafter the City and the Union shall pay jointly such sick leave claim in an equal ratio.

31.3.7.4 The City's obligation for accumulation of sick leave credits shall cease on the resignation, retirement or termination of an employee.

#### 31.3.7.5 Accumulation of Sick Leave Credits Under Special Circumstances

Employees on layoff shall retain their accumulated sick leave credits until recalled, however, no credits shall be earned during the period of layoff. Employees who are laid off and not recalled within a period of eighteen (18) months shall lose their accumulated sick leave credits.

### 31.4 Medical Certificates

31.4.1 Heads of Departments, at their discretion, may require an employee to produce a medical certificate signed by a duly qualified medical practitioner after the first three (3) days' absence on sick leave.

31.4.2 Notwithstanding Article 31.4.1, Heads of Departments, at their discretion, may require an employee to obtain a medical certificate signed by a qualified medical practitioner for any absence due to illness where the Employer deems there is cause for concern.

### 31.5 Notification of Illness

Every employee who is absent due to illness shall notify the Department Head or designate without delay. Failure to do so, without an acceptable explanation, may



deprive the employee from such benefits as would normally have accrued prior to the time due notice is received by the department. On return to work, every employee shall complete a Sick Leave Application Form.

## 31.6

Sick Leave Bank

**The following Sick Leave Bank provisions shall continue for the period January 1, 2001 until the number of sick days in the Bank are depleted.**

31.6.1 A jointly administered Sick Leave Bank is established, with each employee contributing one (1) sick day credit annually to the "Bank"--such day to be matched by the Employer. The terms of reference and criteria for administration of the "Bank" to be determined by the joint committee. It is further agreed that the employee's one (1) day contribution to the "Bank" shall constitute a first charge against the employee's annual sick leave entitlement.

**Article 31.6.1 is replaced with the following as of the date when the number of sick days in the Bank are depleted.**

**31.6.1.1A jointly administered Sick Leave Bank is established through payment by the Employer and payroll deductions by contributing employees.**

**31.6.1.2Commencing January 1, 2002, and annually thereafter, the City shall make an annual contribution of four hundred and ten thousand dollars (\$410,000.00) which represents joint and equal commitment by the Employer and the employees. This amount shall be increased by three percent (3%) on January 1, 2002 and by an additional three percent (3%) on January 1, 2003, and by the amount of the general wage increase in all subsequent years.**

**Each eligible employee shall be deducted one (1) sick day credit annually; which is a first charge against the employee's annual sick leave entitlement and is their contribution to the above annual amount.**

**31.6.1.3Commencing August 1, 2001, employees who are eligible for Sick Leave Bank benefits shall make a monthly percentage contribution from their earnings by payroll deduction into a Sick Leave Bank account. The Employer shall match this amount.**

**The maximum amount which is contributed by the City is two hundred and fifty thousand dollars (\$250,000.00) per year.**

**The maximum amount which is contributed by all eligible employees is two hundred and fifty thousand dollars (\$250,000.00) per year. This monthly percentage contribution by the employees, which is matched by the City, will only be made when the funds provided under 32.6.1.2 above, are insufficient to fund the Sick Leave Bank. The contribution rate will be determined by the Sick Bank Committee in accordance with the above provisions and the Sick Bank Guidelines.**

**31.6.1.4 If the employee and Employer contributions made in 2001 are insufficient to pay all benefit costs in that year, the Employer will provide a loan to the Sick Leave Bank sufficient to cover all benefit costs for the year. Any loan will be charged against the 2002 total contributions to the Plan.**

**31.6.1.5 The Sick Leave Bank Guidelines shall be updated in accordance with agreed changes at the 2001 Collective Bargaining Table.**

- 31.6.2 Employees must complete twelve (12) months of accumulated work time to be eligible for credits from the Sick Bank.
- 31.6.3 Part-time employees who are on an availability list or a call-in list, and temporary employees are not entitled to Sick Bank provisions.

**ARTICLE 32. PARENTING LEAVE – (to replace all of former Article 33)**

32.1 Maternity/Adoption Leave

32.1.1 An employee who has completed at least twenty (20) weeks within the fifty-two (52) weeks of employment with the Employer immediately preceding the day on which the requested leave is to commence, and who provides the Branch Manager with a medical certificate from a qualified medical practitioner certifying that the employee is pregnant and specifying the estimated date of birth, or submits confirmation of being the primary caregiver of the newly adopted child during the period of leave, shall be entitled, upon written application, to maternity leave without **regular** pay. The request for maternity leave, indicating the date on which **the employee** wishes to commence the leave, together with the required medical certificate, must be submitted not later than four (4) weeks prior to the date on which **the employee** wishes to commence leave. The maximum leave to be granted is **eighteen (18) weeks. Maternity leave must be taken during the period that begins twelve (12) weeks before the estimated day of birth and ends eighteen (18) weeks after the day of birth. Adoption leave consists of a period of not more than eighteen (18) weeks commencing on the day the child becomes available for adoption.**

32.1.2 **All maternity and adoption leave shall continue for an agreed period of a maximum of eighteen (18) weeks. Employees shall give a minimum of fourteen (14) days' notice of their intent to return to work. Where the employee and the Branch Manager concerned agree that the portion of the leave following the actual date of birth, or adoption, should be less than six (6) weeks, then the Employer may permit the employee to resume their employment at the time agreed provided that at or before the time the employee resumes employment, the employee provides the Employer with a certificate from a qualified medical practitioner, certifying that resumption of employment at the time so agreed will not endanger the health of the employee.**

32.1.3 Where the pregnancy of an employee would reasonably interfere with the performance of the employee's duties, the Employer may require the employee to take a maximum of thirteen (13) weeks leave prior to the estimated date of birth. The onus for establishing that the pregnancy would reasonably interfere with duties will lie with the Employer **and that no opportunity exists to modify the**

**employee's duties, or to reassign the employee to another job.**

32.1.4 All employees except temporary employees and employees on an availability list or call-in list shall be eligible for this benefit, provided they have at least six (6) months' service and are on maternity leave in the course of employment and are eligible for Employment Insurance benefits pursuant to *The Employment Insurance Act (Canada)*:

32.1.4.1 The Employer shall pay ninety-five percent (95%) of the employee's regular salary for the first two (2) week period. The Employer will pay a benefit to an employee.

32.1.4.2 The Employer shall pay the difference between the Employment Insurance benefits and ninety-five percent (95%) of the employee's regular salary for thirteen (13) additional weeks.

32.1.4.3 Any permanent or seasonal employee who works less than full time shall receive this benefit on a pro-rated basis.

32.1.4.4 Seasonal employees shall only receive this benefit for the duration of their season.

## 32.2 Parental Leave

32.2.1 An employee who is taking maternity or adoption leave, and who as soon as possible but no later than four (4) weeks prior to the day on which the employee is scheduled to return from maternity or adoption leave, which is considered to be the day on which the employee intends to commence parental leave, provides to the Branch Manager the employee's request for parental leave, which must include advice of the day the employee intends to end parental leave, or who has completed at least **twenty (20) weeks** in fifty-two (52) weeks of employment with the City immediately preceding the day on which the requested leave is to commence, and who provides to the Branch Manager as soon as possible, but no later than (4) weeks prior to the day on which the employee intends to commence the leave, the employee's request for parental leave, which must include advice of the date of birth or the day on which the child comes into the employee's care, and the day the employee will commence parental leave, and the day the employee intends to end the parental leave shall be entitled, upon written application, to parental leave without pay.

**Parental leave will be for a period of up to thirty-four (34) consecutive weeks if the employee is entitled to maternity or adoption leave, or thirty-seven (37) consecutive weeks if the employee is not entitled to maternity or adoption leave.**

**Parental leave must be taken during the period that begins twelve (12) weeks before the estimated date of birth or begins the day the child comes into the employee's care and ends fifty-two (52) weeks after the actual day of birth or the actual day on which the child comes into the employee's care.**

**The request for parental leave, indicating the date on which the employee wishes to commence the leave, must be submitted no later than four (4) weeks prior to the date of the leave. The maximum leave to be granted is twelve (12) consecutive weeks to be taken during the month before or eight (8) months following the estimated birth or the day on which the child comes**

**into the employee's care.**

### **32.3 General**

- 32.3.1** An employee who takes maternity leave or adoption leave and parental leave must take the two leaves consecutively.
- 32.3.2** Should an employee not return to work following a parenting leave, they shall be deemed to have terminated their employment with the Employer.
- 32.3.3** Notwithstanding anything contained elsewhere in this Agreement, an employee on parenting leave shall not accumulate either sick or vacation credits during the period of maternity or adoption leave, nor shall they be entitled to pay for sick leave or any Public or Special Holiday that may occur during a period of maternity or adoption leave.
- 32.3.4** Employees returning from parenting leave shall return to their former position and be paid at the same step of the same wage range as in effect at the time or proceeding on said leave, and with no loss of benefits accrued to the commencement of the maternity or adoption leave.
- 32.3.5** For the purposes of seniority, and rights of recall, being on parenting leave does not constitute a break in service, and seniority and rights of recall continue to accrue while an employee is taking these leaves.
- 32.3.6** Upon request an employee may be granted an additional leave of absence without pay.
- 32.3.7** The parties hereto acknowledge that individual circumstances may justify a variance of the time limits as set out above.
- 32.3.8** The parties agree that any provisions of Parental Leave covered in *The Labour Standards Act*, as amended in 2001 and not covered in this Agreement will apply.

## **ARTICLE 33. COMPASSIONATE LEAVE**

**33.1** Compassionate leave with pay shall be granted for one (1) day, two (2) days, or three (3) days as may be necessary, where employees, other than part-time employees who are on an availability list or a call-in list, suffer a death of, and/or attend to, a member of their immediate family who is terminally ill. Such paid leave shall be cumulative in all cases and shall not exceed a total of three (3) days in respect of the illness and/or death of an immediate family member.

**33.2** For the purposes of this Article, immediate family member means: husband, wife, brother, sister, father, mother, son and daughter.

**33.3** Compassionate leave as described in Article 33.1 shall also be granted where employees suffer a death of some other relative or person with whom they have experienced a very close relationship ordinarily ascribed to that of an immediate member of the family.

**33.4** One (1) additional day may be granted, if required, where out-of-province travel is necessary.





#### **ARTICLE 34. LEAVE OF ABSENCE WITHOUT PAY AND VOTING LEAVE**

34.1 Leave of absence without pay, not in excess of five (5) working days, shall be granted by the Head of the Department to any employee desiring such leave, provided reasonable notice is given to the Head of the Department and the operations of the department permit. Granting of leave of absence beyond five (5) days shall be at the discretion of the General Manager of Corporate Services or the Head of any Department administered by an outside Board.

34.2 Any member of the Union who is appointed as a delegate to attend conventions in connection with Union affairs or a Union school, shall be granted leave of absence without pay, insofar as the regular operation of the department will permit. Permission to attend such conventions shall not arbitrarily be withheld by the Department Head.

34.3 Any employee, who has completed one (1) year of service and who is selected for a full-time position with the Union, shall, on application, be granted leave of absence without pay for a period of up to, but not exceeding, one (1) year. No claim shall be entertained for any promotion effected during the leave of absence.

The employee's seniority shall be retained but not accumulated during the period of absence.

34.4 Any employee who has completed one (1) year of service, and who is elected to Public Office (other than Municipal) shall be granted leave of absence without pay for the period of holding office. During leave of this nature, the employee shall retain accumulated seniority rights, with no decrease in status, but without claim to any promotion effected during such absence.

34.5 Employees shall, on Provincial or Federal election days, be allowed time off with pay for voting in accordance with *The Saskatchewan* and *Canada Election Acts* respectively.

34.6 Employees on leave of absence shall not continue to accumulate sick or holiday pay credits past a one (1) month period.

#### **ARTICLE 35. JURY AND WITNESS DUTY**

An employee, other than a part-time employee who is on an availability list or a call-in list, who is required to serve as a juror, or is subpoenaed to appear in court as a witness, except for appearances arising as a result of personal misdemeanour(s), shall be paid any difference between payment receivable as jury or witness fees and that normally receivable as wages - including overtime if applicable.

#### **ARTICLE 36. GROUP INSURANCE**

36.1 Participation in the Group Life Plan, in accordance with its provisions shall be a condition of employment for all employees appointed to permanent posted positions.

36.2 The following coverage shall apply to employees enrolled in the group insurance program:

Basic Coverage - Two (2) times annual salary for all employees, the cost of such insurance shall be shared equally by the employee and the Employer.

Optional Coverage - Three (3) times annual salary, the cost of such insurance shall be shared equally by the employee and the Employer.

Optional Coverage - Four (4) times annual salary, the cost of such insurance in excess of three (3) times annual salary shall be paid by the employee.

Optional Dependent Coverage - Coverage of three thousand dollars (\$3,000) for the employee's spouse, and coverage of fifteen hundred dollars (\$1,500) for each dependent shall be paid by the employee.

- 36.3 Temporary employees shall be eligible and have the option of participation in the Group Life Plan after three (3) months of continuous employment.

36.4 Effective the date of signing of this Agreement, upon retirement [years of service plus age equal to or greater than eighty (80)] an employee has the option of remaining in the Group Insurance Plan to age sixty-five (65) by paying both employee and Employer premiums.

#### **ARTICLE 37. WORKERS' COMPENSATION**

37.1 When employees, other than as referred to in Article 37.4, who have been in the service of the City for six (6) continuous months, are injured in the performance of their duties during working hours, the City shall pay such employees for all periods of absence resulting from the injuries [not exceeding a total of twelve (12) months] an amount which, when combined with Workers' Compensation Board payments shall ensure to such employees the maintenance of their regular basic wage rate less normal income tax deductions. In the event the Workers' Compensation Board payments are reduced, the City's payment shall be proportionately reduced.

- 37.2 Any wage increments to which the employee(s) would normally be entitled or any increase that may be negotiated for their classification, shall be included as part of their basic wage rate.

37.3 Workers' Compensation Board payments, as referred to herein, shall not be considered as including "Pension Payments" or "Cash Settlement Payments".

37.4 Part-time employees on an availability list or a call-in list, with less than twenty-four (24) calendar months of service, shall receive only the coverage afforded to them by *The Workers' Compensation Act*.

#### **ARTICLE 38. CLOTHING**

38.1 Meter Readers and Parking Meter Technicians shall receive the sum of fifty dollars (\$50.00) per annum as boot allowance, the sum to be payable during the last two (2) weeks of September.

Payment of boot allowance to those Meter Readers and Parking Meter Technicians acting in those capacities for less than twelve (12) months shall be on a pro-rated basis.



### 38.2 **Parking Meter Technicians**

The following items of clothing shall be issued to Parking Meter Technicians:

- 1 - Parka (every two (2) years)
- 1 - Jacket (every two (2) years)
  - 1 - Pair winter-weight trousers (every two (2) years)
  - 1 - Pair summer-weight trousers (every two (2) years)
  - 2 - Shirts (each year)
  - 1 - Tie (each year)
  - 1 - Pair gloves (as required)

### 38.3 **Meter Readers**

The following items of clothing shall be issued to Meter Readers:

- 1 - Jacket (yearly)
- 2 - Pair trousers (yearly)
- 2 - Shirts (yearly)
- 1 - Tie (yearly)
- 1 - Parka (as required)

### 38.4 **Maintenance Staff: Infrastructure Services Department (Facilities Branch)**

The following items of clothing shall be issued to Infrastructure Services Department (Facilities Branch).

Initial issue	2 - pair washable permanent-press trousers
	2 - shirts
Subsequent issue (yearly)	1 - pair trousers
	2 - shirts (yearly)

### 38.5 **Infrastructure Services Department (Parks Branch)**

The City agrees to provide such special clothing as may be necessary to adequately protect personnel operating spraying equipment.

#### **Infrastructure Services Department (Facilities Branch)**

Two (2) pair of coveralls shall be supplied annually to Shop personnel and one (1) pair of coveralls shall be supplied annually to Trades personnel following initial issue of two (2) pair of coveralls.

Clerk IV (Lost and Found) – one (1) pair overalls

Mechanic's Helper – coveralls as required

38.6 **Community Services Department (Leisure Services Branch)**

38.6.1 It is agreed to stock several pairs of coveralls for general use to provide the necessary protective clothing to those employees who are exposed to exceptionally dirty working conditions involving abnormal deterioration of clothing.

38.6.2 For permanent Maintenance Persons one (1) pair of coveralls will be provided annually.

38.6.3 Limited distinctive clothing will be issued to staff in accordance with already established departmental policy.

38.6.4 Limited distinctive clothing as in Article 38.6.3 will be issued to the following:

Forestry Farm - Zookeepers, distinctive summer clothing, and a parka every two (2) years.

38.7 **Centennial Auditorium**

Utilityperson  
Building Operator III

Janitorial Staff –

- females to receive one (1) smock and pantsuit yearly

- males are to receive as below:

Initial issue: - two (2) pair washable permanent-press trousers  
- two (2) shirts

Subsequent issue: - one (1) pair washable permanent-press trousers (yearly)  
- two (2) shirts (yearly)

Part-time employees - present practice will continue.

38.8 Employees required to wear CSA-approved safety boots shall receive up to one hundred **and twenty-five dollars (\$125)** reimbursement once every two (2) years **for boots and/or personal equipment which is required for health and safety reasons**. Employees referred to by Article 38.1 are excluded from this provision.

**ARTICLE 39. CAR ALLOWANCE**

39.1 Where stipulated conditions require or may require employees to operate their private automobile full-time on corporation business then the following schedule of payment for use of such employees' automobile shall be applicable.

39.1.1 General Staff: **Two hundred and eight dollars and eighty-four cents (208.84)** per month (flat amount) minimum payment plus **thirty three point seventy-one cents (33.71¢)** per kilometre (variable amount) for all duty kilometres travelled.



The flat and variable portions of car allowance will be increased in direct relationship to the increase of the auto operation segment, transportation component of the Consumer Price Index of Canada. For every one percent (1%) increase in the auto operation segment, the car allowance will be increased by one percent (1%). Computation will be made semi-annually with change to be effective July 1, and January 1, based on the increase due the previous six (6) months.

NOTE: Increases will be calculated by subtracting the latest index from the last highest index that had produced the previous increase in the car allowance.

39.1.2 Meter Readers: Receive the flat amount as outlined above.

NOTE: The foregoing monthly rate to be paid all year round, but to be subject to reduction for that period of sick leave or leave of absence which is in excess of five (5) consecutive working days.

39.2 Where, as a matter of mutual convenience between a Department Head and employees, said employees are requested to use their private automobiles for occasional travel in the public service, then the following schedule of payment shall apply: **five dollars and forty cents (\$5.40)** per day or **thirty-three point seventy-one cents (33.71¢)** per kilometre. The schedule of payment shall be adjusted in accordance with the application of the formula as described in Article 39.1.1 above.

39.3 Parking meter permits are to be issued to all employees required to operate automobiles full time on City business.

## **ARTICLE 40. RISK FUND**

### **40.1 City Hall**

A Customer Service Cashier's risk fund shall be established each calendar year as follows:

40.1.1 A one hundred and fifty dollar (\$150.00) credit to each full-time Customer Service Cashier against which losses over one dollar (\$1.00) are to be charged. Any balance remaining shall be paid to the Customer Service Cashier at the end of each calendar year.

40.1.2 Each relief Customer Service Cashier shall receive a pro-rated credit relative to the time worked based on the one hundred and fifty dollar (\$150.00) credit. Any balance remaining to an individual's credit shall be paid at the end of each calendar year.

40.2 Staff changes amongst Customer Service Cashiers to be reflected on a proration of the foregoing payments.

**ARTICLE 41. SEVERANCE PAY**

41.1 Severance pay will be payable on the basis of two percent (2%) per year of employment of accumulated sick leave credit at the date the employee leaves the civic service, to a maximum of sixty percent (60%) of such credit. Payment is to be based on the average rate of pay during the last ten (10) years of service, and to be paid in cash or in such manner as the employee may direct. Payment is to be made on retirement, resignation or involuntary release from the service because of technological change-but not on dismissal for cause-provided the employee has completed ten (10) years of service.

41.2 Should an employee die while in the service and having completed ten (10) years' service, a gratuity shall be paid to the employee's estate - such gratuity to be calculated in the same manner as for retirement or resignation.

41.3 Severance Pay is not applicable to part-time and temporary employees.

**ARTICLE 42. SUPERANNUATION PLAN AND RETIREMENT**

42.1 No changes to the Plan will be implemented unilaterally by the City.

42.2 For all employees covered by this Agreement, the retirement date shall be the first (1st) day of the month next following the employee's sixty-fifth (65th) birthday.

42.3 An eligible part-time employee is an employee who holds a posted part-time position and whose hours of work are at least fifty percent (50%) of the full negotiated work week.

**ARTICLE 43. MEDI-OPTICAL AND DENTAL PLAN****43.1 Dental Plan**

The City shall provide payment capped at the amount of one percent (1%) of payroll for a dental benefit plan. If such plan generates a surplus, it will be placed into reserve.

**43.2 Medi-Optical Plan**

The City shall provide payment capped at the amount of one percent (1%) of payroll for a medi-optical plan.

43.3 The parties agree to the following seasonal employee medi-optical plan on a year-round basis:

- (1) Seasonal full-time employees only.
- (2) Employees may apply at the start of any season, but must remain in the plan thereafter.
- (3) Amount of employee contribution to plan to be determined by Union/Employer agreement.

- (4) To be fully paid by payroll deduction (within the season).

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL NO. 59**

**THE CITY OF SASKATOON**

President

Mayor

Recording Secretary

City Clerk

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$10.68	\$849.24	\$1,698.47	\$20,381.76
2 (2nd 6 mo.)	\$11.97	\$951.72	\$1,903.44	\$22,841.28
3 (2nd 12 mo.)	\$12.57	\$999.10	\$1,998.20	\$23,978.40
4 (maximum)	\$13.18	\$1,047.51	\$2,095.02	\$25,140.24

Clerk I

Clerk-Steno I

Client Services Attendant

Mailroom Clerk

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$13.00	\$1,033.09	\$2,066.18	\$24,794.16
2 (2nd 6 mo.)	\$13.60	\$1,080.99	\$2,161.97	\$25,943.76
3 (2nd 12 mo.)	\$14.23	\$1,130.94	\$2,261.88	\$27,142.56
4 (maximum)	\$14.49	\$1,152.06	\$2,304.11	\$27,649.44

Clerk II

Clerk-Steno II

Data Entry Operator I

Mailroom Coordinator

Program Guide

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$14.69	\$1,168.02	\$2,336.04	\$28,032.48
2 (2nd 6 mo.)	\$15.05	\$1,196.35	\$2,392.69	\$28,712.40
3 (2nd 12 mo.)	\$15.40	\$1,224.16	\$2,448.31	\$29,379.84
4 (maximum)	\$15.75	\$1,251.97	\$2,503.93	\$30,047.28

Clerk III

Clerk-Steno III

Drafting Technician

Printing Services Operator

Programming Assistant

Receptionist/Sales

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$16.16	\$1,284.41	\$2,568.82	\$30,825.84
2 (2nd 12 mo.)	\$16.49	\$1,310.68	\$2,621.35	\$31,456.32
3 (maximum)	\$16.85	\$1,339.00	\$2,678.00	\$32,136.00

Accounting Clerk I

Assistant Store Supervisor

Clerk IV

Clerk-Steno IV

CPIC Operator I

Customer Service Cashier

Data Entry Operator II

Information and Design Assistant

Museum Technician

Preparator I

Software Support Technician

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$17.20	\$1,367.33	\$2,734.65	\$32,815.92
2 (2nd 12 mo.)	\$17.57	\$1,396.17	\$2,792.33	\$33,508.08
3 (maximum)	\$17.90	\$1,422.43	\$2,844.86	\$34,138.32
Aboriginal Resource Officer	Buyer I		Clerk V	
Communication Assistant	Computer Operator		CPIC Operator II	
Curatorial Assistant	Customer Service Representative		Education Assistant	
Extension Assistant	Meter Reader		Paralegal I	
Preparator II	Records Technician		Registration Assistant	
Resource Centre Assistant	Traffic Studies Assistant			

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$18.31	\$1,455.39	\$2,910.78	\$34,929.36
2 (2nd 12 mo.)	\$18.69	\$1,485.26	\$2,970.52	\$35,646.24
3 (maximum)	\$18.99	\$1,509.47	\$3,018.93	\$36,227.28
Accounting Clerk II	Assessor I		By-law Inspector	
Clerk VI	CPIC Operator III		Development Officer I	
Inventory Analyst	Parking Meter Technician		Sales Coordinator	
Traffic System Operator				

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$19.24	\$1,529.04	\$3,058.07	\$36,696.96
2 (2nd 12 mo.)	\$19.75	\$1,569.72	\$3,139.44	\$37,673.28
3 (maximum)	\$20.27	\$1,610.92	\$3,221.84	\$38,662.08
Accounting Clerk III	Assessor II		Assistant Director, Victim Services	
Clerk VII	Customer Services Supervisor		Educator	
Extension Coordinator	Landscape Architect's Assistant		Marketing Coordinator	
Paralegal II	Plan Circulation Coordinator		Planning Technologist I	
Registrar	Store Supervisor		Systems Support Technician	
Traffic Operations Technologist				

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$20.33	\$1,615.56	\$3,231.11	\$38,773.44
2 (2nd 12 mo.)	\$20.83	\$1,655.21	\$3,310.42	\$39,725.04
3 (maximum)	\$21.40	\$1,700.53	\$3,401.06	\$40,812.72
Assessor III	Buyer II		Clerk VIII	
Development Officer II	Drafting Technician IV		Drafting Technologist I	
G.I.S. Technologist	Planning Technologist II		Programmer Analyst I	

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$21.43	\$1,703.11	\$3,406.21	\$40,874.64
2 (2nd 12 mo.)	\$22.02	\$1,749.97	\$3,499.94	\$41,999.28
3 (maximum)	\$22.65	\$1,799.93	\$3,599.85	\$43,198.32
Assessor IV	Associate Curator		Building Inspector	
Clerk IX	Design Assistant I		Drafting Technologist II	
Operations Analyst	Planner I		Plumbing Inspector	
Programmer Analyst II				

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$22.69	\$1,803.53	\$3,607.06	\$43,284.72
2 (2nd 12 mo.)	\$23.28	\$1,850.40	\$3,700.79	\$44,409.60
3 (maximum)	\$23.90	\$1,899.84	\$3,799.67	\$45,596.16
Clerk X	Computer Operations Supervisor		Development Officer III	
G I S Design Analyst	Landscape Architect		Payroll Supervisor	
Permit Supervisor	Planner II		Programmer Analyst III	
Records Management Coordinator	Senior Building Inspector		Senior Buyer	

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$23.96	\$1,904.47	\$3,808.94	\$45,707.28
2 (2nd 12 mo.)	\$24.49	\$1,946.19	\$3,892.37	\$46,708.56
3 (maximum)	\$25.06	\$1,992.02	\$3,984.04	\$47,808.48
Assessor V	Clerk XI		Design Assistant II	
Drafting Supervisor	Engineering Assistant IV		Planner III	
Senior Plumbing Inspector				

**Grade 12**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$24.79	\$1,969.88	\$3,939.75	\$47,277.12
2 (2nd 12 mo.)	\$25.34	\$2,013.65	\$4,027.30	\$48,327.60
3 (maximum)	\$25.87	\$2,055.88	\$4,111.76	\$49,341.12
Accountant	Archivist		Interior Designer	
Methods Analyst	Research Coordinator			

**Grade 13**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$26.43	\$2,100.17	\$4,200.34	\$50,404.08
Art Class Instructor				

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 14**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$24.87	\$1,976.57	\$3,953.14	\$47,437.68
2 (2nd 12 mo.)	\$26.10	\$2,073.91	\$4,147.81	\$49,773.84
3 (maximum)	\$27.43	\$2,180.00	\$4,359.99	\$52,320.00
Land Development Coordinator	Leadership Development Facilitator	Senior Commercial Assessor		
Senior Residential Assessor	Systems Analyst			

**Grade 15**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$27.00	\$2,145.49	\$4,290.98	\$51,491.76
2 (2nd 12 mo.)	\$28.35	\$2,253.13	\$4,506.25	\$54,075.12
3 (maximum)	\$29.76	\$2,365.40	\$4,730.79	\$56,769.60
Heritage Coordinator	Housing Facilitator	Land Administrator		
Research Appraiser	Senior Planner I			



**CUPE 59 Schedule 1 (40 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 01**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 6 mo.)	\$9.79	\$849.24	\$1,698.47	\$20,381.76
2 (2nd 6 mo.)	\$10.98	\$951.72	\$1,903.44	\$22,841.28
3 (2nd 12 mo.)	\$11.52	\$999.10	\$1,998.20	\$23,978.40
4 (maximum)	\$12.08	\$1,047.51	\$2,095.02	\$25,140.24

Sales Clerk

Stage Door Attendant

**Grade 02**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 6 mo.)	\$11.91	\$1,033.09	\$2,066.18	\$24,794.16
2 (2nd 6 mo.)	\$12.47	\$1,080.99	\$2,161.97	\$25,943.76
3 (2nd 12 mo.)	\$13.04	\$1,130.94	\$2,261.88	\$27,142.56
4 (maximum)	\$13.29	\$1,152.06	\$2,304.11	\$27,649.44

Switchboard Operator

**Grade 03**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 6 mo.)	\$13.47	\$1,168.02	\$2,336.04	\$28,032.48
2 (2nd 6 mo.)	\$13.80	\$1,196.35	\$2,392.69	\$28,712.40
3 (2nd 12 mo.)	\$14.12	\$1,224.16	\$2,448.31	\$29,379.84
4 (maximum)	\$14.44	\$1,251.97	\$2,503.93	\$30,047.28

Assistant Box Office Supervisor

Cashier Secretary

Golf Course Assistant

**Grade 04**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$14.81	\$1,284.41	\$2,568.82	\$30,825.84
2 (2nd 12 mo.)	\$15.12	\$1,310.68	\$2,621.35	\$31,456.32
3 (maximum)	\$15.44	\$1,339.00	\$2,678.00	\$32,136.00

Building Custodian II

Engineering Assistant I

Storekeeper I

**Grade 05**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$15.77	\$1,367.33	\$2,734.65	\$32,815.92
2 (2nd 12 mo.)	\$16.10	\$1,396.17	\$2,792.33	\$33,508.08
3 (maximum)	\$16.41	\$1,422.43	\$2,844.86	\$34,138.32

Building Custodian III

Mechanic's Helper

Storekeeper II

**CUPE 59 Schedule 1 (40 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$16.79	\$1,455.39	\$2,910.78	\$34,929.36
2 (2nd 12 mo.)	\$17.13	\$1,485.26	\$2,970.52	\$35,646.24
3 (maximum)	\$17.41	\$1,509.47	\$3,018.93	\$36,227.28
Box Office Supervisor                      Building Operator I                      Storekeeper III				

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$17.64	\$1,529.04	\$3,058.07	\$36,696.96
2 (2nd 12 mo.)	\$18.11	\$1,569.72	\$3,139.44	\$37,673.28
3 (maximum)	\$18.58	\$1,610.92	\$3,221.84	\$38,662.08
Building Operator II                      Engineering Assistant III				

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$18.64	\$1,615.56	\$3,231.11	\$38,773.44
2 (2nd 12 mo.)	\$19.09	\$1,655.21	\$3,310.42	\$39,725.04
3 (maximum)	\$19.62	\$1,700.53	\$3,401.06	\$40,812.72
Engineering Assistant II                      Roadway Activity Coordinator				

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$19.65	\$1,703.11	\$3,406.21	\$40,874.64
2 (2nd 12 mo.)	\$20.19	\$1,749.97	\$3,499.94	\$41,999.28
3 (maximum)	\$20.76	\$1,799.93	\$3,599.85	\$43,198.32
Assistant Field Staff Supervisor				

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$20.80	\$1,803.53	\$3,607.06	\$43,284.72
2 (2nd 12 mo.)	\$21.34	\$1,850.40	\$3,700.79	\$44,409.60
3 (maximum)	\$21.92	\$1,899.84	\$3,799.67	\$45,596.16
Community Consultant                      Road Rating Supervisor				

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$21.97	\$1,904.47	\$3,808.94	\$45,707.28
2 (2nd 12 mo.)	\$22.45	\$1,946.19	\$3,892.37	\$46,708.56
3 (maximum)	\$22.98	\$1,992.02	\$3,984.04	\$47,808.48
Engineering Assistant IV                      Site Administrator				

**CUPE 59 Schedule 2 (40 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$8.84	\$766.83	\$1,533.66	\$18,403.92
Activity Leader	Cashier		Checker	
Rink Attendant				

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$9.19	\$797.18	\$1,594.36	\$19,132.32
Child Care Worker				

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$9.80	\$849.85	\$1,699.70	\$20,396.40
Cashier-Receptionist	Child Care Supervisor		Summer Program Leader	

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$9.76	\$846.28	\$1,692.56	\$20,310.72
2 (maximum)	\$9.97	\$864.13	\$1,728.26	\$20,739.12
Lifeguard				

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$10.03	\$869.49	\$1,738.98	\$20,867.76
Guest Services Attendant				

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$10.30	\$892.70	\$1,785.40	\$21,424.80
2 (2nd 6 mo.)	\$11.00	\$953.40	\$1,906.80	\$22,881.60
3 (maximum)	\$11.27	\$977.51	\$1,955.02	\$23,460.24
Box Office Staff	Guest Services Supervisor			

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$11.36	\$984.65	\$1,969.30	\$23,631.60
2 (maximum)	\$12.86	\$1,114.98	\$2,229.96	\$26,759.52
Aquatic Technician	Ride Operator			

**CUPE 59 Schedule 2 (40 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 08**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 520 hr.)	\$8.50	\$736.70	\$1,473.40	\$17,680.80
2 (521 to 2080 hr.)	\$9.25	\$801.70	\$1,603.40	\$19,240.80
3 (maximum)	\$10.01	\$867.57	\$1,735.14	\$20,821.68

Event Attendant

**Grade 09**

Step	Hourly	Pay Period	Monthly	Annual
1 (maximum)	\$15.43	\$1,338.16	\$2,676.32	\$32,115.84

Duty Manager

Inventory Control Clerk

**Grade 10**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$11.37	\$985.54	\$1,971.08	\$23,652.96
2 (2nd 12 mo.)	\$12.64	\$1,096.24	\$2,192.48	\$26,309.76
3 (maximum)	\$13.94	\$1,208.72	\$2,417.44	\$29,009.28

Building Custodian I

**Grade 11**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$12.63	\$1,095.34	\$2,190.68	\$26,288.16
2 (2nd 12 mo.)	\$13.49	\$1,169.44	\$2,338.88	\$28,066.56
3 (3rd 12 mo.)	\$14.43	\$1,250.67	\$2,501.34	\$30,016.08
4 (4th 12 mo.)	\$15.40	\$1,335.48	\$2,670.96	\$32,051.52
5 (maximum)	\$16.45	\$1,426.54	\$2,853.08	\$34,236.96

Recreation Technician I

**Grade 12**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$17.31	\$1,500.63	\$3,001.26	\$36,015.12
2 (2nd 12 mo.)	\$17.62	\$1,527.41	\$3,054.82	\$36,657.84
3 (maximum)	\$17.94	\$1,555.09	\$3,110.18	\$37,322.16

Maintenanceperson

**Grade 13**

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$15.26	\$1,322.98	\$2,645.96	\$31,751.52
2 (2nd 12 mo.)	\$16.01	\$1,388.15	\$2,776.30	\$33,315.60
3 (3rd 12 mo.)	\$16.80	\$1,456.89	\$2,913.78	\$34,965.36
4 (4th 12 mo.)	\$17.62	\$1,527.41	\$3,054.82	\$36,657.84
5 (maximum)	\$18.49	\$1,603.29	\$3,206.58	\$38,478.96

Fitness Specialist

Recreation Technician II

**CUPE 59 Schedule 3 (40 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$12.25	\$1,062.31	\$2,124.62	\$25,495.44
2 (maximum)	\$14.33	\$1,242.64	\$2,485.28	\$29,823.36

Labourer

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$15.00	\$1,300.67	\$2,601.34	\$31,216.08

Operator I

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$15.72	\$1,363.15	\$2,726.30	\$32,715.60

Facility Attendant I

Parks Technician I

Utilityperson

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$16.43	\$1,424.75	\$2,849.50	\$34,194.00

Coliseum Operator

Operator II

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$17.21	\$1,491.70	\$2,983.40	\$35,800.80

Operator III

Parks Technician II

Pest Management Technician

Zoo Keeper

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$18.00	\$1,560.44	\$3,120.88	\$37,450.56

Assistant Supervisor

Facility Attendant II

Pruner

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$18.03	\$1,563.12	\$3,126.24	\$37,514.88

Painter

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$18.85	\$1,634.54	\$3,269.08	\$39,228.96

Greenskeeper

Supervisor

**CUPE 59 Schedule 3 (40 hr./wk.)**  
**Effective: January 1, 2001 To December 31, 2001**

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$19.24	\$1,667.57	\$3,335.14	\$40,021.68
Auto Mechanic Welder	Locksmith		Pest Management Supervisor	

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$20.90	\$1,812.18	\$3,624.36	\$43,492.32
Auto Mechanic Supervisor	Carpenter		Industrial Mechanic	

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$22.04	\$1,910.38	\$3,820.76	\$45,849.12
Electrician	Plumber			

**Grade 12**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$24.73	\$2,143.38	\$4,286.76	\$51,441.12
Project Officer				

**Grade 13**

Not Currently Used

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$11.00	\$874.71	\$1,749.42	\$20,993.04
2 (2nd 6 mo.)	\$12.33	\$980.27	\$1,960.54	\$23,526.48
3 (2nd 12 mo.)	\$12.95	\$1,029.08	\$2,058.15	\$24,697.92
4 (maximum)	\$13.57	\$1,078.94	\$2,157.87	\$25,894.56

Clerk I

Clerk-Steno I

Client Services Attendant

Mailroom Clerk

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$13.39	\$1,064.09	\$2,128.17	\$25,538.16
2 (2nd 6 mo.)	\$14.01	\$1,113.42	\$2,226.83	\$26,722.08
3 (2nd 12 mo.)	\$14.65	\$1,164.87	\$2,329.74	\$27,956.88
4 (maximum)	\$14.93	\$1,186.62	\$2,373.23	\$28,478.88

Clerk II

Clerk-Steno II

Data Entry Operator I

Mailroom Coordinator

Program Guide

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$15.14	\$1,203.06	\$2,406.12	\$28,873.44
2 (2nd 6 mo.)	\$15.50	\$1,232.24	\$2,464.47	\$29,573.76
3 (2nd 12 mo.)	\$15.86	\$1,260.88	\$2,521.76	\$30,261.12
4 (maximum)	\$16.22	\$1,289.53	\$2,579.05	\$30,948.72

Clerk III

Clerk-Steno III

Drafting Technician

Printing Services Operator

Programming Assistant

Receptionist/Sales

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$16.64	\$1,322.94	\$2,645.88	\$31,750.56
2 (2nd 12 mo.)	\$16.98	\$1,350.00	\$2,699.99	\$32,400.00
3 (maximum)	\$17.35	\$1,379.17	\$2,758.34	\$33,100.08

Accounting Clerk I

Assistant Store Supervisor

Clerk IV

Clerk-Steno IV

CPIC Operator I

Customer Service Cashier

Data Entry Operator II

Information and Design Assistant

Museum Technician

Preparator I

Software Support Technician

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$17.72	\$1,408.35	\$2,816.69	\$33,800.40
2 (2nd 12 mo.)	\$18.09	\$1,438.05	\$2,876.10	\$34,513.20
3 (maximum)	\$18.43	\$1,465.11	\$2,930.21	\$35,162.64
Aboriginal Resource Officer	Buyer I		Clerk V	
Communication Assistant	Computer Operator		CPIC Operator II	
Curatorial Assistant	Customer Service Representative		Education Assistant	
Extension Assistant	Meter Reader		Paralegal I	
Preparator II	Records Technician		Registration Assistant	
Resource Centre Assistant	Traffic Studies Assistant			

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$18.86	\$1,499.05	\$2,998.10	\$35,977.20
2 (2nd 12 mo.)	\$19.25	\$1,529.82	\$3,059.64	\$36,715.68
3 (maximum)	\$19.56	\$1,554.75	\$3,109.50	\$37,314.00
Accounting Clerk II	Assessor I		By-law Inspector	
Clerk VI	CPIC Operator III		Development Officer I	
Inventory Analyst	Parking Meter Technician		Sales Coordinator	
Traffic System Operator				

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$19.82	\$1,574.91	\$3,149.81	\$37,797.84
2 (2nd 12 mo.)	\$20.34	\$1,616.81	\$3,233.62	\$38,803.44
3 (maximum)	\$20.88	\$1,659.25	\$3,318.50	\$39,822.00
Accounting Clerk III	Assessor II		Assistant Director, Victim Services	
Clerk VII	Customer Services Supervisor		Educator	
Extension Coordinator	Landscape Architect's Assistant		Marketing Coordinator	
Paralegal II	Plan Circulation Coordinator		Planning Technologist I	
Registrar	Store Supervisor		Systems Support Technician	
Traffic Operations Technologist				

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$20.94	\$1,664.02	\$3,328.04	\$39,936.48
2 (2nd 12 mo.)	\$21.45	\$1,704.87	\$3,409.73	\$40,916.88
3 (maximum)	\$22.04	\$1,751.55	\$3,503.09	\$42,037.20
Assessor III	Buyer II		Clerk VIII	
Development Officer II	Drafting Technician IV		Drafting Technologist I	
G.I.S. Technologist	Planning Technologist II		Programmer Analyst I	



**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$22.07	\$1,754.20	\$3,508.40	\$42,100.80
2 (2nd 12 mo.)	\$22.68	\$1,802.47	\$3,604.94	\$43,259.28
3 (maximum)	\$23.33	\$1,853.93	\$3,707.85	\$44,494.32
Assessor IV	Associate Curator		Building Inspector	
Clerk IX	Design Assistant I		Drafting Technologist II	
Operations Analyst	Planner I		Plumbing Inspector	
Programmer Analyst II				

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$23.37	\$1,857.64	\$3,715.27	\$44,583.36
2 (2nd 12 mo.)	\$23.98	\$1,905.91	\$3,811.81	\$45,741.84
3 (maximum)	\$24.62	\$1,956.83	\$3,913.66	\$46,963.92
Clerk X	Computer Operations Supervisor		Development Officer III	
G I S Design Analyst	Landscape Architect		Payroll Supervisor	
Permit Supervisor	Planner II		Programmer Analyst III	
Records Management Coordinator	Senior Building Inspector		Senior Buyer	

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$24.68	\$1,961.61	\$3,923.21	\$47,078.64
2 (2nd 12 mo.)	\$25.22	\$2,004.57	\$4,009.14	\$48,109.68
3 (maximum)	\$25.82	\$2,051.78	\$4,103.56	\$49,242.72
Assessor V	Clerk XI		Design Assistant II	
Drafting Supervisor	Engineering Assistant IV		Planner III	
Senior Plumbing Inspector				

**Grade 12**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$25.53	\$2,028.97	\$4,057.94	\$48,695.28
2 (2nd 12 mo.)	\$26.10	\$2,074.06	\$4,148.12	\$49,777.44
3 (maximum)	\$26.64	\$2,117.56	\$4,235.11	\$50,821.44
Accountant	Archivist		Interior Designer	
Methods Analyst	Research Coordinator			

**Grade 13**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$27.22	\$2,163.18	\$4,326.35	\$51,916.32
Art Class Instructor				

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 14**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$25.62	\$2,035.87	\$4,071.73	\$48,860.88
2 (2nd 12 mo.)	\$26.88	\$2,136.12	\$4,272.24	\$51,266.88
3 (maximum)	\$28.25	\$2,245.40	\$4,490.79	\$53,889.60
Land Development Coordinator	Leadership Development Facilitator	Senior Commercial Assessor		
Senior Residential Assessor	Systems Analyst			

**Grade 15**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$27.81	\$2,209.86	\$4,419.71	\$53,036.64
2 (2nd 12 mo.)	\$29.20	\$2,320.72	\$4,641.44	\$55,697.28
3 (maximum)	\$30.66	\$2,436.36	\$4,872.71	\$58,472.64
Heritage Coordinator	Housing Facilitator	Land Administrator		
Research Appraiser	Senior Planner I			

**CUPE 59 Schedule 1 (40 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$10.09	\$874.71	\$1,749.42	\$20,993.04
2 (2nd 6 mo.)	\$11.31	\$980.27	\$1,960.54	\$23,526.48
3 (2nd 12 mo.)	\$11.87	\$1,029.08	\$2,058.15	\$24,697.92
4 (maximum)	\$12.44	\$1,078.94	\$2,157.87	\$25,894.56

Sales Clerk

Stage Door Attendant

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$12.27	\$1,064.09	\$2,128.17	\$25,538.16
2 (2nd 6 mo.)	\$12.84	\$1,113.42	\$2,226.83	\$26,722.08
3 (2nd 12 mo.)	\$13.44	\$1,164.87	\$2,329.74	\$27,956.88
4 (maximum)	\$13.69	\$1,186.62	\$2,373.23	\$28,478.88

Switchboard Operator

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$13.88	\$1,203.06	\$2,406.12	\$28,873.44
2 (2nd 6 mo.)	\$14.21	\$1,232.24	\$2,464.47	\$29,573.76
3 (2nd 12 mo.)	\$14.54	\$1,260.88	\$2,521.76	\$30,261.12
4 (maximum)	\$14.87	\$1,289.53	\$2,579.05	\$30,948.72

Assistant Box Office Supervisor

Cashier Secretary

Golf Course Assistant

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$15.26	\$1,322.94	\$2,645.88	\$31,750.56
2 (2nd 12 mo.)	\$15.57	\$1,350.00	\$2,699.99	\$32,400.00
3 (maximum)	\$15.91	\$1,379.17	\$2,758.34	\$33,100.08

Building Custodian II

Engineering Assistant I

Storekeeper I

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$16.24	\$1,408.35	\$2,816.69	\$33,800.40
2 (2nd 12 mo.)	\$16.59	\$1,438.05	\$2,876.10	\$34,513.20
3 (maximum)	\$16.90	\$1,465.11	\$2,930.21	\$35,162.64

Building Custodian III

Mechanic's Helper

Storekeeper II

**CUPE 59 Schedule 1 (40 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$17.29	\$1,499.05	\$2,998.10	\$35,977.20
2 (2nd 12 mo.)	\$17.65	\$1,529.82	\$3,059.64	\$36,715.68
3 (maximum)	\$17.93	\$1,554.75	\$3,109.50	\$37,314.00
Box Office Supervisor                      Building Operator I                      Storekeeper III				

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$18.17	\$1,574.91	\$3,149.81	\$37,797.84
2 (2nd 12 mo.)	\$18.65	\$1,616.81	\$3,233.62	\$38,803.44
3 (maximum)	\$19.14	\$1,659.25	\$3,318.50	\$39,822.00
Building Operator II                      Engineering Assistant III				

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$19.19	\$1,664.02	\$3,328.04	\$39,936.48
2 (2nd 12 mo.)	\$19.67	\$1,704.87	\$3,409.73	\$40,916.88
3 (maximum)	\$20.20	\$1,751.55	\$3,503.09	\$42,037.20
Engineering Assistant II                      Roadway Activity Coordinator				

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$20.23	\$1,754.20	\$3,508.40	\$42,100.80
2 (2nd 12 mo.)	\$20.79	\$1,802.47	\$3,604.94	\$43,259.28
3 (maximum)	\$21.39	\$1,853.93	\$3,707.85	\$44,494.32
Assistant Field Staff Supervisor				

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$21.43	\$1,857.64	\$3,715.27	\$44,583.36
2 (2nd 12 mo.)	\$21.99	\$1,905.91	\$3,811.81	\$45,741.84
3 (maximum)	\$22.57	\$1,956.83	\$3,913.66	\$46,963.92
Community Consultant                      Road Rating Supervisor				

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$22.63	\$1,961.61	\$3,923.21	\$47,078.64
2 (2nd 12 mo.)	\$23.12	\$2,004.57	\$4,009.14	\$48,109.68
3 (maximum)	\$23.67	\$2,051.78	\$4,103.56	\$49,242.72
Engineering Assistant IV                      Site Administrator				

**CUPE 59 Schedule 2 (40 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$9.11	\$789.83	\$1,579.66	\$18,955.92
Activity Leader	Cashier		Checker	
Rink Attendant				

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$9.47	\$821.09	\$1,642.18	\$19,706.16
Child Care Worker				

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$10.09	\$875.35	\$1,750.70	\$21,008.40
Cashier-Receptionist	Child Care Supervisor		Summer Program Leader	

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$10.05	\$871.67	\$1,743.34	\$20,920.08
2 (maximum)	\$10.26	\$890.06	\$1,780.12	\$21,361.44
Lifeguard				

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$10.33	\$895.58	\$1,791.16	\$21,493.92
Guest Services Attendant				

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$10.60	\$919.48	\$1,838.96	\$22,067.52
2 (2nd 6 mo.)	\$11.33	\$982.01	\$1,964.02	\$23,568.24
3 (maximum)	\$11.61	\$1,006.84	\$2,013.68	\$24,164.16
Box Office Staff	Guest Services Supervisor			

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$11.70	\$1,014.19	\$2,028.38	\$24,340.56
2 (maximum)	\$13.25	\$1,148.43	\$2,296.86	\$27,562.32
Aquatic Technician	Ride Operator			

**CUPE 59 Schedule 2 (40 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 520 hr.)	\$8.75	\$758.80	\$1,517.60	\$18,211.20
2 (521 to 2080 hr.)	\$9.52	\$825.75	\$1,651.50	\$19,818.00
3 (maximum)	\$10.31	\$893.59	\$1,787.18	\$21,446.16

Event Attendant

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$15.90	\$1,378.30	\$2,756.60	\$33,079.20

Duty Manager

Inventory Control Clerk

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$11.71	\$1,015.11	\$2,030.22	\$24,362.64
2 (2nd 12 mo.)	\$13.02	\$1,129.13	\$2,258.26	\$27,099.12
3 (maximum)	\$14.36	\$1,244.98	\$2,489.96	\$29,879.52

Building Custodian I

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$13.01	\$1,128.20	\$2,256.40	\$27,076.80
2 (2nd 12 mo.)	\$13.89	\$1,204.52	\$2,409.04	\$28,908.48
3 (3rd 12 mo.)	\$14.86	\$1,288.19	\$2,576.38	\$30,916.56
4 (4th 12 mo.)	\$15.87	\$1,375.55	\$2,751.10	\$33,013.20
5 (maximum)	\$16.95	\$1,469.33	\$2,938.66	\$35,263.92

Recreation Technician I

**Grade 12**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$17.83	\$1,545.65	\$3,091.30	\$37,095.60
2 (2nd 12 mo.)	\$18.15	\$1,573.23	\$3,146.46	\$37,757.52
3 (maximum)	\$18.48	\$1,601.74	\$3,203.48	\$38,441.76

Maintenanceperson

**Grade 13**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$15.72	\$1,362.67	\$2,725.34	\$32,704.08
2 (2nd 12 mo.)	\$16.49	\$1,429.79	\$2,859.58	\$34,314.96
3 (3rd 12 mo.)	\$17.31	\$1,500.60	\$3,001.20	\$36,014.40
4 (4th 12 mo.)	\$18.15	\$1,573.23	\$3,146.46	\$37,757.52
5 (maximum)	\$19.05	\$1,651.39	\$3,302.78	\$39,633.36

Fitness Specialist

Recreation Technician II

**CUPE 59 Schedule 3 (40 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$12.62	\$1,094.18	\$2,188.36	\$26,260.32
2 (maximum)	\$14.76	\$1,279.92	\$2,559.84	\$30,718.08

Labourer

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$15.45	\$1,339.68	\$2,679.36	\$32,152.32

Operator I

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$16.19	\$1,404.05	\$2,808.10	\$33,697.20

Facility Attendant I

Parks Technician I

Utilityperson

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$16.93	\$1,467.50	\$2,935.00	\$35,220.00

Coliseum Operator

Operator II

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$17.72	\$1,536.45	\$3,072.90	\$36,874.80

Operator III

Parks Technician II

Pest Management Technician

Zoo Keeper

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$18.54	\$1,607.25	\$3,214.50	\$38,574.00

Assistant Supervisor

Facility Attendant II

Pruner

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$18.57	\$1,610.02	\$3,220.04	\$38,640.48

Painter

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$19.42	\$1,683.57	\$3,367.14	\$40,405.68

Greenskeeper

Supervisor

**CUPE 59 Schedule 3 (40 hr./wk.)**  
**Effective: January 1, 2002 To December 31, 2002**

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$19.81	\$1,717.59	\$3,435.18	\$41,222.16
Auto Mechanic	Pest Management Supervisor		Welder	

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$21.53	\$1,866.55	\$3,733.10	\$44,797.20
Auto Mechanic Supervisor	Carpenter		Industrial Mechanic	
Trades Staff				

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$22.70	\$1,967.70	\$3,935.40	\$47,224.80
Electrician	Maintenance Support Officer		Plumber	

**Grade 12**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$25.47	\$2,207.68	\$4,415.36	\$52,984.32
Project Officer				

**Grade 13**

Not Currently Used



**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$11.33	\$900.95	\$1,801.90	\$21,622.80
2 (2nd 6 mo.)	\$12.70	\$1,009.68	\$2,019.36	\$24,232.32
3 (2nd 12 mo.)	\$13.33	\$1,059.95	\$2,119.89	\$25,438.80
4 (maximum)	\$13.98	\$1,111.31	\$2,222.61	\$26,671.44

Clerk I

Clerk-Steno I

Client Services Attendant

Mailroom Clerk

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$13.79	\$1,096.01	\$2,192.02	\$26,304.24
2 (2nd 6 mo.)	\$14.43	\$1,146.82	\$2,293.63	\$27,523.68
3 (2nd 12 mo.)	\$15.09	\$1,199.82	\$2,399.63	\$28,795.68
4 (maximum)	\$15.38	\$1,222.22	\$2,444.43	\$29,333.28

Clerk II

Clerk-Steno II

Data Entry Operator I

Mailroom Coordinator

Program Guide

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$15.59	\$1,239.15	\$2,478.30	\$29,739.60
2 (2nd 6 mo.)	\$15.97	\$1,269.20	\$2,538.40	\$30,460.80
3 (2nd 12 mo.)	\$16.34	\$1,298.71	\$2,597.41	\$31,169.04
4 (maximum)	\$16.71	\$1,328.21	\$2,656.42	\$31,877.04

Clerk III

Clerk-Steno III

Drafting Technician

Printing Services Operator

Programming Assistant

Receptionist/Sales

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$17.14	\$1,362.63	\$2,725.26	\$32,703.12
2 (2nd 12 mo.)	\$17.49	\$1,390.50	\$2,780.99	\$33,372.00
3 (maximum)	\$17.87	\$1,420.55	\$2,841.09	\$34,093.20

Accounting Clerk I

Assistant Store Supervisor

Clerk IV

Clerk-Steno IV

CPIC Operator I

Customer Service Cashier

Data Entry Operator II

Information and Design Assistant

Museum Technician

Preparator I

Software Support Technician

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$18.25	\$1,450.60	\$2,901.19	\$34,814.40
2 (2nd 12 mo.)	\$18.64	\$1,481.19	\$2,962.38	\$35,548.56
3 (maximum)	\$18.99	\$1,509.06	\$3,018.12	\$36,217.44
Aboriginal Resource Officer	Buyer I		Clerk V	
Communication Assistant	Computer Operator		CPIC Operator II	
Curatorial Assistant	Customer Service Representative		Education Assistant	
Extension Assistant	Meter Reader		Paralegal I	
Preparator II	Records Technician		Registration Assistant	
Resource Centre Assistant	Traffic Studies Assistant			

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$19.43	\$1,544.02	\$3,088.04	\$37,056.48
2 (2nd 12 mo.)	\$19.83	\$1,575.72	\$3,151.43	\$37,817.28
3 (maximum)	\$20.15	\$1,601.40	\$3,202.79	\$38,433.60
Accounting Clerk II	Assessor I		By-law Inspector	
Clerk VI	CPIC Operator III		Development Officer I	
Inventory Analyst	Parking Meter Technician		Sales Coordinator	
Traffic System Operator				

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$20.41	\$1,622.15	\$3,244.30	\$38,931.60
2 (2nd 12 mo.)	\$20.95	\$1,665.32	\$3,330.63	\$39,967.68
3 (maximum)	\$21.50	\$1,709.03	\$3,418.06	\$41,016.72
Accounting Clerk III	Assessor II		Assistant Director, Victim Services	
Clerk VII	Customer Services Supervisor		Educator	
Extension Coordinator	Landscape Architect's Assistant		Marketing Coordinator	
Paralegal II	Plan Circulation Coordinator		Planning Technologist I	
Registrar	Store Supervisor		Systems Support Technician	
Traffic Operations Technologist				

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$21.56	\$1,713.94	\$3,427.88	\$41,134.56
2 (2nd 12 mo.)	\$22.09	\$1,756.01	\$3,512.02	\$42,144.24
3 (maximum)	\$22.70	\$1,804.09	\$3,608.18	\$43,298.16
Assessor III	Buyer II		Clerk VIII	
Development Officer II	Drafting Technician IV		Drafting Technologist I	
G.I.S. Technologist	Planning Technologist II		Programmer Analyst I	

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$22.73	\$1,806.83	\$3,613.65	\$43,363.92
2 (2nd 12 mo.)	\$23.36	\$1,856.55	\$3,713.09	\$44,557.20
3 (maximum)	\$24.03	\$1,909.55	\$3,819.09	\$45,829.20
Assessor IV	Associate Curator		Building Inspector	
Clerk IX	Design Assistant I		Drafting Technologist II	
Operations Analyst	Planner I		Plumbing Inspector	
Programmer Analyst II				

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$24.07	\$1,913.37	\$3,826.73	\$45,920.88
2 (2nd 12 mo.)	\$24.70	\$1,963.08	\$3,926.16	\$47,113.92
3 (maximum)	\$25.36	\$2,015.54	\$4,031.07	\$48,372.96
Clerk X	Computer Operations Supervisor		Development Officer III	
G I S Design Analyst	Landscape Architect		Payroll Supervisor	
Permit Supervisor	Planner II		Programmer Analyst III	
Records Management Coordinator	Senior Building Inspector		Senior Buyer	

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$25.42	\$2,020.46	\$4,040.91	\$48,491.04
2 (2nd 12 mo.)	\$25.98	\$2,064.71	\$4,129.41	\$49,553.04
3 (maximum)	\$26.59	\$2,113.34	\$4,226.67	\$50,720.16
Assessor V	Clerk XI		Design Assistant II	
Drafting Supervisor	Engineering Assistant IV		Planner III	
Senior Plumbing Inspector				

**Grade 12**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$26.30	\$2,089.84	\$4,179.68	\$50,156.16
2 (2nd 12 mo.)	\$26.88	\$2,136.28	\$4,272.56	\$51,270.72
3 (maximum)	\$27.44	\$2,181.08	\$4,362.16	\$52,345.92
Accountant	Archivist		Interior Designer	
Methods Analyst	Research Coordinator			

**Grade 13**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$28.04	\$2,228.07	\$4,456.14	\$53,473.68
Art Class Instructor				

**CUPE 59 Schedule 1 (36.67 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 14**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$26.38	\$2,096.94	\$4,193.88	\$50,326.56
2 (2nd 12 mo.)	\$27.68	\$2,200.21	\$4,400.41	\$52,805.04
3 (maximum)	\$29.10	\$2,312.76	\$4,625.51	\$55,506.24
Land Development Coordinator	Leadership Development Facilitator	Senior Commercial Assessor		
Senior Residential Assessor	Systems Analyst			

**Grade 15**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$28.64	\$2,276.15	\$4,552.30	\$54,627.60
2 (2nd 12 mo.)	\$30.08	\$2,390.34	\$4,780.68	\$57,368.16
3 (maximum)	\$31.58	\$2,509.45	\$5,018.89	\$60,226.80
Heritage Coordinator	Housing Facilitator	Land Administrator		
Research Appraiser	Senior Planner I			

**CUPE 59 Schedule 1 (40 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$10.39	\$900.95	\$1,801.90	\$21,622.80
2 (2nd 6 mo.)	\$11.64	\$1,009.68	\$2,019.36	\$24,232.32
3 (2nd 12 mo.)	\$12.22	\$1,059.95	\$2,119.89	\$25,438.80
4 (maximum)	\$12.82	\$1,111.31	\$2,222.61	\$26,671.44

Sales Clerk

Stage Door Attendant

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$12.64	\$1,096.01	\$2,192.02	\$26,304.24
2 (2nd 6 mo.)	\$13.23	\$1,146.82	\$2,293.63	\$27,523.68
3 (2nd 12 mo.)	\$13.84	\$1,199.82	\$2,399.63	\$28,795.68
4 (maximum)	\$14.10	\$1,222.22	\$2,444.43	\$29,333.28

Switchboard Operator

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$14.29	\$1,239.15	\$2,478.30	\$29,739.60
2 (2nd 6 mo.)	\$14.64	\$1,269.20	\$2,538.40	\$30,460.80
3 (2nd 12 mo.)	\$14.98	\$1,298.71	\$2,597.41	\$31,169.04
4 (maximum)	\$15.32	\$1,328.21	\$2,656.42	\$31,877.04

Assistant Box Office Supervisor

Cashier Secretary

Golf Course Assistant

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$15.72	\$1,362.63	\$2,725.26	\$32,703.12
2 (2nd 12 mo.)	\$16.04	\$1,390.50	\$2,780.99	\$33,372.00
3 (maximum)	\$16.39	\$1,420.55	\$2,841.09	\$34,093.20

Building Custodian II

Engineering Assistant I

Storekeeper I

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$16.73	\$1,450.60	\$2,901.19	\$34,814.40
2 (2nd 12 mo.)	\$17.09	\$1,481.19	\$2,962.38	\$35,548.56
3 (maximum)	\$17.41	\$1,509.06	\$3,018.12	\$36,217.44

Building Custodian III

Mechanic's Helper

Storekeeper II

**CUPE 59 Schedule 1 (40 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$17.81	\$1,544.02	\$3,088.04	\$37,056.48
2 (2nd 12 mo.)	\$18.18	\$1,575.72	\$3,151.43	\$37,817.28
3 (maximum)	\$18.47	\$1,601.40	\$3,202.79	\$38,433.60
Box Office Supervisor                      Building Operator I                      Storekeeper III				

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$18.71	\$1,622.15	\$3,244.30	\$38,931.60
2 (2nd 12 mo.)	\$19.21	\$1,665.32	\$3,330.63	\$39,967.68
3 (maximum)	\$19.71	\$1,709.03	\$3,418.06	\$41,016.72
Building Operator II                      Engineering Assistant III				

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$19.77	\$1,713.94	\$3,427.88	\$41,134.56
2 (2nd 12 mo.)	\$20.26	\$1,756.01	\$3,512.02	\$42,144.24
3 (maximum)	\$20.81	\$1,804.09	\$3,608.18	\$43,298.16
Engineering Assistant II                      Roadway Activity Coordinator				

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$20.84	\$1,806.83	\$3,613.65	\$43,363.92
2 (2nd 12 mo.)	\$21.42	\$1,856.55	\$3,713.09	\$44,557.20
3 (maximum)	\$22.03	\$1,909.55	\$3,819.09	\$45,829.20
Assistant Field Staff Supervisor				

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$22.07	\$1,913.37	\$3,826.73	\$45,920.88
2 (2nd 12 mo.)	\$22.65	\$1,963.08	\$3,926.16	\$47,113.92
3 (maximum)	\$23.25	\$2,015.54	\$4,031.07	\$48,372.96
Community Consultant                      Road Rating Supervisor				

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$23.31	\$2,020.46	\$4,040.91	\$48,491.04
2 (2nd 12 mo.)	\$23.82	\$2,064.71	\$4,129.41	\$49,553.04
3 (maximum)	\$24.38	\$2,113.34	\$4,226.67	\$50,720.16
Engineering Assistant IV                      Site Administrator				

**CUPE 59 Schedule 2 (40 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$9.38	\$813.53	\$1,627.06	\$19,524.72
Activity Leader	Cashier		Checker	
Rink Attendant				

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$9.75	\$845.73	\$1,691.46	\$20,297.52
Child Care Worker				

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$10.40	\$901.61	\$1,803.22	\$21,638.64
Cashier-Receptionist	Child Care Supervisor		Summer Program Leader	

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$10.35	\$897.81	\$1,795.62	\$21,547.44
2 (maximum)	\$10.57	\$916.76	\$1,833.52	\$22,002.24
Lifeguard				

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$10.64	\$922.45	\$1,844.90	\$22,138.80
Guest Services Attendant				

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 6 mo.)	\$10.92	\$947.07	\$1,894.14	\$22,729.68
2 (2nd 6 mo.)	\$11.67	\$1,011.46	\$2,022.92	\$24,275.04
3 (maximum)	\$11.96	\$1,037.04	\$2,074.08	\$24,888.96
Box Office Staff	Guest Services Supervisor			

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$12.05	\$1,044.62	\$2,089.24	\$25,070.88
2 (maximum)	\$13.64	\$1,182.88	\$2,365.76	\$28,389.12
Aquatic Technician	Ride Operator			

## CUPE 59 Schedule 2 (40 hr./wk.)

**Effective: January 1, 2003 To December 31, 2003**

### **Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 520 hr.)	\$9.01	\$781.56	\$1,563.12	\$18,757.44
2 (521 to 2080 hr.)	\$9.81	\$850.52	\$1,701.04	\$20,412.48
3 (maximum)	\$10.61	\$920.40	\$1,840.80	\$22,089.60

Event Attendant

### **Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$16.38	\$1,419.65	\$2,839.30	\$34,071.60

Duty Manager

Inventory Control Clerk

### **Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$12.06	\$1,045.56	\$2,091.12	\$25,093.44
2 (2nd 12 mo.)	\$13.41	\$1,163.00	\$2,326.00	\$27,912.00
3 (maximum)	\$14.79	\$1,282.33	\$2,564.66	\$30,775.92

Building Custodian I

### **Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$13.40	\$1,162.05	\$2,324.10	\$27,889.20
2 (2nd 12 mo.)	\$14.31	\$1,240.66	\$2,481.32	\$29,775.84
3 (3rd 12 mo.)	\$15.30	\$1,326.84	\$2,653.68	\$31,844.16
4 (4th 12 mo.)	\$16.34	\$1,416.81	\$2,833.62	\$34,003.44
5 (maximum)	\$17.46	\$1,513.41	\$3,026.82	\$36,321.84

Recreation Technician I

### **Grade 12**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$18.36	\$1,592.02	\$3,184.04	\$38,208.48
2 (2nd 12 mo.)	\$18.69	\$1,620.43	\$3,240.86	\$38,890.32
3 (maximum)	\$19.03	\$1,649.79	\$3,299.58	\$39,594.96

Maintenanceperson

### **Grade 13**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$16.19	\$1,403.55	\$2,807.10	\$33,685.20
2 (2nd 12 mo.)	\$16.99	\$1,472.69	\$2,945.38	\$35,344.56
3 (3rd 12 mo.)	\$17.83	\$1,545.61	\$3,091.22	\$37,094.64
4 (4th 12 mo.)	\$18.69	\$1,620.43	\$3,240.86	\$38,890.32
5 (maximum)	\$19.62	\$1,700.93	\$3,401.86	\$40,822.32

Fitness Specialist

Recreation Technician II



**CUPE 59 Schedule 3 (40 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 01**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (1st 12 mo.)	\$13.00	\$1,127.00	\$2,254.00	\$27,048.00
2 (maximum)	\$15.21	\$1,318.31	\$2,636.62	\$31,639.44

Labourer

**Grade 02**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$15.92	\$1,379.87	\$2,759.74	\$33,116.88

Operator I

**Grade 03**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$16.68	\$1,446.17	\$2,892.34	\$34,708.08

Facility Attendant I

Parks Technician I

Utilityperson

**Grade 04**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$17.44	\$1,511.52	\$3,023.04	\$36,276.48

Coliseum Operator

Operator II

**Grade 05**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$18.25	\$1,582.54	\$3,165.08	\$37,980.96

Operator III

Parks Technician II

Pest Management Technician

Zoo Keeper

**Grade 06**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$19.10	\$1,655.47	\$3,310.94	\$39,731.28

Assistant Supervisor

Facility Attendant II

Pruner

**Grade 07**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$19.13	\$1,658.32	\$3,316.64	\$39,799.68

Painter

**Grade 08**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$20.00	\$1,734.08	\$3,468.16	\$41,617.92

Greenskeeper

Supervisor

**CUPE 59 Schedule 3 (40 hr./wk.)**  
**Effective: January 1, 2003 To December 31, 2003**

**Grade 09**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$20.41	\$1,769.12	\$3,538.24	\$42,458.88
Auto Mechanic	Pest Management Supervisor		Welder	

**Grade 10**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$22.18	\$1,922.55	\$3,845.10	\$46,141.20
Auto Mechanic Supervisor	Carpenter		Industrial Mechanic	
Trades Staff				

**Grade 11**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$23.38	\$2,026.73	\$4,053.46	\$48,641.52
Electrician	Maintenance Support Officer		Plumber	

**Grade 12**

<b>Step</b>	<b>Hourly</b>	<b>Pay Period</b>	<b>Monthly</b>	<b>Annual</b>
1 (maximum)	\$26.23	\$2,273.91	\$4,547.82	\$54,573.84
Project Officer				

**Grade 13**

Not Currently Used

**2001**  
**GUIDELINES FOR ADMINISTRATION**  
**OF**  
**C.U.P.E. SICK BANK**

1. a. Composition of Joint Committee

<u>Union</u>	<u>City</u>
Randy St. Denis (C.U.P.E. Local No. 59)	Ron Avant (Chair - Human Resources)
Merv Simonot (C.U.P.E. Local No. 47)	Tim Sedgewick (Utility Services)
Dave Siermachesky (C.U.P.E. Local No. 859)	Merv Sorensen (Public Works)

b. Administration

- (i) The Sick Bank Committee shall be responsible for:
  - managing
  - accounting
  - investing
  - reporting to members, and
  - administering
 the Sick Bank Fund.
- (ii) Utilizing the proper application form, all applications for benefits shall be submitted in writing to the Chair of the Committee for adjudication. Approval of benefits is determined by the Committee.
- (iii) All applications shall be processed through the Chairperson for all necessary payroll administration.
- (iv) Sick Bank Committee shall meet the third Wednesday of every month at 1:00 p.m. Emergency meetings may be held between meetings to adjudicate applications.
- (v) Minutes of the Committee's previous meeting will be adopted at the beginning of each Committee meeting.
- (vi) The employee contribution rate will be set each year by the Sick Bank Committee. At its December meeting, the Committee will set the rate for the next year based on the previous years' Sick Bank costs.

2. Employee Eligibility Standards

- a. Permanent employees - after twelve (12) months service as a permanent employee.
- b. Permanent "Seasonal" employees - provided such employee has accumulated twelve (12) months' service.
- c. Permanent part-time employees after twelve (12) months of accumulated time worked.



- d. An employee whose status changes from permanent seasonal to permanent, and has not yet qualified for benefits as a permanent employee, may use the time accumulated as a permanent seasonal employee to qualify for Sick Bank benefits.

3. Waiting Period

- a. Employees who have expended their sick credits and apply for credits from the Sick Leave Sick Bank shall be subject to a waiting period of ten (10) consecutive working days, or equivalent number of hours, following expiration of their sick credits, for each occasion of illness. They may, however, exercise the option of charging the ten (10) days against accumulated vacation entitlement, available banked time, or any combination of the above.
- b. Notwithstanding the foregoing, recurrences of the same illness or same disability for which credits from the Sick Bank have previously been granted, shall not be subject to the waiting period referred to in 3(a) above.

4. Doctor's Certificate

- a. Initial employee requests to draw from the Sick Bank shall be accompanied by a doctor's certificate outlining the nature of the illness and the probable length of absence.
- b. Employees on extended periods of benefit from the Sick Bank to have their cases reviewed by the Committee every thirty (30) days and, if required by the Committee, to supply further medical evidence from the attending physician, and/or a second medical opinion at the Committee's discretion.
- c. For employees requesting benefits due to their participation in the Employee and Family Assistance Program (EFAP), requests to the Sick Bank shall be accompanied by a letter from the EFAP Coordinator stating the severity of the illness and the probable length of absence. After receiving benefits from the bank for two (2) weeks, employees will be required to provide a medical update or second medical opinion.

All EFAP Sick Bank applications are subject to Sick Bank Guidelines. Failure to complete treatment programs will result in termination of Sick Bank benefits.

5. Mandatory Return to Work Program:

- a) employee must participate or risk termination of benefits;
- b) employer must make every reasonable effort to accommodate return to work;
- c) the accommodation may be full or part-time hours;
- d) every effort will be made to accommodate in the following order:
  - 1) modifications to own job;
  - 2) work in employee's own work area
  - 3) work in employee's bargaining unit
  - 4) work within CUPE Local 47, 59, or 859
  - 5) when work is available in own bargaining unit that the employee can do, the employee would return to his/her own local; provided that they are qualified for the position.
  - 6) employee will maintain pre-disability rate of pay (sick bank to top up any short-fall)

while working; will continue to receive sick bank benefits for hours not working.

6. Sick and Vacation Credits

Any sick leave credits or vacation entitlements are to be used by the end of the following March. No charge against the Sick Bank will be made in respect of any sick or vacation credits so taken.

7. Basis of Payment of Salary or Wages

- a. Employees drawing benefits from the Sick Bank shall be paid at seventy-five percent (75%) of the basic rate of pay which they would otherwise have been drawing had they not been drawing benefits, less:
  - (i) any required normal payroll deductions, including contributions to the General Superannuation Plan,
  - (ii) the amount of any other benefit payable to the employee, including CPP disability payments, as escalated, EI (1998) if applicable, etc., but not including any private and personal coverage; and,
  - (iii) employees will be required to apply (and appeal if necessary) for CPP disability benefits.
- b. Permanent part-time and permanent full-time employees who have worked a combination of permanent part-time and permanent full-time in the twelve (12) months immediately preceding disability, shall be paid benefits at seventy-five percent (75%) of the average gross monthly salary from that twelve (12) month period.
- c. Employees drawing Worker's Compensation in respect of an illness or injury will not be eligible to draw benefits from the Sick Bank for such illness or injury. If applications for both Sick Bank and Worker's Compensation are filed at the same time, benefits will be paid from Sick Bank only, until the Workers' Compensation claim is adjudicated.

8. Duration of Benefits

- a. Duration of benefits shall not exceed the amount of past accumulated service, calculated from the date of last entry into the Civic service.
- b. To be eligible to draw benefits from the Sick Bank during a period equivalent to the average time worked during the previous three (3) calendar years. The foregoing "equivalent period" to commence as of the commencement of employment in the then current year.

Example

Period of employment 1996 - May 1 - September 30 (103 working days)  
 Period of employment 1997 - April 1 - September 30 (125 working days)  
 Period of employment 1998 - June 1 - September 30 (88 working days)  
 (Average  $316 \div 3 = 105$  working days)

Employee would be eligible to draw benefits from the Sick Bank in accordance with these guidelines, during the one hundred and five (105) working days period commencing April 1, 1999. A working

day will not exceed eight (8) hours.



- c. Employee will no longer be eligible to receive benefits if unable to return to work, and;
  - is eligible for an unreduced pension from the general superannuation plan;
  - or
  - has a minimum of twenty-five (25) years of contributions in the Defined Contribution Plan for Seasonal and Non-Permanent part-time employees, and is eligible for an immediate conversion to pension.
- d. Eligible employees may continue to maintain group life, medi-optical, dental insurance on early retirement (employee would pay full premium), to age sixty-five (65).
- e. In cases of long-term illness of over six (6) months duration, the Committee may require the claimant to secure further medical evidence from the attending physician or, at the Committee's discretion, refer the claimant to a specialist in the field of medicine related to the disability suffered by the claimant for additional information required by the bank. Any costs incurred shall be the responsibility of the sick bank.
- f. Notwithstanding anything contained or implied in the foregoing, the Committee, in its discretion, may terminate or reduce a claimant's benefits from the Sick Bank at any time.

9. Superannuation

- a. Notwithstanding the provisions of clause 7 (a) above, employees whilst drawing benefits from the Sick Bank, shall be deemed, for superannuation calculation purposes only, to have been drawing pay at one hundred percent (100%) of the basic rate of pay to which they would otherwise have been entitled had they not been drawing benefits.
- b. The difference in employee contributions to the Superannuation Fund occasioned by the actual pay benefit referred to in clause 7 (a) above, and the deemed pay benefit referred to in clause 9 (a) above, shall come from the budgetary financial provision for the Sick Bank and the Sick Bank accumulation debited accordingly.

10. Other Income

An employee who engages in other gainful employment (either within or without the Civic service) while drawing benefits from the Sick Bank shall not be eligible to draw in total, from the other employment and the Sick Bank, a sum which exceeds that payable from the Sick Bank alone unless employee is participating in mandatory return to work to a maximum of one hundred percent (100%) of pre-disability salary. It is the employees' responsibility to apprise the City of the exact amount of other such earnings, and employee may be required to disclose Federal records of taxation for the previous calendar year.

11. Addictions

Providing an employee meets the required criteria for benefits from the Sick Bank, and becomes involved in a recognized addiction treatment program, as authorized by the Employee and Family Assistance Program Assessment/Treatment Resource, either as an inpatient or outpatient, the employee may be eligible for benefits from the Sick Bank. Progress reports shall be received on each claimant, and, should it be found that the claimant is not making the required effort for rehabilitation, then the Sick Bank Committee may, in its discretion, terminate the individual's benefits from the Sick Bank. Notwithstanding the foregoing, the ten (10) day waiting period will not be waived for reoccurrences.

12. a. Appeal Procedure

In the event of an adverse Committee decision on an individual's claim for benefits from the Sick Bank, the claimant may appeal the Committee's decision, either in person or, at the employees option, have the appeal made to the Committee by a member of the Union concerned, on his behalf.

Any appeal must be made to the Committee within thirty (30) days after the Committee's adverse decision.

b. Impasse

In the event of impasse, the matter in question shall be referred to a mutually agreed to third party not having an interest in the outcome. A hearing shall be convened to discuss the matter with both sides of the dispute. The decision of the third party shall be final and not subject to further appeal or grievance. Any costs associated with this procedure shall be paid by the sick bank.

13. Proper Financial Reports

The City shall provide to the Sick Bank Committee monthly and annual reports detailing the sources of funding and application of funds to claims paid in each period. Such reports shall be provided as soon as possible following the completion of the month's activities.

### **TERMS AND CONDITIONS OF REARRANGED WORK WEEK**

A schedule of rearranged work hours will be designed permitting accumulation of sufficient time such that employees will earn one day off following completion of fourteen (14) extended work days.

Every third (3<sup>rd</sup>) Friday will be designated as the earned day off, alternate arrangements may be made in accordance with this Memorandum of Agreement.

#### **I. APPLICATION AND EMPLOYEE ELIGIBILITY FOR PARTICIPATION**

- Application and participation will be restricted to designated employees presently working full-time hours (i.e. 36 2/3 or 40 hours per week, depending on position).
- Part-time and temporary employees who work less than full-time hours (36 2/3 or 40 hours per week, depending on the position) will be excluded from participation in the rearranged work week.
- Other specific exclusions as outlined.
- Where business requirements currently demand or if circumstances change in the future, employees participating in the rearranged work week will be placed on rotation schedules to facilitate continuance of service on all earned days off.
- Any changes to Part II of this Memorandum of Agreement shall be made by mutual agreement between the City and the Union.

**II. APPLICATION BY DEPARTMENT/SECTION WILL BE AS FOLLOWS:**

<u>BOARDS and COMMISSIONS</u>	<u>APPLICATION</u>	<u>EXCLUSIONS</u>	<u>DESIGNATED EARNED DAY OFF (EDO)</u>
Mendel Art Gallery	Yes	none	every third (3 <sup>rd</sup> ) Friday or rotation
Centennial Auditorium	Yes	none	every third (3 <sup>rd</sup> ) Friday or rotation
Saskatoon Police Service	Yes	Switchboard	every third (3 <sup>rd</sup> ) Friday or rotation
Saskatchewan Place	Yes	none	every third (3 <sup>rd</sup> ) Friday or rotation
Corporate Services Department	Yes	none	every third (3 <sup>rd</sup> ) Friday or rotation
Community Services Department	Yes	Golf Course Temp. summer staff Indoor Rinks Clerk at Forestry Farm	every third (3 <sup>rd</sup> ) Friday or rotation
Infrastructure Services Department	Yes	none	every third (3 <sup>rd</sup> ) Friday or rotation
Fire & Protective Services Department (EMO)	Yes	none	every third (3 <sup>rd</sup> ) Friday or rotation
City Clerk's	Yes	none	every third (3 <sup>rd</sup> ) Friday or rotation
Solicitor's	Yes	none	every third (3 <sup>rd</sup> ) Friday or rotation

\* Other than part-time and temporary employees working less than full-time hours.

### III. REARRANGED HOURS OF WORK

- Eligible employees currently working a thirty-six and two thirds (36 2/3) hour work week will be required to work fourteen (14) days over a three (3) week period at seven (7) hours and fifty-one (51) minutes per day. After completing fourteen (14) work days at extended hours within the three (3) week block, employees will be eligible for an earned day off designated by the specific application of the rearranged work week to their particular department/section.
- Eligible employees currently working a forty (40) hour work week will be required to work fourteen (14) days over a three (3) week period at eight (8) hours and thirty-four (34) minutes per day. After completing fourteen (14) work days at extended hours within the three (3) week block, employees will be eligible for an earned day off as designated by the specific application of the rearranged work week to their particular department/section.
- Earned days off may not be banked except as provided for in Clause IV, Paragraph 2.

### IV. OVERTIME PROVISIONS

Employees shall be paid overtime for time worked in excess of regular rearranged work hours. For example:

- Eligible employees currently on a thirty-six and two thirds (36 2/3) hour work week, eligible for overtime after working seven (7) hours and fifty-one (51) minutes in one day.
- Eligible employees currently on a forty (40) hour work week, eligible for overtime after working eight (8) hours and thirty-four (34) minutes in one day.

If circumstances arise such that an employee cannot take the scheduled earned day off because of operational restrictions, such day off shall be taken as per mutual agreement with the department manager and in that situation may be banked.

### V. VACATION LEAVE

- No additional entitlement shall accrue for vacation leave taken coincident with an earned day off.
- Employees will continue to be eligible for vacation according to contract provisions, with the following conversion to account for changes as a result of the rearranged work week.

Leave	No. of Entitlements	Days	Number of Hours	
			Current 36 2/3 hr. employees	Current 40 hr. employees
	1 week	5 days	36 2/3	40
	2 weeks	10 days	73 1/3	80
	3 weeks	15 days	110	120
	4 weeks	20 days	146 2/3	160
	5 weeks	25 days	183 1/3	200
	6 weeks	30 days	220	240

- Vacation leave will be calculated on the basis of the normal hours of work formerly required of each employee. Days off for vacation are therefore deleted from the calendar calculations in determining the number of additional days off an employee receives as a result of the rearranged work week. For example:

<u>Employee Vacation Leave Entitlement (weeks)</u>	<u>Potential Earned Days Off Per Year</u>
0	17.40
1	17.07
2	16.73
3	16.40
4	16.07
5	15.73
6	15.40

In other words, employees working under the rearranged work week will be required to work exactly the same number of hours annually as they did under the previous work schedule.

## **VI. SICK LEAVE**

- No usage of sick leave credits (individual accumulation or sick bank application) shall be allowed on an earned day off.
- Sick leave usage on a regular work day shall be paid as per arranged work hours.

## **VII. STATUTORY HOLIDAYS**

- If an employee's earned day off falls on a statutory holiday, the day off shall be rescheduled immediately prior to or following the holiday. If the employee works on the coincident statutory holiday, the employee shall be paid the premium rate (1 1/2 X) applicable for statutory holiday work and shall be allowed another day off in lieu, to be scheduled at the mutual satisfaction of the department manager and the employee.
- If an earned day off for the majority of employees falls on a statutory holiday or is scheduled in conjunction with a long weekend resulting from a statutory holiday (ie. Friday is the scheduled EDO Monday is a statutory holiday) the EDO will be rescheduled to the preceding weekend. In any event, no

four (4) day weekends will result from the operation of the rearranged work week.

**VIII. PAID OR UNPAID LEAVE STATUTORY HOLIDAYS**

- No pay in lieu or rescheduling of days shall be given to employees on paid or unpaid leave. An employee absent in either instance, shall be deemed to have forfeited the earned time off.

**IX. PROMOTIONS AND TRANSFERS**

- Employees who are promoted or transferred to a department/section whose schedule of earned days off differs from the schedule of earned days off of their former department/section, shall expend their earned day off or portion thereof on the last day prior to movement. The same procedure will apply when an employee is transferred or promoted to a department/section where the terms of the rearranged work week do not apply.
- If work requirements or other management concerns impedes this procedure, the earned day off or portion thereof will be taken by mutual agreement between the employee and the manager of the department/section to which the employee is moving. In any event, the earned day off or portion thereof will be scheduled within three (3) weeks of the formal date of transfer or promotion.

**X. TRAINING AND STAFF DEVELOPMENT**

- Where the scheduling of a training program conflicts with an employee's earned day off, such day off will be rescheduled or be paid as per a regular day's pay, subject to the employee's personal election.

**XI. PAY PROCEDURE**

- Employees will continue to receive their pay cheques as per present practice. However, where a pay day falls on an EDO that all employees are taking, the pay day will be observed on the day before the EDO.
- Upon termination, an employee shall be paid for actual hours worked during the last pay period. Any final adjustments regarding disposition of time owed to/by the City will be reconciled at that point in time.

**XII. BUSINESS HOURS**

- The scheduling of rearranged work hours will accommodate in all respects the business hours of City Hall and other affected operations.
- The Saskatoon Police Service will follow these hours.



**XIII. RELIEF DUTY**

- No premium pay shall be forthcoming for an employee who assumes the duties and responsibilities of an employee in a higher position who is absent on an earned day off.

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL NO. 59**

**THE CITY OF SASKATOON**

President

Labour Relations Manager

Recording Secretary

# LETTER OF UNDERSTANDING

Between

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 59**  
(hereinafter referred to as the "Union")

and

**THE CITY OF SASKATOON**  
(hereinafter referred to as the "City")

## Layoff Procedure

The City will perform any layoff according to the Collective Agreement.

Where the approximate date of a layoff is estimated, the City shall provide layoff notice:

- a) to permanent employees at the earliest possible date, and
- b) at the date of recall or hire for seasonal and temporary employees.

The layoff notice may be revised if required.

If an employee:

- a) is not on sick leave at the time when layoff notice is given to the employee, and
- b) is disabled and claims sick leave under Article 31.2.5 and Article 31.3.1 Sick Leave,

the employee will receive paid sick leave only up to the last day prior to layoff.

Signed this                      day of                      , 2002.

**THE CANADIAN UNION OF PUBLIC  
EMPLOYEES AND ITS LOCAL NO. 59**

**THE CITY OF SASKATOON**

President

Labour Relations Manager

Recording Secretary

**LETTER OF UNDERTAKING**

July 20, 2001

To: Ms Lois Lamon  
President  
Canadian Union of Public Employees, Local No.59

Dear Ms. Lamon:

**RE:** General Superannuation Plan

The Employer undertakes to meet jointly with all unions and associations within the General Superannuation Plan, namely C.U.P.E. Local No.59, C.U.P.E. Local 859, C.U.P.E. Local 47, C.U.P.E. Local 2669, I.B.E.W. Local No.319, A.T.U. Local No.615 and Exempt Staff Association, at which time the Employer will undertake to establish with the parties the process of negotiating pensions. Future negotiations in this regard will be separate and apart from the Administrative Board of Pension Trustees.

Superannuation plan negotiations shall take place when requested by either the Unions or the City. These negotiations shall commence within sixty (60) days of such request, unless otherwise mutually agreed.

No changes to the plan will be implemented unilaterally by any of the parties.

Yours truly,

J (Jim) E. Cowan  
Labour Relations Manager

# **MEMORANDUM OF AGREEMENT**

**between**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 59**  
**(hereinafter referred to as the Union)**

**and**

**THE CITY OF SASKATOON**  
**(hereinafter referred to as the City)**

The parties agree as follows:

Errors and omissions excepted, the Employer shall provide an annual list of employees of the bargaining unit to include name, address, and department. Where telephone numbers and current position information is included in the HRIS system, such information will be included annually. The Employer shall undertake to provide a bargaining unit-wide seniority list at the earliest possible date following upon implementation of the HRIS and annually, thereafter. When available, the seniority list shall be posted on the job posting bulletin boards for a minimum of thirty (30) days. The Union shall have an additional thirty (30) days to identify any apparent discrepancies. Whenever possible, the specifics of the discrepancies will be identified. The Employer will continue to provide the Union with monthly area-seniority lists, as per current practice.

Signed this                      day of                      , 2002.

**THE CANADIAN UNION OF PUBLIC  
 EMPLOYEES AND ITS LOCAL NO. 59**

**THE CITY OF SASKATOON**

President

Labour Relations Manager

Recording Secretary



**LETTER OF UNDERSTANDING**

**BETWEEN**

**THE BOARD OF POLICE COMMISSIONERS OF THE CITY OF SASKATOON**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO.59**

**REGARDING**

**THE REARRANGED WORK SCHEDULE FOR SPECIFIED CIVILIAN POSITIONS**

- 1.0 Term: The conditions contained herein shall remain in effect until December 31, 2003.
- 2.0 Review: The term and conditions contained herein shall be reviewed by a joint committee of the Union and the Board at least sixty (60) calendar days prior to the expiration of the term defined above, and as requested by either party in the interim.
- 3.0 Positions covered by this Letter of Understanding:
- 3.1 All CPIC OPERATOR I positions.
  - 3.2 All CPIC OPERATOR II positions.
  - 3.3 4 CLERK-TYPIST positions in Central Records, 1 per platoon.
  - 3.4 1 CPIC OPERATOR III position.
- 4.0 Hours of Work:
- 4.1 A day, for the purpose of the Letter of Understanding, shall be defined as 0001 hours to 2400 hours.
  - 4.2 Employees in positions outlined in 3.1, 3.2 and 3.3 above shall work eleven (11) hours per shift between 0700 hours and 1900 hours or 1900 hours and 0700 hours on a "four (4) shifts on", "four (4) shifts off" rotating basis.
  - 4.3 Employees in the CPIC OPERATOR III positions shall work thirty-six point six seven (36.67) hours per week, five (5) days per week, with two (2) consecutive days off.
- 5.0 Supervision:
- 5.1 A supervisor shall be designated for each shift. This supervisor shall be the employee holding the position of CPIC OPERATOR II for the platoon on duty or the most senior CPIC OPERATOR I on duty shall be paid at Pay Grade 5 subject to Clause 6.1 below.
- 6.0 Superior Duty:
- 6.1 Should the CPIC OPERATOR II assigned to the platoon on duty be absent for a period exceeding one (1) hour, the most senior CPIC OPERATOR I on duty shall be designated to perform substantially the duties of the CPIC OPERATOR II, and shall be paid at the Pay Grade appropriate for the classification for all hours so worked.

Letter of Understanding  
 Board of Police Commissioner:  
 Regarding Work Schedule for Specified Civilian Positions

7.0 Public Holidays

- 7.1 Employees not required to work on a Public Holiday shall receive eight (8) hours' pay for that day.
- 7.2 Employees required to work on a Public Holiday shall receive double time (2X) for all hours worked on that day plus their regular salary [i.e. total of triple time( 3X)]
- 7.3 Permanent full-time employees may elect to take equivalent time off in lieu of the pay bonus provided for in Clause 7.2 above, and may accumulate such bonus time to a maximum of sixty (60) hours. The period of taking such elected time off shall be as mutually agreed upon between the Head of the Department and the employee.

8.0 Earned Time Off:

- 8.1 For all employees in positions outlined in Clauses 3.1, 3.2, 3.3 above, all hours worked in excess of one thousand nine hundred and fourteen point five (1914.5) hours per year shall be taken as scheduled earned time off, subject to Article 23, Overtime, in the Collective Agreement.

9.0 Scheduling:

- 9.1 Vacations, other earned time off, and leaves of absence shall be scheduled on the basis of seniority with the approval of the SUPERVISOR, CENTRAL RECORDS, provided the operations of the Department permit.

10.0 Calculations for vacations, sick leave accrual, etc. shall be made on an hour for hour basis.

Signed this                      day of                      , 2002.

**THE CANADIAN UNION OF PUBLIC  
 EMPLOYEES AND ITS LOCAL NO. 59**

**THE BOARD OF POLICE  
 COMMISSIONERS**

President

Saskatoon Police Service

Recording Secretary

Saskatoon Police Service