

2007 - 2012

COLLECTIVE AGREEMENT

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

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This Agreement made and entered into on the 1st day of April 2007.

BETWEEN:

THE CORPORATION OF THE DISTRICT OF MAPLE RIDGE

(hereinafter called "the Employer")

PARTY OF THE FIRST PART

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 622

Chartered by the Canadian Union of Public Employees and
affiliated with the Canadian Labour Congress
(hereinafter called "the Union")

PARTY OF THE SECOND PART.

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

- (a) to maintain and improve the harmonious relations and settle conditions of employment between the Employer and the Union;
- (b) to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.;
- (c) to encourage efficiency in operation;
- (d) to promote the morale, well-being and security of all employees in the bargaining unit of the Union;

WHEREAS it is now desirable that methods of bargaining and all matters pertaining to working conditions of the employees be drawn up in an Agreement;

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 - TERM OF AGREEMENT

This Agreement shall be for the period from and including April 1st, 2007 to and including March 31st, 2012, and from year to year thereafter subject to the right of either party to the Agreement, at any time within four (4) months immediately preceding the date of the expiry of this Agreement (March 31st, 2012) or immediately preceding the last day of March in any year thereafter, by written notice, to require the other party to the Agreement to commence collective bargaining.

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 lock out 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.

It is understood and agreed between the Parties that the operation of subsection (2) of Section 50 of the Labour Relations Code shall be specifically excluded from, and shall not be applicable to this Agreement.

ARTICLE 2 - DEFINITIONS

2.01 Exempt Positions

"Employee" shall mean a person who is an "Employee" as defined within the appropriate legislation in the Province of British Columbia and shall specifically exclude persons in the following positions:

Assistant Chief – Community Safety Officer
 Assistant Chief – Fire Prevention Officer
 Assistant Chief – Public Education Officer
 Assistant Chief – Training Officer
 Chief Administrative Officer
 Chief Information Officer
 Confidential Secretary
 Deputy Director of Inspection Services
 Director of Community Services
 Director of Development Engineering
 Director of Engineering - Operations
 Director of Finance
 Director of Human Resources
 Director of Inspection Services
 Director of Licenses, Permits & By-laws
 Director of Parks & Facilities
 Director of Planning
 Director of Project Engineering
 Director of Recreation
 Executive Assistant (CAO)
 Executive Assistant (GM Secretary): Community Development Parks and Recreation
 Executive Assistant (GM Secretary): Finance & Corporate Services and Public Works
 & Development Services
 Executive Assistant (Mayor, Council & GM Secretary)

Executive Director to CAO
 Fire Chief – Director of Community Fire Safety
 Fire Chief – Director of Fire Operations
 General Manager: Community Development Parks and Recreation
 General Manager: Corporate and Financial Services
 General Manager: Public Works and Development Services
 Human Resources Assistant
 Human Resources Officer
 Manager of Accounting
 Manager of Business Systems
 Manager of Communications
 Manager of Community Planning
 Manager of Corporate & Development Engineering
 Manager of Development & Environmental Services
 Manager of Drainage & Utilities
 Manager, Economic Development
 Manager of Electro-Mechanical Operations
 Manager of Facilities Operations
 Manager of Financial Planning
 Manager of Information Services
 Manager of Legislative Services
 Manager of Parks & Open Spaces
 Manager of Payroll & Employee Relations
 Manager of Police Services
 Manager of Procurement
 Manager of Revenues & Collections
 Manager of Sustainability and Corporate Planning
 Municipal Engineer
 Property/Risk Manager
 Recreation Manager – Community Connections
 Recreation Manager – Health & Wellness
 Recreation Manager – Support Services
 Senior Human Resources Officer
 Senior Project Engineer
 Superintendent of Roads
 Superintendent of Sewer Works
 Superintendent of Water Works

2.02 Probationary Employees

"Probationary Employee" shall mean a person serving an initial probation period of six (6) calendar months from date of hire to determine suitability for employment as a "Regular Employee". Such period of time may be extended by mutual consent of the parties hereto. Notwithstanding the provisions contained in this section, Part-Time Employees are required to put in the equivalent in hours of a Regular Employee with respect to the probationary period. It is understood that an employee shall only serve one probation period. See Article 9.11 regarding Time Duration Employees.

2.03 Regular Employee

"Regular Employee" shall mean and include an employee who works on an on-going basis in a full-time position, who has completed the probationary period.

2.04 Part-Time Employee

"Part-Time Employee" shall mean and include an employee who is engaged to work less than the standard work day or standard work week.

2.05 Benefit Entitlement

- (1) Regular and Probationary Employees shall be entitled to all benefits provided by the Collective Agreement, from date of hire subject to the applicable waiting periods.
- (2) Part-Time Employees who accumulate up to two thousand (2,000) hours shall receive a ten percent (10%) (effective 2010 April 01, twelve percent (12%)) cost settlement on their pay cheque to cover welfare benefits, sick leave benefits, vacation and general holidays, and other miscellaneous benefits.
- (3) Part-Time Employees who accumulate over two thousand (2,000) hours and up to three thousand five hundred (3,500) hours shall receive a twelve percent (12%) (effective 2010 April 01, fourteen percent (14%)) cash settlement on their pay cheques in lieu of these benefits.
- (4) Part-Time Employees who have accumulated three thousand five hundred (3,500) hours shall receive a sixteen percent (16%) cash settlement on their pay cheques in lieu of these benefits.
- (5) Part-Time Employees who accumulate three thousand five hundred (3,500) hours shall be given the option to be covered by Medical and Group Life Insurance, with cost-sharing as per Article 22.07, and receive fourteen percent (14%) in lieu of benefits. An employee so electing shall not be covered by paragraph (4) above.

2.06 Time Duration Employees

"Time Duration Employee" shall mean an employee other than a Probationary, Regular or Part-Time Employee, who is employed to augment the regular staff, or who is employed on a special project of limited duration not exceeding six (6) calendar months (such period of time may be extended by mutual consent of both parties in writing). Effective 2008 May 05, at the time of hire a Time Duration Employee shall receive notice in writing from the Employer which includes the nature and expected duration of their employment, and their classification and rate of pay. An employee, during the aforementioned period, shall be entitled to accumulative seniority from date of hire, which can be exercised only within the time duration project, and the employee shall not be entitled to fringe benefits other than those to which a person becomes entitled by reason of this Article of the Collective Agreement or Statute. An employee working

beyond three (3) calendar months shall be given the option to be covered by Medical and Group Life Insurance with cost-sharing as per Article 22.07.

2.07 Divisions

Divisions are defined as:

- (1) Inside Division
- (2) Engineering Operations Division
- (3) Parks and Recreation Division

These Divisions shall include:

(1) Inside Division

Administration Department
 Clerk's Department
 Community & Business Relations Department
 Engineering Department
 Engineering Operations (Clerical Staff)
 Finance Department
 Fire Department
 Human Resources Department
 Information Services Department
 Inspection Services Department
 Parks and Recreation Department (Clerical)
 Planning Department
 Police Services (Municipal Employees only)

(2) Engineering Operations Division

Road Works
 Sanitation and Waste Removal
 Sewer Works
 Water Works
 Works Yard (Excluding Clerical Staff)

(3) Parks and Recreation Division

All employees employed in the Parks and Recreation Division, including Cemeteries, but excluding Clerical Staff.

2.08 Calendar Year

"Calendar Year" shall mean January 1 to December 31. Regular Employees who have been employed for less than a twelve (12) month period, but who are on the payroll at January 1st shall be considered to have completed their first calendar year of service.

ARTICLE 3 - RECOGNITION & NEGOTIATIONS

3.01 Bargaining Agent

The Employer recognizes the Canadian Union of Public Employees, Local No. 622, as the sole and exclusive collective bargaining agency for all of its employees save and except those excluded by the Labour Relations Code of British Columbia and Article 2.01 and hereby consents and agrees to negotiate with the Union, or any of its authorized committees, concerning all matters affecting the relationship between the parties to this Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

3.02 No Other Agreements

No employee shall be required or permitted to make any written or verbal agreement with the Employer or his representative which may conflict with the terms of this Collective Agreement.

ARTICLE 4 - MANAGEMENT RIGHTS

4.01 The Union agrees that the management and control of the Employer's business and the direction and control of the Employer's work force are vested exclusively in the Employer, by the provisions of this Agreement; provided however, that this authority will not be used for purposes of discrimination against its employees. The Employer shall have the right to select, to train, to promote, to discipline, to suspend without pay, and to discharge employees for proper cause. It is understood that an employee shall not lose his or her right to grievance through the grievance procedure.

ARTICLE 5 - UNION SECURITY

5.01 Membership

All present employees of the Employer, as a condition of employment, shall remain Union members in good standing, if they are already members, and if they are not, shall become Union members within thirty (30) days after signing of this Agreement, and shall remain members in good standing. All new employees shall, as a condition of continued employment, become and remain members in good standing in the Union within thirty (30) calendar days of commencing employment.

5.02 Access to Personnel Records

Employees within the Bargaining Unit shall have access to their personnel records at reasonable times and shall, upon request, be provided with copies of materials contained in such records. Should the employee wish to respond in writing, their reply shall also become part of their personnel record.

5.03 Adverse Reports

If as a result of disciplinary action, an adverse report is placed in an employee's file, the employee shall receive a copy of such a report. Should the employee wish to respond in writing, their reply shall also become part of their personnel record.

5.04 Review Letters of Reprimand

The President of the Union and the Director of Human Resources will meet each May on the request of an employee to review letters of reprimand related to the employee.

ARTICLE 6 - CHECK-OFF OF UNION DUES

6.01 The Employer agrees to the check-off of all Union dues or initiation fees levied in accordance with the Constitution and/or By-Laws of the Union. The Union agrees to advise the Employer of the amounts of such Union dues as may be determined from time to time by the said Union. The Employer, upon receipt of such advice from the Union, shall thereupon deduct from the earnings of the employees such dues, provided that each employee has signed a form, to be supplied by the Employer, authorizing the said deduction (the form shall be substantially the form as provided for in appropriate legislation in the Province of British Columbia), 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, such deductions to be remitted to the Union Treasurer not later than the fifteenth (15th) day of the following month. The Employer agrees to implement the check-off of "initiation fees" at the time when the computerized accounting system is able to accommodate the implementation.

ARTICLE 7 - LABOUR MANAGEMENT RELATIONS

7.01 Representation

No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the names of its Officers. Similarly, the Employer will, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

7.02 Labour Management Committee

A Labour Management Committee shall be appointed and consist of not more than five (5) members of the Employer, as appointees of the Employer, and not more than five (5) members of the Union, as appointees of the Union. The Union will advise the Employer of the Union nominees to the Committee.

7.03 Function of Labour Management Committee

- (1) To develop and maintain a continuous effective channel of Labour-Management communication;
- (2) To work towards efficiency of operation and encourage employees and the Union to make suggestions in this regard;
- (3) To provide a means whereby the Employer can keep the Union and employees informed of proposed organizational and technological changes;
- (4) To consider and resolve the effects of any proposed changes on individual employees;
- (5) To consider and resolve matters affecting job security or the training, development, safety, health and well-being of employees on the job;
- (6) To discuss and settle all matters of mutual concern pertaining to rates of pay, hours of work, collective bargaining, and other working conditions.

7.04 Representative of Canadian Union of Public Employees

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

7.05 Meetings of Committee

In the event either party wishes to call a meeting of the Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than six (6) calendar days after the request has been given.

7.06 Time Off for Meetings

Any representative of the Union on the Labour Management Committee, who is in the employ of the Employer, shall have the privilege of attending Committee meetings held within working hours without loss of remuneration.

7.07 Technical Information

The Employer shall make available to the Union, on request, information such as job descriptions, positions in the bargaining unit, job classifications, and other technical information required for collective bargaining purposes.

ARTICLE 8 - GRIEVANCE PROCEDURE AND ARBITRATION

8.01 Grievance Defined

- (1) Where a difference arises between an employee and the Employer, or between the Employer and the Union, relating to the dismissal or discipline of an employee or to the interpretation, application, operation or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, it shall be finally and conclusively settled according to the grievance and arbitration procedure which follows.
- (2) Policy grievances submitted by the Employer or by the Union shall be in writing and shall be submitted at Step 3 within fifteen (15) working days of the event giving rise to the grievance.

8.02 Grievance Procedure

Except for Employer and Union policy grievances, all grievances shall be resolved as follows:

Step 1 - The employee involved, accompanied by a shop steward, shall first take up the grievance verbally with his or her Departmental Supervisor, or his or her designate, within five (5) working days of the circumstance(s) giving rise to the grievance.

Step 2 - If the grievance is not satisfactorily settled at Step 1, it shall be reduced to writing and the employee and the shop steward or designated Union representative shall submit to the Director of Human Resources, or his or her designate, within ten (10) working days following the circumstance(s) giving rise to the grievance. The Director of Human Resources shall reply within the next five (5) working days, in writing.

Step 3 - If a satisfactory settlement is not reached at Step 2, the grievance shall be referred to Step 3 within ten (10) working days of the Employer's reply at Step 2. The Union Representatives and the Chief Administrative Officer, or his or her designate, will meet to discuss the grievance. If they are unable to settle the grievance within ten (10) working days of the date the grievance was referred to Step 3, then either party, within fifteen (15) working days, may give written notice of arbitration to the other.

8.03 Time Limits

Time limits may be extended only by mutual agreement in writing of the Municipal Chief Administrative Officer or designate and the Union Representative.

8.04 Dismissal Grievances

In the case of a dispute arising from an employee's dismissal, the grievance shall commence at Step 3 of the grievance procedure within ten (10) working days of the date on which the dismissal occurred, or within ten (10) working days of the employee receiving notice of such dismissal.

8.05 Arbitration

- (1) The party desiring arbitration shall name its nominee to the Board in the notice of arbitration referred to in Article 8.02, Step 3.
- (2) Within five (5) working days of receipt of notice of arbitration, the other party shall in writing name its nominee.
- (3) Within a further ten (10) working days, the two nominees shall agree upon a Chairman. Failing agreement upon a person willing to act, either Party may apply to the Minister of Labour to appoint a Chairman. Hearings shall commence within thirty (30) days of the appointment of the Chairman.
- (4) The Arbitration Board shall hear the parties, settle the terms of question to be arbitrated and make an award within fifteen (15) days of the arbitration hearings or within such extended period as may be mutually agreed to by the parties. The Board shall deliver its award, in writing, to each of the parties and this award shall be carried out forthwith. In the event the Arbitration Board finds that an employee has been dismissed or suspended unfairly or for any other than proper cause, the Board may direct the Employer to reinstate the employee and pay to the employee a sum equal to his or her wages or salary lost by reason of such suspension or discharge, or such lesser sum as in the opinion of the Board 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.
- (5) Each party shall pay its own cost and expenses of the Arbitration and its nominee and one-half the remuneration and disbursements or expenses of the Chairman.

ARTICLE 9 - SENIORITY

9.01 General

The parties hereto recognize that all employees are entitled to a measure of employment security, based on seniority; and that the employees shall accrue certain preference in this respect as provided in this Agreement.

9.02 Definition and Application of Seniority

Seniority is defined as continuous length of service in the Bargaining Unit and shall be applied separately within each of the Divisions as defined in Article 2.07. Seniority shall be applied as set out in this Agreement.

9.03 Regular Employee

Seniority shall be established on the basis of an employee's continuous service with the Employer, calculated from the date upon which the employee commenced employment.

9.04 Part-Time Employee

- (1) Seniority shall be established on the basis of an employee's service with the Employer, calculated from the date upon which the employee commenced employment with the Employer. Seniority shall be calculated on the accumulated hours worked.
- (2) A Part-Time Employee moving to a regular full-time position shall have a "modified date of hire" for seniority purposes by converting the hours worked on a pro-rata basis. Vacation entitlement will be based on the employee's modified date of hire (for Part-Time Employees as of 1994 April 01 moving to a regular full-time position only).

9.05 Probationary Employee

Newly hired employees shall be considered on a probationary basis for a period of six (6) calendar months from date of hiring, unless an extension has been granted by mutual consent of the parties hereto. During the probationary period, employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge. After completion of the probationary period, seniority shall be effective from the original date of hire.

9.06 Time Duration Employee

Seniority shall be established and exercised on the basis as a Part-Time Employee but shall be exercised only within the time duration project.

9.07 Seniority List

The Employer shall maintain a seniority list by Division, showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union during the months of January, April, July and October.

9.08 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 six (6) months but less than one (1) year's service shall retain seniority for a period of six (6) months.
- (2) Employees who are laid off after one (1) year's service shall retain their seniority for a period of one (1) year.
- (3) Absence due to a bonafide 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.
- (6) Absence due to Maternity or Parental Leave.

9.09 Loss of Seniority

An employee shall not lose seniority rights if he is absent from work because of sickness, accident, or leave of absence approved by the Employer.

An employee shall lose his seniority and employment only in the event:

- (1) They are discharged for just cause and are not reinstated.
- (2) They resign.
- (3) They are absent from work two (2) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible.
- (4) They fail to return to work within ten (10) calendar days following a layoff and after being notified by double-registered mail to do so, unless through sickness or other just cause, provided however that the ten (10) calendar days commences on the date the Employer registers the notification of recall. It shall be the responsibility of the employee to keep the Employer informed of his current address.
- (5) They are laid off for a period longer than one (1) year.
- (6) In the case of a part-time employee, they do not work for a period longer than nine (9) months except when granted a leave of absence to attend full-time schooling, in which case they shall maintain their seniority for twelve (12) months.

9.10 Special Projects of Limited Duration

- (1) Regular or Part-Time Employees who transfer to positions made available by augmenting the regular staff or by a special project of limited duration shall, upon completion of said assignment, be returned to his or her former position without loss of seniority and scheduled rate of pay. Such transfers shall be at the discretion of the Employer.
- (2) Employees, other than Regular or Part-Time Employees, employed to fill those positions made available by the reassigning of regular staff positions shall be laid off upon completion of the said reassignment. Employees laid off shall retain their seniority as provided in Article 9.08.

9.11 Time Duration Employee to Regular Staff

Notwithstanding provisions contained in this Article, it is agreed and understood that where the Time Duration Employee is the successful applicant to a regular posted

position, their seniority on the regular staff commences from the date of his appointment to a regular position; except if there is no break in service, seniority on the regular staff commences on the date of hire of the current time duration employment. The appointment to a regular position is subject to provisions of Article 9.05.

ARTICLE 10 - PROMOTIONS AND STAFF CHANGES

10.01 Job Postings

When a vacancy occurs or a new position is created in the Bargaining Unit, the Employer shall notify the Union in writing and post notice a minimum of five (5) working days in order that all members will know about the position and be able to make written application therefor.

When a position held by a Regular Part-Time Employee is increased in hours it shall not become a new position and the incumbent shall accept the increased hours or the job shall be posted. However if the increase in hours converts the position to full-time, it shall be considered a new position and shall be posted.

Effective 2008 May 05, when a posted Time Duration position is filled by an existing employee, and the Employer intends to fill any vacancies caused by the filling of the posted position such vacancies shall not be posted unless they are expected to exceed three (3) months.

10.02 Information in Postings

Such notice shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range. Those qualifications may not be established in an arbitrary or discriminatory manner.

10.03 Recognition of Seniority

Both parties recognize:

- (1) The principle of promotion within the service of the Employer.
- (2) That job opportunity should increase in proportion to length of service.

10.04 Method of Making Appointments

Therefore, in making staff changes, transfers or promotions, appointment shall be made of the applicant with the required knowledge, ability and skills, and where two (2) or more applicants are equally capable of fulfilling the duties of the position, seniority or years of service with the Employer shall be the determining factor. The employees shall retain the right of appeal under the grievance procedure contained in this Agreement. Appointment from within the Bargaining Unit shall be made within ten (10) working days of close of posting.

10.05 Trial Period

The successful applicant shall be placed on trial for a period not exceeding three (3) calendar months, conditional on satisfactory service, such trial promotion shall become permanent after the period of three (3) calendar months. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the employee finds they are unable to perform the duties of the new job classification, they shall be returned to their former position without loss of seniority and wage or salary.

Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position without loss of seniority and wage or salary.

10.06 Notification

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

ARTICLE 11 - LAYOFFS AND RECALLS

11.01 Layoff Procedure

Both parties recognize that job security should increase in proportion to length of continuous service. Therefore, when a layoff occurs, employees shall be laid off in the reverse order of their seniority, within each separate Division as defined in Article 2.07.

In the event of layoffs, such layoffs shall originate within the Department concerned, but such employees laid off may exercise their seniority by displacing a more junior employee within the Division, providing they meet the Job Description necessary to fulfill the position held by said junior employee.

Any disagreement concerning qualifications and requirements of the position shall be referred to the Labour Management Committee.

- (1) Prior to any layoff the layoff will be discussed jointly by the Labour Management Committee.
- (2) For the purpose of this section the Divisions are defined as outlined in Article 2.07.

11.02 On Layoff

A Regular Employee who has received written notice of layoff shall, within five (5) calendar days, elect to:

- (a) exercise their seniority rights for bumping purposes; or

- (b) accept layoff.

If the employee accepts layoff he shall, within thirty (30) calendar days from the effective date of layoff, elect to:

- (a) either retain seniority rights of layoff and recall; or
- (b) accept severance pay.

Upon acceptance of Severance Pay all seniority rights and rights to recall under the Agreement are terminated; or, upon acceptance of retention of seniority rights of layoff and recall, all rights to severance pay under these provisions are terminated.

Entitlement to, and severance pay for, each Regular Employee will be as follows:

- (a) Three (3) days' pay for each calendar year of service up to and including five (5) calendar years of service.
- (b) Five (5) days' pay for each calendar year of service after six (6) years of service.
- (c) The maximum number of days' pay for severance will be one hundred and twenty (120) days' pay.

Part-time service shall be calculated on a prorata basis. Salary upon which severance pay is calculated shall be based on the employee's salary at the effective date of his or her termination.

11.03 Recall Procedure

- (1) Employees shall be recalled in the order of their seniority, within their respective Divisions providing they are qualified to do the work, provided however employees are recalled within time limits specified in Article 9.08, Sections (1), (2) and Article 9.09, Section (4).

Each employee on layoff will be responsible for keeping the Employer notified of a current contact point through which the employee can be reached. The employee shall advise the Employer, within two (2) working days of receiving notification, of their intent to commence work as requested.

- (2) No new employees will be hired until those laid of have been given an opportunity of re-employment.

11.04 Notice of Layoff

The Employer shall notify Regular Employees who are to be laid off ten (10) working days before the layoff is to be effective. If the employee laid off has not had the opportunity to work the full notice time they shall be paid in lieu of work for that part of the ten (10) working days that work was not made available.

ARTICLE 12 - HOURS OF WORK

12.01 Standard Work Day and Work Week

(1) Inside Employees

Subject to paragraph 12.02, the standard work day of Inside Employees shall be seven (7) consecutive hours between 7:00 a.m. and 6:00 p.m. exclusive of an unpaid one (1) hour lunch period. The standard work week of Inside Employees shall consist of five (5) consecutive working days from Monday to Friday inclusive. The Employer shall provide forty-eight (48) hours' notice of a change in an employee's daily hours. Should the appropriate notice not be provided then the overtime provisions of Article 14.01 shall apply.

However, under the conditions listed below employees can work "extended hours" (i.e. work outside of the standard work day or work week range, more than seven (7) hours in a day, or more than seventy (70) hours in a pay period all at straight time rates). Extended hours worked are banked at straight time rates and may be taken as cash or as time off at a time mutually agreeable to the employee and his/her supervisor.

Extended hours may be implemented under any of the following conditions:

- (a) by mutual agreement between the employee and his/her supervisor;
- (b) with seven (7) calendar days' notice to the employee but only in the case of working outside of the standard work day range, (i.e., moving the 7 working hours outside of between 7 a.m. and 6 p.m.), Monday to Thursday, to a maximum of five (5) occurrences per month not to exceed twenty-six (26) occurrences per year. Should the appropriate notice not be provided then the overtime provisions of Article 14.01 shall apply. It is understood that this provision shall not be used to effect a permanent change to an employee's shift. Rather, the employee's hours of work will be changed to facilitate legitimate business purposes such as early morning and evening meetings, and project work; or
- (c) effective 2008 May 05, for employees of the Information Services Department who are hired, or successfully post into a new position after 2008 May 05 and for those employees in the User Support Assistant classification, up to six (6) of the occurrences in Article 12.01(1)(b) above may include work from Friday to Sunday.

(2) Outside Employees

Subject to paragraph 12.02, the standard work day of Outside Employees shall be eight (8) consecutive hours between 6:00 a.m. and 4:30 p.m. exclusive of an unpaid one-half (1/2) hour lunch period. Subject to paragraph 12.03, the standard work week of Outside Employees shall consist of five (5) consecutive working days from Monday to Friday inclusive. The Employer shall provide forty-eight (48) hours' notice of a change in an employee's daily hours. Should

the appropriate notice not be provided then the overtime provisions of Article 14.01 shall apply.

(3) Part-Time Employees

The normal daily and weekly hours for Part-Time Employees shall be deemed to be seven (7) and thirty-five (35) or eight (8) and forty (40) respectively depending on the classification the employee is working in. Where an employee has not worked thirty-five (35) or forty (40) hours on five (5) days during the week, the employee may by mutual agreement with his/her supervisor work on the sixth and/or seventh day of work in that week at straight-time hours until such time as thirty-five (35) or forty (40) hours of work has been reached and thereafter the overtime provisions would apply.

12.02 Non-Standard Work Day

Where the nature of a Department, Division of a Department or occupation requires daily hours of work other than the standard work day set out in paragraph 12.01, the normal work day, unless otherwise expressly stated for certain positions set forth in the Schedules for Regular, Probationary, and Part-Time Employees in such operations, shall be any seven (7) or eight (8) consecutive hours of work exclusive of a one-half (½) or one (1) hour lunch period. This provision shall apply to those positions set out in the Schedules and any additions agreed to subsequently by mutual consent of the Employer and the Union.

12.03 Non-Standard Work Week

Where the nature of a Department, Division of a Department or occupation requires a six (6) or seven (7) day operation per week, the normal work week, unless otherwise expressly stated for certain positions set forth in the Schedules for Regular, Probationary and Part-Time Employees in such operations, may be any five (5) consecutive days followed by two (2) consecutive days of rest, the first deemed to be Saturday and the second deemed to be Sunday; with the exception of:

- (1) Custodial Guards as referred to under Note F of Schedule "B";
- (2) Building Service Workers as referred to under Note H of Schedule "B";
- (3) Parks and Recreation Division part-time employees who may work any five (5) days in a seven (7) day period.

12.04 Break Periods

All employees working a full shift shall be permitted a fifteen (15) minute rest period in the first half of a shift and a fifteen (15) minute rest period in the second half of the shift, at a specified time to be arranged by the Department Head or Supervisor. Where an employee is scheduled to work five (5) or more consecutive hours but less than a full shift, the employee shall be granted either a fifteen (15) minute rest period or an unpaid thirty (30) minute break as determined by the Department Head or Supervisor.

12.05 New or Vacant Positions

Effective 2008 May 05:

Where the Employer's operations require work weeks other than Monday to Friday or hours of work other than the standard hours for a classification, such adjustments shall be for bona fide business reasons and be by mutual consent between the Employer and the Union and such consent by the Union shall not be unreasonably withheld. Such adjustments shall be reflected in a Letter of Understanding between the parties.

ARTICLE 13 - SHIFT WORK AND SHIFT DIFFERENTIAL

We herein set forth the type of work that shall be considered eligible for shifts:

13.01 Inside Employees

For Inside Employees the preparation of tax notices. Said shifts may be instituted during the months of May and June of each year, and may be in two (2) seven (7) hour non-broken shifts, lunch time excluded, commencing not before 7:00 a.m. and continuing not beyond 10:00 p.m. Monday to Friday, inclusive.

Effective 2008 May 05:

By-Law Enforcement positions and two (2) clerical employees in the By-Law Enforcement Department may be required to work an afternoon shift consisting of seven (7) hours, exclusive of an unpaid meal period, between 3:00 p.m. and midnight, Monday to Saturday, and may also be required to work a dayshift on Saturdays. Where a position in the By-Law Enforcement Department is posted, such posting shall include the hours of work. Where the Employer changes the hours of work for a By-Law Enforcement position they shall provide seven (7) calendar days' notice unless a shorter period is mutually agreed between the employee and the Employer. Employees in the By-Law Enforcement Department as of 2008 May 05 shall not be required to work on afternoons or Saturdays, with the exception of the two By-Law Enforcement positions required to work afternoons by agreement prior to 2008 May 05, but may agree to do so.

13.02 Outside Employees

For Outside Employees the construction, preparation and paving of roads. Said shifts may be instituted during late Spring, Summer and early Fall, when maximum daylight hours are available and shall consist of not more than two (2) eight (8) hour non-broken shifts, lunch time excluded, between the hours of 5:30 a.m. and 10:30 p.m., Monday to Friday, inclusive.

During the Spring, Summer, and Fall, when maximum daylight hours are available, Outside Employees may, at the Employer's discretion, work between the hours of 7:00 a.m. and 3:30 p.m., Monday to Friday inclusive. This provision does not restrict any hours of work flexibility that is provided elsewhere in the Collective Agreement.

Effective 2008 May 05:

Should the Employer determine the need for a winter graveyard position at the Operations Centre, the rate of pay for the position will be the greater of the Foreman 2 classification in Schedule "A" or the hourly rate of the selected employee and the position shall be eligible for shift differential in accordance with Article 13.10. In filling the Graveyard Shift position the Employer will post notice of the opportunity which includes the information required in Article 10.02 as well as the anticipated start and end dates of the time duration position for a minimum of five (5) working days and shall select the successful candidate in accordance with Article 10.04. Upon completion of the time duration position, the employee will be returned to his or her former position and associated rate of pay without loss of seniority. This paragraph shall only be used to create one winter graveyard position.

13.03 Parks Employees

For Parks and Recreation Division - Parks Crew the construction, preparation and maintenance of parks. Said shifts may be instituted during the late Spring, Summer and early Fall, when maximum daylight hours are available and shall consist of not more than two (2) eight (8) hour non-broken shifts, lunch time excluded, between the hours of 5:30 a.m. and 10:30 p.m., Monday to Friday, inclusive.

13.04 Emergencies

Emergent conditions in which case Section 13.08 and Section 13.13 of this part be waived.

(1) For the purpose of this part "Emergency or Emergent Condition" shall mean an Act of God and shall include high winds, excessive rain, freshet or heavy snowfall, broken water mains and plugged sewers.

(2) An emergency shall cease when the problem is under reasonable control.

13.05 Police Services

For Guards, Police Services - Telecommunications and Clerk-Typists, shifts shall be as set out in Schedule "B".

13.06 Recreation Complex

For Recreation Complex employees, shifts shall be as set out in Schedule "B".

13.07 Other Employees

For other employees, shifts shall be set out as in Schedule "B".

13.08 Posting of Shifts

Shifts to be drawn up as required with posting of shifts to be made at least five (5) working days prior to the commencement of each shift.

13.09 Hours Between Shifts

Employees shall have a minimum of ten (10) hours between shifts. Any time worked during the ten (10) hour period shall be paid at overtime rates.

13.10 Shift Differential

Employees who are eligible for shift differential shall be paid a premium of sixty cents (60¢) (effective 2008 May 05, eighty-five cents (85¢)) per hour for all regular hours worked between 6:00 p.m. and 5:30 a.m. provided that where the majority of an employee's regular hours fall within the period described above, the shift differential shall apply to the entire shift. Shift differential shall not apply to premium hours or time not worked such as overtime, public holidays, sick leave, etc., but it shall be applicable during vacation.

13.11 Shift Preference

Seniority shall determine shift preference, subject only to ability to perform the job required. Should any dispute arise in the interpretation of this Article, the matter shall be referred to the Labour Management Committee.

Where a Part-Time Employee is in a time duration position at the time of a shift pick, and the time duration position is scheduled to end prior to the conclusion of the shift pick term, the employee may participate in the shift pick and at the conclusion of the time duration position, the employee shall move into the selected part-time position. The period of time that the employee will be unavailable to work in the selected position will be available to other employees as part of the initial shift pick process. Upon the return of the Part-Time Employee, the displaced employee will be placed on the on-call list. This procedure is not applicable where the part-time position has a teaching or instructing component.

This Article 13.11 is not applicable to filling short term absences.

13.12 Replacement Coverage

The above Article 13.11 - Shift Preference is not applicable to scheduling replacement coverage for employees who advise the Employer they are unable to attend for their scheduled shift within six (6) working hours of the start of their scheduled shift. For the purpose of this Clause, working hours shall mean hours during which the employee's work unit is operating.

13.13 Notification

The Union and employees shall be notified at least five (5) days in advance of a shift being instituted.

13.14 Right of Appeal

It is understood and agreed that an employee retains the right to appeal under the grievance procedure under this Article.

13.15 Replaces Hours of Work

It is further understood and agreed that when a shift system is placed in effect, this part replaces hours of work as provided for in the Schedule for those employees involved.

ARTICLE 14 - OVERTIME

14.01 Overtime Rates

Overtime work authorized by the Department Head shall be compensated in the following manner:

An employee working beyond his regular work day shall be paid at time and one-half (1½) the regular hourly rate for the first two (2) hours in excess of the regular hours of work and double (2) the regular hourly rate thereafter. All hours worked on Saturdays, Sundays and General Holidays shall be paid at double (2) the employee's regular hourly rate.

14.02 Callout

The Employer agrees to pay all employees a minimum of two (2) hours at overtime rates when they are called back to work outside regular working hours. Employees will be called out in the following order: firstly the employee(s) who normally do the work, then by seniority within the classification and then by bargaining unit-wide seniority within the Division provided that in all cases the employee is qualified to perform the work.

14.03 General Holidays

Double time (2T) shall be paid for all hours worked on General or Proclaimed Holidays in addition to regular holiday pay.

14.04 Standby

Effective 2008 May 05:

- (a) Where an employee is requested or required by the Employer to be on standby, they shall receive one (1) hour's pay for each eight (8) hour period, or portion thereof, on standby on a regularly scheduled work day; and, one (1) hour's pay for each six (6) hour period, or portion thereof, on standby on scheduled days off at the employee's normal rate of pay.
- (b) Where the Employer requires an employee to be on standby, the opportunity will first be offered to the most senior qualified employee. If declined, the Employer will continue to offer down the list of qualified employees. If no employee has accepted the opportunity, it is understood the Employer may require employees to stand by beginning with the most junior qualified employee and proceeding up the seniority list where more than one employee is required.

14.05 Lieu Time

- (1) An employee may request that overtime hours be taken as time off.
- (2) Overtime rates to be applied to Lieu Time.
- (3) Such Lieu Time may be used as holiday extension, sickness, emergency, or otherwise upon request of the employee, provided that such request is approved by the Department Head.
- (4) An employee may, after three (3) months, request payment for Lieu Time accumulated. Effective 2008 May 05, subject to Canada Revenue Agency guidelines, an employee may request payment under this Article be made directly to an employee-designated RRSP.
- (5) All Lieu Time accumulated must be taken or compensating wages received, not later than the end of the following calendar year.

ARTICLE 15 - GENERAL HOLIDAYS15.01 Regular Employees

All employees shall receive pay for the following General Holidays from the date of employment.

New Year's Day	British Columbia Day
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
Boxing Day	

and any other day proclaimed as a holiday by the Dominion, Provincial and Municipal Governments.

15.02 Time Duration Employees

For the purpose of this section, all Time Duration Employees hired by the Employer shall have worked for the Employer at least fifteen (15) days in the thirty (30) calendar day period immediately prior to General Holidays.

15.03 On Saturday or Sunday

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

15.04 Holiday Pay

Employees who are not required to work on the above holidays shall receive holiday pay equal to one normal day's pay. Employees who are required to work shall be paid in accordance with prevailing overtime rates.

Notwithstanding the provisions contained in this clause, employees, other than Regular and Probationary Employees, shall be paid for General Holidays as set out in Article 2.05, and will be paid at the prevailing overtime rates for only those hours worked on the actual general holiday, subject to Article 20.04.

15.05 Holiday on Day Off

When any of the above noted Holidays fall on an employee's scheduled day off, the employee shall receive another day(s) off immediately following their two (2) consecutive days of rest.

15.06 Part-Time Employees

Notwithstanding any other provision in this Agreement, a General Holiday (except Christmas Day, Boxing Day and New Year's Day) will be treated as a normal working day for all Part-Time Employees working in the delivery or direct support of recreation programs and activities in outdoor pools, the Leisure/Youth Centre and the Pitt Meadows Family Recreation Centre and the immediately adjacent parks and grounds to such facilities, and Arena(s). Thus, a Part-Time Employee who works on a General Holiday will be paid at straight-time rates for the normal daily hours and at the appropriate overtime rates for any hours worked in excess of the normal hours. Similarly, a Part-Time Employee who does not work on a General Holiday will not receive any pay for the holiday (except as provided in Article 2.05).

ARTICLE 16 - ANNUAL VACATIONS

16.01 Length of Service

All Regular and Probationary Employees covered by this Agreement shall receive an annual vacation with pay on the following basis:

In the first (1st) calendar year - one (1) working day for each completed month of employment, or major fraction thereof, to a maximum of ten (10) days or 4% of earnings whichever is greater (effective 2008 May 05, one-twelfth ($\frac{1}{12}$) of fifteen (15) working days for each month or portion of a month greater than one-half ($\frac{1}{2}$) worked by December 31st or 6% of earnings whichever is greater).

In the second (2nd) calendar year - ten (10) working days or 4% (effective 2008 May 05, fifteen (15) days or 6%) of their previous year's earnings, whichever is greater.

In the third (3rd) to seventh (7th) calendar year - fifteen (15) working days or 6% of their previous year's earnings, whichever is greater.

In the eighth (8th) to twelfth (12th) calendar year - twenty (20) working days or 8% of their previous year's earnings, whichever is greater.

In the thirteenth (13th) to nineteenth (19th) calendar year - twenty-five (25) working days or 10% of their previous year's earnings, whichever is greater.

In the twentieth (20th) calendar year and each year thereafter - thirty (30) working days or 12% of their previous year's earnings, whichever is greater.

16.02 Other Employees

For the purposes of this Article, employees other than Regular, Probationary, and Part-Time Employees, shall be paid for annual vacations four percent (4%) of their bi-weekly earnings each pay period. Part-Time Employees shall be paid in accordance with Article 2.05.

16.03 Calendar Year

For the purpose of this Article, a calendar year shall be January 1st to December 31st.

For the purpose of calculating vacation benefits, the total number of hours shall be used.

Employees who have been continuously employed for less than a twelve month period, but are on the payroll at January 1st, shall be considered to have completed their first calendar year of service.

16.04 Supplementary Week

Each Regular Employee will receive one (1) supplementary week of vacation at the beginning of each five (5) years commencing during the fifteenth (15th) calendar year of service, with each supplementary week to be taken during the course of the five (5) year period. The supplementary vacation entitlement shall be as set out in Schedule "C".

16.05 Eligible for Added Vacation

Where an employee becomes eligible for added vacation on January 1st in any year, the employee shall be entitled to such added vacation at the time of taking his or her annual vacation.

16.06 Vacation Schedule

On or before April 1st of each calendar year, employees shall submit their request for annual vacations and on or before April 30th of each calendar year, the Employer shall approve the scheduling of annual vacations for employees. Where an employee has made arrangements for annual vacation which have been approved by the Employer and subsequently such employee is required by the Employer, due to emergent conditions, to change such vacation period, then the employee shall be granted one (1) additional week of vacation pay in addition to their regular entitlement. An employee

who is on vacation and voluntarily accepts a callout is not entitled to any additional vacation.

Employees are required to schedule and take their annual vacation in the year it is earned. In extenuating circumstances, fifty percent (50%) of an employee's annual vacation may be carried over one (1) year with prior approval. Vacation cannot be paid out in cash, except at termination of employment.

16.07 Vacation Preference

Where the employee schedules vacations and there are two or more employees requesting vacations at the same time, the employee with seniority shall be given first preference to only one of any period of vacations.

16.08 General Holiday During Vacation

When a General Holiday falls or is observed during an employee's annual vacation period, he or she will be granted an additional day's vacation for each General Holiday in addition to their regular vacation time.

16.09 Termination

In the event of termination of employment by the employee or Employer, the provisions of the Annual Holidays Act shall apply, unless the employee shall have given two (2) weeks' notice of termination in which case the employee shall be paid on the appropriate percentage basis as indicated in Article 16.01, dependent upon calendar years of service. This percentage will be applied to current calendar year's earnings up to and including the effective date of termination.

16.10 Vacation in Unbroken Period

Effective 2008 May 05, subject to the approval process in Articles 16.06 and 16.07, an employee shall be entitled to receive their vacation in an unbroken period.

16.11 Approved Leave During Vacation

Where an employee is qualified for sick leave, bereavement, or any other approved leave during their period of vacation, there shall be no deduction from vacation credits for such absence. Sick leave credit shall only apply for periods in excess of three (3) days subject to Article 17.06. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, at the employee's option. Employees may be required to provide proof of their entitlement to sick leave or bereavement leave.

16.12 Earnings Defined

For the purpose of this Article, "Earnings" shall include all pay for time worked (including regular pay, overtime, shift premium, premium pay, standby, minimum pay, etc.), general holiday pay, leave of absence pay and sick leave pay, but does not include annual vacation pay, bonus payments, refunds or allowance payments.

16.13 Vacation Accrual

Where a leave of absence without pay has been granted under Article 19, the employee shall not accrue vacation credits. Leaves of absence without pay for four (4) weeks or less are exempted. Employees on maternity, parental, and adoption (as defined by Employment Standards Act) leave will accrue vacation credits for the first seventeen (17) weeks only.

ARTICLE 17 - SICK LEAVE PROVISIONS

17.01 Accrual

All Regular Employees shall be granted one and one-half (1½) days' sick leave with pay for every month of service effective April 1st, 1975. Employees shall be entitled to an accrual of all unused sick leave to a maximum of two hundred and fifty (250) working days for their future benefits.

17.02 Sick Leave Defined

Sick Leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled, exposed to contagious disease, or because of an accident for which compensation is not payable under the Workers' Compensation Act.

17.03 Sick Leave During Leave of Absence

When an employee is given leave of absence without pay for any reason, or is laid off due to lack of work, they shall not receive sick leave credit for the period of such absence, but shall retain their accumulated credit.

17.04 Extension of Sick Leave

An employee with more than one (1) year of service who requires a longer period of sick leave than that standing to their credit in order that they may have treated and recover from an illness may, upon written application approved by the Employer, be allowed to anticipate extension of their sick leave to a maximum of eighteen (18) additional working days. This sick leave extension shall be repaid by the employee upon their return to duty through his normal monthly accumulation and, except with the permission of the Employer, no further payment of sick leave benefit shall be made until the extended credit has been so repaid.

17.05 Deductions from Sick Leave

A deduction shall be made from accumulated sick leave of all normal working days (exclusive of holidays) absent for sick leave. All time used to be deducted from sick leave accumulation.

17.06 Proof of Illness

An employee may be required by the Employer to produce a Certificate from a qualified Medical Practitioner for any illness certifying that such employee is unable to carry out his/her duties due to illness or non-compensable accident. Where such Medical Certificate is not produced, there shall be no sick pay allowed.

17.07 Sick Leave Records

A record of all unused sick leave will be kept by the Employer. Immediately after the close of each calendar year, each employee shall be advised of the amount of sick leave accrued to their credit.

17.08 Family Illness

Effective 2008 May 05:

The Employer recognizes that in circumstances of single employees or where both the employee and his/her spouse work, there will be times when members of the employee's family (parent, parent-in-law, spouse, brother, sister, child) are ill and will require the employee's assistance and will prevent him or her from meeting his or her work commitment. It is equally expected that contingency plans should be available that would allow the employee to be at work within a couple of hours of a disruption occurring. It is also expected that where both an employee and his/her spouse work they would alternate in handling these occasional crisis illnesses. Therefore, in case of illness of an immediate member of the family of an employee (parent, parent-in-law, spouse, brother, sister, child), where no one other than the employee can provide the needs of the ill person, the employee shall be entitled, after notifying the Department Head, to use a maximum of two (2) accumulated sick days per illness to a maximum of five (5) days per calendar year for this purpose.

17.09 Notification

An employee unable to work because of illness shall notify the Employer by telephone a minimum of forty-five (45) minutes prior to shift commencement unless there are extenuating circumstances. In case of medical appointments, employees shall notify the Employer a minimum of twenty-four (24) hours in advance of the appointment, unless there are extenuating circumstances.

17.10 Sick Leave Subrogation

Effective 2008 May 05:

An employee who has received sick leave benefits for injuries caused by a third party shall be obliged, in the event such employee undertakes an action for recovery of damages against the third party, to seek recovery of the total cost of wages and benefits paid to the employee while on sick leave. The employee shall be obliged to reimburse the Employer to the extent that the employee succeeded in recovering such wages and benefits and the Employer shall reimburse the employee's sick leave bank

the number of sick days used by the employee in proportion to the total amount of money recovered. This provision includes claims made to ICBC.

ARTICLE 18 - SERVICE SEVERANCE PAY

18.01 Retirement

Employees retiring from the service of the Employer (as defined by the Rules of the Municipal Pension Plan), or Regular Employees terminating from the service of the Employer other than for retirement, with a minimum of twenty (20) calendar years' service with the Employer, shall be paid at the rate of five (5) days' pay for each calendar year of service.

The above paragraph shall have no application to employees hired after 1999 February 11. Regular Full-Time Employees hired after 1999 February 11 and who retire (as defined by the Rules of the Municipal Pension Plan) with a minimum of ten (10) years of service with the Employer shall be paid twenty (20) days' pay upon retirement.

18.02 Death

In the event of death, all such accrued Service Severance Pay shall be paid to the employee's estate or beneficiary.

18.03 Effective Date

For the purpose of this Article, Service Severance Pay accumulation shall be effective from 1st January 1973.

18.04 Definitions

For the purpose of Service Severance Pay, the following definitions shall apply:

"Retirement" - shall be defined as an employee leaving the service of the Employer in accordance with the Rules of the Municipal Pension Plan; and shall apply to all employees as though contributing under the said Rules, provided they retire at the retirement ages permitted in the Rules of the Municipal Pension Plan.

"Day's Pay" - shall be defined as pay for one (1) day at the then current rate of pay for the classification in which the employee was regularly employed.

Where an employee is on a bi-weekly rate, the daily rate for the purposes of this Article shall be calculated as follows:

$$\frac{\text{Bi-weekly rate} \times 26}{261} = \text{Daily Rate}$$

ARTICLE 19 - LEAVE OF ABSENCE

19.01 For Union Business

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

19.02 For Union Duties

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 affiliation, provided not more than three (3) 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 the Agreement.

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 Employer for a period up to one (1) year and shall be renewed each year on request during his or her term of office.

19.03 Bereavement Leave

Effective 2008 May 05, a Regular Employee shall be granted leave and may be granted a maximum of five (5) regularly scheduled consecutive work days' leave without loss of pay or benefits in the case of either death or terminal illness of a parent (including step or foster), parent-in-law, spouse (including common-law), brother, sister, child (including step or foster), or grandchild. A Part-Time Employee shall be entitled to such leave without loss of pay or benefits for any previously scheduled shifts within five (5) calendar days following the death of such relatives.

A Regular Employee shall be granted leave and may be granted a maximum of three (3) regularly scheduled consecutive work days' leave without loss of pay or benefits in the case of either death or terminal illness of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent or any other relative residing in the employee's household. A relative shall include a person related by marriage, adoption or common-law. A Part-Time Employee shall be entitled to such leave without loss of pay or benefits for any previously scheduled shifts within three (3) calendar days following the death of such relatives.

Where the burial occurs outside the Province an additional leave without pay shall be granted for reasonable travelling time, not to exceed seven (7) days.

19.04 For Public Duties

- (1) Upon written request, the Employer may grant a leave of absence without pay and without loss of seniority to a maximum of four (4) weeks so that an employee may be a candidate in federal, provincial, or municipal elections.

- (2) Upon written request, the Employer may grant a leave of absence without pay and without loss of seniority to an employee who is elected to public office, during his or her term of office.
- (3) Such leaves shall not be unjustly withheld.

19.05 Mourner's Leave

One (1) day's leave shall be granted without loss of pay or wages to attend a funeral as a pallbearer.

19.06 General Leave

The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the Employer. Such approval shall not be withheld unjustly. An employee will continue to accumulate seniority for the first three (3) months of a leave of absence.

19.07 Jury or Court Witness Duty

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

An employee who is required to serve as a witness on his regular scheduled day off, in a court action as a direct result of his duties being performed while on the job, will be paid at the prevailing overtime rates upon proof of time served.

19.08 Maternity and Parental Leave

(1) Entitlement

Employees shall be entitled to maternity and parental leave without pay in accordance with the Employment Standards Act.

(2) Notice Requirements and Commencement of Leave

- (a) An employee who requests parental leave for the adoption or caring of a child shall be required to provide proof of adoption or birth of the child.
- (b) An employee shall provide written notice, at least four (4) weeks in advance, of the intended commencement date of the maternity and/or parental leave. (In the case of adoption of a child, the employee shall provide as much notice as possible.)
- (c) The Employer may require a pregnant employee to commence maternity leave where the duties of the employee cannot reasonably be

performed because of the pregnancy. In such cases the employee's previously scheduled leave period will not be affected.

- (d) An employee on maternity leave or parental leave shall provide four (4) weeks' notice prior to the date the employee intends to return to work.
- (e) An employee who wishes to return to work within six (6) weeks following the actual date of the birth may be required to provide a certificate from a medical practitioner stating the employee is able to return to work.
- (f) Where a pregnant employee gives birth before requesting maternity leave or before commencing maternity leave, her maternity leave will be deemed to have started on the date she gave birth.

(3) Return to Work

On resuming employment an employee shall be reinstated in their previous or a comparable position and for the purposes of pay increments and benefits, referenced in (4) herein, and vacation entitlement (but not for general holidays or sick leave) maternity and parental leave shall be counted as service. Vacation pay shall be prorated in accordance with the duration of the leave and an employee may elect not to take that portion of vacation which is unpaid.

(4) Benefits

- (a) MSP, Dental, EHB, and Life Insurance benefits shall continue uninterrupted during the period of time the employee is on maternity and/or parental leave provided that the employee makes arrangements prior to commencing the leave to pay their share of the benefit premiums. Where an employee makes arrangements to continue benefits coverage all benefits named in this paragraph shall continue.
- (b) Pension contributions will cease during the period of the leave. Upon returning to work, the employee may purchase service for the period of the leave pursuant to the provisions of the Municipal Pension Plan Rules.

(5) Supplementary Employment Insurance Benefits

- (a) Birth mothers who are entitled to maternity leave and who have applied for and are in receipt of Employment Insurance benefits are eligible to receive SEIB Plan payments.
- (b) Subject to the approval of the Employment Insurance Commission, birth fathers who, due to the death or total disability of the birth mother, have applied for and are in receipt of Employment Insurance maternity benefits are eligible to receive SEIB Plan payments.

- (c) The SEIB Plan is intended to supplement the Employment Insurance benefits received by employees while they are temporarily unable to work as a result of giving birth.
- (d) The SEIB Plan payment is based on the difference between the Employment Insurance benefit plus any other earnings received by an employee and ninety-five percent (95%) of their gross weekly earnings and is paid as follows:
 - (1) for the first six (6) weeks, which includes the two week Employment Insurance waiting period; and
 - (2) up to an additional eleven (11) weeks will be payable if an employee continues to receive Employment Insurance benefits and is unable to work due to a valid health reason related to the birth and provides the Employer with satisfactory medical evidence.
- (e) The Plan meets the requirements of Section 38 of the Employment Insurance Regulations, specifically that, when combined with an employee's weekly Employment Insurance benefit, the payment will not exceed the claimant's normal weekly earnings from employment and an employee's accumulated leave credits will not be reduced.
- (f) Income tax rules or regulations may require a payback of Employment Insurance earnings, depending upon the tax rules in effect at the time an employee is receiving benefits. Under the SEIB Plan, the Employer does not guarantee any specific level of earnings but rather are liable only for the payment of the benefit as described above. The Employer, under no circumstance, will be responsible for any paybacks arising from changes to or the application of the tax regulations.

19.09 Military Leave

An employee may be allowed up to a maximum of two (2) weeks without pay and without loss of seniority or welfare benefits to attend to military business. The employee must provide proof of participation in the program and must provide details of the requested leave prior to March 31 in each year.

19.10 Benefit Provision During Leaves of Absence

All benefits, except retention of seniority, terminate for any unpaid leave of absence in excess of four (4) weeks, other than those benefits included in Article 19.08.

ARTICLE 20 - PAYMENT OF WAGES AND ALLOWANCES

20.01 Pay Days

Employees shall be paid, in accordance with the attached salary and wage schedule, on a bi-weekly basis by direct deposit. On each pay day, each employee shall be provided with an itemized statement of their wages and deductions.

20.02 Equal Pay for Equal Work

The principle of equal pay for equal work shall apply, regardless of sex.

20.03 Part-Time Employee

Part-Time Employees shall receive the wage rates, conditions of employment, and perquisites specified in this Agreement on a prorata basis according to their hours of work.

20.04 Daily Guarantee

- (1) Employees reporting for work on the call of the Employer except school students reporting for work on school days: the employee's regular rate of pay for the entire period spent at the place of work in response to the call, with a minimum in any one (1) day of:
 - (a) If the employee does not commence work, two (2) hours' pay at the employee's regular rate, except where the employee's condition is such that they are not competent to perform their duties, or has failed to comply with the Accident Prevention Regulations of WorkSafeBC; and
 - (b) If the employee commences work, four (4) hours' pay at the employee's regular rate.
- (2) School students reporting for work on school days on the call of the Employer: the employee's regular rate of pay for the entire period spent at the place of work in response to the call, with a minimum in any one (1) day of two (2) hours' pay at the employee's regular rate.
- (3) Notwithstanding paragraphs (1) and (2) above, the Daily Guarantee shall be reduced from four (4) hours to two (2) hours for Part-Time and Time Duration Employees when attending staff meetings and/or training sessions to a maximum of four (4) occasions per employee per year.

20.05 Acting Pay

Effective 2008 May 05:

- (a) On every occasion that an Inside Employee is temporarily required to accept the responsibilities and carry out the duties incident to a position covered by the Agreement which is senior to the position which is normally held by the

employee, and where the employee acts for more than half the number of hours in a day in the senior-rated position, the employee shall be entitled to receive acting pay for the number of hours spent acting in the higher rated position. The employee shall be entitled to receive the minimum rate of pay in the scale for such senior position, except where the salary received by the employee in their own position is equal to, or exceeds, the minimum rate of the senior position, in which case the employee shall receive the next higher rate in the pay range of the senior position.

- (b) An Outside employee who is temporarily required to work in a position with a wage rate which is higher than that wage rate for the position in which he is normally employed shall receive the wage rate of that higher classification while so required to work.
- (c) For the purpose of this section, appointments of employees to a level of higher responsibility must be authorized by the Head of the Department.

20.06 Acting Assignments in Exempt Positions

Employees temporarily assigned to positions outside the scope of this Collective Agreement shall be paid from the first day in the temporary assigned position, ten percent (10%) above the assigned employee's regular classification rate for time worked. In each assignment the employee shall be notified in writing in advance of the temporary assignment and shall be advised of the duties, responsibilities and role during the temporary assignment.

20.07 Provisions for Meals and Rest Periods on Overtime

After regular hours where an employee is required to work overtime they shall receive breaks of one-half ($\frac{1}{2}$) hour each, time off without pay for meal time, as herein provided. In the event that the overtime work continues immediately after regular hours and is estimated to continue for two (2) hours or longer, the first half ($\frac{1}{2}$) hour break shall be given within the second (2nd) hour of overtime and if overtime continues, the employee shall be entitled to one-half ($\frac{1}{2}$) hour time off without pay at the end of every four (4) hours after the first meal time break. In the event that an employee having completed their regular hours is called back to perform overtime work the half ($\frac{1}{2}$) hour time off period shall be granted within the fifth (5th) hour of overtime and if overtime work continues then further periods shall be granted at the end of every four (4) hours thereafter. If an employee is required to perform overtime work within the first hour after regular hours the overtime work will for the purpose of this clause be deemed to have continued immediately after regular hours.

In each four (4) hour work period there shall be a fifteen (15) minute rest period. Effective 2008 May 05, an employee required to work more than two (2) hours' overtime immediately following their regular shift shall be provided with a meal, or an allowance of \$10.00, by the Employer.

The above references to 'regular hours' and 'regular shift' are based on full-time hours.

20.08 Education Allowances

The Employer shall pay the full cost of any course of instruction required by the Employer for an employee to better qualify himself to perform his job. Payment shall be made upon commencement of the course, with an understanding that if an employee fails the course, it is the responsibility of the employee for further costs associated with that particular course. The employee must conscientiously attend and complete assignments and, if not, tuition shall be refunded to the Employer.

20.09 Fees and Licenses

The Employer shall pay fees and/or licenses for any employee who is required by the Employer to be a member of an association, or hold a ticket except commonly held licenses and tickets such as a driver's license.

20.10 Premium Pay - Raw Sewage

Sanitary sewer employees shall be paid a premium of \$.50 per hour while they are in contact with live sewage while reconstructing or hooking up sewers. (The Superintendent of Sewer Works shall determine when this premium shall be paid.)

Employees engaged in the cleaning of sewage pumping station wells and grit chambers shall receive an additional four (4) pay groups while engaged in this work.

20.11 Premium Pay - Brushing

Employees performing "brushing" duties shall receive twenty cents (\$.20) per hour in addition to the regular rate of pay for actual time spent in "brushing", to assist in the replacement of rain gear.

20.12 Premium Pay – Snow Ploughing/Sanding/Salting

Labourers engaged in snowploughing/sanding/salting duties using a one-ton truck shall be paid a premium of fifty cents (\$.50) per hour while performing such duties.

20.13 Tradesperson 2 Tools

Effective 2008 May 05, all employees in the classifications of Tradesperson Foreman, Tradesperson 2 – Mechanic, Tradesperson 2 – Carpenter, Tradesperson 2 – Plumber, Tradesperson 2 – Electrician, and Apprentice Mechanic shall be required to provide the hand tools required to perform their work for the Employer.

20.14 Mechanic Tool Insurance

Effective 2008 May 05:

In recognition of the fact that Mechanics are required to provide their own tools, the Employer will provide fire and major theft insurance for mechanic-owned tools and equipment that are used in the work required by the Employer provided that the employee submits a list of items for approval annually. The coverage will have a

fifteen thousand dollar (\$15,000) cap and two hundred dollar (\$200) deductible payable by the employee and proof of theft will be required by the Employer. Subject to the Employer reviewing the list of items submitted annually by the employee, the Employer may agree to increase the cap on an individual basis based on approval of the list submitted by the employee.

20.15 First Aid Allowance

Employees who are required to maintain a First Aid Certificate shall receive for an:

- (1) Occupational First Aid - Level 1 - forty cents (\$.40) per hour;
- (2) Occupational First Aid - Level 2 - fifty cents (\$.50) per hour;
- (3) Occupational First Aid - Level 3 - sixty cents (\$.60) per hour.

20.16 Boot Allowance

An additional twenty cents (\$.20) per hour boot allowance for all members of the asphalt crew (including the truck driver, where they work in the asphalt alongside the asphalt crew).

20.17 Clothing and Broken Tool Replacement Policies

- (1) The Municipality agrees to supply:
 - (i) two (2) pairs of clean coveralls per week per mechanic;
 - (ii) two (2) pairs of clean coveralls per week per operator of paint and spray machines while actually spraying;
 - (iii) two (2) rubberized suits and suitable oxygen masks for each pump station;
 - (iv) two (2) pairs of clean coveralls per week per person for the parks garbage detail, garbage dump attendant, and the street sweeper driver;
 - (v) leather gauntlet style gloves shall be made available to all brushing crew employees;
 - (vi) Municipality agrees to test the use of disposable lab coats for Exhibits Clerk position;
 - (vii) two (2) pairs of clean coveralls per week for employees classified as: Electro-Mechanical Technician, Labourer – Electro-Mechanical, Equipment Operator 3 – Flusher Truck, Foreman 2 – Sewers, Labourer – Sewers, Maintenanceworker – Utilities, and Water Maintenanceworker where the employee is exposed to contaminant or hazardous material.

- (2) In any case, where mechanics and carpenters are required by the Employer to provide their own hand tools and where such hand tools are broken as a result of such employees carrying out the required duties and responsibilities in a proper manner, then the Employer shall pay the cost of replacing such broken hand tools, unless the employee is able to effect replacement without cost to themselves under the terms of a guarantee or warrantee, provided the replacement is approved by the appropriate Supervisor.

20.18 Transportation

Where Outside Employees are transported to and/or from their work in the back of trucks, such trucks shall be equipped with protection from the weather. No explosive materials, i.e. gas, dynamite, caps or any dangerous tools to be carried in back of trucks at the same time as employees are transported.

20.19 Mileage Allowance

Kilometer rates paid to employees using their own vehicle for the Employer's business shall be as follows:

- (1) Employees, other than those covered by Section (2) shall be paid fifty-two cents (\$0.52) per kilometer. This amount is subject to periodic review based on CRA guidelines.
- (2) Where employees require transportation to perform their work responsibilities, the Employer will attempt to provide a municipal vehicle for this purpose. If a municipal vehicle is not available the Employer will pay the allowance provided under Section (1) for all kilometres the employee uses their personal vehicle on Employer business.
- (3) For the purpose of this clause, all kilometers shall be calculated from the first to the last day of each calendar month.

20.20 Time Sheets

Where monetary changes are made to Payroll time sheets, the employee will be provided with written documentation of the reasons for the changes.

20.21 Information Technology

Where a classification has been identified by the Employer as being behind market and such class has been difficult to recruit for or to retain employees in, the Employer may temporarily increase the rate of pay for the class by up to two pay grades (or its percentage equivalent). Such adjustments will be reviewed annually.

Upon such annual review, if a classification is found to be above market then the rate for the class will revert to the pay grade or hourly rate in effect prior to the time the temporary increase was applied. Those employees found to be above the range will remain at their current rate until such time as normal increments or general increases

match or exceed the employee's current rate, at which time employees shall again become eligible for increments and general increases.

20.22 Environmental Operator Certificate Program

Effective 2008 May 05:

Where a job specification and/or description does not require an employee to hold an Environmental Operator Certificate Program (EOCP) Level 3 or 4 certificate and the Employer approves an employee to attain either certificate and the employee does attain the certificate, such employee shall be eligible to receive a bi-weekly premium as follows:

Level 3 - \$60.00 biweekly

Level 4 - \$80.00 biweekly

An employee who currently holds a Level 2 certificate and has been approved by the Employer to attain a Level 3 certificate shall be eligible to receive a premium of \$40.00 biweekly after the completion of 50% of the required training and experience for a Level 3 certificate.

Where an employee requests approval to attain an EOCP Level 3 or 4 certificate the employer will not unreasonably withhold approval to attain such certificate.

The Employer and Union agree that these premiums are based on the EOCP program as it exists on 2008 May 05. Should there be changes made to the requirements for attaining these certificates the Employer and the Union will meet to discuss how these premiums apply to the new program or if they should continue to apply at all.

ARTICLE 21 - JOB CLASSIFICATION AND RECLASSIFICATION

21.01 Job Descriptions

The Employer agrees to draw up job descriptions for all positions and classifications for which the Union is bargaining agent.

Classifications and job descriptions so established shall not be eliminated without first advising the Union.

21.02 Changes in Classification

When the duties or volume of work in any classification are changed or increased, or where the Union and/or employee feels they are unfairly or incorrectly classified, or when any position not covered by 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 Employer 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 effective on a date mutually agreed upon between the parties.

21.03 Reclassifications

- (1) For the trial period it is understood and agreed that in the event of a reclassification to a higher position the employees shall receive no reduction in pay and shall fit the increment schedule accordingly, and at the end of the trial period the employee shall receive the next highest increment of the higher position.

In all cases where an employee has been reclassified to a higher classification as to employment after January 1st, 1970, payment of annual salary increments may be made from the anniversary date of such reclassification, and not from the anniversary date of his or her employment by the Employer.

- (2) Adjustment in Pay - In the event of reclassification or revaluation results in a lower rate of pay for a position class, the incumbents shall suffer no loss of pay but shall be granted fifty percent (50%) of any general increase until the revised rate of pay is reached.

ARTICLE 22 - WELFARE BENEFITS

22.01 Pension Plan

In addition to the Canada Pension Plan, any eligible employee entering the service of the Employer shall participate in a pension plan under the Rules of the Municipal Pension Plan.

22.02 Participation in Group Plans

Effective the first of the month following completion of three (3) months' continuous service, each Regular Full-Time Employee shall be required to participate in Group Life as a condition of employment and shall also be required to participate in the Medical, Extended Health and Dental Plans unless already covered under a spousal or parental plan.

22.03 Medical Benefits

Medical and Surgical Benefits through the Medical Services Plan of British Columbia.

22.04 Extended Health and Dental Care

- (1) The Extended Health Care Plan has a lifetime maximum of \$500,000 per person, an annual deductible of \$100.00, and includes, among other benefits, coverage for vision care with a maximum payable of \$300.00 (effective 2008 May 05, \$350.00; effective 2011 April 01, \$400.00) per person in a twenty-four (24) month period, hearing aids, diabetic equipment and supplies, orthopedic shoes, ostomy and clinical psychologist, all subject to the provisions of the Plan.

- (2) The Dental Plan provides for the following services:

- (a) Basic Dental Services (Plan 'A') paying for one hundred percent (100%) of the approved Schedule of Fees;
- (b) Prosthetics, Crowns and Bridges (Plan 'B') paying for seventy percent (70%) of the approved schedule of fees;
- (c) Orthodontics (Plan 'C') paying for fifty percent (50%) of the approved schedule of fees. The lifetime maximum shall be \$3000 for adults and dependent children as defined by the Plan.

The maximum payable per person per year under Plans 'A' and 'B' combined is \$2000.

Coverage includes a spouse, dependent unmarried children until the age of 21, and dependent unmarried children over the age of 21 while they are in full-time attendance at a recognized educational institute to age 25.

Notwithstanding the provisions contained in this clause, all Time Duration Employees shall be excluded from Extended Health Care Plan and Dental Care Plan.

22.05 Group Life Insurance

Group Life Insurance Package comprised as follows:

- (1) Straight Life - two times (2X) annual salary;
- (2) Accidental Death & Dismemberment - two time (2X) annual salary.

Annual salary shall mean the salary of the employee based on their regular position.

22.06 Long Term Disability Plan

Employees shall be covered by a Long Term Disability Plan which will provide two-thirds ($\frac{2}{3}$) salary continuation after six (6) consecutive months of disability until age 65. The cost of the Plan will be borne entirely by the employee. Eligible employees, upon completion of a three (3) month waiting period, shall become members of the Long Term Disability Plan, as a condition of employment.

22.07 Cost Sharing

The cost of providing group plan benefits shall be borne sixty-five percent (65%) (effective 2008 June 01, seventy percent (70%); effective 2010 April 01, seventy-five percent (75%)) by the Employer and thirty-five percent (35%) (effective 2008 June 01, thirty percent (30%); effective 2010 April 01, twenty-five percent (25%)) by the employee. Costs of providing the Long Term Disability Plan shall be borne entirely by the employee.

Effective 2011 April 01:

The cost of providing Medical, Dental and Group Life Insurance under Articles 22.03, 22.04(2) and 22.05 shall be borne seventy-five percent (75%) by the Employer and twenty-five percent (25%) by the employee. The cost of providing Extended Health under Article 22.04(1) shall be borne eighty percent (80%) by the Employer and twenty percent (20%) by the employee.

22.08 Analysis of Tenders

The Union President or his/her designate will be advised of the analysis of tenders solicited by the Employer for placing or reviewing the benefits under Section 22.03, 22.04, and 22.05.

22.09 Same Sex Benefit Coverage

An employee who is legally married to a same sex spouse or who co-habits with a person of the same sex and promotes such person as a "spouse" (partner), will be eligible to have the person covered as a spouse for purposes of Medical, Extended Health, and Dental benefits.

ARTICLE 23 - SAFETY AND HEALTH

23.01 Cooperation on Safety

The Union and Employer shall cooperate in continuing and perfecting regulations which will afford adequate protection to employees engaged in hazardous work.

23.02 Union-Employer Safety Committee

A Safety and Health Committee shall be established and composed of representatives of the Employer and the Union, each to appoint their respective members, to a maximum of five (5) members each, with equal representation from each Department where possible.

23.03 Meetings of Committee

The Safety and Health Committee shall hold meetings as requested by the Union or by the Employer and all unsafe, hazardous, or dangerous conditions shall be taken up and dealt with at such meetings. Minutes of all Safety and Health Committee meetings shall be kept and copies of such minutes shall be sent to the Employer and the Union.

23.04 Safety Measures

Employees working in any unsanitary or dangerous jobs shall be supplied with all the necessary tools, safety equipment, and protective clothing when needed.

23.05 No Disciplinary Action

No employee shall be disciplined for refusal to work on a job, which, in the opinion of the Safety Committee is not safe. No employee shall be required to work in contravention of safety regulations set out by WorkSafeBC or other Regulatory Agency. If an employee is concerned about the safety of the job site or equipment assigned, he will immediately report the condition to his management supervisor who will ensure that the work may be performed without undue risk. If the matter remains unresolved, it shall be referred to the Safety Committee for an immediate decision.

23.06 Investigation of Accidents

The Union shall be notified as soon as possible of each accident or injury. Copies of all reports shall be forwarded to the Secretary of the Union. Upon request of the Union, the Safety and Health Committee shall investigate and report as soon as possible on the nature and causes of the accident or injury.

23.07 Pay for Injured Employees

An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift.

23.08 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring medical care as a result of an accident shall be at the expense of the Employer.

23.09 WorkSafeBC Claim

(1) Effective 2008 May 05:

When an employee misses the next scheduled shift as a result of a workplace injury or disease, the employee will be compensated as follows:

Regular employees:

- (a) Regular employees will receive an advance equal to their normal net pay from the first shift following the day of injury until their return to work. Time loss will be recorded as WorkSafeBC. Benefit cost share and accruals will continue as if the employee is at work. While the decision on the claim is pending, this advance will only continue while the employee has available paid entitlements sufficient to repay the advance in the event the claim is denied.
- (b) Wage loss benefits received from WorkSafeBC will be paid to the Employer.

- (c) Upon completion of the claim, the advance shall be repaid by the money received from WorkSafeBC and by the payment of the employee's sick leave credits.
- (d) If the claim is denied, the employee will be required to repay the advance using available paid entitlements.
- (e) If a claim is subsequently accepted due to appeal, the appeal decision will be implemented at that time in accordance with item (c) above.

Part-Time Employees

Part-time employees will receive wage loss benefits directly from WorkSafeBC upon acceptance of their claim.

- (2) The Union, the Joint Safety and Health Committee and the representatives thereof shall have full access to employee accident reports and other Employer safety and non-confidential health records in the possession of the Employer, including records, reports and other data provided to and by WorkSafeBC and the Government and its agencies.

23.10 Job Safety Orientation

It is agreed that safety is the concern of both the Union and the Employer and in this regard, each new employee on their first day of employment, shall undertake job safety orientation as promised by the Employer.

The Employer will work with the Safety and Health Committee in coordinating safety seminars, aimed at educating the Employer's work force in job-related personal and public safety matters. Time spent during regular working hours shall be considered time worked.

23.11 District Vehicles - Safety Checks

In the interest of promoting and preserving a safe District Vehicle Policy, the Employer shall ensure that all District vehicles, including sedans and pick-up trucks, are maintained on a continuous basis in accordance with the National Safety Code and the B.C. Commercial Vehicle Inspection Program.

23.12 Disclosure of Information

Upon request, the Employer shall provide to the Safety Committee the information it is capable of obtaining from its suppliers on biological agents, compounds, substances and by-products used in the work environment.

ARTICLE 24 - TECHNOLOGICAL AND OTHER CHANGES

- 24.01 The Employer recognizes that it has a responsibility to its employees before the introduction of any technological changes or methods of operation which may

adversely affect the continued employment of regular employees, conditions of employment, wage rates, or work load. In this respect the Council of the Corporation of the District of Maple Ridge shall notify the Union.

The Employer further recognizes that Regular Employees so affected will be given all available opportunities commensurate with seniority and abilities to acquire the necessary knowledge and skills required for retention of their employment. Notwithstanding the foregoing, it is agreed between the parties that any Regular Employee who is displaced as a result of technological changes or method of operation, will be given an opportunity to fill vacancies related to his or her skills and qualifications according to seniority.

ARTICLE 25 - TRAINING PROGRAM

- 25.01 The Employer shall post any job related training courses for which employees may be selected on Bulletin Boards to afford all interested employees an opportunity to apply for such training.

Regular Employees will be encouraged to learn the duties of other positions under proper supervision and every opportunity shall be afforded them to learn the work of such positions during the regular working hours when it will not unduly interfere with the performance of their regularly assigned duties. The Department Head shall for this purpose arrange for the interested employee(s) to learn positions for temporary periods without affecting the rates of pay of the employee(s) concerned. All applications of interested employees shall be forwarded to the Director of Personnel.

Employees interested in training for other positions may, in showing initiative, make every effort to gain knowledge, ability and skill outside the Municipal sphere so as to augment the above.

ARTICLE 26 - JOB SECURITY

- 26.01 The Employer has the right to contract out any work; however, such contracting out shall not affect the continued employment of those Regular and Part-Time Employees (including Probationary Employees) on the District's payroll as of 1999 January 11.

ARTICLE 27 - GENERAL CONDITIONS

- 27.01 Proper Facilities

Proper facilities shall be provided for employees working at the Municipal hall, the Arena, Municipal Operations Centre and Gravel Pit to have their meals and change their clothes. The Employer will endeavour to provide a vehicle in which those employees on other job sites may eat their lunch, and when such employees are working in unsanitary conditions or during inclement weather, the Employer will endeavour to provide reasonable facilities.

It is agreed between the Parties that should the Employer be unable to provide reasonable facilities during inclement weather or unsanitary conditions, the Employer, at the discretion of the Manager of Engineering Operations, shall permit fifteen (15) minutes total travel time, plus vehicles, if required, to transport the employees to the nearest Employer facility to eat their lunch.

27.02 Bulletin Boards

The Employer shall provide Bulletin Boards which shall be placed so that all employees will have access to them upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

27.03 Termination

All employees shall give not less than ten (10) working days' notice to his or her Department Head of intention to terminate employment.

27.04 Retirement

Employees shall retire no later than the normal retirement age as defined in the Municipal Pension Plan Rules.

27.05 Indemnity

Where coverage supplied through its comprehensive liability policy does not apply, the Employer agrees to meet with the Union to determine whether or not legal counsel is the responsibility of the Employer.

27.06 Plural or Feminine Terms May Apply

Where the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used.

27.07 No Discrimination

It is agreed that there shall be no discrimination, interference, restriction, coercion, harassment or intimidation with respect to an employee by reason of age, race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, mental or physical disability, or membership or activity in the Union.

ARTICLE 28 - CONTINUATION OF ACQUIRED RIGHTS

28.01 All provisions of this Agreement are subject to applicable laws and regulations now or hereafter in effect. If any law now existing or hereafter enacted, or altered by way of changes to the law or regulations shall invalidate any provisions of this Agreement, or if there is an amalgamation, annexation, merger or other structural change of the Employer, this Agreement shall not be invalidated. It is understood and agreed that the existing rights, benefits or privileges of the employees and the Employer shall not be less than those provided for in this Agreement or applicable legislation (whichever is

the greater) and either party upon notice to the other may reopen this present Agreement to the degree necessary to give effect to the provisions contained herein.

ARTICLE 29 - CROSSING OF PICKET LINES DURING STRIKE

29.01 No employee covered by this Agreement, except in emergency conditions, will be required to enter any building, property, or business where a picket line is in evidence, when such picket line is established under the Statutes of the Province of British Columbia or the Statutes of the Dominion of Canada.

In witness whereof, both parties hereto have executed these presents on this 27 day of March, 20082009.

SIGNED ON BEHALF OF THE CORPORATION OF THE DISTRICT OF MAPLE RIDGE:

SIGNED ON BEHALF OF THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 622:

"E. Daykin"
MAYOR

"V. Silva"
PRESIDENT

"Ceri Marlo"
CLERK

"Daryl Veasey"
SECRETARY

SCHEDULE "A"INSIDE HOURLY RATESKey:

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Accountant 1		21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
Accountant 2		23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87
Accountant 3		25	A	28.62	30.26	31.97	33.79
			B	29.48	31.17	32.93	34.80
			C	30.51	32.26	34.08	36.02
			D	31.73	33.55	35.44	37.46
			E	33.00	34.89	36.86	38.96
Accounting Clerk 1		14	A	18.34	19.33	20.40	21.52
			B	18.89	19.91	21.01	22.17
			C	19.55	20.61	21.75	22.95
			D	20.33	21.43	22.62	23.87
			E	21.14	22.29	23.52	24.82
Accounting Clerk 2		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Accounting Clerk – Revenue		18	A	21.52	22.70	23.98	25.31
			B	22.17	23.38	24.70	26.07
			C	22.95	24.20	25.56	26.98
			D	23.87	25.17	26.58	28.08
			E	24.82	26.18	27.64	29.18

SCHEDULE "A" (cont'd)

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Administrative Assistant		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Administrative Assistant - RCMP		19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Administrative Coordinator - Recreation		22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Administrative/ Program Assistant		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Administrative Support Assistant - RCMP		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Aquatic Leader 3	C,J,Q	18	A	21.52	22.70	23.98	25.31
			B	22.17	23.38	24.70	26.07
			C	22.95	24.20	25.56	26.98
			D	23.87	25.17	26.58	28.06
			E	24.82	26.18	27.64	29.18

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Booking Clerk	I	14	A	18.34	19.33	20.40	21.52
			B	18.89	19.91	21.01	22.17
			C	19.55	20.61	21.75	22.95
			D	20.33	21.43	22.62	23.87
			E	21.14	22.29	23.52	24.82
Building Inspector 1		26	A	29.82	31.51	33.31	35.23
			B	30.71	32.46	34.31	36.29
			C	31.78	33.60	35.51	37.56
			D	33.05	34.94	36.93	39.06
			E	34.37	36.34	38.41	40.62
Building Inspector 2		28	A	32.43	34.28	36.23	38.31
			B	33.40	35.31	37.32	39.46
			C	34.57	36.55	38.63	40.84
			D	35.95	38.01	40.18	42.47
			E	37.39	39.53	41.79	44.17
Building Services Supervisor		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Business Retention and Expansion Officer	C,J	23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87
Business Support Analyst		23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Business Systems Analyst		28	A	32.43	34.28	36.23	38.31
			B	33.40	35.31	37.32	39.46
			C	34.57	36.55	38.63	40.84
			D	35.95	38.01	40.18	42.47
			E	37.39	39.53	41.79	44.17
Buyer		20	A	23.34	24.64	26.02	27.49
			B	24.04	25.38	26.80	28.31
			C	24.88	26.27	27.74	29.30
			D	25.88	27.32	28.85	30.47
			E	26.92	28.41	30.00	31.69
By-Law Enforcement Clerk		16	A	19.87	20.95	22.11	23.34
			B	20.47	21.58	22.77	24.04
			C	21.19	22.34	23.57	24.88
			D	22.04	23.23	24.51	25.88
			E	22.92	24.16	25.49	26.92
By-Law Enforcement Officer		18	A	21.52	22.70	23.98	25.31
			B	22.17	23.38	24.70	26.07
			C	22.95	24.20	25.56	26.98
			D	23.87	25.17	26.58	28.06
			E	24.82	26.18	27.64	29.18
By-Law Enforcement Officer/RCMP Liaison		21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
By-Law Services Supervisor		27	A	31.11	32.87	34.74	36.72
			B	32.04	33.86	35.78	37.82
			C	33.16	35.05	37.03	39.14
			D	34.49	36.45	38.51	40.71
			E	35.87	37.91	40.05	42.34

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Cashier-Clerk Receptionist	I,K	12	A	16.95	17.87	18.83	19.87
			B	17.46	18.41	19.39	20.47
			C	18.07	19.05	20.07	21.19
			D	18.79	19.81	20.87	22.04
			E	19.54	20.60	21.70	22.92
Cashier-Clerk Finance		16	A	19.87	20.95	22.11	23.34
			B	20.47	21.58	22.77	24.04
			C	21.19	22.34	23.57	24.88
			D	22.04	23.23	24.51	25.88
			E	22.92	24.16	25.49	26.92
Clerk 1	A,I	11	A	16.34	17.21	18.14	19.08
			B	16.83	17.73	18.68	19.65
			C	17.42	18.35	19.33	20.34
			D	18.12	19.08	20.10	21.15
			E	18.84	19.84	20.90	22.00
Clerk 2	I	13	A	17.65	18.61	19.61	20.66
			B	18.18	19.17	20.20	21.28
			C	18.82	19.84	20.91	22.02
			D	19.57	20.63	21.75	22.90
			E	20.35	21.46	22.62	23.82
Clerk 2 – RCMP	M	13	A	17.65	18.61	19.61	20.66
			B	18.18	19.17	20.20	21.28
			C	18.82	19.84	20.91	22.02
			D	19.57	20.63	21.75	22.90
			E	20.35	21.46	22.62	23.82
Clerk 3		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Clerk Buyer		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Clerk Typist 2		12	A	16.95	17.87	18.83	19.87
			B	17.46	18.41	19.39	20.47
			C	18.07	19.05	20.07	21.19
			D	18.79	19.81	20.87	22.04
			E	19.54	20.60	21.70	22.92
Clerk Typist 3	M	15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Committee Clerk		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Community Policing Office Coordinator		18	A	21.52	22.70	23.98	25.31
			B	22.17	23.38	24.70	26.07
			C	22.95	24.20	25.56	26.98
			D	23.87	25.17	26.58	28.06
			E	24.82	26.18	27.64	29.18
Computer Programmer		23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Computer Support Specialist		21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
Coordinator - Aquatics	C,J	22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Coordinator – GIS		28	A	32.43	34.28	36.23	38.31
			B	33.40	35.31	37.32	39.46
			C	34.57	36.55	38.63	40.84
			D	35.95	38.01	40.18	42.47
			E	37.39	39.53	41.79	44.17
Coordinator - Neighbourhood Development		22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Coordinator - RCMP Services		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Coordinator - Special Events	C,J	22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Coordinator - Special Services	C,J	22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Coordinator - Sports/Fitness	C,J	22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Coordinator – West Area	C,J	22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Coordinator - Youth	C,J	22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Court Liaison Assistant		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Court Liaison Officer		22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
CPIC Operator-Clerk	M	15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Crime Analyst		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39
Crime Prevention Program Coordinator		20	A	23.34	24.64	26.02	27.49
			B	24.04	25.38	26.80	28.31
			C	24.88	26.27	27.74	29.30
			D	25.88	27.32	28.85	30.47
			E	26.92	28.41	30.00	31.69
CRU Secretary		15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Customer Service Supervisor		16	A	19.87	20.95	22.11	23.34
			B	20.47	21.58	22.77	24.04
			C	21.19	22.34	23.57	24.88
			D	22.04	23.23	24.51	25.88
			E	22.92	24.16	25.49	26.92
Data Management Coordinator		15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Development Cost Chrg. Coordinator		25	A	28.62	30.26	31.97	33.79
			B	29.48	31.17	32.93	34.80
			C	30.51	32.26	34.08	36.02
			D	31.73	33.55	35.44	37.46
			E	33.00	34.89	36.86	38.96
Development Services Technician		16	A	19.87	20.95	22.11	23.34
			B	20.47	21.58	22.77	24.04
			C	21.19	22.34	23.57	24.88
			D	22.04	23.23	24.51	25.88
			E	22.92	24.16	25.49	26.92
Drafting Supervisor		25	A	28.62	30.26	31.97	33.79
			B	29.48	31.17	32.93	34.80
			C	30.51	32.26	34.08	36.02
			D	31.73	33.55	35.44	37.46
			E	33.00	34.89	36.86	38.96
Draftsperson 1		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Draftsperson 2		21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
Electrical Inspector 1		26	A	29.82	31.51	33.31	35.23
			B	30.71	32.46	34.31	36.29
			C	31.78	33.60	35.51	37.56
			D	33.05	34.94	36.93	39.06
			E	34.37	36.34	38.41	40.62

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Electronics Technician		19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Emergency Program Assistant		19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Engineer in Training		23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87
Engineering Asst. 2		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Engineering Inspector 1	C	17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Engineering Inspector 2	C	22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Engineering Technician		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39
Engineering Technologist 1		25	A	28.62	30.26	31.97	33.79
			B	29.48	31.17	32.93	34.80
			C	30.51	32.26	34.08	36.02
			D	31.73	33.55	35.44	37.46
			E	33.00	34.89	36.86	38.96
Engineering Technologist - Projects		26	A	29.82	31.51	33.31	35.23
			B	30.71	32.46	34.31	36.29
			C	31.78	33.60	35.51	37.56
			D	33.05	34.94	36.93	39.06
			E	34.37	36.34	38.41	40.62
Enviromental Officer		25	A	28.62	30.26	31.97	33.79
			B	29.48	31.17	32.93	34.80
			C	30.51	32.26	34.08	36.02
			D	31.73	33.55	35.44	37.46
			E	33.00	34.89	36.86	38.96
Enviromental Planner		30	A	35.23	37.24	39.38	41.67
			B	36.29	38.36	40.56	42.92
			C	37.56	39.70	41.98	44.42
			D	39.06	41.29	43.66	46.20
			E	40.62	42.94	45.41	48.05
Environmental Technician		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Exhibits Custodian		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Facilities Maintenance Coordinator		22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Facilities Support Programmer	C,J	18	A	21.52	22.70	23.98	25.31
			B	22.17	23.38	24.70	26.07
			C	22.95	24.20	25.56	26.98
			D	23.87	25.17	26.58	28.06
			E	24.82	26.18	27.64	29.18
Film Production Liaison		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Fleet Maintenance Coordinator		16	A	19.87	20.95	22.11	23.34
			B	20.47	21.58	22.77	24.04
			C	21.19	22.34	23.57	24.88
			D	22.04	23.23	24.51	25.88
			E	22.92	24.16	25.49	26.92
Fleet Maintenance Exhibits Custodian		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Geomatics Supervisor		28	A	32.43	34.28	36.23	38.31
			B	33.40	35.31	37.32	39.46
			C	34.57	36.55	38.63	40.84
			D	35.95	38.01	40.18	42.47
			E	37.39	39.53	41.79	44.17
GIS Secretary	M	15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
GIS Technician		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39
Human Resources Clerk		15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Information Officer	M	15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Information Services Support Specialist		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Instrumentperson 1		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Instrumentperson 2		21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
Junior Systems Analyst		23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87
Legislative Clerk		15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
License Inspector/ By-Law Enforcement Officer		21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
Mail Clerk		9	A	15.11	15.91	16.76	17.65
			B	15.56	16.39	17.26	18.18
			C	16.10	16.96	17.86	18.82
			D	16.74	17.64	18.57	19.57
			E	17.41	18.35	19.31	20.35

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Mapping & Graphics Technician		22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Media Relations/ Training Assistant		19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Network Support Specialist		28	A	32.43	34.28	36.23	38.31
			B	33.40	35.31	37.32	39.46
			C	34.57	36.55	38.63	40.84
			D	35.95	38.01	40.18	42.47
			E	37.39	39.53	41.79	44.17
Office Supervisor	C	19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Parks & Leisure Service Clerk		14	A	18.34	19.33	20.40	21.52
			B	18.89	19.91	21.01	22.17
			C	19.55	20.61	21.75	22.95
			D	20.33	21.43	22.62	23.87
			E	21.14	22.29	23.52	24.82
Payroll Clerk		16	A	19.87	20.95	22.11	23.34
			B	20.47	21.58	22.77	24.04
			C	21.19	22.34	23.57	24.88
			D	22.04	23.23	24.51	25.88
			E	22.92	24.16	25.49	26.92

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				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Payroll Clerk - Senior		19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Payroll Coordinator		21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
Plan Checker 1		19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Plan Checker 2		23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87
Planner 1		28	A	32.43	34.28	36.23	38.31
			B	33.40	35.31	37.32	39.46
			C	34.57	36.55	38.63	40.84
			D	35.95	38.01	40.18	42.47
			E	37.39	39.53	41.79	44.17
Planner 2		30	A	35.23	37.24	39.38	41.67
			B	36.29	38.36	40.56	42.92
			C	37.56	39.70	41.98	44.42
			D	39.06	41.29	43.66	46.20
			E	40.62	42.94	45.41	48.05

SCHEDULE "A" (cont'd)

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Inside Hourly Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
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 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Planning Assistant 1		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Planning Assistant 2		20	A	23.34	24.64	26.02	27.49
			B	24.04	25.38	26.80	28.31
			C	24.88	26.27	27.74	29.30
			D	25.88	27.32	28.85	30.47
			E	26.92	28.41	30.00	31.69
Planning Assistant 3		22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Planning Landscape Technician		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39
Planning Technician		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39
Plumbing Gas Inspector 1		26	A	29.82	31.51	33.31	35.23
			B	30.71	32.46	34.31	36.29
			C	31.78	33.60	35.51	37.56
			D	33.05	34.94	36.93	39.06
			E	34.37	36.34	38.41	40.62

SCHEDULE "A" (cont'd)

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Inside Hourly Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

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 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
PRIME Assistant		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
PRIME Operator	M	12	A	16.95	17.87	18.83	19.87
			B	17.46	18.41	19.39	20.47
			C	18.07	19.05	20.07	21.19
			D	18.79	19.81	20.87	22.04
			E	19.54	20.60	21.70	22.92
PRIME Reviewer		15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Program Assistant	Q	14	A	18.34	19.33	20.40	21.52
			B	18.89	19.91	21.01	22.17
			C	19.55	20.61	21.75	22.95
			D	20.33	21.43	22.62	23.87
			E	21.14	22.29	23.52	24.82
Program Assistant I	J	14	A	18.34	19.33	20.40	21.52
			B	18.89	19.91	21.01	22.17
			C	19.55	20.61	21.75	22.95
			D	20.33	21.43	22.62	23.87
			E	21.14	22.29	23.52	24.82
Promotions Clerk		13	A	17.65	18.61	19.61	20.66
			B	18.18	19.17	20.20	21.28
			C	18.82	19.84	20.91	22.02
			D	19.57	20.63	21.75	22.90
			E	20.35	21.46	22.62	23.82

SCHEDULE "A" (cont'd)

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 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Protective Services Clerk		14	A	18.34	19.33	20.40	21.52
			B	18.89	19.91	21.01	22.17
			C	19.55	20.61	21.75	22.95
			D	20.33	21.43	22.62	23.87
			E	21.14	22.29	23.52	24.82
Reader		19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Receptionist- Switchboard Operator	M	12	A	16.95	17.87	18.83	19.87
			B	17.46	18.41	19.39	20.47
			C	18.07	19.05	20.07	21.19
			D	18.79	19.81	20.87	22.04
			E	19.54	20.60	21.70	22.92
Records Supervisor - RCMP		21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
Recreation Facilities Supervisor	C,J	22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Recreation Program Assistant	C,J	14	A	18.34	19.33	20.40	21.52
			B	18.89	19.91	21.01	22.17
			C	19.55	20.61	21.75	22.95
			D	20.33	21.43	22.62	23.87
			E	21.14	22.29	23.52	24.82

SCHEDULE "A" (cont'd)

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Recreation Programmer		18	A	21.52	22.70	23.98	25.31
			B	22.17	23.38	24.70	26.07
			C	22.95	24.20	25.56	26.98
			D	23.87	25.17	26.58	28.06
			E	24.82	26.18	27.64	29.18
Registration Clerk- Receptionist	I,K	12	A	16.95	17.87	18.83	19.87
			B	17.46	18.41	19.39	20.47
			C	18.07	19.05	20.07	21.19
			D	18.79	19.81	20.87	22.04
			E	19.54	20.60	21.70	22.92
Research Technician		22	A	25.31	26.73	28.23	29.82
			B	26.07	27.53	29.08	30.71
			C	26.98	28.49	30.10	31.78
			D	28.06	29.63	31.30	33.05
			E	29.18	30.82	32.55	34.37
Revenue & Collections Supervisor		27	A	31.11	32.87	34.74	36.72
			B	32.04	33.86	35.78	37.82
			C	33.16	35.05	37.03	39.14
			D	34.49	36.45	38.51	40.71
			E	35.87	37.91	40.05	42.34
Rodperson	A	12	A	16.95	17.87	18.83	19.87
			B	17.46	18.41	19.39	20.47
			C	18.07	19.05	20.07	21.19
			D	18.79	19.81	20.87	22.04
			E	19.54	20.60	21.70	22.92
Senior Analyst Programmer		28	A	32.43	34.28	36.23	38.31
			B	33.40	35.31	37.32	39.46
			C	34.57	36.55	38.63	40.84
			D	35.95	38.01	40.18	42.47
			E	37.39	39.53	41.79	44.17

SCHEDULE "A" (cont'd)

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Senior Bylaw Enforcement Officer		23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87
Senior Development Services Technician		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Site Grading Technologist		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39
Storekeeper 1A	C,D,G	15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Storekeeper 2	C,D,G	18	A	21.52	22.70	23.98	25.31
			B	22.17	23.38	24.70	26.07
			C	22.95	24.20	25.56	26.98
			D	23.87	25.17	26.58	28.06
			E	24.82	26.18	27.64	29.18
Subdivision Development Technologist		24	A	27.49	29.05	30.69	32.43
			B	28.31	29.92	31.61	33.40
			C	29.30	30.97	32.72	34.57
			D	30.47	32.21	34.03	35.95
			E	31.69	33.50	35.39	37.39

SCHEDULE "A" (cont'd)

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Inside Hourly Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
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 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Systems Analyst		26	A	29.82	31.51	33.31	35.23
			B	30.71	32.46	34.31	36.29
			C	31.78	33.60	35.51	37.56
			D	33.05	34.94	36.93	39.06
			E	34.37	36.34	38.41	40.62
Technical Support Supervisor	C	21	A	24.32	25.67	27.11	28.62
			B	25.05	26.44	27.92	29.48
			C	25.93	27.37	28.90	30.51
			D	26.97	28.46	30.06	31.73
			E	28.05	29.60	31.26	33.00
Trades Inspector		26	A	29.82	31.51	33.31	35.23
			B	30.71	32.46	34.31	36.29
			C	31.78	33.60	35.51	37.56
			D	33.05	34.94	36.93	39.06
			E	34.37	36.34	38.41	40.62
Traffic Clerk		15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Traffic Technician		23	A	26.38	27.85	29.43	31.11
			B	27.17	28.69	30.31	32.04
			C	28.12	29.69	31.37	33.16
			D	29.24	30.88	32.62	34.49
			E	30.41	32.12	33.92	35.87
Traffic & Transportation Technologist		28	A	32.43	34.28	36.23	38.31
			B	33.40	35.31	37.32	39.46
			C	34.57	36.55	38.63	40.84
			D	35.95	38.01	40.18	42.47
			E	37.39	39.53	41.79	44.17

SCHEDULE "A" (cont'd)

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Inside Hourly Rates (cont'd)Key:

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Pay</u> <u>Grade</u>	<u>Effec.</u> <u>Date</u>	<u>Steps:</u>			
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
User Support Assistant		16	A	19.87	20.95	22.11	23.34
			B	20.47	21.58	22.77	24.04
			C	21.19	22.34	23.57	24.88
			D	22.04	23.23	24.51	25.88
			E	22.92	24.16	25.49	26.92
Volunteer Program Coordinator		17	A	20.66	21.81	23.02	24.32
			B	21.28	22.46	23.71	25.05
			C	22.02	23.25	24.54	25.93
			D	22.90	24.18	25.52	26.97
			E	23.82	25.15	26.54	28.05
Working Supervisor - Building Services		15	A	19.08	20.11	21.23	22.40
			B	19.65	20.71	21.87	23.07
			C	20.34	21.43	22.64	23.88
			D	21.15	22.29	23.55	24.84
			E	22.00	23.18	24.49	25.83
Working Supervisor - Customer Service Centre		19	A	22.40	23.65	24.97	26.38
			B	23.07	24.36	25.72	27.17
			C	23.88	25.21	26.62	28.12
			D	24.84	26.22	27.68	29.24
			E	25.83	27.27	28.79	30.41
Youth Program Assistant II	J	16	A	19.87	20.95	22.11	23.34
			B	20.47	21.58	22.77	24.04
			C	21.19	22.34	23.57	24.88
			D	22.04	23.23	24.51	25.88
			E	22.92	24.16	25.49	26.92
Youth Programmer	C,J	18	A	21.52	22.70	23.98	25.31
			B	22.17	23.38	24.70	26.07
			C	22.95	24.20	25.56	26.98
			D	23.87	25.17	26.58	28.06
			E	24.82	26.18	27.64	29.18

OUTSIDE HOURLY RATESKey:

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<u>Job Title</u>	<u>Sched. "B" Notes</u>	<u>Effec. Date</u>	<u>Steps</u>			<u>Plus 4</u>
			<u>1</u>	<u>2</u>	<u>3</u>	
Asphalt Raker		A	22.25			
		B	22.92			
		C	23.72			
		D	24.67			
		E	25.66			
Building Service Worker	D,E,H,Q	A	20.67			
		B	21.29			
		C	22.04			
		D	22.92			
		E	23.84			
Concrete Finisher		A	23.68			
		B	24.39			
		C	25.24			
		D	26.25			
		E	27.30			
Custodial Guard 1		A	19.09	19.87	20.66	
		B	19.66	20.47	21.28	
		C	20.35	21.19	22.02	
		D	21.16	22.04	22.90	
		E	22.01	22.92	23.82	
Custodial Guard 2		A	19.87	20.66	21.51	
		B	20.47	21.28	22.16	
		C	21.19	22.02	22.94	
		D	22.04	22.90	23.86	
		E	22.92	23.82	24.81	
Custodial Guard 3		A	21.51	22.35	23.23	
		B	22.16	23.02	23.93	
		C	22.94	23.83	24.77	
		D	23.86	24.78	25.76	
		E	24.81	25.77	26.79	

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Effec.</u> <u>Date</u>	<u>Steps</u>			<u>Plus 4</u>
			<u>1</u>	<u>2</u>	<u>3</u>	
Equipment Operator 1		A	22.41			
		B	23.08			
		C	23.89			
		D	24.85			
		E	25.84			
Equipment Operator 2		A	22.98			24.41
		B	23.67			25.14
		C	24.50			26.02
		D	25.48			27.06
		E	26.50			28.14
Equipment Operator 3	O	A	23.23			
		B	23.93			
		C	24.77			
		D	25.76			
			26.79			
Equipment Operator 4a		A	24.41			26.38
		B	25.14			27.17
		C	26.02			28.12
		D	27.06			29.24
		E	28.14			30.41
Equipment Operator 4a/Truck Driver		A	24.41			26.38
		B	25.14			27.17
		C	26.02			28.12
		D	27.06			29.24
		E	28.14			30.41
Equipment Operator 4b		A	24.96			
		B	25.71			
		C	26.61			
		D	27.67			
		E	28.78			

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<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Effec.</u> <u>Date</u>	<u>Steps</u>			<u>Plus 4</u>
			<u>1</u>	<u>2</u>	<u>3</u>	
Equipment Operator 5		A	25.84			
		B	26.62			
		C	27.55			
		D	28.65			
		E	29.80			
Fixed Equipment Maintainer		A	28.14			
		B	28.98			
		C	29.99			
		D	31.19			
		E	32.44			
Foreman 2		A	28.14			
		B	28.98			
		C	29.99			
		D	31.19			
		E	32.44			
Foreman 2 (Cemetery)	B	A	25.49	26.25	27.08	
		B	26.25	27.04	27.89	
		C	27.17	27.99	28.87	
		D	28.26	29.11	30.02	
		E	29.39	30.27	31.22	
Foreman 3	S	A	29.46	30.35	31.17	
		B	30.34	31.26	32.11	
		C	31.40	32.35	33.23	
		D	32.66	33.64	34.56	
		E	33.97	34.99	35.94	
Foreman – Winter Road Services		A	28.14			
		B	28.98			
		C	29.99			
		D	31.19			
		E	32.44			

SCHEDULE "A" (cont'd)Outside Hourly Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Effec.</u> <u>Date</u>	<u>Steps</u>			<u>Plus 4</u>
			<u>1</u>	<u>2</u>	<u>3</u>	
Labourer		A	21.75			23.20
		B	22.40			23.90
		C	23.18			24.74
		D	24.11			25.73
		E	25.07			26.76
Lead Hand – Roads/Drainage		A	23.20			
		B	23.90			
		C	24.74			
		D	25.73			
		E	26.76			
Maintenance Worker - Utilities		A	23.23			24.83
		B	23.93			25.57
		C	24.77			26.46
		D	25.76			27.52
		E	26.79			28.62
Meter Maintenance Worker		A	26.14			
		B	26.92			
		C	27.86			
		D	28.97			
		E	30.13			
Parks Worker		A	22.64			
		B	23.32			
		C	24.14			
		D	25.11			
		E	26.11			
Playground Maintenance Worker		A	22.64			
		B	23.32			
		C	24.14			
		D	25.11			
		E	26.11			

SCHEDULE "A" (cont'd)

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Outside Hourly Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Effec.</u> <u>Date</u>	<u>Steps</u>			<u>Plus 4</u>
			<u>1</u>	<u>2</u>	<u>3</u>	
Sign Maintainer		A	22.77			
		B	23.45			
		C	24.27			
		D	25.24			
		E	26.25			
Supervisor – Custodial Guard		A	22.35	23.23	24.32	
		B	23.02	23.93	25.05	
		C	23.83	24.77	25.93	
		D	24.78	25.76	26.97	
		E	25.77	26.79	28.05	
Trades 1 - Carpenter		A	26.13			
		B	26.91			
		C	27.85			
		D	28.96			
		E	30.12			
Tradesperson 1 – Gardener		A	26.13			
		B	26.91			
		C	27.85			
		D	28.96			
		E	30.12			
Tradesperson 2 – Carpenter		A	28.82			
		B	30.18			
		Effec. 2008 May 05	30.33			
		C	31.39			
		D	32.65			
	E	33.96				
Tradesperson 2 – Electrician		A	28.82			
		B	30.18			
		Effec. 2008 May 05	30.33			
		C	31.39			
		D	32.65			
	E	33.96				

SCHEDULE "A" (cont'd)

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Outside Hourly Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Effec.</u> <u>Date</u>	<u>Steps</u>			<u>Plus 4</u>
			<u>1</u>	<u>2</u>	<u>3</u>	
Tradesperson 2 – Gardener		A	27.82			
		B	28.65			
		C	29.65			
		D	30.84			
		E	32.07			
Tradesperson 2 – Mechanic	N Effec. 2008 May 05	A	28.82			
		B	30.18			
		C	30.83			
		D	31.91			
		E	33.19			
Tradesperson 2 – Plumber	Effec. 2008 May 05	A	28.82			
		B	30.18			
		C	30.33			
		D	31.39			
		E	32.65			
Tradesperson Foreman	B,N Effec. 2008 May 05	A	30.46	31.35	32.17	
		B	31.87	32.79	33.64	
		C	32.52	33.44	34.29	
		D	33.66	34.61	35.49	
		E	35.01	35.99	36.91	
Truck Driver 2		A	22.81			
		B	23.49			
		C	24.31			
		D	25.28			
		E	26.29			
Truck Driver 3		A	23.06			
		B	23.75			
		C	24.58			
		D	25.56			
		E	26.58			

SCHEDULE "A" (cont'd)

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Outside Hourly Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Effec.</u> <u>Date</u>	<u>Steps</u>			<u>Plus 4</u>
			<u>1</u>	<u>2</u>	<u>3</u>	
Truck Driver – Tandem Trailer		A	23.79			
		B	24.50			
		C	25.36			
		D	26.37			
		E	27.42			
Utility Equipment Operator	A	A	24.41	24.96	25.84	
		B	25.14	25.71	26.62	
		C	26.02	26.61	27.55	
		D	27.06	27.67	28.65	
		E	28.14	28.78	29.80	
Water Maintenance Worker		A	23.79			
		B	24.50			
		C	25.36			
		D	26.37			
		E	27.42			
Water System Operator		A	25.01	26.78	27.82	
		B	25.76	27.58	28.65	
		C	26.66	28.55	29.65	
		D	27.73	29.69	30.84	
		E	28.84	30.88	32.07	
Yardperson 2		A	22.98			
		B	23.67			
		C	24.50			
		D	25.48			
		E	26.50			

SCHEDULE "A" (cont'd)

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Outside Hourly Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

APPRENTICE WAGE RATES

		<u>A</u>	<u>B</u>	<u>2008 May 05</u>	<u>C</u>	<u>D</u>	<u>E</u>
Apprentice Mechanic	70%	21.75	22.40	23.05	23.83	24.76	25.72
	72.5%	21.75	22.40	23.05	23.83	24.76	25.72
	75%	21.75	22.64	23.29	24.10	25.06	26.05
	77.5%	22.34	23.39	24.04	24.88	25.87	26.90
	80%	23.06	24.14	24.79	25.66	26.68	27.75
	82.5%	23.78	24.90	25.55	26.44	27.50	28.59
	85%	24.50	25.65	26.30	27.22	28.31	29.44
	90%	25.94	27.16	27.81	28.78	29.94	31.13

The Labourer pay rate shall constitute the minimum amount payable.

PARKS AND RECREATIONKey:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Job Title</u>	<u>Sched. "B"</u> <u>Notes</u>	<u>Effec.</u> <u>Date</u>	<u>Steps</u>		
			<u>1</u>	<u>2</u>	<u>3</u>
Aquatic Leader 1	Q	A	17.54		
		B	18.07		
		C	18.70		
		D	19.45		
		E	20.23		
Aquatic Leader 2	Q	A	18.68	19.46	20.11
		B	19.24	20.04	20.71
		C	19.91	20.74	21.43
		D	20.71	21.57	22.29
		E	21.54	22.43	23.18

PAY GRADE RATESKey:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Pay Grade</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
9	A	15.11	15.91	16.76	17.65
	B	15.56	16.39	17.26	18.18
	C	16.10	16.96	17.86	18.82
	D	16.74	17.64	18.57	19.57
	E	17.41	18.35	19.31	20.35
10	A	15.68	16.53	17.41	18.34
	B	16.15	17.03	17.93	18.89
	C	16.72	17.63	18.56	19.55
	D	17.39	18.34	19.30	20.33
	E	18.09	19.07	20.07	21.14
11	A	16.34	17.21	18.14	19.08
	B	16.83	17.73	18.68	19.65
	C	17.42	18.35	19.33	20.34
	D	18.12	19.08	20.10	21.15
	E	18.84	19.84	20.90	22.00
12	A	16.95	17.87	18.83	19.87
	B	17.46	18.41	19.39	20.47
	C	18.07	19.05	20.07	21.19
	D	18.79	19.81	20.87	22.04
	E	19.54	20.60	21.70	22.92
13	A	17.65	18.61	19.61	20.66
	B	18.18	19.17	20.20	21.28
	C	18.82	19.84	20.91	22.02
	D	19.57	20.63	21.75	22.90
	E	20.35	21.46	22.62	23.82
14	A	18.34	19.33	20.40	21.52
	B	18.89	19.91	21.01	22.17
	C	19.55	20.61	21.75	22.95
	D	20.33	21.43	22.62	23.87
	E	21.14	22.29	23.52	24.82

SCHEDULE "A" (cont'd)

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Pay Grade Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Pay Grade</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
15	A	19.08	20.11	21.23	22.40
	B	19.65	20.71	21.87	23.07
	C	20.34	21.43	22.64	23.88
	D	21.15	22.29	23.55	24.84
	E	22.00	23.18	24.49	25.83
16	A	19.87	20.95	22.11	23.34
	B	20.47	21.58	22.77	24.04
	C	21.19	22.34	23.57	24.88
	D	22.04	23.23	24.51	25.88
	E	22.92	24.16	25.49	26.92
17	A	20.66	21.81	23.02	24.32
	B	21.28	22.46	23.71	25.05
	C	22.02	23.25	24.54	25.93
	D	22.90	24.18	25.52	26.97
	E	23.82	25.15	26.54	28.05
18	A	21.52	22.70	23.98	25.31
	B	22.17	23.38	24.70	26.07
	C	22.95	24.20	25.56	26.98
	D	23.87	25.17	26.58	28.06
	E	24.82	26.18	27.64	29.18
19	A	22.40	23.65	24.97	26.38
	B	23.07	24.36	25.72	27.17
	C	23.88	25.21	26.62	28.12
	D	24.84	26.22	27.68	29.24
	E	25.83	27.27	28.79	30.41
20	A	23.34	24.64	26.02	27.49
	B	24.04	25.38	26.80	28.31
	C	24.88	26.27	27.74	29.30
	D	25.88	27.32	28.85	30.47
	E	26.92	28.41	30.00	31.69

SCHEDULE "A" (cont'd)

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Pay Grade Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Pay Grade</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
21	A	24.32	25.67	27.11	28.62
	B	25.05	26.44	27.92	29.48
	C	25.93	27.37	28.90	30.51
	D	26.97	28.46	30.06	31.73
	E	28.05	29.60	31.26	33.00
22	A	25.31	26.73	28.23	29.82
	B	26.07	27.53	29.08	30.71
	C	26.98	28.49	30.10	31.78
	D	28.06	29.63	31.30	33.05
	E	29.18	30.82	32.55	34.37
23	A	26.38	27.85	29.43	31.11
	B	27.17	28.69	30.31	32.04
	C	28.12	29.69	31.37	33.16
	D	29.24	30.88	32.62	34.49
	E	30.41	32.12	33.92	35.87
24	A	27.49	29.05	30.69	32.43
	B	28.31	29.92	31.61	33.40
	C	29.30	30.97	32.72	34.57
	D	30.47	32.21	34.03	35.95
	E	31.69	33.50	35.39	37.39
25	A	28.62	30.26	31.97	33.79
	B	29.48	31.17	32.93	34.80
	C	30.51	32.26	34.08	36.02
	D	31.73	33.55	35.44	37.46
	E	33.00	34.89	36.86	38.96
26	A	29.82	31.51	33.31	35.23
	B	30.71	32.46	34.31	36.29
	C	31.78	33.60	35.51	37.56
	D	33.05	34.94	36.93	39.06
	E	34.37	36.34	38.41	40.62

SCHEDULE "A" (cont'd)

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Pay Grade Rates (cont'd)Key:

A – Effective 2007 April 01 - 2008 March 31
 B – Effective 2008 April 01 - 2009 March 31
 C – Effective 2009 April 01 – 2010 March 31

D – Effective 2010 April 01 – 2011 March 31
 E – Effective 2011 April 01 – 2012 March 31

<u>Pay Grade</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
27	A	31.11	32.87	34.74	36.72
	B	32.04	33.86	35.78	37.82
	C	33.16	35.05	37.03	39.14
	D	34.49	36.45	38.51	40.71
	E	35.87	37.91	40.05	42.34
28	A	32.43	34.28	36.23	38.31
	B	33.40	35.31	37.32	39.46
	C	34.57	36.55	38.63	40.84
	D	35.95	38.01	40.18	42.47
	E	37.39	39.53	41.79	44.17
29	A	33.79	35.71	37.77	39.95
	B	34.80	36.78	38.90	41.15
	C	36.02	38.07	40.26	42.59
	D	37.46	39.59	41.87	44.29
	E	38.96	41.17	43.54	46.06
30	A	35.23	37.24	39.38	41.67
	B	36.29	38.36	40.56	42.92
	C	37.56	39.70	41.98	44.42
	D	39.06	41.29	43.66	46.20
	E	40.62	42.94	45.41	48.05

SCHEDULE "B"NOTES TO SCHEDULE "A"

Except as provided in Notes A and B, eligibility for advancement from one step (increment) to the next is as follows:

Pay Grades 9 to 14	6 month eligibility to move from Steps 1 to 2 and 2 to 3; thereafter 12 month eligibility;
Pay Grade 15	6 month eligibility to move from Step 1 to 2; thereafter 12 month eligibility;
Pay 16 and above	12 month eligibility.

Effective 2008 May 05:

Notwithstanding the progression above, upon hiring, an employee may be started at any step of the Pay Grade applicable to the employee's classification at the discretion of the Director of Human Resources or designate. In the event an employee is hired above the first step of the applicable Pay Grade the Employer will review all other employees in the same classification and department as the newly hired employee. Where a comparison between an existing employee and the newly hired employee justifies a change in step on the Pay Grade the existing employee shall have their step adjusted accordingly effective the date the newly hired employee commenced employment. An employee who has their step adjusted under this paragraph shall have their eligibility for advancement date measured from the date of this change.

A. The following classes receive semi-annual increments:

Clerk 1
Rodperson
Utility Equipment Operator

B The following classes receive annual increments:

Foreman 2 (Cemetery)
Tradesperson Foreman

C The following classes of positions work a 40-hour work week and shall be paid for the hours worked:

Aquatic Leader 3
Business Retention and Expansion Officer
Coordinator - Aquatics
Coordinator - Special Events
Coordinator - Special Services
Coordinator - Sports/Fitness
Coordinator - West Area
Coordinator – Youth

SCHEDULE "B" (cont'd)

Page 2

Engineering Inspector 1
 Engineering Inspector 2
 Facilities Support Programmer
 Office Supervisor
 Recreation Facilities Supervisor
 Recreation Program Assistant
 Storekeeper 1A
 Storekeeper 2
 Youth Programmer

- D The following classes of positions shall receive a premium when required to operate a small tractor with attachments. Such premium shall be the difference between the incumbent's hourly rate and the appropriate Equipment Operator rate:

Storekeeper 1A
 Storekeeper 2

- E No classes of positions assigned to the Parks and Recreation Department receive shift differential, save and except the following classes of positions:

Building Service Worker

- F The following classes of positions are not entitled to additional compensation in the form of shift differential:

- G Positions based on an eight (8) hour day, forty (40) hour week which shall work from 8:00 a.m. to 4:30 p.m. or as adjusted for summer hours under Article 13.02, with a one-half ($\frac{1}{2}$) hour lunch period, and staggered office hours to ensure that the office remains open during the full working day, Monday to Friday inclusive, without premium pay:

Storekeeper 1A
 Storekeeper 2

- H Positions based on a regular eight (8) hour day rotating weekly from day shift to afternoon shift to midnight shift. Shifts to be scheduled as seven (7) consecutive work days on day shift, followed by two (2) consecutive days of rest without premium pay; the second week to be seven (7) consecutive work days of afternoon shift with premium pay as per Article 13.10 followed by two days of rest; the third week to be six (6) consecutive days of midnight shift with shift differential as per Article 13.10 followed by four (4) consecutive days of rest:

Building Service Worker

- I Effective 2003 November 25, positions at the Leisure Complex based on a thirty-five (35) hour week under Article 12.01, which may work any seven (7) hours or part thereof between the hours of 6:00 a.m. and 11:30 p.m., Monday to Sunday, inclusive, without shift differential:

SCHEDULE "B" (cont'd)

Page 3

Booking Clerk
 Cashier-Clerk/Receptionist
 Clerk 1
 Clerk 2
 Registration Clerk-Receptionist

- J The following classes of positions which are based on an eight (8) hour day, forty (40) hour week, may be required to work more than five (5) consecutive shifts in a week or more than forty (40) hours in a week without overtime rates being paid. It is understood that appropriate overtime rates are to be paid only for all hours worked in excess of an average of forty (40) hours a week in a two (2) week period or for all hours worked in excess of eight (8) hours in a shift. It is expressly stated that any eight (8) hours need not be consecutive:

Aquatic Leader 3
 Business Retention and Expansion Officer
 Coordinator - Aquatics
 Coordinator - Special Events
 Coordinator - Special Services
 Coordinator - Sports//Fitness
 Coordinator - West Area
 Coordinator – Youth
 Facilities Support Programmer
 Recreation Facilities Supervisor
 Recreation Program Assistant
 Youth Program Assistant I
 Youth Program Assistant II
 Youth Programmer

- K The following classes of positions which are based on a seven (7) hour day, thirty-five (35) hour week, may be required to work more than five (5) consecutive shifts in a week or more than thirty-five (35) hours in a week without overtime rates being paid. It is understood that appropriate overtime rates are to be paid only for all hours worked in excess of an average of thirty-five (35) hours a week in a two (2) week period or for all hours worked in excess of seven (7) hours in a shift. It is expressly stated that any seven (7) hours need not be consecutive:

Cashier-Clerk Receptionist
 Registration Clerk-Receptionist

- L Clerical staff positions in the Information Services Department and in the Engineering Operations, based on a thirty-five (35) hour week under Article 12.01, may work any seven (7) hours between the hours of 8:00 a.m. and 5:00 p.m., Monday to Friday, or as adjusted for summer hours under Article 13.02.

- M Positions based on Article 12.01 which may, at the discretion of the Commanding Officer of the R.C.M.P. or his duly appointed representative, work any seven (7) hours between the hours of 7:00 a.m. and 12:00 midnight, Monday to Sunday, inclusive, with shift

SCHEDULE "B" (cont'd)

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differential as per Article 13.10. When shifts are changed, or positions hired, employees in the positions will be given shift preference on the basis of seniority.

Information Officer
 CPIC Operator-Clerk
 Clerk Typist 3
 PIRS Operator
 GIS Secretary
 Receptionist-Switchboard Operator
 Clerk 2 - RCMP
 PRIME Reviewer

- N Positions based on an eight (8) hour day/forty (40) hour week; one (1) mechanic may work 12:30 p.m. to 4:30 p.m. and from 5:00 p.m. to 9:00 p.m. daily, Monday to Friday inclusive, with shift differential as per Article 13.10.

Tradesperson 2 - Mechanic
 Tradesperson Foreman

- O Positions based on an eight (8) hour day/forty (40) hour week which shall work any eight (8) consecutive hours, mutually agreed by the parties, exclusive of lunch, Monday to Friday inclusive, with shift differential as per Article 13.10.

Equipment Operator 3

- P Positions based on an eight (8) hour day/forty (40) hour week, which shall work any eight (8) consecutive hours, exclusive of lunch, and five (5) consecutive days, Monday to Sunday, with two (2) days of rest, with shift differential as per Article 13.10.

Parks Division - two (2) employees

- Q The following classes of positions which are based on an eight (8) hour day - forty (40) hour week may be required to work more than five (5) consecutive shifts in a week or more than forty (40) hours in a week without overtime rates being paid. It is understood that appropriate overtime rates are to be paid only for all hours worked in excess of an average of forty (40) hours a week in a two (2) week period or for all hours worked in excess of eight (8) hours in a shift. It is expressly stated that any eight (8) hours need not be consecutive. A shift differential shall not apply to such classes of positions, save and except for the Building Service Worker class of positions.

Aquatic Leader 1
 Aquatic Leader 2
 Aquatic Leader 3
 Building Service Worker
 Program Assistant

SCHEDULE "C"SUPPLEMENTARY VACATION ENTITLEMENT

Year Hired	ENTITLEMENT YEAR									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
2014	--	--	--	--	--	--	--	--	--	15
2013	--	--	--	--	--	--	--	--	15	15
2012	--	--	--	--	--	--	--	15	15	15
2011	--	--	--	--	--	--	15	15	15	15
2010	--	--	--	--	--	15	15	15	15	15
2009	--	--	--	--	15	15	15	15	15	15
2008	--	--	--	15	15	15	15	15	15	15
2007	--	--	15	15	15	15	15	15	15	20
2006	--	15	15	15	15	15	15	15	20	20
2005	15	15	15	15	15	15	15	20	20	20
2004	15	15	15	15	15	15	20	20	20	20
2003	15	15	15	15	15	20	20	20	20	20
2002	15	15	15	15	20	20	20	20	20	25
2001	15	15	15	20	20	20	20	20	25	25
2000	15	15	20	20	20	20	20	25	25	25[5]
1999	15	20	20	20	20	20	25	25	25[5]	25
1998	20	20	20	20	20	25	25	25[5]	25	25
1997	20	20	20	20	25	25	25[5]	25	25	25
1996	20	20	20	25	25	25[5]	25	25	25	25
1995	20	20	25	25	25[5]	25	25	25	25	30[5]
1994	20	25	25	25[5]	25	25	25	25	30[5]	30
1993	25	25	25[5]	25	25	25	25	30[5]	30	30
1992	25	25[5]	25	25	25	25	30[5]	30	30	30
1991	25[5]	25	25	25	25	30[5]	30	30	30	30
1990	25	25	25	25	30[5]	30	30	30	30	30[5]
1989	25	25	25	30[5]	30	30	30	30	30[5]	30
1988	25	25	30[5]	30	30	30	30	30[5]	30	30
1987	25	30[5]	30	30	30	30	30[5]	30	30	30
1986	30[5]	30	30	30	30	30[5]	30	30	30	30
1985	30	30	30	30	30[5]	30	30	30	30	30[5]
1984	30	30	30	30[5]	30	30	30	30	30[5]	30
1983	30	30	30[5]	30	30	30	30	30[5]	30	30
1982	30	30[5]	30	30	30	30	30[5]	30	30	30
1981	30[5]	30	30	30	30	30[5]	30	30	30	30
1980	30	30	30	30	30[5]	30	30	30	30	30[5]
1979	30	30	30	30[5]	30	30	30	30	30[5]	30
1978	30	30	30[5]	30	30	30	30	30[5]	30	30
1977	30	30[5]	30	30	30	30	30[5]	30	30	30
1976	30[5]	30	30	30	30	30[5]	30	30	30	30
1975	30	30	30	30	30[5]	30	30	30	30	30[5]
1974	30	30	30	30[5]	30	30	30	30	30[5]	30
1973	30	30	30[5]	30	30	30	30	30[5]	30	30
1972	30	30[5]	30	30	30	30	30[5]	30	30	30

SCHEDULE "D"RESIDUAL ITEMS1997-2000 Memorandum of Agreement1. Joint Benefits Committee

Effective within four (4) months following 1999 February 11, the Employer and Union agree to establish a Joint Benefits Committee consisting of not more than three (3) representatives of the Union (including a CUPE National Representative) and three (3) representatives of the Employer (including a representative of the GVRD Labour Relations Department).

The purpose of the committee is to review ways of managing the costs of benefits. The Committee shall meet as often as necessary to study, review and discuss potential changes to Health and Welfare Benefits, Sick Leave and Long Term Disability Plans.

The Committee shall report its findings and recommendations to the respective bargaining committees for the renewal of the next Collective Agreement. However, where a recommendation is approved and ratified by the principals of both parties, such recommendations may be implemented prior to the next round of collective bargaining.

*This Committee was renewed in the 2003 Memorandum of Agreement.

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: EMPLOYEE ASSISTANCE PROGRAM COMMITTEE

The Employer and the Union recognize that mental illness, alcohol and drug addition are medical disorders. They further recognize there are social, personal and economic problems associated with them. Accordingly, the parties shall establish a joint Employee Assistance Program Committee consisting of two (2) representatives of the Union and two (2) representatives of the Employer to deal with these problems in the workforce. The Committee shall enjoy the full support of both parties and shall be vested with the authority to make recommendations.

Dated: February 8, 1995.

SIGNED ON BEHALF OF THE
CORPORATION OF THE DISTRICT OF
MAPLE RIDGE:

“Carl Durksen”

MAYOR

“Jim McBride”

CLERK

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

“Moreno Rossi”

PRESIDENT

“Bev Saether”

RECORDING SECRETARY

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: ARTICLE 13.09 (HOURS BETWEEN SHIFTS)
PARKS AND RECREATION DIVISION
AQUATIC STAFF AND LEISURE CENTRE OFFICE STAFF

It is agreed between the Parties that Parks and Recreation Division Part-Time Aquatic staff and Part-Time Leisure Centre office staff shall be exempt from requirements under Article 13.09 (Hours Between Shifts) with the following conditions:

1. The employees may work any combination up to eight (8) hours during a twelve (12) hour shift.
2. There will be no fewer than ten (10) hours between shifts in any two (2) work days.

Dated: February 8, 1995.

SIGNED ON BEHALF OF THE
CORPORATION OF THE DISTRICT OF
MAPLE RIDGE:

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

“Carl Durksen”

“Moreno Rossi”

MAYOR

PRESIDENT

“Jim McBride”

“Bev Saether”

CLERK

RECORDING SECRETARY

Updated during the drafting of the 1997-2000 Collective Agreement to reflect changes made to the body of the Collective Agreement.

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622**RE: ARTICLE 20.04 (DAILY GUARANTEE)**
PARKS AND RECREATION DIVISION - AQUATIC STAFF

It is agreed between the Parties that for as long as this Letter of Understanding is in effect, the four (4) hour Daily Guarantee contained in Article 20.04 of the Collective Agreement shall be replaced with a minimum of two (2) hours for Aquatic Staff subject to the following:

1. the application of Article 20.04(3);
2. the scheduling of swimming lessons where it is otherwise not possible to create a four (4) hour block of work;
3. providing last minute coverage in the event of unexpected absence or increased attendance at aquatic facilities which could not be foreseen; and
4. Article 20.04(1)(b) is not affected by this Letter.

The application of this Letter shall be a standing item of the Joint Labour/Management Committee for review semi-annually.

This Letter of Understanding shall continue in force until 2007 March 31 and shall remain in force thereafter until either party serves written notice to cancel it during a period of bargaining. Such cancellation shall only be effective at the conclusion of such bargaining if no other arrangements are mutually agreed.

RESIGNED ON BEHALF OF THE
CORPORATION OF THE DISTRICT OF
MAPLE RIDGE:

“J. Leeburn”

Mar 25/09

Date

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

“V. Silva”

March 27/09

Date

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: WORK ASSIGNMENTS FOR ENGINEERING OPERATIONS TRUCK DRIVERS

In the event the Employer determines that the work to be completed on a given day requires fewer trucks to operate than the number of posted truck drivers (TD2 or TD3) available to operate the trucks then the drivers shall be assigned to the trucks as follows:

1. Within each classification, the option to drive a truck will be available to the employees in order of seniority. Specific truck driving assignments will be determined by the Employer. Seniority cannot be used to obtain driving assignments across classification.
2. Driving assignment(s) will be determined at the start of the shift only. "Bumping" will not be permitted during a shift.
3. This Letter of Understanding applies to the positions of Truck Driver II and Truck Driver III in the Engineering Operations Division only. The parties explicitly state that the terms of this Letter of Understanding do not apply to any other positions in the Collective Agreement.

RESIGNED ON BEHALF OF THE
CORPORATION OF THE DISTRICT OF
MAPLE RIDGE:

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

"J. Leeburn"

"V. Silva"

Mar 25/09

March 27/09

Date

Date

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LABOUR MANAGEMENT COMMITTEE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: OCCUPATIONAL FIRST AID – LEVEL 2 – LIEU TIME

In recognition of the fact that:

- the level of responsibility associated with an occupational first aid level 2 certificate is significantly higher than that of a level 1 ticket and,
- the training required to obtain the occupational first aid level 2 certificate is substantially more intense than the level 1 training and,
- on occasion, occupational first aid level 2 first aid attendants will respond to first aid situations during non-paid time,

the District and the Union agree to the following:

1. Effective January 1, 2004 and at the start of the pay period closest to January 1, April 1, July 1, and October 1 of each year, the District will credit \$250.00 to the lieu bank of each valid occupational first aid level 2 certificate holder. To be eligible for this lieu time, the employee must be recognized by the employer as someone the District requires to hold this certificate. The terms of article 14.05 (Lieu Time) of the Collective Agreement apply to the use of the lieu time.
2. This lieu time is in addition to, and is distinct from, the first aid allowance described in article 20.13 (First Aid Allowance) of the Collective Agreement.
3. This Letter of Understanding is in effect until the conclusion of bargaining to renew the April 1, 2007 to March 31, 2012 Collective Agreement.

RESIGNED ON BEHALF OF THE DISTRICT
OF MAPLE RIDGE – LABOUR MANAGE-
MENT COMMITTEE:

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

“J. Leeburn”

“V. Silva”

Mar 25/09

March 27/09

Date

Date

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LABOUR MANAGEMENT COMMITTEE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: PAYMENT OF SHIFT PREMIUM

It is agreed between the Parties that employees will be entitled to receive shift premium as per the following guidelines:

Shift premium will be paid to employees who are eligible for sick pay hours. Shift premium will only be added to the employee's sick pay for those hours which s/he was previously scheduled to work which attract the shift premium. Shift premium will be calculated for vacation pay as set out in Article 16:12.

RESIGNED ON BEHALF OF THE DISTRICT
OF MAPLE RIDGE – LABOUR MANAGE-
MENT COMMITTEE:

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

“J. Leeburn”

“V. Silva”

Mar 25/09

March 27/09

Date

Date

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LABOUR MANAGEMENT COMMITTEE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: PAY DURING TEMPORARY TRANSFERS

It is agreed between the Parties that the Parks and Leisure Services Division, Part Time Aquatics Supervisor III shall be exempt from the requirements under Article 20.05 (specifically) . . . “ *When an employee is assigned to a position paying a lower rate, such employee shall incur no reduction in pay.*”

The intent of this agreement is to enable:

- Employees in the Part-Time Aquatics Supervisor III position to be considered (based on seniority) for all on-call shifts. Shifts that are other than AQIII Shifts will be paid at AQ II, step 3.

RESIGNED ON BEHALF OF THE DISTRICT OF MAPLE RIDGE – LABOUR MANAGEMENT COMMITTEE:

SIGNED ON BEHALF OF THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622:

“J. Leeburn”

“V. Silva”

Mar 25/09

March 27/09

Date

Date

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LABOUR MANAGEMENT COMMITTEE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: WORKERS IN CHILDREN'S SERVICES AND YOUTH SERVICES

Context:

For many years contractors have provided programs and services in the Children's and Youth area. The contracting arrangement has been the District's preferred method of service delivery because it provides a high degree of operating flexibility and enables the District to provide these services within a limited budget. During collective bargaining in 2003 the parties discussed bringing these workers into the bargaining unit. No agreement was reached during bargaining but discussions continued in February and March 2004. The District and the Union recognize the mutual benefit to bringing these workers into the CUPE Local 622 bargaining unit.

The underlying premise of this Letter of Understanding is that, subject to the terms of this and/or subsequent Letters of Understanding, children's and youth programs and services will operate much as they have in recent years. Children's and Youth workers will benefit from the terms of this letter, from those articles of the collective agreement that apply to them and from the CUPE Local 622 representation available to them. While this Letter is in effect the parties will continue discussions to further clarify and document the mutually agreed terms and conditions of employment for these workers.

As such, the parties agree to the following:

1. The positions to which this Letter applies are listed in the attached "Schedule 1."
2. The workers to be included in the existing Cupe Local 622 bargaining unit shall continue to receive a net income of no less than their equivalent hourly earnings while excluded from the bargaining unit. This will be accomplished by increasing existing rates by a percentage matching the percentage required for Union dues, 1.65% effective the date of signing this Letter.
3. Effective April 1, 2004, the adjusted rate referenced in paragraph 2 shall be further increased by granting these workers the general increase (2.5%) as provided for in the existing collective agreement. Further increases will be in accordance with the collective agreement unless otherwise agreed, subject to this Letter of Understanding.
4. In order to achieve the operating flexibility referenced above and to bring this work into the bargaining unit, the Union agrees to immediately waive existing collective agreement provisions addressing employee definitions, hours of work, shift selection, wage rates,

Letter of Understanding re Workers in Children's Services and Youth Services (cont'd)

benefit entitlements, classifications, and training for this group of employees so that these matters may be discussed in accordance with point eight below.

5. The application of "seniority" for these employees will be discussed by the parties as soon as possible following the signing of this Letter and no later than May 31, 2004.
6. Any questions or clarification about the application of this Letter shall first be addressed to the Management responsible for the area. If a satisfactory resolution is not achieved the matter will be referred to the Union President and the Director of Human Resources or their delegate(s). This paragraph does not supplant any employee's access to the grievance procedure.
7. Employees will have access to Union representation effective the date of the signing of this letter.
8. The Parties shall meet jointly (including bargaining unit representation selected by the Union from this group of employees) to discuss the current operations and structure of the department and negotiate any required agreements which shall be incorporated into a new Letter of Understanding. The parties will complete this work in advance of the District's Business Planning and Budgeting discussions that begin in September 2004. Should discussions not be concluded a one-year extension of this Letter, until September 2005 shall be mutually agreed.
9. Should the Parties not be able to agree on an issue(s) they may appoint a mutually agreed third party to act as mediator to assist in reaching an agreement.

RESIGNED ON BEHALF OF THE DISTRICT
OF MAPLE RIDGE – LABOUR MANAGE-
MENT COMMITTEE:

"J. Leeburn"

Mar 25/00

Date

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

"V. Silva"

March 27/09

Date

Letter of Understanding re Workers in Children's Services and Youth Services (cont'd)**Workers in Children's Services and Youth Services****Schedule "1"**

DESCRIPTION	GRADE	Step 1	Step 2	Step 3	Step 4
Recreation Support Staff	RSS	\$11.67	\$11.97	\$12.26	\$12.54
Children's Program Leader	CPL	\$14.00	\$14.29	\$14.58	\$14.87
Child/Youth Worker	CYW	\$15.17	\$15.47	\$15.76	\$16.05
Child/Youth Supervisor	CYS	\$16.34	\$16.63	\$16.92	\$17.21

Rates as of June 15, 2008

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LABOUR MANAGEMENT COMMITTEE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: JOB SHARING

In recognition that, in certain circumstances, two part-time employees sharing a full-time position can be of benefit to both the employees and the employer, the Union and the District will facilitate job-share opportunities under the following conditions:

A. Initiating a Job Share Arrangement

Job share arrangements can be initiated in the following ways:

- i. When a full-time position is vacant the employer may post the vacancy as a job share opportunity.
- ii. When an incumbent full-time employee approaches the employer and requests his/her position is changed to a job share position.
- iii. When two employees approach the employer requesting to share a full-time position that is held by one or the other.
- iv. When two employees submit a joint application for a vacant full-time position on the basis of changing the position to a job share opportunity. It is the employer's decision whether, or not, to change the position to a job share opportunity.

B. Approving a Job Share Arrangement

The decision to accept or reject a request for a job share arrangement rests with the employer. This Letter of Understanding describes the terms of such arrangements. Once the employer has determined that a job share arrangement is appropriate for a particular position the District will advise the Union of the details of the arrangement at a Labour Management committee meeting. When time is of the essence representatives of the employer and the Union executive may call a separate meeting to review the job share arrangement.

C. Job Share Partners Employment Status

All partners in a job share arrangement will be part-time employees as defined in the collective agreement. As such, their seniority will be stated in 'hours worked' and they will

Letter of Understanding re Job Sharing (cont'd)

receive a percentage of pay in lieu of benefits (as per article 2.05 of the Collective Agreement). All collective agreement clauses relating to part-time employees apply to job share partners unless they are contradicted by the terms of this letter. In cases where there is inconsistency between the collective agreement and the terms of this letter, the terms of this letter shall prevail.

D. No Additional Cost

Job share arrangements are intended to be cost neutral to the employer when compared to the cost of filling a position with a single full-time employee.

E. Covering a Partner's Absence

When one job share partner is absent (for any reason) the other partner shall make every reasonable effort to work the absent partner's shifts. It is recognized that it is not possible to cover every shift in this manner but the intent is to ensure as much continuity as possible.

F. Termination of a Job Share Arrangement

EMPLOYER INITIATED

ER1) Notice Period

The employer may terminate a job share arrangement by providing both job share partners and the Union with thirty (30) calendar days notice.

ER2) Position reverted back to full-time → One partner is a previous 'owner.'

If one of the job share partners held the position on a full-time basis immediately prior to the position being shared and the employer intends to return the position to full-time status; the previous 'owner' of the job will have first right of refusal on the re-created full-time position. If the previous 'owner' accepts the full-time position, the other job share partner will be issued lay-off notice in accordance with the terms of the collective agreement. If the previous 'owner' refuses to accept the position, the full-time position will be posted and both job share partners will be issued lay-off notice in accordance with the terms of the collective agreement.

ER3) Position reverted back to full-time → Neither partner is a previous 'owner.'

If neither of the job share partners held the position on a full-time basis immediately prior to the position being shared and the employer intends to return the position to full-time status; then the full-time position will be posted and both job share partners will be issued lay-off notice in accordance with terms of the collective agreement.

Letter of Understanding re Job Sharing (cont'd)**ER4) Position changed to part-time → One partner is a previous 'owner.'**

If one of the job share partners held the position on a full-time basis immediately prior to the position being shared and the employer changes the position to part-time status; the previous 'owner' of the job will have first right of refusal on the new part-time position. If the previous 'owner' accepts the part-time position, the other job share partner will be issued lay-off notice in accordance with the terms of the collective agreement. If the previous 'owner' refuses to accept the position, the part-time position will be posted and both job share partners will be issued lay-off notice in accordance with the terms of the collective agreement.

ER5) Position changed to part-time → Neither partner is a previous 'owner.'

If neither of the job share partners held the position on a full-time basis immediately prior to the position being shared and the employer changes the position to part-time status; then the part-time position will be posted and both job share partners will be issued lay-off notice in accordance with terms of the collective agreement.

EMPLOYEE INITIATED**EE1) One partner leaves → Employer reverts position to full-time.**

If one of the job share partners vacates their share of the job (by quitting or finding other employment with the District) and the employer wishes to return the position to full-time status; the rules in paragraphs ER2 or ER3 above apply depending on whether or not the remaining partner was a previous 'owner' of the job.

EE2) One partner leaves → Employer continues job share arrangement.

If one of the job share partners vacates their share of the job (by quitting or finding other employment with the District) and the employer wishes continue with the job share arrangement then the vacant portion of the job shall be posted.

EE3) Concerns with the arrangement for one, or both, job share partner(s).

If one, or both, job share partners have concerns about how the job share arrangement is working s/he is to bring these concerns to the attention of his/her supervisor. The supervisor will use his/her best judgement in determining how best to deal with the concerns and may consult with the Personnel section as required.

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE

(the "Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

(the "Union")

RE: NON-STANDARD HOURS OF WORK – RCMP RECORDS UNIT

The parties have agreed to amend the hours of work of positions in the Records Unit of Police Services in accordance with the following principles:

1) Hours of Work

- a) The work schedule for hours of work shall be based on an average of thirty-five (35) hours per week.
- b) The work schedule shall be developed on the concept of five (5) days on duty and three (3) days off duty.
- c) The hours of work for each shift shall consist of eight (8) hours. These hours of work shall be inclusive of two fifteen (15) minute rest periods and exclusive of one hour for lunch. The shift schedule involves days and afternoon shifts as per the attached schedule.

2) Commencement and Termination

- a) The five (5) days on duty and three (3) days off duty schedule shall commence on 2002 September 9th.
- b) This Agreement shall be viewed by both parties as a trial arrangement and either the District or the Union may terminate it by stating in writing that the work schedule revert to that which was in effect prior to implementation of this Agreement. Any reversion shall occur no later than thirty (30) calendar days after receipt of such statement by the other party.

3) No lesser or No Greater Advantage

- a) It is understood and agreed between the parties that the intent of the Memorandum of Agreement is that no lesser or no greater advantage shall result from the trial arrangement.

Letter of Understanding re Non-Standard Hours of Work – RCMP Records Unit (cont'd)

- b) It is agreed with respect to any differences between the parties, and particularly with respect to any disputes between individual employees and the Commanding Officer of the RCMP, regarding matters arising in general out of implementation and administration of this Memorandum of Agreement that any such differences or disputes shall be referred in the first instance to a joint committee comprising the Union President and the Personnel Director. It is agreed that such reference shall be considered a prerequisite to the filing of any grievances. It is agreed that any settlement with respect to such differences or disputes must be consistent with the provisions of the Collective Agreement for those classes of positions that are seven (7) hours a day, thirty-five (35) hours a week. It is further agreed that the implementation and administration of this Memorandum of Agreement, or consequent reversion, shall be of no additional cost to the District.

4) Overtime

- a) For the purposes of Overtime Pay on scheduled working days, overtime pay shall be paid for hours worked in excess of eight hours in a day.
- b) For the purposes of Overtime Pay on scheduled days-off, employees shall have at least two of their days off in any week consecutive, and such days off shall for purposes of Overtime Pay be deemed to be the "first scheduled rest day" and the "second scheduled rest day". Pay for any work on the third day off in any week shall be in accordance with normal daily overtime rates.

5) Vacation and Sick Leave Credits

- a) Annual Vacation entitlement and all credits for Sick Leave shall be converted from working days to working hours by multiplying the number of days of credit by seven (7) hours. For example, an employee who is entitled to fifteen (15) days of vacation in a calendar year shall be entitled to 105 hours of vacation (15 X 7). Similarly, employees earn 1.5 days of sick leave for every month of service and shall be credited with 10.5 hours of sick leave each month. Deductions from vacation and sick leave banks will be in accordance with the actual number of hours absent.

6) General Holidays

- a) The work of the employees covered herein is, for all intents and purposes, required to be performed continuously and on almost every day, including General Holidays, throughout the year. As a result, each employee covered herein shall receive eleven, seven hour working days off (77 hours) with pay in lieu of General Holidays. At the beginning of each calendar year, each full-time employee will have their General Holiday bank credited with 77 hours (eleven General Holidays times seven hours). Employees commencing full-time employment after the start of the calendar year will have their General Holiday bank credited with the remaining number of General Holidays left in the calendar year following the start of their full-time employment.

Letter of Understanding re Non-Standard Hours of Work – RCMP Records Unit (cont'd)

- b) All credit in the General Holiday bank (77 hours maximum) must be taken as paid time off in the calendar year in which it is earned. General Holiday bank hours cannot be taken/paidout in cash.
- c) An employee covered herein who is scheduled and does work on a General Holiday shall receive the appropriate overtime rate for all hours worked between 00:01 and 23:59 on the day on which the General Holiday actually falls. The aforementioned overtime premium will not affect the employee's entitlement to 77 hours working hours off with pay.

7) Pay Cheques

- a) Bi-weekly pay advices will reflect the actual hours worked in the pay period. The parties recognize that bi-weekly pay will fluctuate depending on the schedule worked during the pay period.

SIGNED ON BEHALF OF THE DISTRICT
OF MAPLE RIDGE – LABOUR MANAGE-
MENT COMMITTEE:

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

John Leeburn,
Director of Corporate Support

Stan Bitcon, President

Date

Date

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE
(the "Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622
(the "Union")

RE: EMPLOYEE-FUNDED LONG TERM DISABILITY PLAN

The Employer and the Union agree that the following terms and conditions shall apply to employees who have completed the qualifying period for benefits and are enrolled in the employee-funded Long Term Disability Plan.

1. Eligibility

The Long Term Disability Plan was implemented on October 1, 2002. All Regular Employees who had completed the three (3) month probationary period as of that date had a one-time option to participate in the Long Term Disability Plan. Those who waived the option cannot enroll at a future date. Participation in the Long Term Disability Plan is mandatory, following completion of the probationary period, for all Regular Employees hired after October 1, 2002.

2. Status and Benefits Coverage During the LTD Waiting Period

An employee who does not have sufficient Sick Leave credits to cover the six (6) month LTD waiting period, shall be deemed to be on an unpaid leave of absence for the remaining balance of the waiting period. As per article 19.10 of the Collective Agreement, Medical, Extended Health, Dental, and Group Life/AD&D coverage shall continue for the first four weeks of the unpaid leave in accordance with the cost-sharing arrangements agreed to in the Collective Agreement. The employee may elect to maintain their Medical, Extended Health, Dental, and Group Life/AD&D benefits coverage following the four week period by paying 100% of the premiums. If the Group Life Plan includes a premium waiver, no premiums will be payable as long as that provision is in effect.

Employees shall not earn other benefits such as vacation pay, general holidays, and sick leave while in receipt of LTD benefits. Where an employee returns to regular employment, the time absent will be included in the calculation of the employee's seniority and eligibility for future vacation entitlement only.

Letter of Understanding re Employee-Funded Long Term Disability Plan (cont'd)

3. LTD and Sick Leave are Exclusive

Where an employee is in receipt of Long Term Disability benefits the employee shall not have access to Sick Leave.

4. Pensionable Service

The Employer shall request and upon receiving approval from the Superannuation Commissioner, the period of Long Term Disability will be considered as pensionable service.

5. Back-filling for Those on LTD

When the employer elects to back-fill for an employee on LTD by posting a Regular Full-time position and the employee on LTD is subsequently able to return to their posted position, the returning employee shall be reinstated into their previous position or a comparable position.

6. Medical Information Relating to Ability to Return to Work

In order to facilitate the earliest return to work, the Employer may require an employee to periodically provide information relating to the employee's limitations, abilities and the time frames associated with a return to work. Such information may be required, in an acceptable form, from the employee's health care professional(s). Where the Employer or the Medical Consultants of the Employer require such information, it shall be at the Employer's expense.

7. Return to Work (Rehabilitation)

Where the Employer and the employee's physician determine it advisable, employees may be assigned, either on a part-time or a full-time basis, to another position commensurate with the employee's skill, knowledge, ability and medical condition, and where mutually agreed between the Employer and the Union, posting and seniority requirements may be waived.

Employees who return to employment on a part-time basis or to light duties shall be considered to be on one (1) absence for the purposes of the Long Term Disability Plan.

8. Termination of Employment

Nothing in this Letter restricts the employer's right to terminate an employee's employment if, as a result of the illness or injury, it is determined that the employment contract has been frustrated.

Letter of Understanding re Employee-Funded Long Term Disability Plan (cont'd)9. Amendments/Cancellation of the LTD Plan

Any changes to the six (6) month LTD waiting period or the two (2) year own occupation period shall not alter those time frames as they appear in this Letter of Understanding, unless the Employer agrees in writing to amend the time frames.

In the event that the LTD Plan is terminated, this Letter of Understanding will terminate on the same date. However, this Letter of Understanding will continue to apply to any employee who continues to receive LTD benefits after the termination date until such time that all such employees have exhausted their remaining rights under this Letter of Understanding. A change in carrier shall not be considered a termination of the Plan.

SIGNED ON BEHALF OF THE DISTRICT
OF MAPLE RIDGE – LABOUR MANAGE-
MENT COMMITTEE:

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

John Leeburn,
Executive Director to the CAO

Stan Bitcon, President

February 1, 2005

February 1, 2005

Date

Date

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LABOUR MANAGEMENT COMMITTEE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: PARKS LITTER/GARBAGE COLLECTION PREMIUM

In recognition of the fact that:

- the Parks employee(s) assigned to the litter/garbage collection detail is/are continually exposed to a high volume of dog waste

the District and the Union agree to the following:

1. Effective the start of the pay period following the signing of this letter, Parks employees shall be paid a premium of \$.50 per hour while assigned to the parks litter/garbage collection route. The Director of Parks and Facilities shall determine when this premium shall be paid.
2. This Letter of Understanding is in effect until the conclusion of bargaining to renew the April 1, 2007 to March 31, 2012 Collective Agreement.

RESIGNED ON BEHALF OF THE DISTRICT
OF MAPLE RIDGE – LABOUR MANAGE-
MENT COMMITTEE:

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

“J. Leeburn”

“V. Silva”

Mar 25/09

March 27/09

Date

Date

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LABOUR MANAGEMENT COMMITTEE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: HOURS OF WORK FOR BY-LAW SERVICES SUPERVISOR

1. PURPOSE

The By-Law Services section operates a day-shift and an afternoon and weekend shift. The current seven-hour workday is less than optimum for supervising and participating in the section's activities.

2. TERM AND TERMINATION OF THIS LETTER

This agreement is in effect from the date signed until the renewal of the April 2007 to March 2012 Collective Agreement.

3. INCREASE TO FORTY (40) HOUR WORK WEEK

- (a) The By-Law Services Supervisor will be added to Paragraphs "C" (40 hour work week) and "J" (application of overtime) of Schedule "B" in the Collective Agreement.
- (b) The hourly rates of pay for this position are noted in "schedule A" of the collective agreement.
- (c) The By-Law Services Supervisor may work any eight (8) hours, or part thereof, between the hours of 6:00am and 11:30pm, Monday to Saturday, inclusive.

RESIGNED ON BEHALF OF THE DISTRICT OF MAPLE RIDGE – LABOUR MANAGEMENT COMMITTEE:

SIGNED ON BEHALF OF THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622:

"J. Leeburn"

"V. Silva"

Mar 25/09

March 27/09

Date

Date

LETTER OF UNDERSTANDING

between the

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LABOUR MANAGEMENT COMMITTEE

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622

RE: EMPLOYEE DEFINITION – PROJECT MANAGER, INFORMATION SERVICES

To foster an enhanced work environment in the Information Services Department, the parties agree to the following. That:

1. Mr. Tom McIntosh, currently employed in the exempt position of Manager, Information Services, will be transferred to the newly created exempt position of Project Manager, effective January 1, 2004.
2. While Mr. McIntosh is actively employed in the role of exempt Project Manager the Union will not attempt to bring this position into the bargaining unit.
3. This agreement does not restrict the Employer's or the Union's rights as vested in the Collective Agreement and Labour Code.

RESIGNED ON BEHALF OF THE DISTRICT
OF MAPLE RIDGE – LABOUR MANAGE-
MENT COMMITTEE:

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES, LOCAL
622:

"J. Leeburn"

"V. Silva"

Mar 25/09

March 27/09

Date

Date

DISTRICT OF MAPLE RIDGE - CUPE LOCAL 622

JOINT STATEMENT

PERSONAL AND/OR SEXUAL HARASSMENT

The Employer and the Union recognize the right of all personnel to be treated fairly in a workplace that is free of personal and/or sexual harassment. Personal harassment shall be defined as:

- (a) any behaviour which denies individuals their dignity and respect, and
- (b) is offensive, embarrassing and humiliating to said individual.

Sexual harassment shall be defined as:

- (a) unsolicited sexual advances comprised of offensive sexual comments, gestures and/or physical contact either at or away from the usual workplace that are objectionable or offensive;
- (b) an act which involves favours or promises of favours or advantages in return for submission to sexual advances;
- (c) reprisals or threats for rejection of sexual advances whether male or female.

Personal and sexual harassment could consist of either verbal or physical conduct when submission to, or rejection of, such conduct forms the basis for decisions affecting employment or when such conduct creates an intimidating, hostile, or offensive working environment.

Complaints of personal and/or sexual harassment shall be referred to the Director of Personnel and shall be investigated and dealt with as expeditiously as possible. Should any complaints remain unresolved, the employee may initiate a grievance commencing at Step 3 (Administrator's level).

Dated: February 8, 1995.

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