



**AGREEMENT**

**BETWEEN**

**THE CITY OF SURREY**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES,**

**SURREY, BC, LOCAL NO. 402**

**1997 - 1999**

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A G R E E M E N T

1997 - 1999

THIS AGREEMENT entered this 22nd day of July, 1997

BETWEEN:

CITY OF SURREY  
(Hereinafter called the "City")

PARTY OF THE FIRST PART;

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, SURREY  
(CITY) B.C., LOCAL NO. 402  
Chartered by the Canadian Union of Public Employees  
and affiliated with the Canadian Labour Congress.  
(Hereinafter called the "Union")

PARTY OF THE SECOND PART;

PREAMBLE

The purpose of this Agreement is to secure for the City, the Union and the employees of the City the full benefit of orderly and legal collective bargaining, and to ensure to the utmost extent possible the safety and physical welfare of the Employees, economy of operation, quality and quantity of output, and protection of property. It is recognized by the Agreement to be the duty of the City and the Union and the Employees to cooperate fully, individually and collectively, for the advancement of said conditions.

The City and the Union agree to abide by the terms set out in this Agreement. The Union further agrees that it will at all times instruct its members to act in accordance with the terms contained in this Agreement. The City agrees, in the exercise of the functions of Management, that the provisions of this Agreement will be carried out.



**PART I - GENERAL CONDITIONS**

**ARTICLE 1 - BARGAINING AGENCY**

**Section 1** The City recognizes the Union as the sole collective bargaining agency of the Employees of the City except the classifications of:

**City Manager's Office**

Administrative Coordinator  
Assistant City Solicitor (3)  
City Manager  
Events Marketing Coordinator  
Executive Assistant  
Executive Assistant to Mayor  
Legal Assistant 1  
Legal Assistant 2  
Legal Assistant 3  
Liaison Assistant  
Manager, Administrative & By-law Enforcement  
Manager, Corporate Studies  
Manager, Legal Services  
Manager, Public Affairs  
Manager, Special Studies  
Senior By-law Enforcement Officer

Pumps & Controls Manager  
Roads & Drainage Central Manager  
Roads & Drainage Operations Engineer  
Roads & Drainage Operations North Manager  
Roads & Drainage Operations South Manager  
Roads & Transportation Planning Manager  
Sanitary Sewer Operations & Construction  
Manager  
Senior Environmental Officer  
Senior Roads & Transportation Engineer  
Senior Sewer & Water Planning Engineer  
Sewer & Water Planning Manager  
Solid Wastes/Pits & Contracts Manager  
Survey Manager  
Survey Supervisor  
Traffic Operations Manager  
Transportation Engineer  
Utility Operations Manager  
Water Operations Manager

**Engineering Department**

Administrative Coordinator  
Client Services Manager  
Data Administration Coordinator  
Design & Construction Managers (2)  
Drafting Manager  
Drainage Planning Manager  
Drainage Project Engineer  
Environment Manager  
Equipment and Facilities Manager  
Fiscal & Systems Manager  
General Manager, Engineering  
Inspection Services Manager  
Land Development Design Manager  
Land Development Planning Manager  
Manager, Design & Construction  
Manager, Engineering Planning  
Manager, Operations  
Manager, Support Services  
Pavement Engineer  
Project Engineer - Roads  
Project Engineer - Utilities  
Project Surveyor (2)

**Finance and Technology Department**

Administrative Coordinator  
Claims Investigator  
General Manager, Finance and Technology  
Manager, Accounting Services  
Manager, Application Development (2)  
Manager, Financial Planning  
Manager, Financial Reporting  
Manager, Information Technology  
Manager, Operating and Capital Budgets  
Manager, Payment Processing  
Manager, Property Taxation  
Manager, Purchasing  
Manager, Risk Management  
Manager, Special Projects  
Manager, Strategic Development  
Manager, Taxation and Cash Management  
Manager, Technical Services  
Manager, Technology Integration  
Manager, Telecommunications

**Human Resources Department**

Administrative Coordinator  
 General Manager, Human Resources  
 Human Resources Advisor (4)  
 Human Resources Assistant (5)  
 Manager, Compensation and Benefits  
 Manager, Employment & Occupational Health  
 and Safety  
 Manager, Labour Relations  
 Manager, Organizational and Staff Development

**Legislative Services Department**

Deputy City Clerk  
 Legislative Assistant 1  
 Legislative Assistant 2  
 Manager, Administration (Asst. City Clerk)  
 Manager, Legislation  
 Manager, Legislative Services

**Parks & Recreation Department**

Administrative Coordinator  
 Building Systems Engineer  
 Construction Supervisor  
 Design and Construction Manager  
 General Manager, Parks & Recreation  
 Manager, City Wide Parks Services  
 Manager, Community & Leisure Services (North)  
 Manager, Community & Leisure Services  
 (South)  
 Manager, Facilities Management  
 Manager, Marketing & Community Relations  
 Manager, Park Construction  
 Manager, Park Maintenance (2)  
 Manager, Parks  
 Manager, Planning, Marketing & Administration  
 Manager, Planning, Research & Development  
 Manager, Special Projects  
 Project Manager (2)  
 Section Manager, Community & Leisure  
 Services, Cloverdale  
 Section Manager, Community & Leisure  
 Services, Fleetwood  
 Section Manager, Community & Leisure  
 Services, Newton  
 Section Manager, Community & Leisure  
 Services, North  
 Section Manager, Community & Leisure  
 Services, South  
 Section Manager, Community Arts Services

Section Manager, Heritage  
 Superintendent, Maintenance & Operations

**Planning & Development Department**

Administrative Coordinator  
 Building Engineer (3)  
 Business Development Officers (3)  
 City Architect  
 General Manager, Planning & Development  
 Manager, Administration  
 Manager, Appraisals/Site Assembly  
 Manager, Area Planning & Development  
 Manager, Building Division  
 Manager, Business Development Division  
 Manager, Central Surrey  
 Manager, Commercial Section  
 Manager, Economic Development  
 Manager, Electrical Section  
 Manager, Field Inspections  
 Manager, Marketing  
 Manager, North Surrey  
 Manager, Plumbing Section  
 Manager, Policy & Long Range Plan  
 Manager, Property Services  
 Manager, Realty Marketing  
 Manager, Realty Services  
 Manager, Residential Section  
 Manager, South Surrey

**RCMP**

Human Resources Advisor  
 Manager, Administrative Services  
 Manager, Victim Services, RCMP

Any employees who are not employed within the meaning of the "Labour Relations Code of B.C."

**Section 2** The Union agrees that there shall be no soliciting by any of its individual members of the City Council or individual members of Council with respect to rates of pay, working conditions or any other matter covered by this Agreement during the term of said Agreement.

**Section 3** The City agrees that the bargaining authority of The Union shall not be impaired during the term of this Collective Agreement. The City agrees that the only certification that it will recognize during the term of this Agreement is that of the Union unless ordered by due process of law to recognize some other bargaining authority.

**ARTICLE 2** **EMPLOYER'S RIGHTS**

**Section 1** The management and the operation of, and the direction of the working force is vested exclusively in the City, provided, however, that this will not be used for the purpose of discrimination against Employees, and provided that it is not against or contrary to the articles of this Agreement.

**Section 2** The City shall have the right to select and promote its Employees and to discipline or discharge them for proper cause, provided the Employees shall retain the right of appeal under the Grievance Procedure contained in this Agreement.

**Section 3** For the satisfactory and efficient operation of the City's business, the parties to this Agreement recognize the following Departments:

Inside Division:

City Manager's Office  
Engineering Department  
Finance Department  
Human Resources Department  
Planning & Development Department  
RCMP (Civilian)

Parks & Recreation Division:

Parks Department  
Recreation Department

Outside Division:

Engineering Department - Operations  
Branch - Public Works Section  
Engineering Department - Operations  
Branch - Water Utility Operations  
Engineering Department - Operations  
Branch - Fleet Mechanical Section  
Facilities Management Division  
Building Maintenance Branch  
Finance Department - Purchasing Branch

**Section 3**

It is agreed that for the purpose of seniority, the two Departments of Engineering - Public Works Section and Engineering - Equipment Pool Department in the Outside Division shall constitute one (1) unit.

It is also agreed for the purpose of seniority, the former Permits & Licences and the Facilities Management Division - Building Maintenance Branch shall constitute one (1) unit.

**ARTICLE 3**

**UNION SECURITY**

**Section 1** (a)

The City agrees that all present employees covered by this Agreement shall remain members of the Union as a condition of employment and all future employees of the City, except those covered by the classifications set out in Article 1, Section 1, of this Agreement, shall immediately upon employment become and remain members of the Union as a condition of employment.

(b) The City agrees to notify the Union, in writing, when an employee, covered by this Agreement, is hired, promoted, demoted, transferred, laid off, recalled, resigns, is suspended or is terminated.

(c) In the event of the Union intending to suspend a member for non-maintenance of membership, or for any other reasons, the City shall be notified by the Union in writing at least seven (7) days before such suspension.

**Section 2**

The City agrees to check-off all Union Dues and assessments levied in accordance with the Constitution and/or By-laws of the Union. The Union agrees to advise the City of the amounts of such Union Dues, fees and/or assessments as may be determined from time to time by the said Union. The City, upon receipt of such evidence from the Union, shall thereupon deduct from the earnings of the employees such dues, fees and assessments and shall forward to the Union the total of such amounts deducted together with a list of those employees from whom such deductions were made.

**ARTICLE 4**

**ADJUSTMENT OF GRIEVANCES**

**Section 1**

In the event that any difference arises out of the interpretation, application, operation or any alleged violation of this Agreement, including any question or difference arising from the suspension or dismissal of any employee, and including any question or difference as to whether the matter is arbitrable, such question or difference shall be finally and conclusively settled without stoppage of work in the manner specified in this Article.

**Section 2**

**Time Limits**

The time limits specified in this grievance procedure shall be considered binding upon both the Union and the Employer.

The time limits to initiate a grievance, convene a grievance hearing, reply to a grievance, or refer it to the succeeding step can be extended only by explicit written agreement by the parties. For the purposes of managing the grievance procedure, extensions sought by the Employer or the Union shall be dealt with between a designated member of the Union, and a designated member of the Human Resources Department.

**Section 3**

**Designated Managers May Reply**

To expedite the investigation, hearing and reply to any grievance, a General Manager may designate a Division Manager within the same Department, to hear and reply to a grievance on behalf of another Division Manager.

To expedite the investigation, hearing and reply to any grievance, the General Manager, Human Resources may designate a General Manager to hear a grievance on behalf of another General Manager.

A reply to or from a designated Manager shall have the same force and effect as the Manager responsible.

For the civilian operation of the RCMP, the Officer in Charge will be designated as the General Manager and the Operations Inspector, Administrative Staff Sergeant, Operations Support Inspector and Manager, Administrative Services will be designated as Division Managers for the purpose of hearing grievances.

**Section 4**

**Union Representation**

An employee shall have the right to have a Shop Steward or Union Representative present when written disciplinary action is to be taken (written warning, suspension, dismissal.) Furthermore, such a right is

also applicable when an employee is to be subject to a verbal warning which may form part of the disciplinary record in the future.

However, this clause does not apply to workplace discussions that are of an operational or remedial nature, which will not form part of the disciplinary record.

## **Section 5**

### **Grievance Procedure - Individual and Group Grievances**

- (a) All grievances must be initiated within five (5) working days of occurrence of the action being grieved, or from the first knowledge by the Union Representative of grounds for a grievance.
- (b) A Union Representative and the employee shall first attempt to resolve the matter with the immediate management supervisor who made the decision being grieved. Failing resolution within two (2) working days, the grievance shall be reduced to writing with sufficient particulars to identify the dispute and submitted to the Division Manager, with a copy forwarded to a designated Manager in the Human Resources Department.
- (c) Within five (5) working days of receipt of the grievance, the Division Manager will convene a hearing of the grievance. Within three (3) working days of the hearing, the Division Manager will forward a written reply to the grievance to the Union, copy to the Human Resources Department.
- (d) If the Union is not satisfied with the Division Manager's reply, they may refer the grievance to the Department General Manager within ten (10) working days of receipt of the Division Manager's decision.
- (e) The General Manager will convene a hearing of the grievance within five (5) working days of receipt of the grievance. Within three (3) working days of the hearing, the General Manager will forward a written reply to the grievance to the Union, copy to the Human Resources Department.
- (f) If the Union is not satisfied with the General Manager's reply, they may refer the grievance to either the City Manager or designate (who shall not be the General Manager who heard the grievance at Step 2) or to arbitration in accordance with Section 7, within ten (10) working days of receipt of the General Manager's decision.

If the matter is referred to the City Manager (or designate), a hearing will be convened within ten (10) working days of the referral. A reply to the grievance from the City Manager will be forwarded to the Union within ten (10) working days following the hearing. If the Union is not satisfied with the City Manager's reply, they may refer the matter to arbitration within ten (10) working days of receipt.

**Section 6**

**Grievance Procedure - Policy and Dismissal**

- (a) Grievances dealing with the dismissal or termination of an employee or policy matters shall be submitted to the City Manager (in the case of dismissal or termination, the City Manager; in the case of a policy grievance, the City Manager or designate) within five (5) working days of the date of the dismissal or occurrence giving rise to the policy matter.
- (b) The grievance shall be submitted in writing with sufficient particulars to identify the dispute, with a copy forwarded to the General Manager, Human Resources.
- (c) The City Manager shall convene a grievance hearing within ten (10) working days of receipt of the grievance. Within three (3) working days of the hearing, the City Manager will forward a written reply to the Union, with a copy to the Human Resources Department.
- (d) If the Union is not satisfied with the reply, they may refer the matter to arbitration within ten (10) working days of receipt of the City Manager's reply in accordance with Section 7.

**Section 7**

**Arbitration**

- (a) Should the two (2) parties be unable to resolve the grievance under the procedure as set out in the previous sections, within fourteen (14) days, the matter or matters shall be settled by submitting same to a Board of Arbitration of three (3) persons, one of whom shall be appointed by the City; and one by the Union; such appointments shall be made within seven (7) days of the failure of the City Manager and the Union to reach a decision; and the third member shall be appointed within five (5) days by the two members so appointed, and shall be the chairperson. Should the members appointed by the parties fail to agree on a chairperson within the said five (5) days, the said chairperson shall be appointed by the Director, Collective Agreement Arbitration Bureau. The majority decision of the Board shall be final and binding on both parties, and each party shall bear the expense of the arbitrator and pay one-half of the expenses of the chairperson. The Board shall finally settle such difference within ten (10) days after the appointment of the Chairperson.
- (b) In the event the Board of Arbitration finds that an employee has been dismissed or suspended for other than proper cause, the Board of Arbitration may direct the City to reinstate the employee, and to pay the employee a sum equal to their wages or salary lost by reason of such suspension or discharge, or such lesser sum as in the opinion of the Board of Arbitration is fair and reasonable, or make such other order as it considers fair and reasonable having regard to the terms of the Collective Agreement between the parties.

- (c) **Upon mutual agreement of the parties, the tri-partite arbitration process set out in (a) above, may be replaced by a single arbitrator process**

**ARTICLE 5**                    **VACATIONS AND GENERAL HOLIDAYS**

**Section 1**                    **General Holidays**

- (a) All employees of the City shall be granted payment for all General Holidays and for any day which the Council of the City may declare a public holiday.

For the purpose of this section, all new employees hired by the City shall have worked for the City at least fifteen (15) working days in the thirty (30) calendar day period immediately prior to the General Holiday.

- (b) In the interpretation of this Clause, the following are General Holidays which shall apply, namely: Christmas Day and the day immediately following; New Year's Day; Good Friday; Easter Monday; Dominion Day; Victoria Day; B.C. Day; Labour Day; Thanksgiving Day; Remembrance Day; the birthday or the day fixed by Proclamation of the Governor-in-Council for the celebration of the birthday of the reigning Sovereign; and any day appointed by Proclamation of the Governor-in-Council as a holiday of general application throughout Canada, and any day appointed by Proclamation or Order of the Lieutenant Governor-in-Council as a holiday.

**Section 2**                    Where General Holidays or public holidays declared by the Council of the City occur while an employee is on Annual Holiday or on his/her regular days off, extra days in lieu of such holidays shall be granted. It is understood premium pay is not paid on any other day than the actual General Holiday.

**Section 3**                    **Annual Vacations**

Paid annual vacation for all employees covered by this Agreement shall be allowed as follows:

- (a) Employees leaving the service in less than twelve (12) months from the date of their employment, shall receive 4% of their total earnings to the date of their termination as provided by the Annual and General Holidays Act.
- (b) In the first (1st) part calendar year of service, vacation pay will be granted on the basis of one-twelfth (1/12) of ten (10) working days for each month or portion of a month greater than one-half (1/2) worked by December 31st, or 4% of the employee's total earnings, whichever is greater. Payment of vacation pay will be made by February 28th in the following year.
- (c) During the second (2nd) and each subsequent calendar year of service, fifteen (15) working days, or 6% of the employee's total earnings for the year, whichever is greater.



- (d) During the eighth (8th) and each subsequent calendar year of service, twenty (20) working days or 8% of the employee's total earnings for the year, whichever is greater.
- (e) During the sixteenth (16th) and each subsequent calendar year of service, twenty-five (25) working days, or 10% of the employee's total earnings for the year, whichever is greater.
- (f) During the 24th and each subsequent calendar year of service, thirty (30) working days or 12% of the employees total earnings for the year, whichever is greater.
- (g) Employees who leave the service shall receive either 4%, 6%, 8%, 10% or 12% of their earnings for the period January 1st, to their date of termination for the year in which they leave the service, the percentage received being dependent upon the employee being entitled to 10, 15, 20, 25 or 30 working days' vacation.
- (h) Calendar year for the purpose of this Agreement shall mean the twelve (12) month period January first (1 st) to December thirty-first (31 st) inclusive.
- (i) Vacations shall be taken in one (1) unbroken period or any combination of five (5) consecutive working days. Adjustments will be made on the employee's regular pay cheque for any overpayment of vacation pay. Employees shall take their annual vacation entitlement and shall not be entitled to receive monies in lieu of vacation except in extenuating circumstances, e.g., sickness, WCB, etc.
- (j) Vacations for employees shall be taken at such times when quantity and regularity of the work of the City will be least impaired, and is mutually agreed upon by the employee and the Department Manager.
- (k) Each regular employee will receive one (1) supplementary week of vacation at the beginning of each five (5) years following the completion of ten (10) calendar years of service, with each supplementary week to be taken during the course of the five (5) year period.

**ARTICLE 6**

**EMPLOYEES' BENEFITS**

**Section 1**

**Group Life Insurance**

- (a) The parties hereto mutually agree that all employees of the City shall participate in a Group Life Insurance Plan which shall include accidental death and dismemberment coverage, immediately upon completion of three (3) months from date of hire and shall continue to participate in such plan as a condition of employment.

- (b) The premiums payable shall be shared by the City and the participating employees through payroll deductions.

The City will pay 75% for Group Life Insurance.

- (c) That dividends from said Group Life Policy may be allowed to accrue but shall only be used for improvement of the Group' Life Plan, as may be mutually determined between the City and the Union. The amount of Group Life insurance to be two (2) times annual income to a maximum of \$150,000.00 (minimum of \$5,000.00).

## **Section 2**

### **Medical Plan**

All regular and probationary employees will be covered by a Medical Plan the first day of the month following their employment. The City will pay 100% of the premium.

## **Section 3**

### **Dental Plan**

All employees, after **three months employment**, shall be covered by a Dental Plan. The City will pay seventy-five percent (75%), with the employee paying the remainder through payroll deduction.

All regular full-time employees shall participate in a Dental Plan based on the following general principles:

- (a) Basic Dental Services (Plan A) - Plan pays 80% of approved schedule of fees.
- (b) Prosthetics, Crowns and Bridges (Plan B) - Plan pays 50% of approved schedule of fees.
- (c) Orthodontics (Plan C) - Plan pays 50% of approved schedule of fees. The orthodontic lifetime maximum per child shall be \$2,000.
- (d) It being understood that current Dental College Fee schedules would apply.
- (e) Temporary employees may participate on the completion of 6 months continuous service with the City.

## Section 4

### Sick Leave

- (a) All employees shall be granted eighteen (18) days' sick leave with pay for each year of continuous service on the basis of one and one-half (1 1/2) days per month on completion of the employee's three (3) months **employment**, retroactive to the employee's first completed calendar month of service. All unused sick leave to accumulate to a maximum of one hundred twenty (120) days.
- (b) All employees covered by this Agreement shall contribute a specified number of sick leave days per year to a Sick Leave Bank to be administered by the Union.
- (c) An employee who uses no sick leave during the year shall receive three (3) days at the employee's regular rate of pay at the end of the year and a credit of thirteen (13) days' sick leave to the employee's maximum accumulation of one hundred twenty (120) days. The three (3) days to be assigned and to become effective as follows each year: May 1, September 1, and December 31. These days will be paid out at the end of each period.

For the purpose of this Section the number of sick days contributed to the Union Sick Leave Bank and sick leave days used by the employee shall first be deducted from the three days the employee would have received had he not have been sick; and the remaining balance credited to the employee's maximum accumulation of one hundred twenty (120) days' sick leave.

- (d) Employees may be required to complete a statutory declaration certifying as to illness or attested to by a Notary Public or a doctor's certificate to obtain sick pay.
- (e) Employees who are on Workers' Compensation may receive full pay while on compensation, provided there is sufficient sick leave to the employee's credit. Those employees who receive full pay while on Workers' Compensation shall have the difference between the amount of compensation and their full pay deducted from the employee's sick leave credit. The City shall receive the employee's time loss compensation from the Workers' Compensation Board.
- (f) It is agreed that both parties shall appoint a Committee to review sick leave alternatives with a view to improving benefits and controlling abuse of sick leave benefits.
- (g) If, as a result of a claim made to insuring third party (example, ICBC), an employee receives payment for wage loss (including fringe benefit costs) referable to a period during which the employee received sick leave benefits, then the employee upon the receipt of such payment shall pay to the Employer the amount of the wage loss so received, and the Employer shall then reinstate both the employee's sick leave accumulation with the hours equivalent to those lost due to the employee's claim and related gratuity pay entitlement. For the purposes of reinstating the employee's Sick Bank

credits, the City may agree, subject to the approval of the City Manager, to assist the employee in defraying legal costs incurred.

## **Section 5**

### **Jury or Court Witness Duty Leave**

- (a) Employees who are called to serve as jurors or are subpoenaed as witnesses in criminal or civil courts, shall be granted leave of absence for such purpose without loss of any privileges. Normal pay will continue to be issued on the usual pay dates. At the conclusion of duty, the employee shall obtain a certificate from the Court showing the period of jury or witness service and the amount of the compensation received, and shall deposit this certificate together with the full amount of the compensation but not including travelling allowances, with the City. Employees shall make every reasonable effort to request leave prior to such leave occurring.
- (b) In the event that the provisions of this section indicate abuses, the matter shall be dealt with as per Article 7, Section 5 of this Agreement.

## **Section 6**

### **Extended Health Benefit Plan**

- (a) All regular and probationary employees after **three months employment** will be covered by a one hundred percent (100%) Extended Health Benefit Plan with the standard \$25.00 deductible. The City will pay seventy-five percent (75%) of the costs and the twenty-five percent (25%) deduction for employees shall be made through payroll deductions. The extended health lifetime maximum will be \$500,000.
- (b) **Optical Benefit**

The optical benefit is a maximum of two hundred dollars (\$200.00) every two **(2) calendar** years with no deductible.

## **Section 7**

### **Retirement/Severance Allowance**

On voluntary termination, after ten **(10)** calendar years of service with the City, the employee will receive one **(1)** day's pay for each year of service.

On retirement, after ten **(10)** calendar years of service with the City, the employee will receive two **(2)** days' pay for each year of service.

In the event of the death of an employee, the value of all accrued retirement/severance benefits shall be paid to the employee's designated beneficiary. If there is no designated beneficiary, payment shall be made to the employee's estate.

## **Section 8**

### **Maternity Leave**

- (a) A pregnant employee who requests Maternity Leave shall provide the General Manager with a medical certificate from a qualified medical practitioner stating the estimated date of birth. Such certificate shall be provided not later than three months prior to the estimated date of birth. An employee will become eligible for Maternity Leave after the completion of the first three months of regular employment. This employee will also be required to complete a Request for Special Leave form, and submit it to the Human Resources Department.
- (b) A pregnant employee shall be entitled to Maternity Leave, without pay from the date of commencement of leave, for a period of 18 consecutive weeks or a shorter period if the employee requests. The employee may request that her leave commence 11 weeks immediately before the estimated date of birth or any time thereafter. The City may require the employee to commence a leave of absence where the duties of the employee cannot reasonably be performed because of the pregnancy and to continue the leave of absence until the employee provides a certificate from a medical practitioner stating that she is able to perform her duties.
- (c) Regardless of the date of commencement of the leave of absence, the leave shall not end before the expiration of 6 weeks following the actual date of birth of the child unless the employee requests a shorter period. If the employee requests a shorter period, a written notice must be submitted to the City 2 weeks prior to returning to work.
- (d) Where an employee who has been granted leave of absence under this clause is, for reasons related to the birth as certified by a medical practitioner, unable to work or return to work after the expiration of the leave, the City shall grant to the employee further leaves of absence from work, without pay, for a period specified in one or more medical certificates, but not exceeding a total of 6 consecutive weeks.
- (e) Where Maternity Leave is taken, the employee must prepay her share of premiums to the employer for benefits to which she is entitled for the period of leave. An employee who is absent for a period longer than 18 weeks and who wishes to continue benefit coverage shall prepay to the City the total cost of premiums for benefits to which she is entitled for the additional period of leave.
- (f) On resuming employment, an employee shall be reinstated in her previous or a comparable position and for the purpose of pay increments, benefits, and vacation entitlement (but not for statutory holidays or sick leave) maternity leave will be counted as service. Vacation pay will be prorated by the period of the leave and an employee may elect not to take that portion of her vacation which is unpaid.

- (g) The City shall not terminate an employee or change a condition of employment of an employee without the employee's written consent, except for general reduction in the workforce.
- (h) An employee who is a birth father, the adoptive father or adoptive mother, shall be entitled to twelve (12) weeks of parental leave without pay. The employee shall take the leave within fifty-two (52) weeks of the child's birth or the date the child comes within care of or custody of the employee.

**Section 9**                    **Long Term Disability Plan**

- (a) All regular employees, after **three months employment**, will be covered by a sixty percent (60%) Long Term Disability Plan (maximum monthly benefit of two thousand, five hundred dollars (\$2500.00)).
- (b) All regular part-time employees who elect to enroll, after accumulating one thousand hours, will be covered by a sixty percent (60%) Long Term Disability Plan (maximum monthly benefit of Two Thousand, Five Hundred Dollars (\$2,500.00)).
- (c) In exchange for the value of two (2) gratuity days, the City agrees to redirect the funds to purchase a jointly agreed upon Long Term Disability Plan.
- (d) It is understood that eligibility for payment of the Long Term Disability Plan benefits shall be subject to the terms and conditions of the Long Term Disability Policy, as amended from time to time.

**Section 10**                    **Group Household Insurance**

- (a) It is agreed that regular full-time employees may participate in purchasing group household insurance through payroll deductions.

**Section 11**                    **Same Sex Benefits**

**An employee who is eligible for benefits and who co-habits with a person of the same sex, and who promotes such person as a "spouse" (Partner), and who has done so for a period of not less than twelve (12) months, will be eligible to have the person covered as a spouse for purposes of Medical, Extended Health, and Dental benefits.**

**ARTICLE 7**                    **WORKING CONDITIONS**

**Section 1**                    **Rest Periods**

All employees of the City shall be granted a ten (10) minute rest period in the first half and second half of each working shift, with distinct understanding the said rest period shall be limited to ten (10) minutes only.

## **Section 2**

### **Employee Responsibility**

It shall be the responsibility of each and every employee to take all reasonable precautions to preserve all records, machines and equipment under their care.

## **Section 3**

### **Picket Line Protection**

No employee covered by this Agreement shall be required to cross any picket line established at any location as a result of any legal strike.

It is further agreed that where an emergency situation exists, an employee may deal with such emergency situation where the City and the Union agree that such emergency does in fact exist.

## **Section 4**

### **Absences Without Leave**

Any employee who is absent without leave for a period of more than three (3) consecutive working days shall forfeit all seniority rights. This shall not interfere with the City's right to discharge for proper cause.

## **Section 5**

### **Changes in Working Conditions & Classifications**

- (a) In the event of discussions being considered necessary by either party during the term of this Agreement relating to new classifications, rates of pay, hours of work, or matters arising under Section 11 of this Article, or other working conditions not provided for in this Agreement, it is agreed that either party shall meet the other party in order to carry out such discussions as soon as possible, and in any event, not later than fifteen (15) days from the date of written request by one party to an officer of the other party.
- (b) For the purpose of this Section it is mutually agreed between the parties hereto that the representatives appointed by each side shall not exceed five (5) members per side present at any meeting.
- (c) Any negotiations for the renewal or revision of this Agreement coming within the scope of Collective Bargaining, Article 14, shall be conducted by representatives appointed by each side who shall not exceed five (5) representatives per side.
- (d) The Union agrees that none of its members shall transact any of its business or any Union business during working hours, except the Union President and Secretary or their appointed representative, who may from time to time meet with the City Manager or other officials of the City to transact business relating to personnel and the Collective Agreement, and with the exception of sub-sections (a), (b), and (c) above. For the purpose of this section, the City agrees that any officers or members of the Union who may be requested to

be in attendance at any such meeting shall do so without loss of salary, wages or other benefits.

(e) Leave of Absence for Union Functions

It is agreed that official representatives of the Union be granted leave of absence, without pay, to attend Union Conventions or perform any other function on behalf of the Union and its affiliations, provided not more than ten (10) Union representatives shall be away at any one time. Such leave of absence shall not affect the employee's seniority and/or benefits contained in this Agreement.

(f) Leave of Absence for Full-Time Union Duties

It is agreed that any employee who is elected or selected for a full-time position with the Union or any body with which the Union is affiliated, shall be granted leave of absence, without pay and without loss of seniority by the City for a period up to one year, and such leave may be extended each year on request during the employee's term of office.

For the purpose of this section it is agreed that if any employee is granted leave of absence, there shall be no cost to the City.

(g) Leave of Absence for Public Office Duties

When a regular full-time employee is elected to a government public office outside the City, the employee may be granted leave of absence without pay and without loss of seniority by the City for a period of up to one year, and such leave may be extended each year on request during the employee's term of office.

If an employee wishes to run for election or be nominated to run for election to the Council of the City of Surrey, the employee must apply as soon as possible and will be granted leave of absence without pay. If the employee is elected to office with the City of Surrey, the employee will resign in accordance with the provisions of the Municipal Act.

If an employee runs for elected office in Surrey, locally, provincially, or federally and a conflict of interest occurs, the leave of absence without pay and resignation provisions of the preceding paragraph may apply.

**Section 6**

**Job Postings**

- (a) Vacancies and new positions covered by this Agreement shall be posted and remain posted for a period of five (5) working days prior to the filling of the vacancy or new position. It is agreed between the parties that should the necessity arise, that the vacancy or new position can be filled by a temporary employee for a period not exceeding fifteen (15) working days; however, due to unusual circumstances, this period may be extended by mutual consent.



All appointees to vacancies or new positions shall be subject to a probationary period, or a trial period, as applicable, except those positions listed on Schedule "E". Appointments from within the bargaining unit shall be made within four (4) weeks, wherever possible, of the job posting date.

- (b) Human Resources Department will post all regular positions, except Labourer 1 and Clerk/Typist Trainee. Further, the Human Resources Department will keep a list of those regular employees who wish to work in Labourer 1 and Clerk/Typist Trainee positions and notify them when these positions become available.

**Section 7**                    **Payment of Salary Increments**

In all cases where an employee has been promoted or reclassified as to employment, payments of annual salary increments shall be made from the anniversary date of such promotion or reclassification, and not from the anniversary date of the employee's employment by the City.

**Section 8**                    **Special Service Pay**

The Union wishes to place on record that in the event of an employee's supervisor desiring to recommend an employee for an increase to cover any special service, such increase will not be objected to by the Union and such action has its approval.

**Section 9**                    **General Leave of Absence**

Employees desiring leave of absence with or without pay for any reasons, shall submit an application in writing where practicable for such leave to the City Manager. The City Manager shall make the decision, based on the circumstances and merits of each application and the leave will not be unreasonably refused. The City Manager's decision shall be subject to Article 4, Section 1 (c).

**Section 10**                   **Bereavement Leave**

Bereavement leave for a period not to exceed three (3) working days without loss of pay shall be granted the employee attending the funeral of a member of the employee's family. The family, including those related by marriage or common-law, being defined as: wife, husband, **same sex partner**, child, father, father-in-law, mother, mother-in-law, sister, brother, grandparents, grandchildren, common-law spouse, ward, stepchild, brother-in-law, sister-in-law, great grandparents, grandparents-in-law and fiance. Where the funeral is outside the Province, the employee may apply for additional leave not to exceed a total of **three (3)** working days without loss of pay.

**Section 11(a)**

**Job Description**

The City agrees to draw up job descriptions for all positions and classifications for which the Union is Bargaining Agent. These descriptions shall be presented to the Union and shall become the recognized job descriptions unless the Union presents written objection within thirty (30) days. If the parties are unable to agree on the job description, such dispute shall be submitted to grievance and arbitration. Classifications and job descriptions so established shall not be eliminated without prior written notification to the Union.

**(b)**

**Changes in Classification**

When the duties in any classification are changed or increased by the City, or where the Union and/or an employee feels unfairly or incorrectly classified, or when any position not covered by the salary and wage schedules attached hereto, is established during the term of this Agreement, the rate of pay shall be subject to negotiations between the City and the Union. If the parties are unable to agree on the reclassification and/or rate of pay of the job in question, such dispute shall be submitted to grievance and arbitration. The new rate shall become retroactive to the employee's date of application for reclassification.

**Section 12**

**Provisions Regarding Municipal Employees Car and Mileage Allowance**

See separate Schedule "F" attached to and forming part of this Agreement.

**Section 13**

**Education Allowance**

- (a) The City will pay fifty percent (50%) of course costs upon proof of payment for approved courses of instruction for employees to better qualify themselves to perform their job.

Upon proof of completion of the approved course, the employee will receive an additional reimbursement of 25%, or the difference between 50% and the final course percentage if that final course percentage is greater than 75%.

For reimbursement to be made, the course of instruction must be approved by the City Manager, and will only be paid upon successful completion of such courses.

**(b)**

**Professional Fees and Licenses**

It is agreed that the City shall reimburse professional fees for any employee who is required to be a member of a professional association and license for any employee who is required to be licensed (license other than motor vehicle operators) and such fee or license to be subject to the approval of the City Manager. The City Manager's decision shall be subject to Article 4, Section 1 (c).

**ARTICLE 8**            **WAGES AND SALARIES**

- Section 1** (a)    The schedule of wages, classifications and salaries for all the employees of the City covered by this Agreement, shall be in accordance with the Schedules attached hereto and forming part of this Agreement.
- (b)    Payment of wages shall be issued bi-weekly on a Friday.
- (c)    Payment of wages for vacations, general holidays, paid leave of absence, sick leave, or other paid authorized leave, shall be at the employee's regular classified rate of pay and shall not include any type of premium pay.
- (d)    Temporary appointments of more than a duration of six (6) continuous months in a calendar year shall result in the employee receiving benefits at the higher rate for that period of time while in the higher classification.

**Section 2**            **Temporary Appointments - Inside**

- (a)    When any salaried employee is appointed or requested by the General Manager to perform temporarily, work for which a higher classification is provided, such employee shall be paid immediately the appropriate rate in the higher classification to which he/she has been temporarily assigned.
- (b)    This adjustment shall be made for each working day, or portion of a working day that said employee is required to function either performing the principal duties or wholly in the higher classification, provided, that for the purposes of calculation, it shall be deemed that there are twenty-one (21) working days in a month.

In all cases of temporary appointments, the employee shall be notified of the appointment in writing by the General Manager or the City Manager.

- (c)    When any salaried employee is directed by the General Manager to temporarily perform work in a lower classification, the employee shall continue to be paid the established rate of pay for the regular higher classification.

**Section 3**            **Temporary Appointments - Outside**

- (a)    When an outside employee is appointed or requested by the General Manager to temporarily perform work for which a higher classification is provided such employee shall be paid immediately the established rate quoted for the higher position to which this employee has been temporarily assigned.

- (b) When an outside employee is directed by the General Manager to temporarily perform work in a lower classification, wages shall continue to be paid at the established rate of pay for such employee's regular classification.

**Section 4**                      **Temporary Appointments Outside the Bargaining Unit**

When an employee is appointed or is requested to perform temporarily work for which a classification is not provided for in this Agreement, the City will notify the Union in writing of such temporary appointments.

**Section 5**                      **Job Security**

When an employee's regular job temporarily or permanently ceases to exist, because of temporary conditions or because of permanent changes in work procedures, they shall be offered a position commensurate with their knowledge, ability and skills, and seniority as per Article 10 of this Agreement. If they accept the new position, the rates of pay for these positions to which they are transferred shall not come into effect for five (5) working days.

**Section 6**                      **Overtime**

(a)                      **Overtime Definition**

Overtime shall be defined as time worked prior to the normal commencement of the employee's regular shift and/or after the completion of the employee's regular shift, or time worked in excess of the employee's daily shift period and/or weekly shift period.

(b)                      **Overtime Rate**

All work in excess of the standard work day (i.e., 7, 7 1/2 or 8 hours as the case may be) or the standard work week (i.e., 35, 37 1/2 or 40 hours as the case may be) shall be paid for at time and one-half (1 1/2) the regular hourly rate for the first two (2) hours of overtime in any day or week and double the regular hourly rate for any overtime thereafter. All work performed on Sunday or the second consecutive day of rest for employees working other than Monday through Friday inclusive, shall be paid at double the employee's regular rate of pay.

Where an employee is required to work on a General Holiday, such employee shall be compensated by the payment of double time for the hours worked exclusive of any regular General Holiday pay to which the employee may be entitled by the provisions of this Agreement.

- (c) It is agreed between the parties that employees who are required to work overtime on their regular days off, shall be paid a minimum of two (2) hours' pay at the applicable overtime rate or overtime rates for all hours worked, whichever is greater.

(d) Calculation of Overtime - Inside Employees

Overtime rates of pay for inside employees shall be computed on the basis of the employee's bi-weekly salary divided by the number of hours worked by such employees on their regular shift, i.e. 70, 75, or 80 hours as the case may be.

(e) Time Off in Lieu of Overtime Payment

Time off in lieu of payment for overtime shall be allowed on the basis of time off credit for actual hours worked, with the premium portion of the overtime being paid out. Time off credits shall be calculated to the nearest one half (1/2) day, and the balance paid out at the time the employee elects to take time off, or as otherwise mutually agreed. The accumulation shall not exceed 70, 75 or 80 hours, as the case may be, in any calendar year. No accumulation of overtime shall be carried forward into the following year except overtime accumulated after August 31st of the calendar year, which shall be taken by April 30th of the following year.

Time off is to be taken as mutually agreed by the employee's General Manager and the employee concerned at the employee's regularly classified rate. However, when an employee works overtime in a higher classification, the difference between such employee's regular classified rate and the higher rate, shall be paid out and not accumulated.

The employee shall request such accumulation at the time of reporting any overtime hours.

(f) Call Out

Employees who are called to work from their residence outside of their regular working hours shall be considered to have been called out and shall receive overtime rates of pay as provided in Article 8, Section 6, of this Agreement, or a minimum of two (2) hours' pay at overtime rates of pay, whichever is greater. However, if an employee is called out to work between the hours of midnight and 5:00 a.m., the employee shall receive a minimum of three (3) hours' pay at overtime rates of pay. Time shall be computed from the time the employee commences to work until the employee is instructed to cease work.

Employees who are called out shall receive compensation for mileage at the applicable mileage rates (See Schedule "F" attached), one way when providing their own transportation. Notification given to employees to work outside their regular working hours prior to the employee ceasing work for the day shall not constitute a call out.

**Section 7**

**Stand-By Pay**

Notwithstanding Article 8, Section 6(e) the City offers two (2) days off to be granted to designated employees in lieu of standby for one (1) full calendar week of standby duty (a week is defined as 4:30 P.M. Friday to 4:30 P.M. the following Friday). In addition, Twenty Dollars (\$20.00) shall be given for standby on statutory holidays for a 24-hour statutory holiday period, notwithstanding Article 8, Section 6(e).

**Section 8**

**Sunday Work Premium**

Employees required to work on Sunday in their regular five (5) day work week shall be paid a differential of twenty-five (25) cents per hour for the time so worked.

**ARTICLE 9**

**HOURS OF WORK**

**Section 1**

**Inside Employees**

- (a) The regular hours of work for inside employees of the City except Janitors, Stockroom Clerks, Mail Room/Print Room Employees, Computer Operators and all other employees of Information Systems hired after June 15, 1971, Radio Operators, Dispatcher Clerks, Instrumentmen, Rodmen, personnel under the jurisdiction of the R.C.M. Police and Law Department shall be seven (7) hours per day, seven (7:00) A.M. to six (6:00) P.M. with one (1) hour off for lunch, Monday through Friday. It is understood that the City shall have the right to schedule employees to work seven (7) hours within any eight (8) hour period between 7:00 A.M. and 6:00 P.M. The City will provide one (1) week's notice of any change of hours. No overtime shall be worked by any salaried employee except with express approval and authority of the appropriate General Manager and the hours of overtime worked shall be certified by the said General Manager to the Payroll Department before payment is made. Payment for overtime worked shall be in accordance with the provision of Article 8, Section 6 of this Agreement, and shall be paid when a salaried employee is required to work in excess of seven (7) hours in the regular work day or for work performed on Saturdays or Sundays.
  
- (b) The regular hours of work for Instrumentmen and Rodmen shall be seven and one-half (7 1/2) hours per day, eight (8) A.M. to four (4) P.M. with one-half (1/2) hour off for lunch, Monday through Friday. No overtime shall be worked by Instrumentmen or Rodmen, except with express approval and authority of the General Manager and the hours of overtime worked shall be certified by the said General Manager to the Payroll Department before payment is made. Payment for overtime worked shall be in accordance with the provisions of Article 8, Section 6, of this Agreement and shall be paid when the employee is required to work in excess of seven and one-half (7-1/2) hours in the regular work day or for work performed on Saturdays or Sundays.

- (c) **For** the purpose of this Section, personnel under the jurisdiction of the R.C.M. Police and Computer Operators and all other employees of Information Systems hired after June 15, 1971, are exempt from a strict schedule of hours of work. However, any hours worked in excess of seven (7) hours per day or thirty-five (35) hours per week, by office personnel under the jurisdiction of the R.C.M. Police shall be paid overtime rates in accordance with Article 8, Section 6 of this Agreement.
- (d) For the purpose of this Section, Janitors, Stockroom Clerks, Radio Operators, Dispatcher Clerks, R.C.M. Police Radio Operators and personnel under the jurisdiction of the R.C.M. Police who work in excess of eight (8) hours per day or forty (40) hours per week shall be paid overtime rates in accordance with Article 8, Section 6 of this Agreement.
- (e) For the purpose of this Section, employees in the Mail Room/Print Room shall work any seven (7) consecutive hours **per** day worked between 6 A.M. and 5 P.M. daily with one (1) hour off for lunch Monday through Friday, inclusive.
- (f) **Planners 1 and 2, Property Negotiators 1 and 2, and Engineering Assistants 1, 2, 3, and 4 shall be exempt from a strict schedule of hours of work when required to attend meetings called by City Council or public consultation meetings. However, any hours worked in excess of seven (7) hours per day or thirty-five (35) hours per week shall be paid overtime rates in accordance with Article 8, Section 6 of this Agreement.**

## **Section 2**

### **Provisions re: Radio Operators**

Personnel employed by the City to operate the Central Radio Station shall work on a variable shift basis subject to the following conditions:

- (a) Eight (8) consecutive hours shall constitute a shift.
- (b) Five (5) consecutive shifts shall constitute a week followed by at least two (2) consecutive days off.
- (c) In the event of a Radio Operator exceeding eight (8) hours in a day or, works more than five (5) consecutive shifts, overtime payment will be made in accordance with the terms of this Agreement.

In the matter of General Holidays, alternate days off shall be granted in lieu of the General Holiday. The employer agrees that the preference of the employee as to alternate days off will be considered, wherever possible.

### **Section 3**

### **Outside Employees**

- (a) The regular hours of work for outside employees shall be any eight (8) consecutive hours between seven (7) A.M. and five-thirty (5:30) P.M. daily, with one-half (1/2) hour off for lunch, Monday through Friday inclusive, The City shall have the right to establish shifts other than the regular day shift provided that in all cases shift schedules are posted. Any employee required to work a shift other than the shift posted on the schedule shall receive forty-eight (48) hours' notice of change of shift. Notwithstanding the foregoing, all employees required to work in excess of eight (8) hours per day or forty (40) hours per week shall receive overtime rates of pay as provided by Article 8, Section 6 of this Agreement.
- (b) The hours of work of the employees working as the night crew in the City Garage shall be any seven and one-half (7 1/2) consecutive hours from four (4:00) P.M. to one-thirty (1:30) A.M. daily, including one-half (1/2) hour off for supper. Payment for overtime worked by members of this crew shall be in accordance with the provisions of Article 8, Section 6 of this Agreement.

### **Section 4**

### **Provisions re: Patrol**

Personnel employed by the City as patrolmen shall be permitted to work on a variable shift basis subject to the following conditions:

- (a) Eight (8) consecutive hours shall constitute a shift.
- (b) Five (5) consecutive shifts shall constitute a work week, followed by at least two (2) consecutive days off.
- (c) In the event a patrolman exceeds eight (8) hours in a day or works in excess of forty (40) hours in a work week, overtime payment will be made in accordance with Article 8, Section 6 of this Agreement.
- (d) Personnel who are required to work as patrolmen on Saturdays, Sundays and General Holidays or as relief patrolmen shall be paid at the rate of pay set out in Schedule "C" of this Agreement when working as Patrolmen. When assigned to other work they shall be paid the rate of pay for the job to which they are assigned.

In the matter of General Holidays, alternate days off may be granted in lieu of the General Holidays. The employer agrees that the preference of the employee as to alternate days off will be considered, wherever possible.



**Section 5**

**Reporting for Work**

It shall be the duty of all employees to report for work on each and every working day at the prescribed hours as set out in the hours of work schedule required to be posted in accordance with the British Columbia Department of Labour Relations. Failure of employees to comply with the provisions of this clause will result in disciplinary action by the City, provided however, that where an employee is unable to report personally because of sickness, such employee will notify the immediate supervisor or some other official of the City by telephone, if possible, prior to the commencement of the working day, or as soon as possible thereafter.

**Section 6**

The City and the Union agree to continue investigating the practicality of flexible hours and compressed work week. It was agreed that neither the City nor Union will be bound in any way to implementing any recommendation or proposition emanating from the experimentation.

**Section 7**

**Shift Differential**

All employees of the City shall receive a shift differential of sixty cents (\$.60) per hour for all scheduled hours worked on a shift other than the regular day shift.

Such differential shall not apply to the provisions of Article 8, Sections 6, 7 and 8, of this Agreement.

For the purpose of this clause, the regular day shift hours shall be defined as in Article 9 of this Agreement.

**ARTICLE 10**

**SENIORITY**

**Section 1**

**Probationary Period and Seniority**

- (a) Notwithstanding anything to the contrary contained in this Agreement it is mutually agreed that all new employees are hired on probation. The probation period of employment shall continue for **four (4)** months except for certain new technical and supervisory employees, listed in Schedule "E" attached hereto who may be subject to a six (6) month probationary period and during this period, no seniority rights shall be recognized. Upon completion of **four (4)** months continuous service, or 6 months for new technical or supervisory employees, they shall be entitled to seniority dated from the day on which they entered the service of the City.

Probationary periods shall be extended for employees where they are off work on an Approved Leave of Absence, excluding lay-off.

- (b) For the purpose of determining seniority it is mutually agreed and understood that the Departments within the structure of the City shall be as set out in Article 2, Section 3 of this Agreement.
- (c) It is mutually agreed that, when hiring new employees, preference may, subject to the same conditions as in Section 2 hereof, be given to those employees of the City who have had previous seniority.

## **Section 2**

### **Promotions**

- (a) In making promotions the required knowledge, ability and skills for the position shall be the primary consideration, and where two or more employees are equally capable of filling the position, years of service with the City shall be the deciding factor.

Where a question of equality of capabilities arises, the senior employee shall be given the first opportunity to demonstrate these qualifications before any person is confirmed in the position to be filled.

- (b) The successful applicant shall be placed on a trial period for a period of three (3) months. Conditional on satisfactory service, such promotion shall become permanent after the period of three months. In the event the successful applicant proves unsatisfactory during the aforementioned trial period, or if the employee is unable to perform the duties of the new job classification, the employee shall be returned to the former position without loss of seniority and at the wage or salary applicable to such former position. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to the former position without loss of seniority and at such wage or salary applicable to such former position.

## **Section 3**

### **Demotions Due to Lay-Off**

Where an employee is demoted due to a reduction in staff, the required knowledge, ability and skills of the employee shall be the primary consideration; where these are equal the employee with the shorter length of service in the Department shall be demoted.

Demoted employees shall receive the rate of pay set out for the position to which they are demoted as from the date of demotion.

## **Section 4**

### **Transfers Within the Bargaining Unit**

- (a) Transfers may be made within the City from one Department to another without loss of seniority, on the following basis:
  1. An employee may apply for transfer to the City Manager.
  2. No employee shall be transferred without due regard to the seniority provisions of this Section of the Agreement.

3. Transferred employees names shall be placed on Department's seniority list in accordance with their length of service with the City.

### **Transfers Outside the Bargaining Unit**

- (b) Employees shall not be transferred to positions outside the bargaining unit without their consent. If employees are transferred to positions outside of the bargaining unit, they shall retain their seniority acquired at the date of leaving the unit, but will not accumulate any further seniority. Employees who later return to the unit shall be placed in jobs commensurate with their competency and seniority. Such return will not result in the lay-off or bumping of any employee within the bargaining unit.

### **Transfers From Full-Time to Part-Time**

- (c) **For the purpose of applying on posted positions, employees who change employment status from full-time to regular part-time shall maintain their seniority and will accrue seniority on the basis of hours worked.**

## **Section 5**

### **Lay-Off**

The employee within each Department with the least service shall be first laid-off, provided however, that employees with special skills may be retained to fill classified positions requiring special skills regardless of length of service.

1. It is recognized by the parties to this Agreement that lay-offs may occur in only one Department of the City at one time.
2. It is also recognized that Department seniority is based upon length of service with the City.
3. It is further recognized that employees with a greater length of service with the City may be laid off from one Department while employees with less service with the City may be retained in another Department.
4. In accordance with the foregoing, it is understood that the employee with the shorter length of City service in the Department in which the lay-off occurs, shall be first laid-off.
5. All employees shall receive at least three (3) days notice of their lay-off or pay in lieu thereof, except those employees who have more than one (1) year of service with the City, who shall receive five (5) days' notice or pay in lieu thereof.

## **Section 6**

### **Rehiring**

Employees who have been laid off shall be recalled to work in the reverse order of their lay-off; e.g., the last employee laid off shall be the first rehired, subject to the following conditions:

1. The employee shall be first rehired into the Department from which such employee was laid off and second, shall be afforded the first opportunity to work in any other Department, provided however, that the employee is capable of performing the work which may be available.
2. It shall be the duty of all employees to notify the City in writing, of any change of address.
3. In the event of recall, the City shall notify laid-off employees by registered letter or by telegram forwarded to the last address furnished by the laid-off employee. Employees shall notify the City of their intention to return to employment within seventy-two (72) hours of delivery of the notification and shall report for work within five (5) days of acceptance of their recall.

## **Section 7**

### **Retention of Seniority**

It is agreed between the parties hereto that seniority shall be retained and accumulated on the following basis:

1. Employees who are laid off after less than one (1) year's service shall retain their seniority for a period of six (6) months.
2. Employees who are laid off after one (1) year of service shall retain their seniority for a period of time equal to their length of service to a maximum of three (3) years.
3. Absence due to bona-fide sickness, provided such sickness is attested to by a qualified medical practitioner.
4. Authorized leave of absence.
5. Absence while serving in the Armed Forces, during a national emergency and for a period of ninety (90) days after honourable discharge.

## **Section 8**

### **Loss of Seniority**

Employees shall lose their seniority and be deprived of any further rights under the Collective Agreement for any of the following reasons:

1. On voluntarily leaving the service of the City.

2. If discharged for proper cause, and is not reinstated.
3. If continuously laid off for a period exceeding his qualifications under Clauses (1) and (2) of Section 7.

## **Section 9**

### **Day Shift Preference**

In accordance with the terms of Article 10 of this Agreement, it is agreed that employees working on a shift other than the regular day shift shall be given preference over new employees in filling vacancies occurring in the day shift.

## **ARTICLE 11**

### **ACCIDENT PREVENTION COMMITTEE**

- (a) The City shall maintain an Accident Prevention Committee consisting of not more than twelve (12) members in pursuance of regulations made pursuant to the provisions of "The Workers' Compensation Act".
- (b) Such Accident Prevention Committee shall so far as practicable be co-chaired and consist of an equal number of representatives of the Employer and Employees. Employee representatives shall be appointed by the Union.
- (c) Employee representatives shall be regular employees of the City, with at least one (1) year's experience in that type of operation over which their inspection duties shall extend.
- (d) The general duties of the Accident Prevention Committee shall be as directed by the regulations made pursuant to "The Workers' Compensation Act".
- (e) Meetings of the said Committee shall be held at least once each month.
- (f) In the case of a fatal or serious accident, the Accident Prevention Committee, shall, within forty-eight (48) hours, conduct an investigation into such accident.

## **ARTICLE 12**

### **DEFINITIONS**

#### **Section 1**

"Employee" shall mean a person who is an "Employee" as defined in the Labour Code of B.C.

#### **Section 2**

"Regular Employee" - shall be defined as a person employed full time who has satisfactorily completed the probationary period of employment in an established position.

#### **Section 3**

"Probationary Employee" - shall be defined as a person serving the designated probationary period to determine suitability for the position as set forth in Article 10, Section I.

Section 4 (a)

“Temporary Employee” - shall be defined as a person hired to augr it the regular workforce and employed to work a regular work week for a duration of time of less than six months, unless otherwise mutually agreed. After accumulating 1,000 hours of temporary employment, temporary employees' accumulated seniority shall be recognized for applying on posted positions. It is understood temporary employee seniority shall accrue during consecutive years only.

(b) “Part Time Employee” - shall be defined as a person who works less than the normal work week or work day for that position.

(c) “Part Time, Regular Part Time and Temporary Employee Benefits” - Part Time and Temporary employees shall receive twelve percent (12%) cash settlement on their pay cheque to cover medical and sick leave benefits, vacation and general holidays, group life and other miscellaneous benefits. Part time employees who accumulate one thousand (1,000) hours shall receive sixteen percent (16%) cash settlement in lieu of these benefits; accumulation of hours begins July 1, 1980.

(d) “Regular Part-Time Employee” - shall be defined as an employee who works forty-eight weeks per year and twenty-one or more regular hours per week in that position; and who is required to satisfactorily complete a probationary period equivalent to a Regular Full-Time employee occupying the same position.

Regular Part-Time employees will commence accumulating seniority hours for applying on posted positions from the time they achieve Regular Part-Time employee status.

(e) After accumulating one thousand (1,000) hours, Regular Part-Time employees who work forty-eight weeks per year and twenty-one (21) or more regular hours per week in that position shall be offered a one-time option to register for benefits. Employees who choose benefits shall no longer receive the percentage paid in lieu of benefits.

This one-time option for these employees shall only include the following benefits:

- (a) . Group Life Insurance  
  . Medical Plan  
  . Dental Plan  
  . Extended Health Benefit Plan  
  . Long Term Disability Plan;
- (b) - Vacation  
  . Sick Leave  
  . Bereavement Leave  
  . Retirement/Severance Allowance

The above benefits (b) shall be prorated in accordance with average hours worked.

For those employees who have not yet met these requirements, their decision for a one-time option for benefits must be exercised prior to accumulating one thousand two hundred (1,200) hours.

### **Section 5**

“Summer and Incentive Program Employees” - shall be defined as those employees hired under Federal/Provincial Incentive and Summer Programs (e.g. summer student and Winter Works Projects) who are employed to augment the regular staff or who are employed on a special project of limited duration not exceeding five (5) calendar months (such period of time may be extended by mutual consent of both parties in writing). Summer Program and Incentive Program employees shall not be entitled to fringe benefits other than those to which a person becomes entitled by reason of statute. Those employees completing five (5) calendar months shall be entitled to all fringe benefits retroactive to the date of hire, other than Group Life Insurance which shall be effective after such five (5) months period.

### **Section 6**

It is understood that if an incentive employee, summer employee, temporary employee or part-time employee is selected as a regular employee during or at the completion of employment, the employee shall have seniority rights recognized retroactive to the original date of hire. Such seniority shall be accumulative based on hours worked from date of hire, in consecutive years.

## **ARTICLE 13**

### **SPECIAL PROVISIONS**

#### **Section I**

#### **Parks & Recreation Division**

- (a) Employees who perform the duties of Utilityman more than 50% of the employable time, shall be paid the Utilityman rate of pay on a regular basis all year round.
- (b) Non-standard work day. All Recreation Department employees as listed in Schedule “D” and certain inside employees of the Recreation Department shall work a non-standard work day and/or week as follows: when the General Manager required daily hours of work other than the standard work day set out in Article 9, Section 1, the regular hours of work for permanent and temporary employees in such operations shall be any 7, 7-1/2 or 8 hours of work exclusive of 1/2 or 1 hour lunch period. Where the General Manager requires a 6 or 7 day operation per week, the normal work week for permanent and temporary employees in such operations may be any five (5) consecutive days with two (2) consecutive days of rest.
- (c) It is agreed that the City will schedule “off season” work in Parks and Recreation as much as is practical between Monday and Friday where service to the public is not impaired.

(d) Part-Time Aquatics Employees - Seniority Accumulation

It is agreed that in Aquatics, the Part-Time employees' seniority will be accumulative, it being understood that accumulative seniority apply to consecutive years only.

**Section 2**

**Premium Pay**

(a) Contact with Raw Sewage

Employees performing any assigned work where they come in contact with raw sewage shall receive an additional sixty cents (\$.60) per hour over their regular classified rate of pay with a minimum of four (4) hours' pay and a minimum of eight (8) hours' pay if they are in contact with raw sewage over four (4) hours.

(b) Work of an Abnormal Nature

Employees of the City shall be paid a bonus of twenty (\$.20) cents per hour when performing work of an abnormal nature upon certification by the Foreman in charge of the work.

(c) Herbicide and Pesticide Application

Qualified employees, including Journeymen Gardeners, Apprentices and all levels of Foremen, who are required to apply herbicides and pesticides in the Parks Department shall receive an additional **sixty (\$60)** cents per hour over their regular classified rate of pay with a minimum of four (4) hours' pay if they work in the application of herbicides and pesticides under four (4) hours and a minimum eight (8) hours' pay if they work in the application of herbicides and pesticides over four (4) hours.

Qualified employees shall be defined as those possessing a current valid **Ministry of Environment Pesticide Applicator's Certificate.**

(d) Industrial First Aid Attendants

Designated Industrial First Aid Attendants will receive:

Sixty Dollars (\$60.00) a month for W.C.B. **Level 1 Certificate**

Eighty Dollars (\$80.00) a month for W.C.B. **Level 2 Certificate**

One Hundred Dollars (\$100.00) a month for **W.C.B. Level 3 Certificate**

Employees selected by the Employer as designated Industrial First Aid Attendants shall have the course paid for by the City 100% and will receive time off with pay during working hours to attend the **required** course of studies.



### Section 3

#### Labourer Rate

Employees in the category Labourer 1, Trades Helper and Rodman with more than six months seniority in these positions shall be paid the Labourer 2 rate of pay.

### Section 4

#### Provision of Clothing

- (a) Employees who are employed on Sanitary Sewer Cleaning Machines will be provided with coveralls and gloves and laundry service for same by the City.
- (b) Employees employed in the City Shops will be provided with coveralls and laundry service for same by the City.
- (c) Clothing damaged during the course of an employee's work, that is damaged beyond reasonable expectation may be replaced by the City on approval of the General Manager.
- (d) The City agrees to provide: a maximum of two (2) sweatsuits per annum to regular and part-time aquatic employees (employees working less than twenty (20) hours per week - one (1) sweatsuit per annum).
- (e) The City agrees to provide: One (1) jacket, Three (3) shirts, Two (2) pair of pants and One (1) tie per annum to Icemen/Maintenance employees. (Clothes requiring dry cleaning to be cleaned at the City's expense).
- (f) The City agrees to provide: a boot allowance of **One Hundred Dollars (\$100.00)** each year to be paid in November to those employees who, as part of their everyday responsibilities, have extended exposure to hot mix asphalt on a continued regular basis. Employees working on an intermittent basis and having extended exposure to hot mix asphalt may be dealt with under Article 13, Section 4(c).
- (g) If an employee is required to wear a uniform or other special apparel, the City shall supply the uniform as well as clean, launder, upkeep and repair without charge to the employee.
- (h) **All guards and matrons shall be provided with uniforms and laundry services.**

### Section 5

#### Insurance

The City will provide insurance coverage on Tradesmen's tools up to a maximum of fifteen thousand dollars (\$15,000.00) for each Tradesman on tools that employees are required to supply and which are approved by the Manager, Equipment & Facilities.

## **Section 6**

### **Labour-Management Committee**

The City and the Union agree that a Labour-Management Committee be set up to seek solutions to mutual problems and to achieve mutual objectives.

## **Section 7**

### **Clerk/Typist Trainee**

- (a) Clerk/Typist Trainees shall be defined as those employees who are hired by the City in a Clerk/Typist function but who lack sufficient knowledge, ability, and/or skills to be hired into a regular Clerk/Typist position.
- (b) Those hired as trainees will undergo a 12 month training program which may include: on-the-job training, night school and City training programs.

Rate of pay:

Effective January 1, 1998:

\$895.87 bi-weekly, first 6 months  
\$948.39 bi-weekly, second 6 months

Effective January 1, 1999:

\$904.83 bi-weekly, first 6 months  
\$957.87 bi-weekly, second 6 months

- (c) It is agreed that Clerk/Typist Trainees must remain in that position for a minimum of 6 months, At the conclusion of 6 months as a Clerk/Typist Trainee, the employee may compete on job postings. At the completion of the regular 1-year training program, the employee will be reclassified to Clerk Typist 2.

## **Section 8**

### **Personnel Records**

An employee shall have the right to photocopy material within the guidance of the Freedom of Information Act in their personnel file. The employee or the Union shall reimburse the Employer reasonable costs of photocopying.

## **Section 9**

### **Harassment**

The City of Surrey and the Union support the provision of a safe, healthy and rewarding work environment for the City's employees. The Employer and the Union agree that harassment shall not be tolerated in the workplace. Managers and supervisors will foster in their work areas an environment free of harassment and will take appropriate and timely action whenever they have actual knowledge of any harassment. If the parties are unable to resolve the complaint, the parties may utilize the grievance procedure. By



mutual agreement, the parties may request an outside impartial third party to adjudicate the complaint. Costs of the third party to be shared equally.

**Section IO**

**Report of Violations of Law, Statutes or Regulations**

No action will be taken by the City against an employee who reports a violation of a law, statute or regulation by the City as long as the City has been notified of the alleged violation and provided a reasonable opportunity to investigate and respond to the matter before the Union and/or the employee pursues the matter further. The City and the Union agree to advise one another promptly of any alleged violation or action to be taken.

**ARTICLE 14**

**DURATION OF AGREEMENT**

**Section 1**

This Agreement shall be for the period from and including January 1, 1997, to and including December 31, 1999, and from year to year thereafter subject to the right of either party to the Agreement, at any time within four months immediately preceding the date of the expiry of this Agreement (December 31, 1999) or immediately preceding the last day of December in any year thereafter, by written notice, to require the other party to the Agreement to commence Collective Bargaining.

**Section 2**

Should either party give written notice aforesaid, this Agreement shall thereafter continue in full force and effect and neither party shall make any change in the terms of the said Agreement (or increase or decrease the rate of pay of any employee for whom collective bargaining is being conducted or alter any other term or condition of employment) until:

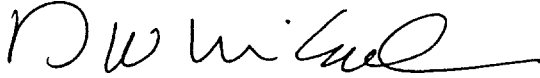
1. the Union shall give notice to strike (or until the Union goes on strike), or
2. the Employer shall give notice of lockout (or the employer shall lockout its employees), or
3. the parties shall conclude a renewal or revision of this Agreement or enter into a **new** Collective Agreement

whichever is the earliest.

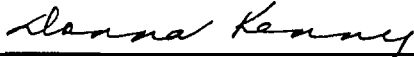
**Section 3**

The operation of Section 50(2) of the *Labour Relations Code* of B.C. is hereby excluded.

APPROVED AND ADOPTED by the  
City of Surrey this 6 day of  
February 1998.

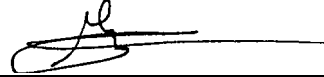


MAYOR D. McCallum

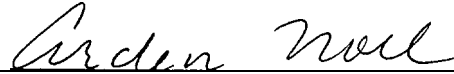


CLERK D. Kenny

APPROVED AND ADOPTED by the  
Canadian Union of Public Employees  
(City) B.C., Local No. 402, this 6 day  
of February 1998.



PRESIDENT G. Savard



SECRETARY A. Noel

**THE CITY OF SURREY  
SCHEDULE "A"  
INSIDE STAFF PAY GRADES  
EFFECTIVE JANUARY 1, 1997**

<b>Pay Grade</b>	<b>Standard Rate 1</b>	<b>6 Month Step 2</b>	<b>18 Month Step 3</b>	<b>30 Month Step 4</b>
8	1037.00	1046.00	1058.00	1086.00
9	1046.00	1058.00	1086.00	1108.00
10	1058.00	1086.00	1108.00	1130.00
11	1086.00	1108.00	1130.00	1159.00
12	1108.00	1130.00	1159.00	1176.00
13	1130.00	1159.00	1176.00	1210.00
14	1159.00	1176.00	1210.00	1232.00
15	1176.00	1210.00	1232.00	1278.00
16	1210.00	1232.00	1278.00	1313.00
17	1232.00	1278.00	1313.00	1351.00
18	1278.00	1313.00	1351.00	1394.00
19	1313.00	1351.00	1394.00	1434.00
20	1351.00	1394.00	1434.00	1494.00
21	1394.00	1434.00	1494.00	1551.00
22	1434.00	1494.00	1551.00	1610.00
23	1494.00	1551.00	1610.00	1678.00
24	1551.00	1610.00	1678.00	1747.00
25	1610.00	1678.00	1747.00	1821.00
26	1678.00	1747.00	1821.00	1895.00
27	1747.00	1821.00	1895.00	1981.00
28	1821.00	1895.00	1981.00	2054.00
29	1895.00	1981.00	2054.00	2148.00
30	1981.00	2054.00	2148.00	2237.00
31	2054.00	2148.00	2237.00	2330.00

**SCHEDULE "A"**  
**INSIDE STAFF PAY GRADES**  
**EFFECTIVE JANUARY 1, 1998**

<b>Pay Grade</b>	<b>Standard Rate 1</b>	<b>6 Month Step 2</b>	<b>18 Month Step 3</b>	<b>30 Month Step 4</b>
8	1047.37	1056.46	1068.58	1096.86
9	1056.46	1068.58	1096.86	1119.08
10	1068.58	1096.86	1119.08	1141.30
11	1096.86	1119.08	1141.30	1170.59
12	1119.08	1141.30	1170.59	1187.76
13	1141.30	1170.59	1187.76	1222.10
14	1170.59	1187.76	1222.10	1244.32
15	1187.76	1222.10	1244.32	1290.78
16	1222.10	1244.32	1290.78	1326.13
17	1244.32	1290.78	1326.13	1364.51
18	1290.78	1326.13	1364.51	1407.94
19	1326.13	1364.51	1407.94	1448.34
20	1364.51	1407.94	1448.34	1508.94
21	1407.94	1448.34	1508.94	1566.51
22	1448.34	1508.94	1566.51	1626.10
23	1508.94	1566.51	1626.10	1694.78
24	1566.51	1626.10	1694.78	1764.47
25	1626.10	1694.78	1764.47	1839.21
26	1694.78	1764.47	1839.21	1913.95
27	1764.47	1839.21	1913.95	2000.81
28	1839.21	1913.95	2000.81	2074.54
29	1913.95	2000.81	2074.54	2169.48
30	2000.81	2074.54	2169.48	2259.37
31	2074.54	2169.48	2259.37	2353.30

**THE CITY OF SURREY**  
**SCHEDULE "A"**  
**INSIDE STAFF PAY GRADES**  
**EFFECTIVE JANUARY 1, 1999**

<b>Pay Grade</b>	<b>Standard Rate 1</b>	<b>6 Month Step 2</b>	<b>18 Month Step 3</b>	<b>30 Month Step 4</b>
8	1057.84	1067.02	1079.27	1107.83
9	1067.02	1079.27	1107.83	1130.27
10	1079.27	1107.83	1130.27	1152.71
11	1107.83	1130.27	1152.71	1182.30
12	1130.27	1152.71	1182.30	1199.64
13	1152.71	1182.30	1199.64	1234.32
14	1182.30	1199.64	1234.32	1256.76
15	1199.64	1234.32	1256.76	1303.69
16	1234.32	1256.76	1303.69	1339.39
17	1256.76	1303.69	1339.39	1378.16
18	1303.69	1339.39	1378.16	1422.02
19	1339.39	1378.16	1422.02	1462.82
20	1378.16	1422.02	1462.82	1524.03
21	1422.02	1462.82	1524.03	1582.18
22	1462.82	1524.03	1582.18	1642.36
23	1524.03	1582.18	1642.36	1711.73
24	1582.18	1642.36	1711.73	1782.11
25	1642.36	1711.73	1782.11	1857.60
26	1711.73	1782.11	1857.60	1933.09
27	1782.11	1857.60	1933.09	2020.82
28	1857.60	1933.09	2020.82	2095.29
29	1933.09	2020.82	2095.29	2191.17
30	2020.82	2095.29	2191.17	2281.96
31	2095.29	2191.17	2281.96	2376.83

**THE CITY OF SURREY  
SCHEDULE "B"  
INSIDE STAFF CLASSIFICATIONS AND PAY GRADES  
EFFECTIVE JANUARY 1, 1997**

<b>Classification</b>	<b>Pay Grade</b>	<b>Classification</b>	<b>Pay Grade</b>
Accountant 1	23	****Community Services Coordinator 1	19
Accountant 2	26	****Community Services Coordinator 2	23
Accountant 3	29	Computer Operator 1	15
Accounting Clerk 1	15	Computer Operator 2	19
Accounting Clerk 2	18	Computer Operations Supervisor	24
Accounting Clerk 3	21	Conveyancing Secretary	18
Accounting Clerk 4	24	Data Preparation Supervisor	18
Administrative Ass't. Clerk's Dept	19	****Drafter 1	15
Appraiser Specialist Property	28	****Drafter 2	19
***Arena Supervisor	25	****Drafter 3	23
Arts Centre Technician	19	Drafter Trainee	11
Assistant City Collector	25	Electrical Inspector 1	27
Assistant Deputy Clerk	23	Electrical Inspector 2	29
Associate Planner	25	Engineering Assistant 1	21
Block Watch Coordinator	18	Engineering Assistant 2	25
****Block Watch Program Assistant	10	Engineering Assistant 3	27
Bookkeeping Machine Operator	13	Engineering Assistant 4	29
Building Insp. 1	27	Engineering Inspector 1	22
Building Insp. 2	29	Engineering Inspector 2	25
Buyer 1	17	Engineering Inspector 3	27
Buyer 2	21	Engineering Ops. Clerk	17
Buyer 3	23	**Guards and Matrons	17
By-law Enforcement Officer - General	26	Identification Technician 1	15
By-law Enforcement Officer - Parking	24	Identification Technician 2	18
Cashier	14	**Janitor	14
Chief Clerk - Permits & Licenses	24	Keypunch Operator 1	10
** Chief Clerk-Shops	20	Keypunch Operator 2	13
Chief Collection Clerk	21	****Landscape Technician	21
Chief Draftsman	25	License Inspector	22
Clerk 2	9	Mail/Print Shop Operator	17
Clerk 3	12	**Materials Control Supervisor	23
Clerk 4	15	Parks & Recreation Planner	27
Clerk Typist 2	9	Payroll Clerk	18
+Clerk Typist 3	12	Plan Checker 1	21
Clerk Typist 4	15	Plan Checker 2	24
Collection Clerk	15	Plan Checker 3	27
Collection Clerk Trainee	11	Planner 1	28
*Communications Operator	22	Planner 2	29
Community Development Officer	26	Planning Operations Clerk	17



**SCHEDULE B continued**

<b>Classification</b>	<b>Pay Grade</b>
Planning Technician 1	20
Planning Technician 2	23
Planning Technician 3	26
Plumbing Inspector 1	27
Plumbing Inspector 2	29
◇Printer	
Print Shop Clerk	15
Programmer 1	24
Programmer 2	26
Programmer Trainee	19
Property Appraiser 1	26
Property Appraiser 2	29
Property Negotiator 1	26
Property Negotiator 2	29
**Provost	20
Rate Clerk	15
Record Control Clerk	15
Records Supervisor - R.C.M. Police	18
Senior Clerk - Purchasing and Stores	23
Senior Conveyancer	21
Senior Court Liaison Clerk	19
Senior Operations Clerk	20
Senior Planner	31
Senior Tax and Utility Clerk	21
Steno Secretary	18
*Survey Assistant (Labourer Hourly Rate of Pay)	
*Surveyor 1	17
*Surveyor 2	19
*Surveyor 3	22
Switchboard Operator	10
Switchboard Operator - City Hall	12
Switchboard Operator - R.C.M. Police	12
Systems Analyst Programmer	28
Tape Librarian and Relief Operator	19
◇◇Traffic Survey Clerk	
Utility Rates Inspector	20
**Watchman	14
Water Service Inspector	20
Yard Radio Operator	16

**NOTE:**

\* **Employees of this class based on 7 1/2 hours per day, 37 1/2 hours per week.**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
<u>Communications Operator</u>				
January 1, 1997	\$1,443.00	\$1,503.00	\$1,560.00	\$1,620.00
January 1, 1998	1,457.43	1,518.03	1,575.60	1,636.20
January 1, 1999	1,472.00	1,533.21	1,591.36	1,652.56
<u>Surveyor 1</u>				
January 1, 1997	\$1,241.00	\$1,287.00	\$1,323.00	\$1,360.00
January 1, 1998	1,253.41	1,299.84	1,336.23	1,373.60
January 1, 1999	1,265.94	1,312.87	1,349.59	1,387.34

It is agreed that the position of Surveyor 1 will not start on a step in Pay Grade 17 which will produce the same or lesser than the equivalent hourly rate for the position of Survey Assistant.

<u>Surveyor 2</u>				
January 1, 1997	\$1,323.00	\$1,360.00	\$1,403.00	\$1,443.00
January 1, 1998	1,336.23	1,373.60	1,417.03	1,457.43
January 1, 1999	1,349.59	1,387.34	1,431.20	1,472.00

<u>Surveyor 3</u>				
January 1, 1997	\$1,443.00	\$1,503.00	\$1,560.00	\$1,620.00
January 1, 1998	1,457.43	1,518.03	1,575.60	1,636.20
January 1, 1999	1,472.00	1,533.21	1,591.36	1,652.56

\*\* **Employees of this class based on 8 hours per day, 40 hours per week.**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
<u>Guards and Matrons</u>				
January 1, 1997	\$1,250.00	\$1,296.00	\$1,332.00	\$1,369.00
January 1, 1998	1,262.50	1,308.96	1,345.32	1,382.69
January 1, 1999	1,275.13	1,322.05	1,358.77	1,396.52
<u>Janitor</u>				
January 1, 1997	\$1,177.00	\$1,195.00	\$1,228.00	\$1,250.00
January 1, 1998	1,188.77	1,206.95	1,240.28	1,262.50
January 1, 1999	1,200.66	1,219.02	1,252.68	1,275.13

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
<u>Materials Control Supervisor</u>				
January 1, 1997	\$1,512.00	\$1,569.00	\$1,629.00	\$1,697.00
January 1, 1998	1,527.12	1,584.69	1,645.29	1,713.97
January 1, 1999	1,542.39	1,600.54	1,661.74	1,731.11
 <u>Provost</u>				
January 1, 1997	\$1,369.00	\$1,413.00	\$1,452.00	\$1,512.00
January 1, 1998	1,382.69	1,427.13	1,466.52	1,527.12
January 1, 1999	1,396.52	1,441.40	1,481.19	1,542.39
 <u>Watchman</u>				
January 1, 1997	\$1,177.00	\$1,195.00	\$1,228.00	\$1,250.00
January 1, 1998	1,188.77	1,206.95	1,240.28	1,262.50
January 1, 1999	1,200.66	1,219.02	1,252.68	1,275.13

+ Clerk Typist 3 - Step 4:

January 1, 1997	\$1212 bi-weekly
January 1, 1998	\$1224.12 bi-weekly
January 1, 1999	\$1236.36 bi-weekly

◇ Traffic Survey Clerk

January 1, 1997	\$869 bi-weekly
January 1, 1998	\$877.69 bi-weekly
January 1, 1999	\$886.41 bi-weekly

◇◇ Printer

January 1, 1997	\$1,694 bi-weekly
January 1, 1998	\$1,710.94 bi-weekly
January 1, 1999	\$1,728.05 bi-weekly

\*\*\* The pay rate for these employees of the Recreation Department takes into account shift differentials and Sunday premium pay as required.

\*\*\*\* Pay grades currently in dispute

THE CITY OF SURREY

SCHEDULE "C"

OUTSIDE STAFF CLASSIFICATIONS AND PAY RATES

ENGINEERING DEPARTMENT OPERATIONS BRANCH - PUBLIC WORKS SECTION

	Jan. 1/1997	Jan. 1/1998	Jan 1/1999
<u>Labourer 1</u>	\$17.45	\$17.62	\$17.80
Labourer - 6 Months			
Watchman			
Swamper			
<u>Labourer 2</u>	17.65	17.83	18.01
Crusher Crew Labourer			
Padman			
Hand Tool Maintenance Man			
Swamper, Heavy Flat Deck			
Tile Truck			
Labourer - Year 2			
Timberman Helper			
<u>Labourer 3</u>	17.87	18.05	18.23
Padman - Operator Trainee			
Tile Layer			
Power Hand Tool Operator			
Construction Checker			
Concrete Maker			
Sewer Cleaning Machine			
Tiler			
<u>Weigh Scale Control Clerk 1</u>	18.13	18.31	18.49
<u>Weigh Scale Control Clerk 2</u>	18.80	18.99	19.18
<u>Trades Improver 1</u>	18.32	18.50	18.69
Pipelayer			
Form Maker, Rough Forms			
Timberman			
Sewer Service Truck			
Rollerman			

SCHEDULE C continued

	Jan. 1/1997	Jan. 1/1998	Jan 1/1999
<u>Trades Improver 2</u>	19.17	19.36	19.55
Carpenter Form Maker			
Cement Block Layer			
Mason			
Stop Bar/Cross Walk Painter			
Rakerman - Black Top Crew			
<u>Tradesman 1</u>	22.32	22.54	22.77
Sign Painter			
<u>Equipment Operator 1</u>	18.32	18.50	18.69
Tractor Operator			
Roller Operator			
<u>Equipment Operator 2</u>	18.87	19.06	19.25
Crusher Deckman			
Vehicle Washing Machine			
Self-Propelled Packer Operator			
Field Service Equipment Refueling			
Attendant			
Gully Cleaning Machine Operator			
<u>Equipment Operator 3</u>	19.05	19.24	19.43
Rotary Street Sweeper Operator			
Slope Mower Operator			
Grader Operator - Light Maintainer			
<u>Equipment Operator 4</u>	19.36	19.55	19.75
Centre Line Marking Machine			
Operator			
Crusher Operator			
Tractor Backhoe Operator			
Sewer Jet Driver/Operator			
<u>Equipment Operator 5</u>	20.30	20.50	20.71
Front-end Loader Operator - Heavy			
Grader Operator - Heavy			
<u>Equipment Operator 6</u>	21.03	21.24	21.45
Gradall Operator			
Utilityman			
Track Backhoe Operator - Heavy			
<u>Truck Driver 1</u>	18.74	18.93	19.12
Single Axle Truck Driver			

SCHEDULE C continued

	Jan. 1/1997	Jan. 1/1998	J 1/1999
<u>Truck Driver 2</u> Street Flusher Tandem Truck Driver - Gravel Construction Supply Truck Driver	18.96	19.15	19.34
<u>Truck Driver 3</u> Tandem Crane Supply Truck Driver	19.25	19.44	19.63
<u>Chargehand</u>	20.24	20.44	20.64
<u>Foreman</u>	22.88	23.11	23.34
<u>Assistant Equipment Controller</u>	21.66	21.88	22.10
<u>Equipment Controller</u>	22.88	23.11	23.34

**ENGINEERING DEPARTMENT OPERATIONS BRANCH - WATER SECTION**

	Jan. 1, 1997	Jan. 1, 1998	Jan. 1, 1999
<u>Labourer 1</u> Watchman	\$17.45	\$17.62	\$17.80
<u>Labourer 2</u> Padman Timberman Helper	17.65	17.83	18.00
<u>Labourer 3</u> Concrete Maker Controls & Pipe Testing Crew Sewer Cleaning Machine Tiler Power Hand Tool Operator	17.87	18.05	18.23
<u>Trades Improver 1</u> Form Maker - Rough Forms Timberman Meterman Water Service Trucks Crews Pipelayer Patrolman	18.32	18.50	18.69

SCHEDULE C continued

	Jan. 1/1997	Jan. 1/1998	Jan 1/1999
<u>Trades Improver 2</u>	19.17	19.36	19.55
Carpenter Form Maker			
Cement Block & Brick Layer			
Pipe Fitter - Plumber, Construction & Mechanical Maintenance			
<u>Chargehand</u>	20.24	20.44	20.64
<u>Foreman</u>	22.88	23.11	23.34

**ENGINEERING DEPARTMENT - OPERATIONS BRANCH - FLEET MECHANICAL SECTION**

	Jan. 1, 1997	Jan. 1, 1998	Jan 1, 1999
<u>Clerical</u>	\$17.48	\$17.65	\$17.83
Office Attendant, Preventative Mtce			
<u>Trades Helper</u>	17.30	17.47	17.64
Labourer			
Mechanics Helper			
Cleanup Man			
Painters Helper			
<u>Serviceman</u>	19.19	19.38	19.57
Tireman			
Greaseman			
Mechanic "C"			
<u>Mechanic Improver</u>	19.48	19.67	19.87
Mechanic "B"			
<u>Tradesman 1</u>	22.32	22.54	22.77
Automotive Bodyman			
Welder			
Mechanic "A" - Heavy Duty			
Mechanic "A" - Field Service			
<u>Tradesman 2 (T.Q. or Interprovincial Ticket)</u>	22.76	22.99	23.22
Utilityman			
Diesel Mechanic			

**SCHEDULE C continued**

	<b>Jan. 1/1997</b>	<b>Jan. 1/1998</b>	<b>Jan. 1/1999</b>
<u>Tradesman 3</u> Machinist Heavy Duty Field Service Mechanic	23.00	23.23	23.46
<u>Chargehand</u>	23.33	23.56	23.80
<u>Trades Foreman</u>	24.44	24.68	24.93

**ENGINEERING DEPARTMENT - FACILITIES MANAGEMENT BRANCH**

	<b>Jan. 1, 1997</b>	<b>Jan. 1, 1998</b>	<b>Jan. 1, 1999</b>
<u>Building Maintenance 1</u>	\$18.32	\$18.50	\$18.69
<u>Building Maintenance 2</u>	19.17	19.36	19.55
<u>Tradesman 1</u> Mason - Maintenance Carpenter Pipefitter - Plumber - Maintenance Electrician (Class B Provincial Ticket) Painter Maintenance - Buildings Mechanic "A" - Construction & Mtnc Equipment & Buildings	22.32	22.54	22.77
<u>Tradesman 2</u> Same list as above, but must possess T.Q.	22.76	22.99	23.22
<u>Trades Chargehand</u> Construction & Maintenance Equipment & Buildings	23.33	23.56	23.80
<u>Trades Foreman</u>	24.44	24.68	24.93

**FINANCE DEPARTMENT - PURCHASING BRANCH**

	<b>Jan. 1, 1997</b>	<b>Jan. 1, 1998</b>	<b>Jan. 1, 1999</b>
<u>Equipment Operator 3</u> Yard Stockman	\$19.05	\$19.24	\$19.43



SCHEDULE C continued

	Jan. 1/1997	Jan. 1/1998	Jan 1/1999
<u>Stockroom Clerk 1</u>	16.72	16.89	17.06
<u>Stockroom Clerk 2</u>	17.71	17.89	18.07
<u>Stockroom Clerk 3</u>	18.93	19.12	19.31
<u>Fleet Partsman</u>	19.57	19.77	19.97

PARKS DEPARTMENT

	Jan. 1, 1997	Jan. 1, 1998	Jan. 1, 1999
<u>Labourer 1</u> General Labourer	\$17.45	\$17.62	\$17.80
<u>Labourer 2</u> Swamper Hand Tool Maintenance Swamper Sanitation Truck	17.65	17.83	18.00
<u>Labourer 3</u> Power Hand Tool Operator Concrete Maker Tile Layer Mower and Roller Operators (Small)	17.87	18.05	18.23
<u>Utilityman</u>	18.13	18.31	18.49
<u>Groundskeeper 1</u>	18.32	18.50	18.69
<u>Groundskeeper 2</u>	19.47	19.66	19.86
<u>Chargehand</u>	20.24	20.44	20.64
<u>Equipment Operator 1</u> Farm or Industrial Type Tractors with attachments and gang mowers	18.32	18.50	18.69
<u>Truck Driver - Swamper</u>	18.74	18.93	19.12
<u>Equipment Operator 2</u> Tractor Backhoe (Cemetery)	18.87	19.06	19.25

**SCHEDULE C continued**

	<b>Jan. 1/1997</b>	<b>Jan. 1/1998</b>	<b>J 1/1999</b>
<u>Tradesman (Semi-Qualified)</u>	20.49	20.69	20.90
<u>Tradesman 1</u>	22.32	22.54	22.77
Gardener			
Plumber			
Carpenter			
<u>Tradesman 2 (T.Q. or Interprovincial Ticket)</u>	22.76	22.99	23.22
Gardener			
Carpenter			
Plumber			
<u>Foreman</u>	22.17	22.39	22.61
<u>Construction Foreman</u>	22.88	23.11	23.34

**APPRENTICESHIP WAGE RATES**

Apprentices will be paid at the percentage rates of Tradesman 1 listed below:

1st 6 months	50%
2nd 6 months	55%
3rd 6 months	60%
4th 6 months	65%
5th 6 months	70%
6th 6 months	75%
7th 6 months	80%
8th 6 months	90%

(No rate to be less than a Labourer 1 rate of pay)

THE CITY OF SURREY

SCHEDULE "D"

RECREATION DEPARTMENT

Staff Classifications and Hourly Pay Rates

EFFECTIVE JANUARY 1, 1997

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
A. REGULAR EMPLOYEES			
<u>CLASSIFICATION</u>			
Building Service Worker	17.30	17.48	17.91
Iceman/Maintenance	17.66	18.06	18.51
Engineer (Tradesman 3)	23.00	-	-
Supervisor (Aquatics)	17.82	18.09	18.41
Head Lifeguard	17.48	17.79	18.06
Assistant Head Lifeguard	16.67	16.99	17.28
Lifeguard-Instructor	16.02	16.32	16.64
Technical Director	19.53	20.09	20.63
B. <u>TIME DURATION AND CASUAL EMPLOYEES PART-TIME AND CASUAL HELP</u>			
<u>CLASSIFICATION</u>			
<u>Recreation Assistant 1</u> Junior Leader	11.37	11.62	11.94
<u>Recreation Assistant 2</u> Senior Leader Facility Attendant Assistant House Manager	12.51	12.82	13.16

**SCHEDULE D** continued

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>		
<u>Recreation Assistant 3</u> Program Assistant Youth Leader Theatre Technical Assistant	13.79	14.16	14.52		
<u>Recreation Assistant 4</u> Community Re-Integration Supv. Assistant Technical Director	15.23	15.63	16.04		
<u>Recreation Assistant 5</u> Assistant Technical Director House Manager Program Specialist Youth Coordinator	16.84	17.27	17.75		
<u>Recreation Programmer</u> Community Integration Supv. Volunteer Supervisor Program Supervisor	19.10	19.59	20.14		
Assistant Curator	18.50	19.01	19.50		
Cashier	11.58	11.93	12.28		
Head Concessioner	11.37	11.58	12.06		
Concession	11.37	11.58	-		
Doorman, Skate Shop, Ice Patrol, Ushers, Casual Help	11.37	-	-		
	<b>Standard Step 1</b>	<b>300 hours Step 2</b>	<b>600 hours Step 3</b>	<b>900 hours Step 4</b>	
Skating Instructor	14.50	15.00	15.50	16.00	
Head Skating Instructor	16.50	17.00	17.50		

NOTES:

1. For the purpose of the calculation of overtime, above employees shall be considered to work an 8 hour day/40 hour week.
2. The parties agreed that the pay rate for employees of the Recreation Department take into account shift differentials and Sunday Premium pay as required, except as provided in Note #3.
3. Regular employees only, as per Article 12, Section 2 of the Parks and Recreation Department shall receive shift differential for all scheduled hours worked on a shift other than the regular day shift.

THE CITY OF SURREY

SCHEDULE "D"

RECREATION DEPARTMENT

Staff Classifications and Hourly Pay Rates

EFFECTIVE JANUARY 1, 1998

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
A. REGULAR EMPLOYEES			
<u>CLASSIFICATION</u>			
Building Service Worker	17.47	17.65	18.09
Iceman/Maintenance	17.84	18.24	18.70
Engineer (Tradesman 3)	23.23	-	-
Supervisor (Aquatics)	18.00	18.27	18.59
Head Lifeguard	17.65	17.97	18.24
Assistant Head Lifeguard	16.84	17.16	17.45
Lifeguard-Instructor	16.18	16.48	16.81
Technical Director	19.73	20.29	20.84
B. <u>TIME DURATION AND CASUAL EMPLOYEES PART-TIME AND CASUAL HELP</u>			
<u>CLASSIFICATION</u>			
<u>Recreation Assistant 1</u> Junior Leader	11.48	11.74	12.06
<u>Recreation Assistant 2</u> Senior Leader Facility Attendant Assistant House Manager	12.64	12.95	13.29
<u>Recreation Assistant 3</u> Program Assistant Youth Leader Theatre Technical Assistant	13.93	14.30	14.67

SCHEDULE D continued

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	
<u>Recreation Assistant 4</u> Community Re-Integration Supv. Assistant Technical Director	15.38	15.79	16.20	
<u>Recreation Assistant 5</u> Assistant Technical Director House Manager Program Specialist Youth Coordinator	17.01	17.44	17.93	
<u>Recreation Programmer</u> Community Integration Supv. Volunteer Supervisor Program Supervisor	19.29	19.79	20.34	
Assistant Curator	18.69	19.20	19.70	
Cashier	11.70	12.05	12.40	
Head Concessioner	11.48	11.70	12.18	
Concession	11.48	11.70	-	
Doorman, Skate Shop, Ice Patrol, Ushers, Casual Help	11.48	-	-	
	<b>Standard Step 1</b>	<b>300 hours Step 2</b>	<b>600 hours Step 3</b>	<b>900 hours Step 4</b>
Skating Instructor	14.65	15.15	15.66	16.16
Head Skating Instructor	16.67	17.17	17.68	

NOTES:

1. For the purpose of the calculation of overtime, above employees shall be considered to work an 8 hour day/40 hour week.
2. The parties agreed that the pay rate for employees of the Recreation Department take into account shift differentials and Sunday Premium pay as required, except as provided in Note #3.
3. Regular employees only, as per Article 12, Section 2 of the Parks and Recreation Department shall receive shift differential for all scheduled hours worked on a shift other than the regular day shift.



THE CITY OF SURREY

SCHEDULE "D"

RECREATION DEPARTMENT

Staff Classifications and Hourly Pay Rates

EFFECTIVE JANUARY 1, 1999

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
A. REGULAR EMPLOYEES			
<u>CLASSIFICATION</u>			
Building Service Worker	17.64	17.83	18.27
Iceman/Maintenance	18.02	18.42	18.89
Engineer (Tradesman 3)	23.46	-	-
Supervisor (Aquatics)	18.18	18.45	18.78
Head Lifeguard	17.83	18.15	18.42
Assistant Head Lifeguard	17.01	17.33	17.62
Lifeguard-Instructor	16.34	16.64	16.98
Technical Director	19.93	20.49	21.05
B. <u>TIME DURATION AND CASUAL EMPLOYEES PART-TIME AND CASUAL HELP</u>			
<u>CLASSIFICATION</u>			
<u>Recreation Assistant 1</u> Junior Leader	11.59	11.86	12.18
<u>Recreation Assistant 2</u> Senior Leader Facility Attendant Assistant House Manager	12.77	13.08	13.42
<u>Recreation Assistant 3</u> Program Assistant Youth Leader Theatre Technical Assistant	14.07	14.44	14.82

**SCHEDULE D continued**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	
<u>Recreation Assistant 4</u> Community Re-Integration Supv. Assistant Technical Director	15.53	15.95	16.36	
<u>Recreation Assistant 5</u> Assistant Technical Director House Manager Program Specialist Youth Coordinator	17.18	17.61	18.11	
<u>Recreation Programmer</u> Community Integration Supv. Volunteer Supervisor Program Supervisor	19.48	19.99	20.54	
Assistant Curator	18.87	19.40	19.89	
Cashier	11.82	12.17	12.52	
Head Concessioner	11.59	11.82	12.30	
Concession	11.59	11.82	-	
Doorman, Skate Shop, Ice Patrol, Ushers, Casual Help	11.59	-	-	
	<b>Standard Step 1</b>	<b>300 hours Step 2</b>	<b>600 hours Step 3</b>	<b>900 hours Step 4</b>
Skating Instructor	14.80	15.30	15.82	16.32
Head Skating Instructor	16.84	17.34	17.86	

NOTES:

1. For the purpose of the calculation of overtime, above employees shall be considered to work an 8 hour day/40 hour week.
2. The parties agreed that the pay rate for employees of the Recreation Department take into account shift differentials and Sunday Premium pay as required, except as provided in Note #3.
3. Regular employees only, as per Article 12, Section 2 of the Parks and Recreation Department shall receive shift differential for all scheduled hours worked on a shift other than the regular day shift.

**SCHEDULE "E"**

**THE CITY OF SURREY**

**NEW EMPLOYEES SUBJECT TO SIX (6) MONTH PROBATIONARY PERIOD**

**OF EMPLOYMENT**

Appointees to the following classifications shall serve a probationary period of employment of six (6) months during which time such employee must demonstrate his/her ability to perform the work satisfactorily:

ACCOUNTANT 1  
ACCOUNTANT 2  
ACCOUNTANT 3  
ADMINISTRATIVE ASSISTANT - LEGISLATIVE SERVICES DEPARTMENT  
APPRAISER SPECIALIST - PROPERTY  
ARENA SUPERVISOR  
ASSISTANT DEPUTY CLERK  
ASSISTANT CITY COLLECTOR  
BUILDING INSPECTOR 1  
BUILDING INSPECTOR 2  
BUYER 2  
BUYER 3  
BY-LAW ENFORCEMENT OFFICER:  
- GENERAL DUTY  
- PARKING ENFORCEMENT  
CHIEF CLERK - PERMITS & LICENSES  
CHIEF COLLECTION CLERK  
CHIEF DRAFTSMAN  
COMMUNICATIONS OPERATOR  
COMMUNITY DEVELOPMENT OFFICER  
COMPUTER ASSISTED DRAFTER 2  
COMPUTER ASSISTED DRAFTER 3  
COMPUTER OPERATIONS SUPERVISOR  
COMPUTER OPERATOR  
CONSTRUCTION INSPECTOR  
CONVEYANCING SECRETARY  
DATA PREPARATION SUPERVISOR  
ELECTRICAL INSPECTOR 1  
ELECTRICAL INSPECTOR 2  
ENGINEER - RECREATION DEPARTMENT  
ENGINEERING ASSISTANT 1  
ENGINEERING ASSISTANT 2  
ENGINEERING ASSISTANT 3  
ENGINEERING ASSISTANT 4  
ENGINEERING INSPECTOR 1  
ENGINEERING INSPECTOR 2

**SCHEDULE E continued**

ENGINEERING INSPECTOR 3  
FOREMAN POSITIONS  
LICENSE INSPECTOR  
PARKS & RECREATION PLANNER  
PLAN CHECKER 1  
PLAN CHECKER 2  
PLAN CHECKER 3  
PLANNER 1  
PLANNER 2  
PLANNING TECHNICIAN 1  
PLANNING TECHNICIAN 2  
PLANNING TECHNICIAN 3  
PLUMBING INSPECTOR 1  
PLUMBING INSPECTOR 2  
PROGRAMMER 1  
PROGRAMMER 2  
PROPERTY APPRAISER 1  
PROPERTY APPRAISER 2  
PROPERTY NEGOTIATOR 1  
PROPERTY NEGOTIATOR 2  
RECORDS SUPERVISOR - R.C.M.P.  
RECREATION SUPERVISOR 1  
RECREATION SUPERVISOR 2  
RECREATION SUPERVISOR 3  
SENIOR CONVEYANCER  
SENIOR PLANNER  
SURVEYOR  
SYSTEMS ANALYST/PROGRAMMER  
TECHNICAL DIRECTOR

## SCHEDULE "F"

### THE CITY OF SURREY

#### PROVISIONS REGARDING CITY EMPLOYEES' CAR AND MILEAGE ALLOWANCES

Car and mileage allowance shall be paid to City employees when using their vehicles on City business, as follows:

- (a) Those employees in Schedule "B" of this Agreement, who, as a condition of employment, are required to provide a vehicle for City business regularly every day, shall receive reimbursement for all miles travelled on City business, as follows:

.38 cents per kilometer.

- (b) Employees who qualify under sub-section (a) and who drive in excess of an average of 800 miles per month, may elect to have the City supply them with a City vehicle, subject to the following conditions:
- i) that an Agreement is entered with the City that the City vehicle is to be used only on City business for a minimum period of two years, subject however to the termination of the Agreement if the employee retires or transfers to another position within the City and the employee no longer requires the use of a vehicle on the same basis as when the Agreement was entered into;
  - ii) employees who wish to elect use of a City vehicle shall request such use prior to January 1st in any year;
  - iii) in computing the limitation of 800 miles per month, temporary or intermittent periods of driving less than 800 miles per month shall be ignored (e.g., vacations, sickness, temporary change of work routine);
  - iv) employees who elect for the use of a City vehicle and who subsequently, as a result of a change of work routine, drive less than the 800 miles per month limitation, shall be allowed to continue for a period of one year as long as such employees continue to qualify in a) above. However, it is agreed that any such employees who have use of a City vehicle as at April 1, 1973, shall be allowed to continue such use;
  - v) in the event of a difference as to the interpretation of this regulation, the City Manager shall make the decision relating thereto and shall take into account representations from the employee concerned and the Union representatives. The decision of the City Manager shall be subject to Article 4 of this Agreement;

**SCHEDULE F continued**

- (c) Employees who elect to operate their own vehicles under provision (a) above, and who require a two-way radio for the convenience of the City shall receive \$5.00 per month as compensation for such convenience. The City shall bear the cost of the radio installation, rental and making good any changes caused by the radio installation when it is removed.

Employees, to qualify for provisions (a), (b) or (c) above, must possess a current valid driver's license when driving a vehicle.

Employees to qualify for provision (a) or (b) shall:

- i) have seat belts installed in the front seat;
- ii) have proof that insurance for business purposes is in effect, showing the full minimum amount of Public Liability and Property Damage insurance carried. Such proof is to be submitted to the Human Resources Department annually.

**SCHEDULE "G"**

**THE CITY OF SURREY**

Provisions Regarding Cost of Living Allowance

A Cost of Living Allowance hereinafter called "C.O.L.A." will be implemented in addition to the hourly and salaried wage rates (not folded in).

The C.O.L.A. shall be based on the Statistics Canada Consumer Price Index (Canada) hereinafter called the "Index", as of \_\_\_\_\_. The said C.O.L.A. will not take effect until such time as there is a full one percent rise above a % increase in the Index, after \_\_\_\_\_. If and when such percentage increase occurs, the amount of C.O.L.A. shall be cents per hour for each full one percent rise in the Index.

C.O.L.A. shall become effective as of \_\_\_\_\_, and continue until \_\_\_\_\_

Calculation will begin the first day of the pay period immediately following the date that the Index reaches a full one percent past and for each subsequent full one percent thereafter.

When triggered, C.O.L.A. will be paid the nearest pay period after \_\_\_\_\_, \_\_\_\_\_

C.O.L.A. shall be limited to hours that an employee is:

- (i) In receipt of wages or salary.
- (ii) On paid annual vacation.
- (iii) On paid sick leave.
- (iv) In receipt of benefits from an insurance carrier.
- (v) In receipt of temporary disability benefits from WCB.
- (vi) On leave of absence with pay.
- (vii) On paid public or statutory holiday.

In the event of a change in the composition, or the release or the reporting of the Consumer Price Index, Statistics Canada will be required to provide an equivalent release for calculation.





SURREY  
CITY OF PARKS

CITY OF SURREY  
Manager's Department

14245 - 56th Avenue, Surrey  
British Columbia, Canada V3X 3A2

  
Telephone  
(604) 591-4122

From the Office of the City Manager

Fax  
(604) 591-4357

May 9, 1995

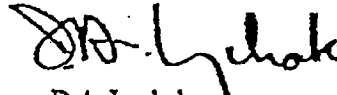
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Mr. Gord Savard  
Acting President  
CUPE Local 402

Dear Mr. Savard

Re: CONTRACTING OUT

This is to advise that before any existing bargaining unit work is contracted out, the City will consult with the Union a reasonable period in advance of the date on which the contracting out is to occur and will give consideration to alternatives the Union may propose.

  
D.A. Lychak  
City Manager

The DISTRICT  
of SURREY

MUNICIPAL HALL 14245 56th AVENUE, SURREY, B.C. V3W 1J2 TELEPHONE 591-4117

*DK*



PERSONNEL DEPARTMENT



LETTER OF UNDERSTANDING

Re: Shift Differential - Recreation Department

It is understood and agreed that the classifications denoted by three asterisks: Arena Supervisor, Recreation Supervisor 1, Recreation Supervisor 2 and Recreation Supervisor 3, in Schedule B of the Collective Agreement, shall receive shift differential where the employee is required to work a regularly scheduled shift other than day shift.

Signed for Union:

*[Signature]*  
*Alfred Kramer*

Signed for Corporation:

*[Signature]*  
*W.E. Johnston*

Date:

*July 18 / 79*

The DISTRICT  
of SURREY

Municipal Hall 14245 - 56th Avenue, Surrey, B.C.  
V2W 1J2

Telephone 591-41



PERSONNEL DEPARTMENT

LETTER OF UNDERSTANDING REGARDING  
1978 C.U.P.E. NEGOTIATIONS

1. Meals

The Corporation is prepared to supply a meal to an employee who has worked continuously two hours past the employee's regular shift.

2. Metric

If an employee is required to purchase a metric tool, other than the basic tool for the work classification, the Corporation will reimburse the employee 50% of the balance not paid by the Federal Government Metric Plan.


New employees will be required to supply metric tools.

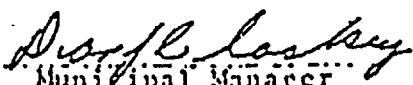
3. Engineering Inspectors/Assistants

The reclassification and changes proposed for Engineering Construction Inspectors and Engineering Assistants are contingent upon the willingness of Engineering Assistants to work in the field as Engineering Inspectors and Engineering Inspectors to work as Engineering Assistants in the office as directed and required.

4. Payment of Wages to Those Working Other Than The Regular Monday Through Friday Work Week

The Corporation agrees to pay an advance to those regular full time employees who are required to work other than a regular Monday through Friday work week. These employees will be paid on the employee's last regular bi-weekly working day; with an adjustment at a later date.

  
Union Representative

  
Municipal Manager

March 23/78  
Date





PERSONNEL DEPARTMENT

*[Handwritten initials]*



LETTER OF AGREEMENT

IT IS UNDERSTOOD THAT:

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

II. Where the Municipality employs Summer and Incentive Program employees that:

- A. The students will not displace regular union employees
- B. The students will receive the union negotiated rates of pay unless otherwise agreed to by the parties.

FOR THE UNION

*[Signature]*

*[Signature]*

*[Signature]*

FOR THE CORPORATION

*[Signature]*

*[Signature]*

*[Signature]*

July 25/79  
DATE:

*[Signature]*  
Arden Noel  
February 6, 1998

*[Signature]*  
Margaret Atcham



The DISTRICT  
of SURREY

Municipal Hall 14245 - 56th Avenue, Surrey, B.C.

Telephone 591.

V3W 1J2

PERSONNEL DEPARTMENT



LETTER OF UNDERSTANDING REGARDING

PADMAN-OPERATOR TRAINEE

Both the **Union** and the Corporation wish to see a training program undertaken so that qualified operators are trained and available to operate Municipal heavy equipment.

It is agreed that a Padman-Operator Trainee program will be established as follows:

1. Padman Labourer II remains for *those* employees who will not be required to operate equipment.
2. A new position, Padman-Operator Trainee, will be established at Labourer III rate of pay.
3. Position of Padman-Operator Trainee will be posted.
4. Once successful candidates are determined, trainee would be required to **pre-qualify**.

Pre-qualification will mean training under a qualified operator. This training will take place as the Corporation is able to arrange, however, **would likely** be on the *weekend* at one of the Municipal pits on Municipal equipment. When training on the weekend, the operator will be paid **premium** rates and the **trainee will pre-qualify** on the **trainee's** own time, that is, **the** trainee would not be paid.

5. After **pre-qualifying**, the trainee will be assigned to an operator and a piece of equipment.
6. **After working for an indeterminate length of time, the Trainee will be evaluated by Operations Engineer, Superintendent, Foreman, and the Operator, by both a written and practical test.**





7. Trainee would not be paid *for* relief operating of equipment at Operator's rate until designated as qualified.
8. Once trainee is designated as qualified, the trainee will relieve for short periods of time in order to keep skill at a satisfactory level, but will not receive the higher rate until conditions of 19 are met.
9. When Trainee is qualified and fully responsible for equipment and, Operator is absent for the day, the Padman-Operator Trainee shall be paid at the designated rate *for* that particular piece of equipment.. . . .

*E. J. Ford*  
Union Representative

*Donald Lahey*  
Municipal Manager

*May 9/78*  
Date





The DISTRICT  
of SURREY

*DL*

MUNICIPAL HALL, 14245-56th Avenue, SURREY, B.C. V3W 1J2

Telephone 591-411

PERSONNEL SERVICES DEPARTMENT

W. D. ECCLESTON, Director

Letter of Understanding

Re: VDT's (Video Display Terminals)

It is understood that when a new Collective Agreement is signed, a committee consisting of two (2) Union and two (2) Management employees will be established to study VDT's and areas relating to employees' health and safety. This committee will serve as a resource committee to the standing Union/Management Committee and will provide information and recommendations as required.

FOR THE UNION:

FOR THE CORPORATION:

*Donald*  
*Jim LeMaire*

*W. D. Eccleston*  
*W. D. Eccleston*

*Dec 14/83*  
DATE



The Corporation Of The District Of Surrey  
Inter-Office Memo

De  
[Signature]

To All CUPE Employees, Exempt Staff,  
Contract Staff  
From Our File  
Director of Personnel Your File  
Date May 17, 1978.

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SUBJECT: Supplementary Week of Vacation

"Each regular employee will receive **one** (1) supplementary week of vacation at the beginning of each five (5) years following the completion of ten (10) calendar years of service, with each supplementary week to be taken during the course of the five (5) year period."

(a) All employees beginning full time employment 1968 or prior, are entitled to one (1) week supplementary vacation.

Effective date for the one (1) week is January 1, 1978.

e. g. employees under (a) are entitled to the supplementary week between January 1, 1978 and December 31, 1982, and one supplementary week each five (5) years thereafter.

- other employees will be entitled to the one (1) week as they complete ten (10) calendar years of full time service.

(c) Employees will be entitled to the supplementary week of vacation at the beginning of the 5 year cycle. entitlement is not conditional upon the completion of the full cycle.

e.g. - an employee may retire before the completion of the 5 year cycle.

(d) If the supplementary week is not taken, or only a portion of, the difference will be paid out at the end of each five (5) year period.

[Signature]

W. D. Eccleston.



May 18th, 1977

61


Mr. Reg Ford  
President  
C.U.P.E. Local 402  
Surrey, B.C.

Dear Sir:

Re: Police Guards and Matrons

This is to confirm that a police guard or matron who works on regular casual basis may elect to take his or her vacation and to be paid any entitlement then due at that time.

Yours truly,

  
D. J. Closkey  
Municipal Manager

DJC/lc/lb

cc: Director of Personnel





March 1, 1993

LETTER OF UNDERSTANDING

RE: BY-LAW ENFORCEMENT OFFICERS

Preamble

ALL CLAUSES IN THE COLLECTIVE AGREEMENT APPLY TO BY-LAW ENFORCEMENT OFFICERS, EXCEPT AS SPECIFICALLY VARIED BELOW:

- Job Descriptions - as attached.

Salary - included in Schedule "B" as:

By-law Enforcement Officer - General Duty	P.G. 26
By-law Enforcement Officer - Parking Enforcement	P.G. 24
Each officer will be placed in their respective step.	

- Salary adjustments will be retroactive to the date of the By-law Enforcement Officer's Certification 1992.

- Signing Bonus - on a one time basis, the Corporation agrees to a signing bonus of \$750 (after tax value to the By-law Enforcement Officers on an average basis)

- ♦■\*▷□□◦• - the Corporation requires the wearing of a uniform and will issue the following items as per the schedule below:

Once a Year

- 2 Ties
- 6 Shirts (long or short sleeves)
- 3 Pants (summer or winter gauge)
- 8 Pairs of Socks
- 1 Pair of Shoes
- 1 Pair of Gloves
- 1 Sweater

Once Every Three Years

- 1 Three-in-One Jacket
- 1 Raincoat
- 1 Pair Rubber Boots & Insoles





- **Uniform Cleaning Schedule**
  - Per Week
    - 5 Uniform Shirts
    - 2 Uniform Pants
  - Per Month
    - 1 Uniform Tie
    - 1 Uniform Jacket
- **Sick Time** - employee to carry over accumulation to date.
- **Vacation** - employee to fit into vacation schedule, given length of service.
- **Seniority** - employee to fit into seniority schedule, given length of service, .
- **Benefits** - union benefits will become effective as of the nearest pay period to the signing of this agreement.
- **Senior By-law Enforcement Officer** - to be included in list of Exempt Staff, Article I, Section 1.
- **Probation** - By-law Enforcement Officers will be listed in Schedule "E" with a six-month probationary period.
- **Vehicles**
  - before December 31, 1993, the Corporation will undertake a study on the need, use, distribution and cost effectiveness of Municipal vehicles. Once this study has been completed, the Corporation agrees to review the By-law Enforcement Officer's request for Municipal vehicles and will render a decision at that time.
  - - The Corporation agrees to provide vehicles for employees working afternoon shift.





• Hours of Work

(1) Present By-law Enforcement Officers

(a) General Duty.

- Monday to Friday 8:30 a.m. to 4:30 p.m. p.m.
- Monday to Friday -3:00 p.m. to 11:00 p.m.,

● The By-law Enforcement Officers are not required to work more than **thirteen** weeks of afternoon shifts in a period of **one** year. This will provide two By-law **Enforcement** Officers for afternoon shift with the current complement of eight officers

(b) Parking

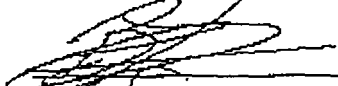
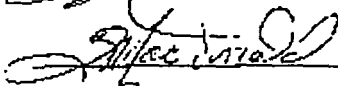
Varied shifts of days, afternoons, and evenings on a seven **day** a **week** basis.

- Days - 7:00 a.m. to 3:00 p.m.
- Afternoons - 4:00 p.m. to 12:00 p.m.
- Evenings - 12:00 p.m. to 8:00 a.m.

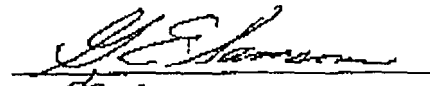
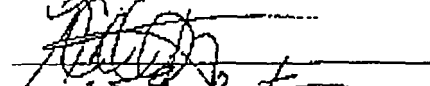
(2) Future By-law Enforcement Officers

Future By-law Enforcement Officers hired after the date of signing of this Agreement will be included under Article IX, Section 1 (a) and 1 (c) Specifically, this would include afternoon shift hours **Monday** through Friday and **Saturdays**.

UNION:

  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 Gordon Noel

MUNICIPALITY:

  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 W. G. G. G. G.

MARCH 3 1995  
 DATE:



**LETTER OF UNDERSTANDING  
BETWEEN  
THE CITY OF SURREY AND CUPE LOCAL 402**

**SELF-DIRECTED HOURS OF WORK**

On a trial basis, expiring on December 30, 1999, the parties agree to a pilot project in the Parks and Recreation Department for certain classifications of employees designated below to implement a voluntary self-directed work hours plan based on the following criteria and guidelines:

1. Classifications

Community Service Co-ordinator 1

Community Service Co-ordinator 2

Planner 2 - Parks and Recreation Department

Any other departments or classifications which are mutually agreed between the parties

2. The employee and the appropriate management supervisor will meet initially to determine work requirements and expectations, and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions.
3. The Union will be advised, in a timely manner, in writing of the names, positions, departments, and basic work schedules of employees participating in the pilot project. Upon request, a written record of the hours worked by each employee during the work cycle will be provided to the Union.
4. The employee will schedule and self-manage his/her workload and schedule to meet operational requirements and expectations over a 140 hour, four (4) week work cycle.
5. The employee may work up to twelve (12) hours a day and may work in excess of thirty-five (35) hours per week without receiving payment for overtime. Overtime will be paid for hours worked in-excess of 140 hours for the four (4) week cycle. Overtime will also be paid for any work performed on the second consecutive day of rest in the employee's basic work schedule, provided overtime is authorized in advance by the Section Manager.
6. The employee will continue to be paid his/her regular salary bi-weekly, and any overtime pay will be reconciled and paid at the end of the four (4) week cycle.
7. Upon mutual agreement between the Section Manager and employee, any overtime worked may be banked and scheduled as time off in lieu of overtime payment at a mutually agreeable time.
8. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.



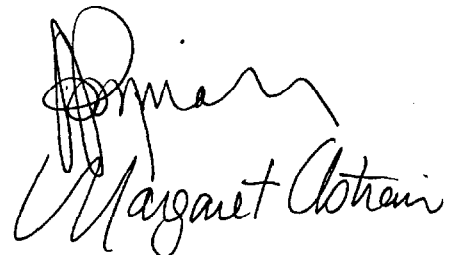


9. The department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.
10. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.
11. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect,



*Arden Noel*



*February 6, 1998*



**LETTER OF UNDERSTANDING  
BETWEEN  
THE CITY OF SURREY AND CUPE LOCAL 402**

**RE: SKATING INSTRUCTORS**

The parties agree the Collective Agreement applies to the Skating Instructors except as specifically varied as follows (note: article and section references are drawn from the 1994-1996 Collective Agreement):

1. **Article 5 Vacation and General Holidays** - not applicable
2. **Article 6 Employee Benefits** - not applicable except for Section 8, Maternity Leave
3. **Article 7 Working Conditions** - not applicable except for:
  - Section 2, Employee Responsibility
  - Section 3, Picket Line Protection
  - Section 5, Changes in Working Conditions and Classifications
  - Section 9, General Leave of Absence
  - Section 11 (a), Job Description
  - Section 11 (b), Changes in Classification
  - Section 13(a), Education Allowance
4. **Article 8 - Wages and Salaries** - not applicable except for Section 1 (a) and (b) and (d) of the Collective Agreement.

(a) Rates for Head Skating Instructor and Skating Instructors in Schedule D as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Recreation Skating Instructor	\$14.50	\$15.00	\$15.50	\$16.00
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	
Head Recreation Skating Inst.	\$16.50	\$17.00	\$17.50	

- (b) Employees who are members of the skating instruction staff as of date of ratification will be assigned to the pay rate that they are at presently and progress through the range thereafter. Employees hired after the date of ratification will be placed at the minimum of the range and proceed through the range thereafter. Employees will be credited with the hours worked since the date of their last increment.
- (c) Employees shall progress to the next highest pay level once they have completed 300 hours of work.

NOTE: Employees will be paid for actual hours of instruction time with a one (1) hour minimum. At the end of each lesson set, each Skating Instructor may record an additional 0.3 hour per class per lesson set for the purpose of all preparation, including progress cards.



(d) Temporary Assignments

An employee who is assigned to work at a higher classification shall be paid the next highest rate in the pay scale for hours worked in the highest position.

5. **Article 9 Hours of Work** - Not applicable

Hours of work will vary and employees will be scheduled according to program operational requirements. It is understood that due to the nature of the programs, schedules are subject to cancellation or modification without notice.

6. **Article 10 Seniority** - Not applicable

(a) Seniority Accumulation

Employees will accumulate seniority on the basis of hours worked over consecutive calendar years. Seniority will apply specifically for the purpose of determining employee preference of assignment to available hours in each specific facility at the beginning of the annual instruction period (September). Employees who do not accumulate seniority in any calendar year will forfeit prior seniority accumulation.

Accumulative seniority hours shall be retroactive to the date of hire for those hired prior to signing of this memorandum.

(b) Probationary Period

New Hires will be subject to a period of probation equal to two (2) lesson periods. Employees may be terminated at any time during this period.

(c) Trial Period

Employees assigned to the position of Head Instructor will serve a trial period of two (2) lesson sets before confirmation into the position. In the event that an employee is found to be unsuited for the position, he/she shall be reverted to their position. The employee will then be eligible for on-call hours until the commencement of the next set at which time he/she will resume scheduled hours.

7. **Article 12, Section 4(c)**

Skating Instructors as part-time employees will receive a cash settlement to cover medical and sick leave benefits, vacation and general holidays, group life and other miscellaneous benefits. The introduction of this benefit will be in accordance with the following schedule:

- Effective date of ratification - 12% cash settlement on their pay cheque (inclusive of 4% already received);
- 16% cash settlement on their pay cheques (inclusive of 4% already received) only for those instructors with more than 1000 hours.



**8. Article 13 - Special Provisions**

(a) Not applicable except for:

- Section 2(d), Industrial First Aid Attendants [It is being understood that this payment is only due when the employee is specifically designated by the Employer to act as an Industrial First Aid Attendant for the facility, over and above the requirements of the job description (classification specification)].
- Section 10, Personnel Records
- Section 4(c), Damaged Clothing
- Section 11, Harassment
- Section 12, Report of Violations of Law, Statutes, or Regulations

(b) Employees will provide their own equipment and clothing. A supply of facility based jackets (with pockets) will be provided for the use for staff while working. Management will determine the number and style of jackets available.





# LETTER OF UNDERSTANDING

## BETWEEN

### THE CITY OF SURREY AND CUPE, LOCAL 402

#### **Telecommunications Operator 2 (RCMP Telecommunications Centre)**

#### PREAMBLE

This letter is to establish work practices and policies that will go into effect March 5, 1994 for implementing a 37.5 hour work week for Telecommunications Operator 2s.

It is intended that this information will become a part of the Collective Agreement and serve as an amendment to the existing Letter of Agreement dated December 31, 1987.

#### 1. Application

This agreement applies to full-time staff employed in the classification of Telecommunications Operator 2.

#### 2. Shift Schedule

The shift schedule, which is known as "four on and four off," shall be worked as per the attached Appendix I. One work shift shall span twelve (12) consecutive hours inclusive of a one and one-quarter (1-1/4) hour unpaid lunch break, and two ten (10) minute paid rest periods.

#### 3. Vacations

Vacations allotment noted in the Collective Agreement shall be converted from days to hours and will be taken on that basis. Example - 3 weeks vacation is equal to 15 days, 112.5 hours (15 days x 7.5 hours = 112.5 hours). 112.5 hours divided by 10.75 hours per shift equals an allotment of 10.5 shifts.

#### 4. Shift Differential

Shift Differential shall only be paid for the actual hours worked on the afternoon shift.

#### 5. Sick Leave

Sick leave shall be converted to actual hours. Eighteen days per year X 7.5 hours = 135 hours sick leave credit per year.

Example: A sick employee shall lose 10.75 hours per shift while on sick leave.



6. Sick Leave Pay Out

Sick Leave pay out shall be paid out on a 7.5 hour day basis, same as sick leave. Employees shall be credited with 3 days x 7.5 hours or 22.5 hours per year where no illness occurred.

7. Overtime

Overtime rates shall apply after 10.75 hours work per shift.

8. Statutory Holidays

Statutory Holidays will be calculated on actual hours worked on the Statutory Holiday. Examples: a shift from 6:30 a.m. to 6:30 p.m. on the Statutory Holiday - all hours will be paid on a Statutory Holiday pay basis. A shift from 6:30 p.m. on a Statutory Holiday to 6:30 a.m. the following day - Statutory Holiday pay will be paid from 6:30 p.m. to 12:00 p.m. only and regular pay from 12:00 p.m. to 6:30 a.m. the following day. A shift from 6:30 p.m. on the day preceding a Statutory Holiday to 6:30 a.m. on the Statutory Holiday - regular pay will be paid from 6:30 p.m. to 12:00 p.m. and Statutory Holiday pay from 12:00 p.m. to 6:30 a.m.

Statutory Holidays must be taken within a ninety day period of its occurrence and can be taken off in blocks of no more than a maximum of two (2) at a time. Statutory holiday credit will be in accordance with the Collective Agreement, that is seven and one-half hours per statutory holiday. All statutory holidays must be taken by December 31.

9. Principle Governing the Conversion from a 5 Day Week to Compressed Week

A. Present Hours of Work

52 Weeks per Year x 37.5 Hours per Week Plus One Day (based on 261 days average per year) =	1, 957.5 Hours
Less 11 Statutory Holidays x 7.5 Hours =	82.5 Hours
Average Hours Worked per Year =	1, 875.0 Hours

B. Compressed Work Week

<u>365 Days per Year</u> x 43 hours = 8 Days in Cycle	1, 961.87 Hours worked per Year on Average
--	---

C. Method of Payment

Payment to be based on an average of 37.5 hours per week.

Compressed Work Week Average Hours per Year =	1, 961.87 Hours
--	-----------------




11 Statutory Holidays x 7.5 Hours

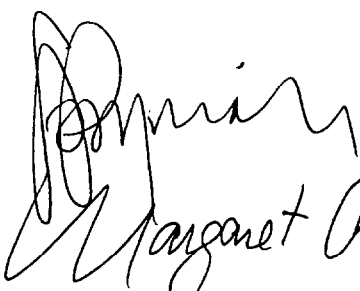
82.5 Hours  
1,879.37 Hours

Average Compressed Work Week  
Additional Hours per Year =

4.37 Hours

Any differential between hours worked and salary paid shall be adjusted on an employee's termination of employment.

  
Arden

  
Margaret  
February 6, 1998

