

2019 – 2024 COLLECTIVE AGREEMENT

BETWEEN

THE CORPORATION
OF THE CITY OF BRAMPTON



AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL #831 (OUTSIDE AND OFFICE UNIT)

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL #831 (TEMPORARY UNIT)



APRIL 1, 2019 – MARCH 31, 2024

INDEX**2019 – 2024 COLLECTIVE AGREEMENT****CUPE LOCAL #831 (OUTSIDE AND OFFICE UNIT)**

<u>SUBJECT</u>	<u>ARTICLE</u>	<u>PAGE</u>
Arbitration	10	13
Bereavement Leave	19.03	32
Clothing	29	48
Discipline & Records	8	9
Duration	34	53
General Purpose	1	1
Grievance Committee	7.07	8
Grievance Procedure	9	10
Health & Safety Committee	7.12	9
Hours of Work & Overtime – Office Unit	14	27
Hours of Work & Overtime – Outside Unit	14	21
Illness/Disability Plan – Office Unit	22.03	37
Inclement Weather	30	49
Information to the Union	31	50
Injury Allowance	23	40
Insurance	20	34
Job Assignments	12	16

INDEX - CUPE LOCAL #831 (OUTSIDE AND OFFICE UNIT)

<u>SUBJECT</u>	<u>ARTICLE</u>	<u>PAGE</u>
Job Postings	13	19
Joint Job Evaluation Programme	25	41
Jury & Witness Duty Leave	19.04	32
Labour-Management Committee	7.06	7
Leave of Absence	19	31
Letters of Understanding		123
Long-Term Disability Plan – Office Unit	22.04	39
Management Rights	6	5
Meal Allowance – Office Unit	16.03	29
Meal Allowance – Outside Unit	16.02	29
Negotiating Committee	7.05	7
Parking	32	51
Pay Day	24	41
Payment for Holidays	18	30
Pension Plan	21	36
Personal Leave	19.01	31
Phone-in	15	28
Pregnancy, Parental & Adoption Leave	19.05	33
Protective Wear	28	47

INDEX - CUPE LOCAL #831 (OUTSIDE AND OFFICE UNIT)

<u>SUBJECT</u>	<u>ARTICLE</u>	<u>PAGE</u>
Public Affairs Leave	19.06	34
Rates of Pay	33	51
Recognition	2	2
Relationship	3	4
Rest Periods	17	29
Schedule A – Clothing and Uniforms		82
Schedule 1A For 2019 to 2024: Rates of Pay – Outside Unit		56
Schedule 1B For 2019 to 2024: Rates of Pay – Outside Unit		66
Schedule 1C For 2019 to 2024: Rates of Pay – Outside Unit		67
Schedule 2A For 2019 to 2024: Rates of Pay – Office Unit		69
Schedule 2B For 2019 to 2024: Rates of Pay – Office Unit		79
Schedule 2C For 2019 to 2024: Rates of Pay – Office Unit		80
Schedule 3 – Joint Job Evaluation Programme		86
Schedule 3 a) – Memorandum of Implementation of a Joint Job Evaluation Programme		88
Schedule 3 b) – Manual of Procedures		91
Schedule 4 - Apprenticeship Program for Motor Vehicle Mechanic "A"		101
Schedule 5 – Equipment List		103
Schedule 6 – Overtime Call-in Procedures		108
Seniority	11	14
Shift Premium	16.01	29

INDEX - CUPE LOCAL #831 (OUTSIDE AND OFFICE UNIT)

<u>SUBJECT</u>	<u>ARTICLE</u>	<u>PAGE</u>
Short-Term Disability Plan – Office Unit	22.03	37
Sick Leave Plan – Outside Unit	22	36
Steward Representation	7.10	8
Strikes & Lockouts	5	5
Tool Allowance	27	46
Union Bulletin Boards	7.03	6
Union Leave	19.02	31
Union Representation	7	6
Union Security / Check Off	4	4
Vacation	26	42

THIS AGREEMENT

Between:

THE CORPORATION OF THE CITY OF BRAMPTON

Hereinafter referred to as “the Corporation”

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES

AND ITS LOCAL 831 (Outside and Office Unit)

Hereinafter referred to as “the Union”

ARTICLE 1 - GENERAL PURPOSE

- 1.01 The Corporation and the Union recognize that a Human Rights Policy is in place. The parties agree to comply with the terms and conditions of the Ontario Human Rights Code.
- 1.02 The parties agree that there shall be no harassment, discrimination, **violence**, interference, restraint or coercion against any employee for reasons of age, sex, race, colour, religious affiliation, sexual orientation, national origin, ancestry, ethnic origin, citizenship, creed, marital status, family status, disability, handicap or membership in or connection with the Union and that membership in the Union will not be discouraged.
- 1.03 The Union agrees that there will be no intimidation, interference, restraint, or coercion exercised or practiced upon employees of the Corporation, or by any of its members or representatives, and that there will be no solicitation for membership or other Union activity at the place which an employee works during their working hours, except as is provided for under this agreement.
- 1.04 It is the desire of both parties to this Agreement to maintain the existing harmonious relations and conditions of employment between the Corporation and the Union, to promote co-operation and understanding between the Corporation and its staff, to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, and to promote the morale, well-being and security of all employees within the bargaining unit.

Therefore, it is now thought desirable that methods of bargaining and all matters pertaining to the working condition of the employees be drawn up in this Agreement.

Now therefore, this Agreement witnesseth that the parties hereto, in consideration of the mutual covenants hereinafter contained, agree, each with the other, as follows:

ARTICLE 2 – RECOGNITION

- 2.01 a) The Corporation recognizes the Union as the exclusive collective bargaining agent of all outside and office employees of the Corporation, as referred to in the wage classifications contained in Schedule “1A” & “2A”, save and except forepersons and supervisors and those above the rank of foreperson and supervisor, persons regularly employed for not more than twenty-four (24) hours per week, students, and persons covered by subsisting collective agreements.
- b) The above clause is not meant to expand or contract the bargaining rights of the Union as a result of the combination of the Outside and Office bargaining units. This does not preclude the addition of classifications to Schedule 1A and 2A.
- 2.02 A permanent full time regular employee shall be defined as an employee other than a temporary employee or a student who works more than twenty-four (24) hours per week on a regularly scheduled basis and as such is a member of the bargaining unit.
- 2.03 a) The term "temporary employee" shall be defined as an employee hired:
- i) to replace a regular employee who is on vacation, an approved leave of absence, a compensable or non-compensable sickness or accident, is temporarily transferred to another position with the Corporation, or
- OFFICE UNIT**
- ii) for a term or task of not more than six (6) months unless the parties mutually agree to an extension.
- OUTSIDE UNIT**
- iii) for a term of not more than six (6) months in any consecutive twelve (12) month period unless the parties mutually agree to an extension. Any temporary employee retained under this sub-paragraph for more than six (6) months in any twelve (12) consecutive month period, without mutual agreement, the Corporation will post the position as a permanent position within the bargaining unit.

Such requests for extensions will not be unreasonably withheld.

ARTICLE 2 – RECOGNITION (continued)

2.03 continued

- b) i) The Corporation is not precluded from hiring part-time employees or students.
- ii) The hiring of a temporary employee to work in a classification as outlined in Schedule 1A or 2A shall not cause the lay-off of regular employees in that classification.
- iii) An employee hired as a temporary employee shall be advised at the time of their hiring of their temporary status and the estimated duration of their employment. The Corporation shall advise the Union of the hiring of temporary employees, the task to be performed and the anticipated duration. The Corporation will make a monthly list accessible to the Union President indicating the number of temporary employees.

OUTSIDE UNIT

- iv) A temporary employee in **a position included in Schedule 1A** of the Outside Unit shall be paid **according to** the applicable classification as per Schedule 1A for the term of employment with the Corporation. **Probationary employees will be paid \$1.00 per hour less than the job rate.**

OFFICE UNIT

- v) A temporary employee in the Office Unit shall be paid **according to** the applicable classification as per Schedule 2A for the term of employment with the Corporation. **Temporary employees will progress through the incremental system in Schedule 2A from the start date of a contract for as long as their service is continuous. Temporary employees whose contract ends and who return for a new contract will return to the start rate for the position upon the commencement of a new contract.**

2.04 Students shall be defined as an employee hired on a co-operative training program from any educational institute, or students employed at any time during the period between February 1 and September 15 or during winter school breaks and other times mutually agreed upon by the parties.

2.05 Wherever the term ‘employee’ is used it shall be construed to mean permanent, full-time, regular employee unless otherwise identified.

ARTICLE 2 – RECOGNITION (continued)

- 2.06 The articles of the collective agreement will apply to both the Outside and Office work units unless specifically indicated otherwise. Specifically, the subheadings “Outside Unit” or “Office Unit” preceding an article, or the reference to “outside employees” or “office employees” within an article, shall denote a provision applying either to the Outside work unit or to the Office work unit, respectively.

ARTICLE 3 – RELATIONSHIP

- 3.01 Supervisory and Management personnel shall not work on jobs normally performed by bargaining unit personnel to such an extent that it will cause the lay-off of persons within the bargaining unit except in cases of emergency or when regular qualified employees are not immediately available.

3.02 Orientation

A member of the Union executive will be provided a time period up to **two (2)** hours by Human Resources **as part of the** orientation process for the purpose of presenting a Union Orientation program to bargaining unit employees.

ARTICLE 4 - UNION SECURITY/CHECK OFF

- 4.01 All employees in the bargaining unit shall be required to pay regular Union dues as a condition of employment. The Union shall notify the Corporation in writing of the amount of such dues. The Corporation agrees to deduct the above dues from the employee’s pay.
- 4.02 Following adequate notice, in writing by the Union, the Corporation agrees to deduct assessments **and LTD Premiums** levied by the Union from its members, from the same pay as dues are deducted.
- 4.03 All sums deducted, together with a record of those from whom deductions have been made, and the amount shall be forwarded to the Financial Secretary of Local Union 831, not later than **biweekly** following such deduction.
- 4.04 The Union shall indemnify and save the Corporation harmless with respect to all amounts deducted and remitted under this Article.

ARTICLE 5 – NO STRIKES AND LOCKOUTS

- 5.01 The Corporation agrees that it will not cause or direct any lock out of its employees during the term of this Agreement.

- 5.02 The Union agrees that there will be no strike, picketing, slowdown or stoppage of work, either complete or partial, that will interfere with service during the term of this Agreement.

- 5.03 Employees will not be required to cross a legal picket line while in the course of their duties if there is a clear danger to the health and safety of the employee or potential damage to corporate property.

ARTICLE 6 - MANAGEMENT RIGHTS

- 6.01 The Union recognizes that it is the right of the Corporation to generally manage the affairs of the Municipality including the right to maintain order, discipline and efficiency, to hire, discharge, transfer, promote, demote and suspend employees provided that a claim of discriminatory promotion, demotion or transfer, or a claim that an employee who has completed their probationary period has been discharged or disciplined without reasonable cause may be the subject of a grievance and dealt with as hereinafter provided.

- 6.02 The Corporation agrees that the exercise of such rights shall not be inconsistent with the provisions of this Agreement.

ARTICLE 7 - UNION REPRESENTATION

- 7.01 a) The Union will notify the Corporation in writing of the names of members of committees, and of any changes from time to time made therein. The Corporation shall not be asked to recognize any member of the Committee until such notification from the Union has been received.
- b) The Union shall have the right at any time to have the assistance of a National Representative of the Union and/or Business Agent/Consultant in all matters covered by this agreement. The assistance will not unreasonably delay union/management business.
- c) **The Corporation will make arrangements to facilitate a request for releasing a union representative when required to attend a meeting that was requested by the Corporation.**

7.02 The Corporation agrees that, where permission has been granted to representatives of the Union to leave their employment temporarily in order to carry out negotiations with the Corporation, up to and including Mediation, or with respect to a grievance, they shall suffer no loss of regular pay for time so spent.

7.03 Union Bulletin Boards

The Corporation will provide bulletin boards for exclusive union use in each of the following work areas:

- City Hall and West Tower– 1 on each floor
- Williams Parkway Service Complex – 1
- **Williams Parkway Operations Centre #2**
- Sandalwood Parkway **Admin Building**
- **Sandalwood Parkway Parks Operations**
- Glidden Rd.
- Operating Facilities
- Satellite Yards
- Animal Services
- Enforcement and By-Law Services
- Civic Centre
- Flower City Community Campus – **Building 1 & 2, Seniors/Lawn Bowling and Sports Admin**
- Provincial Offences Administrative Building
- **8 Nelson**
- Theatres
- **All other** facilities or yards

ARTICLE 7 - UNION REPRESENTATION (continued)

7.04 The Departments of the Corporation, for the purposes of this Agreement, are as follows:

- Corporate Services
- Chief Administrative Office
- Public Services
- Planning and Infrastructure Services
- Corporate Operations

7.05 Negotiating Committee

- a) The Corporation will recognize a negotiating committee of not more than **five (5)** employees, plus the President of the Local Union. The Corporation will deal with the said committee in all matters that are properly the subject of negotiation during the term of this Agreement.
- b) The Corporation agrees that the negotiating committee shall have the right to have assistance of a duly accredited representative of the National Union in negotiations with the Corporation.
- c) The Negotiating Committee shall receive their regular straight time rate of pay for all hours spent during their normally scheduled hours of work meeting with representatives of the Corporation to negotiate a renewal of this Agreement up to and including mediation.

7.06 Labour-Management Committee

- a) The Corporation and the Union will appoint up to four (4) persons each, which shall include the president or their designate of the Local to act as members of a Labour-Management Committee. Each party shall designate one of its appointees to act as a Co-Chairperson who, as such, will be the contact person for their nominees. Each party will advise the Corporation's Human Resources Division of the names of its appointees and Co-Chairpersons, which shall be communicated to all employees and senior management. Notwithstanding the process of selecting committee members described above, the parties may by mutual agreement on an ad hoc basis, when deemed necessary, select more than four (4) persons each to review a specific matter.
- b) Except in an emergency situation, the Committee will not meet more often than once every three (3) months. The co-chairpersons shall exchange agendas at least one week before regular meetings.
- c) While it is understood that the Committee will determine its own procedures, it is agreed and understood that agenda items or any other matters will not include matters which could be processed as an employee or policy

ARTICLE 7 - UNION REPRESENTATION (continued)

7.06 continued

grievance under the provisions of the Collective Agreement. Nor will the committee have any authority to attempt to amend the Collective Agreement in any manner.

7.07 Grievance Committee

The Corporation acknowledges the right of the Union to appoint or otherwise select a Grievance Committee of four (4) employees to assist employees in presenting their grievances to representatives of the Corporation.

7.08 For the purposes of representation under Article 9 (Grievance Procedure) there shall be a Steward, elected or appointed by the Union, to represent each geographical area as outlined in this article. Before leaving their regular duties to engage in processing of grievances, the Steward shall obtain permission to leave their work from the foreperson or immediate supervisor.

It is understood that the taking of such time away from regular duties shall be kept to a minimum and that permission shall not be unreasonably sought or withheld. If permission is granted, the matter will be dealt with expeditiously and the Steward shall report to their foreperson or immediate supervisor immediately upon returning to work. The Corporation reserves the right to limit such time, if the time requested is unreasonable.

7.09 The bargaining unit shall have two (2) Chief Shop Stewards in addition to the steward complement in article 7.10. It is understood that Chief Shop Stewards shall be permitted to temporarily represent any areas/zones as required when a steward is unavailable or when vacancies occur.

7.10 Steward Representation

The following geographical areas indicated below **may** be represented by a (1) steward unless otherwise noted:

- Williams Parkway Service Complex
- Sandalwood Parkway Service Complex
- Animal **Services**
- City Hall
- Arenas & Facilities – 2
- Theatres
- Provincial Offences Court House

Stewards shall be elected or appointed from the geographical areas they represent. In the event the Union cannot find a replacement steward, then Article 7.09 shall apply.

7.11 The number of stewards may be altered by agreement in writing between the parties.

ARTICLE 7 - UNION REPRESENTATION (continued)7.12 Health and Safety Committee

The Union and the Corporation share a mutual interest in having a safe and healthy workplace. The parties agree to recognize a Joint Health and Safety Committee comprised of equal representation from both Union and Management.

ARTICLE 8 – DISCIPLINE & RECORDS

8.01 An employee who has completed their probationary period and who is called to a meeting by their Supervisor or other Management person for the purpose of receiving written confirmation of a verbal disciplinary action or written disciplinary action, a disciplinary suspension or discharge shall be advised of the purpose of the meeting and shall have the right to request the presence of a Union representative. All lesser disciplinary action shall be conducted on a one-to-one basis, in private, between the immediate supervisor and the affected employee. The Corporation will contact the Union President for termination meetings.

8.02 A copy of any written disciplinary action which is placed in the employee's file of reference will be given to the employee and the union.

8.03 Copies of any disciplinary action which have been placed in an employee's file of reference shall be removed from the file when the employee has completed two (2) years with a clear disciplinary record, from the date of last occurrence.

8.04 Copies of any coaching letters **and any non-disciplinary letters relating to employee performance** which have been placed in an employee's file of reference shall be removed from the file when the employee has completed eighteen (18) months with a clear coaching record, from the date of the last occurrence.

Copies of Attendance Management Program (AMP) letters which have been placed in an employee's file of reference shall be removed from the file eighteen (18) months following the employee's exit from the Attendance Management Program (AMP).

8.05 It shall be the right of each employee to review the contents of their employee file of reference, which is housed in Human Resources on request, in the presence of an appropriate official of the Corporation. This file will contain all matters pertaining to the employee's employment and is the official employee file of reference. The employee may choose to have a Union representative present during the review. Expired documents will be destroyed in the presence of the employee by the appropriate official of the Corporation at the time of review.

ARTICLE 8 – DISCIPLINE & RECORDS (continued)

- 8.06 Disciplinary action must be applied within sixty (60) business days after management first addresses the events that give rise to the discipline with the employee. The union and management may agree to extend this time line in circumstances where an investigation cannot be completed within sixty (60) days. Agreement of the union will not be unreasonably withheld.

ARTICLE 9 - GRIEVANCE PROCEDURE

- 9.01 a) A grievance under this Agreement shall be defined as any dispute concerning the interpretation, application, administration or alleged violation of this Agreement **or where the employer has acted unjustly, improperly or unreasonably.**
- b) The parties expressly agree that this Article does not apply in the event of the layoff, or failure to recall from layoff or discharge for any reason of a probationary employee.

9.02

Step 1

If an employee has a complaint, **they** shall discuss it with their immediate **manager or designate**. In order to be considered a **complaint/grievance**, such discussion must take place within ten (10) working days **from the time the employee(s) become aware of the event or** circumstances giving rise to the complaint. **The nature of the grievance, the Article(s) of the Agreement that has been allegedly violated, misapplied or misinterpreted and the relief or remedy sought shall be clearly set out in the grievance signed and dated on the appropriate complaint/grievance from with the assistance of a steward.** The **manager or designate** shall **give the member a written answer** to the complainant within **seven (7)** working days after the initial discussion. **Extensions will not be unreasonably withheld.** Failing a **resolution**, the complaint shall be **considered** a grievance in accordance with the following procedure:

(Note: In cases where the employee's immediate supervisor is the Division Head, the procedure shall commence at Step 2.)

Step 2

Failing settlement in Step 1, as set forth above, within four (4) working days following receipt of the reply in Step 1, the employee, with the assistance of a Chief Shop Steward or designate, present the grievance to the employee's Division Head or designate. The Division Head will discuss the grievance with the employee, the appropriate steward and a Chief Shop Steward or designate. A written answer will be given to the grievor and the grievance Committee member by the Division Head within **seven (7)** working days of the discussion.

Step 3

Failing settlement in Step 2, the Chairperson of the Union's Grievance committee may, within four (4) working days following receipt of the reply in Step 2, arrange for a meeting to review the matter in dispute. The meeting shall be attended by the Chief

ARTICLE 9 - GRIEVANCE PROCEDURE (continued)

9.02 continued

Administrative Officer or their designate, and other management representatives when deemed appropriate by the Corporation, the Grievor, a Chief Shop Steward, the Union President or their designate and the Chairperson of the Union's Grievance Committee. In the event of a dispute of facts the Union will have the right to bring in the steward that filed the grievance. Such meeting will be held within **seven (7)** working days of the request by the Chairperson of the Grievance Committee. It is understood that a National Representative of the Union may be present at this meeting should their presence be requested by either party. The Chief Administrative Officer or their designate shall issue their written reply to the grievor and the Chairperson of the Union's Grievance committee within **seven (7)** working days of the meeting.

9.03 If final settlement of the grievance is not attained in Step 3, and if the grievance is one which concerns the interpretation or alleged violation of this Agreement, either party may refer the grievance to arbitration as provided in Article 10 of the Agreement provided that the request for arbitration is made within ten (10) working days after receipt of the reply in Step 3.

9.04 Should any grievance not be submitted within the time limits specified in this Article, it will be considered to have been settled on the basis of the corporation's last reply to the grievance. If no written answer has been given to the grievance within the time limits specified, the employee shall be entitled to process the matter to the next stage including arbitration.

9.05 The time limits fixed in the grievance procedure may be extended by mutual agreement in writing between the parties. Saturdays, Sundays and holidays will not be counted in determining the time in which any action is to be taken.

9.06 Discharge Procedure

A claim by an employee who has completed their probationary period that **they have** been discharged without reasonable cause, shall be treated as a grievance if a written statement of such grievance is lodged with the Chief Administrative Officer or their delegate within four (4) working days after the employee is discharged. Such grievance shall commence at Step 3 of the grievance procedure.

9.07 Union Policy Grievance

The Union may file a "Policy Grievance" at Step 3 of the grievance procedure. A "Policy Grievance" may not be used to by-pass the regular grievance procedure. A policy grievance is defined as one which alleges a misinterpretation or violation of a provision of this Agreement and which, because of the nature or scope of the subject matter, could not otherwise be instituted as an individual employee grievance commencing at Step 1. Such policy grievance shall be filed, in writing, within ten (10) working days of the initial incident giving rise to the complaint. The grievance must be signed by the Union President or their designate and the Chairperson of the

ARTICLE 9 - GRIEVANCE PROCEDURE (continued)

9.07 continued

Union's Grievance Committee. **A meeting shall be held between representatives of the Corporation and the Union within seven (7) working days of filing of the grievance. The grievance shall be answered, in writing, by the Corporation within ten (10) working days from the date of such meeting.**

9.08 Corporation Policy Grievance

The Corporation shall have the right to lodge a grievance with the Union concerning the meaning, application or interpretation of any provision of this Agreement **or where the Union has acted unjustly, improperly or unreasonably** commencing at Step 3 of the grievance procedure. The grievance shall be filed, in writing, with the Union President or their designate by the Chief Administrative Officer, or their designate within ten (10) working days of the initial incident giving rise to the complaint. A meeting shall be held between representatives of the Corporation and the Union within seven (7) working days of filing of the grievance. The grievance shall be answered, in writing, by the Union President or their designate within ten (10) working days of such meeting.

9.09 Any step of the Grievance Procedure may be waived by mutual agreement in writing between the parties.

9.10 a) A grievance arising out of a job posting, shall be submitted to the Human Resources Division to be directed to the appropriate supervisor for disposition at Step 3.

b) A grievance arising from an employee of the CUPE Professional-Technical bargaining unit regarding a job posting for a position in the Office/Outside bargaining unit shall be submitted to the Human Resources Division to be directed to the appropriate supervisor for disposition at Step 3.

9.11 Decisions arrived at between the Corporation and the Union on the disposition of any specific employees, Union or Corporation grievance shall be final and binding upon the Corporation, the Union and the employee or employees concerned.

9.12 The Corporation and the Union may utilise the services of a Grievance Mediator **on a mutually agreed upon date a minimum of twice a year**, satisfactory to the parties, to resolve outstanding grievances. The cost of the mediator's services will be shared on a fifty percent (50%) basis.

ARTICLE 10 – ARBITRATION

- 10.01 A properly constituted grievance, as defined in Article 9 - Grievance Procedure which has been properly carried through all the requisite steps of the Grievance Procedure, including referral to arbitration, as outlined in Article 9 and which has not been settled, may be referred to a single Arbitrator, or by mutual agreement, to a Board of Arbitration, at the written request of either of the parties hereto.
- 10.02 a) The Board of Arbitration shall be composed of one (1) person appointed by the Corporation, one (1) person appointed by the Union and the third (3rd) person to act as Chairperson chosen by the other two (2) members of the Board.
- b) Within fourteen (14) working days of the written request by either party for a single arbitrator or Board of Arbitration, the other party shall nominate an arbitrator or its nominee to the Board. The parties or nominees shall endeavour to agree as soon as possible to the single arbitrator or Chairperson respectively.
- 10.03 Should the parties fail to agree on a single Arbitrator or the nominees fail to agree on a Chairperson, the Ministry of Labour of the Province of Ontario shall be asked to nominate a person to act as single arbitrator, or Chairperson, in accordance with the provisions of the Ontario Labour Relations Act.
- 10.04 No person may be appointed as an arbitrator who has been involved in any attempt to negotiate or settle the grievance.
- 10.05 The decision of the arbitrator or the Board of Arbitration, including any decision as to whether the matter is arbitrable, shall be final and binding upon the parties and upon any employee affected by it. In the absence of a unanimous decision, the majority decision shall be accepted as the decision of the Board. In the event there is no majority decision, the decision of the Chairperson will be final.
- 10.06 The Arbitrator or the Board of Arbitration shall not have jurisdiction to amend, alter, modify or add to, any of the provisions of this Agreement, or to substitute any new provision in lieu therefor, nor to give any decision inconsistent with the terms and provision of this Agreement.
- 10.07 The Arbitrator or Board of Arbitration shall have no jurisdiction to hear a layoff, failure to recall from layoff or discharge grievance put forth by or on behalf of a probationary employee.

ARTICLE 10 – ARBITRATION (continued)

- 10.08 The Board of Arbitration shall have the power to dispose of the discharge or discipline grievance of an employee who has completed their probationary period by any arrangement which, in its opinion, is just and equitable.
- 10.09 Each of the parties hereto will bear the fee and expenses of the nominee appointed by it and the parties will equally share the fee and expenses of the single Arbitrator or the Chairperson of the Board of Arbitration.
- 10.10 Time limits fixed in this Article may be extended by mutual agreement in writing between the Union and the Corporation.

ARTICLE 11 – SENIORITY

- 11.01 The purpose of this Article is to provide employees with as large a measure of security as possible, based on their continuous service with the Corporation.
- 11.02 a) A permanent full time regular employee shall be considered a probationary employee until **they have** worked a total of four (4) calendar months, from their last date of hire or longer if mutually agreed upon by the parties, and during this period **they** shall have no seniority rights. It is expressly understood by both parties that during the probationary period an employee shall be considered as being employed on a trial basis and may be discharged at any time at the sole discretion of the Corporation. The discharge of a probationary employee shall not be the subject of a grievance and/or an arbitration pursuant to this Agreement. Temporary employees will not acquire seniority under this Collective Agreement.
- b) A probationary employee on the Outside Unit wage schedule 1A will be paid one dollar (\$1) per hour less than the job rate. A probationary employee in the Office Unit will be paid at the start rate for the position.
- 11.03 On successful completion of the probationary period, a permanent full time regular employee shall be placed on regular staff, their name shall be placed on the seniority list and the employee's seniority date shall be their last date of hire.
- 11.04 Employees acquiring seniority on the same date shall be added to the seniority list in order of the date and time of receipt of their employment application. In the event that the date and time are identical seniority shall be based on alpha order according to the last name.
- 11.05 Seniority shall operate on a bargaining unit wide basis.

ARTICLE 11 – SENIORITY (continued)

- 11.06 The Corporation agrees to supply the Union with a seniority list **four times** yearly. The list will show the employee's current classification, department and seniority date. Such lists will be sent to the Union Stewards as well as the executive and posted on all job posting bulletin boards by January 15, **April 15**, July 15 and **September 15** of each year.
- 11.07 Seniority shall be used in determining preference or priority for promotions, transfers, layoffs and recalls, provided the employee concerned has the skill and ability to satisfactorily perform the work in question.
- 11.08 When undertaking a lay-off such lay-offs shall be in reverse order of seniority provided the remaining employees can satisfactorily perform the required work. Recalls from lay-offs shall take place in reverse order to lay-offs.
- 11.09 An employee shall lose seniority and their employment shall be deemed to be terminated for the following reasons:
- a) Voluntary resignation.
 - b) Discharge for just cause.
 - c) Failure to return to work, except for verified medical reasons acceptable to the Corporation, after layoff within five (5) working days after proper notification by registered letter at the last address provided by the employee to the Corporation.
 - d) Lay-off in excess of twelve (12) months.
 - e) Absence from work without leave of absence being granted by, or an explanation being given satisfactory to, the Corporation for a continuous absence of three (3) working days or over.
- 11.10 No employee shall be transferred out of the bargaining unit without their consent. Any employee who is transferred outside the bargaining unit to another CUPE 831 bargaining unit and is subsequently returned to the bargaining unit shall be credited with all seniority previously acquired within any one of the Corporation's two (2) CUPE 831 bargaining units.

Employees returning to CUPE 831 who have remained an employee of the Corporation shall be treated in the following way. Their new seniority date shall be established by counting back from the date of re-entry into the bargaining unit, all of the previously credited bargaining unit seniority. The employee shall not use such seniority to displace another employee at the time of their return. The employee's total corporate service credits, union and non-union, shall be retained by him for the purpose of pension, vacation entitlement and any other related benefits.

ARTICLE 11 – SENIORITY (continued)

- 11.11 Employees who are a member of Local 831 Professional and Technical Unit that are successful to an Outside and Office Unit job shall be permitted to integrate their seniority date into the Outside and Office Unit seniority list.

ARTICLE 12 – JOB ASSIGNMENTS

- 12.01 The Corporation will, whenever possible, provide temporary job assignments which are valued and paid a higher rate than entry-level to full time regular employees provided such employees have the qualifications and skills to perform such jobs efficiently and effectively from day one without training.
- 12.02 a) For the purpose of this agreement, the "transfer" of employees shall be the movement of employees from one department (as defined in Article 7, paragraph 7.04) to another department.
- b) For the purpose of this agreement, the "re-assignment" of employees shall be the movement of employees from one job or location to another job or location within a department (as defined in Article 7, paragraph 7.04).
- 12.03 In cases of temporary and seasonal transfers of bargaining unit personnel from one department to another, where such transfers are for an anticipated duration of one month or more, employees in the classification concerned who have the skill and ability to satisfactorily perform the work will be offered the transfer on the basis of seniority. If there are no volunteers, the Corporation will assign the least senior employee in the classification concerned. The Corporation will select employees for transfers of less than one-month duration.
- 12.04 In the case of re-assignment, if there are insufficient volunteers within the applicable classification, the Corporation may re-assign employees to any work location within their department, and within their job classification, at any time, on a temporary or permanent basis without regard to seniority.

When a permanent vacancy occurs in a job classification with multiple incumbents working in more than one job location, the Corporation will ask for volunteers within that job classification, in seniority order, to be re-assigned to the job location. This process will only apply to the first vacancy and not to any subsequent vacancies due to the re-assignment.

OUTSIDE UNIT

- 12.05 a) In the event a department (excluding Roads Maintenance and Operations Division of the Planning and Infrastructure Services Department), as defined in Article 7, paragraph 7.04, chooses to assign work normally performed by a higher paid job grade within an area of work within said Department, the following procedure shall apply:

ARTICLE 12 – JOB ASSIGNMENTS (continued)

12.05 continued

Job Assignments to a higher paid classification or job within an employee's area of work will be governed by seniority, provided the employees concerned have relatively equal ability to perform the work required.

- b) In the event there is a job assignment to a higher paid classification within an area of work within the Roads Maintenance and Operations Division of the Planning and Infrastructure Services Department, the Corporation shall assign the upgrade in order of seniority in the next lower appropriate classification from the upgrade, provided the employee is qualified and able to perform the required work. In the event none of the employees in the next lower appropriate classification are qualified or able to perform the upgrade, the Corporation shall assign the upgrade in order of seniority within the area of work, provided the employee is qualified and able to perform the required work.
- c) For the purposes of paragraphs (a) and (b) above, the phrase “area of work” are as follows:

1. Planning and Infrastructure Services Department:

a) Within Roads Maintenance and Operations

Areas of Work are:

- Within a yard
- City Wide for weekend patrol purpose
- Traffic section

b) Within Fleet Services

Areas of Work are:

- Fleet Services as one area

c) Within Parks Maintenance and Operations

Areas of Work are:

- Horticultural Services
- Urban Forestry
- West District
- Central West District
- South West District (including Parks Service Centre)
- East District
- South East District
- Operations Planning and Contract Services
- Cemetery

d) Within Animal Services

Areas of Work are:

- Animal Services as one area

ARTICLE 12 – JOB ASSIGNMENTS (continued)

12.05 c) continued

2. Corporate Services Department:

a) Within Enforcement and By Law Services

Areas of Work are:

- Municipal Law Enforcement

3. Public Services Department:

a) Within Recreation and Culture

Areas of Work are:

- Each Facility

b) Within Property Services

Areas of Work are:

- City Hall Family
- Civic Centre Family
- Satellite Families

c) Within Theatre

Areas of Work are:

- Theatre Family

OUTSIDE UNIT

12.06 Employees performing duties of any higher rated position than presently occupied for periods of one hour or more shall receive the higher job rate of pay for each full hour or part thereof, if more than one hour is worked in the higher paid job grade.

OFFICE UNIT

12.07 An employee who is assigned to perform the work of another employee in a higher job grade for one **day** or more shall be paid at the equivalent incremental step to their current job grade.

12.08 An employee who may be temporarily re-assigned to a lower paid job grade or a job that pays less than the employee’s current rate shall continue to receive their higher current rate during such temporary re-assignment.

12.09 An employee who is assigned to perform the work of another employee in a higher job grade for a continuous period of thirty (30) days or more, including weekends and paid holidays, shall be paid vacation pay entitlements, time off in lieu of overtime, bereavement leave, sick leave and paid holidays at the higher rate (as specified in Article 12.06 and 12.07 for Outside and Office employees, respectively) provided that such time off is taken during the temporary upgrade.

ARTICLE 13 – JOB POSTINGS

- 13.01 It is recognized that it is the policy of the Corporation to promote from within the ranks of its employees whenever possible.
- 13.02
- a) The term “vacancy”, as used in this Agreement, shall be defined as an opening in one of the job classifications as set out in Schedule 1A and 2A or a new position appropriate for this collective agreement.
 - b) In the event a new job is created, or when a job vacancy which comes within the scope of this agreement occurs is to be filled, notice of such vacancy shall be posted internally for a period of five (5) working days on bulletin boards located in a conspicuous place in each Department, so that all bargaining unit employees and employees in the CUPE Professional & Technical bargaining unit may have the opportunity of making application. Such notice shall include the nature of the position, the knowledge and education required for the position, the qualifications, ability and skills required, as per the job description, and the salary range. In order to be eligible for the posted vacancy, a bargaining unit and CUPE Professional & Technical employee must apply within the five- (5) working day period.
 - c) If the position is not to be posted within thirty (30) working days, the Corporation shall advise the Union of their intention, (i.e. redundancy, etc).
- 13.03 The Corporation may temporarily fill the job vacancy pending the selection of a candidate to fill the position. Where operationally feasible, the Corporation may fill the vacancy within the Division using a temporary upgrade.
- 13.04 The Corporation will conduct interviews in seniority order, which may include relevant job related tests of applicants.
- At the time of testing, test instructions and a breakdown of marks assigned to each test question shall be provided to all candidates, including the provision of any tools required to complete the test (e.g. calculator). Tests shall not be used in an arbitrary manner and may be subject to the grievance procedure.**
- 13.05 Employees in the CUPE Professional and Technical bargaining unit will be interviewed and, if applicable, tested after the Corporation has determined that there are no qualified internal applicants and before any external applicants are interviewed.
- 13.06 Employees from the bargaining unit will be considered before employees from the CUPE Professional and Technical bargaining unit. Only if there are no qualified applicants from the bargaining unit will employees from the CUPE Professional & Technical bargaining unit be considered.

ARTICLE 13 – JOB POSTINGS (continued)

13.07 The Corporation shall advise the applicants within thirty (30) working days from the closing of the posting **the status of the recruit**. Each applicant shall be advised in writing of the name of the person selected.

If the Corporation has been unable to complete their selection process within the thirty (30) working day period, the applicants shall be advised in writing of the reasons for the delay in making the decision.

13.08 Upon request, an employee shall receive feedback in the event that they are unsuccessful for a posted job.

13.09 a) In the event there is no qualified applicant for the posted position, the Corporation may, at its discretion, select one of the applicants who has been preparing for qualification, for a trial period of twenty (20) working days. If during such trial period such employee is unable or unlikely to qualify for the new position, he shall return to their former position at their former rate. The position of the employee on a trial period shall not be posted until the employee on trial has successfully qualified for the originally posted position. The Corporation may temporarily fill the position of the employee on trial during this period.

b) In the event an employee is selected for a trial period under a) above to a higher classification, such individual shall be paid a rate $\frac{1}{2}$ way between their prior rate and the classified rate (to the nearest cent) for the period of the trial. Thereafter the employee shall receive the classified rate.

13.10 The Corporation is not required to post the job of an employee which has been reevaluated through the joint job evaluation maintenance program to a higher or lower job grade and where a vacancy does not exist.

13.11 Except for promotions to higher paid jobs, no employee will be eligible for more than two (2) job changes under this article during any period of twenty-four (24) consecutive months.

ARTICLE 14 – HOURS OF WORK AND OVERTIME14.01 No Guarantee

The Corporation does not guarantee to provide work to any employee for regularly assigned hours, or for any other hours.

OUTSIDE UNIT14.02 Days and Hours of Work

- a) Employees, other than Facilities General Operators, Caretakers, Municipal Law Enforcement Officers, Animal Services, Theatre General Operators **and Property Services Attendants (SMS468)** personnel shall normally work forty (40) hours a week in five (5) consecutive days, Monday to Friday. The parties to this agreement may, by mutual agreement, change the weekly work schedule to forty (40) hours in a week of four (4) consecutive days for a section, a division, a department or the entire bargaining unit. Days off work for sickness and/or paid holidays shall be paid at the appropriate rate as above, eight (8) hours for an eight (8) hour shift or ten (10) hours pay for a ten (10) hour shift.
- b) Kennel Attendants may be required to work a normal work week of Tuesday to Saturday inclusive, on a rotating basis.
- c) Facilities General Operators, Caretakers, Municipal Law Enforcement Officers, Animal Services and Parking Enforcement personnel may be assigned to work one hundred and sixty (160) hours in each four (4) week period, (i.e. over two (2) pay periods).
- d) Theatre General Operator personnel may be assigned to work eighty (80) hours in each two (2) week period, (i.e. over one (1) pay period). The minimum scheduled work day for Theatre General Operators shall consist of eight (8) hours. The maximum scheduled work day shall consist of ten (10) hours. Schedules will ensure that there are no split shifts.
- e) **Property Services Attendants (SMS468) may be assigned to work eighty (80) hours in each of the two (2) week period within a twenty-four (24) hour, seven (7) day a week environment with a thirty (30) minute unpaid lunch. The normal work week shall be Monday to Sunday (80/2 schedule). Where operationally feasible, the Property Services Attendant (SMS468) will be scheduled to have every other weekend off. The work day for the Property Services Attendant (SMS468) shall consist of eight (8) hours, exclusive of a meal break.**

ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)**OUTSIDE UNIT**

14.03

Overtime Regulations

- a) Employees other than Facilities General Operators, Caretakers, Municipal Law Enforcement Officers, Animal Services and Theatre General Operators personnel shall be paid an overtime premium at the rate of one and one-half (1 1/2) times regular rates for all time worked in excess of eight (8) hours per day or ten (10) hours per day, dependent upon the shift arrangement, and for all time worked on Sundays. Overtime at time and one-half (1 1/2) will be paid for hours worked on the sixth (6th) consecutive day in the employee's workweek.
- b) Facilities General Operators shall be paid at the rate of one and one-half (1 1/2) times regular rates for all authorized hours worked in excess of one hundred and sixty (160) hours over a four (4) week period, forty-four (44) in a week or on Sundays. Failure to provide at least twelve (12) hours rest between shifts which are being changed shall result in payment of overtime at one and one-half (1 1/2) times regular rates for all hours worked on that shift.

OUTSIDE UNIT

- c) Caretakers, Municipal Law Enforcement Officers **and** Animal Services personnel shall be paid at the rate of one and one-half times (1 1/2) the regular rate for all authorized hours worked in excess of one hundred and sixty (160) hours in each four (4) week period (i.e., over two (2) pay periods) **or on Sundays.**
- d) Theatre General Operators, shall be paid at the rate of one and one-half (1 1/2) times regular rates for all authorized hours worked in excess of eighty (80) hours over a two (2) week period, forty-four (44) in a week or on Sundays. Failure to provide at least twelve (12) hours rest between shifts which are being changed shall result in payment of overtime at one and one-half (1 1/2) times regular rates for all hours worked on that shift.
- e) **Property Services Attendants (SMS468) shall be paid an overtime premium at the rate of one and one half times (1 1/2) the regular rate for all authorized hours worked in excess of eighty (80) hours in a two (2) week period, forty-four hours (44) in a week.**

OUTSIDE UNIT

14.04

- a) Employees other than Caretakers, Municipal Law Enforcement Officers, Animal Services, Theatre General Operators **and Property Services Attendants (SMS468)** personnel shall be paid an overtime premium at the rate of two (2) times regular rates for all hours worked on the seventh (7th) day in a work week where an employee works seven (7) consecutive days.

ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)

14.04 continued

- b) In the event that a call-in procedure creates a seventh (7th) consecutive day work situation on a regularly scheduled shift, Facility General Operators shall be paid an overtime premium at the rate of one and one-half (1 ½) time regular rates for all hours worked on that seventh (7th) day.

The rate of two (2) times regular rates will be applied where there has been a scheduled seventh day (7th) day. “Schedule” for the purpose of this article, refers to the multi-week, seasonal, schedule created for each recreation facility.

- c) Theatre General Operators shall be paid an overtime premium at the rate of two (2) times regular rates for all hours worked on the seventh (7th) day where an employee works seven (7) consecutive days. If an employee is paid for a seventh (7th) consecutive day then the next day worked will reset the cycle of consecutive days.

For clarification purposes, when calculating the (7th) day, a day equals a maximum of one (1) full consecutive shift worked within a calendar day and/or across two (2) calendar days. Notwithstanding the above, for the purposes of premium pay and overtime pay, the employee will be paid for all hours worked on the day the premium is owed.

- d) Property Services Attendants (SMS468) shall be paid an overtime premium at the rate of two (2) times regular rates for all hours worked on the seventh (7th) day where an employee is scheduled to work seven (7) consecutive dates. If an employee is paid for a seventh (7th) consecutive day then the next day worked will reset the cycle of consecutive days.**

OUTSIDE UNIT

14.05

An Animal Services employee who is scheduled for "**stand-by**" shall be paid a stand-by allowance of **an additional two and one-half (2 ½) hours of straight time** per day. In addition to this stand-by allowance, such employee shall be paid a minimum of three (3) hours at one and one-half (1 ½) times their regular rate for hours worked during the stand-by period when called in. Work performed on "**stand-by**" during any paid holiday specified in Article 18, will be paid at the applicable rate for hours worked.

OUTSIDE UNIT

14.06

There shall be no pyramiding of overtime premium and any other premium.

ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)**OUTSIDE UNIT**

14.07

a) Call-in

A call-in is a situation in which an employee is called in to work after leaving the job site at the end of their regular shift for work to occur prior to the start of their next scheduled shift. An employee who works eight (8) hours on "call-in" shall have the option of declining to work their originally scheduled shift. In such circumstances, **they** shall not be paid for that originally scheduled shift. However, where **they** do perform work on the originally scheduled shift, **they** shall be paid for work on that shift at their regular straight time rate.

Assignments of call-in work will be governed by the provisions of Article 14.08(ii).

A "call-in" is not a shift change.

OUTSIDE UNITb) Shift Change

An employee should be given as much prior notice as possible before changing their shift hours of work. The minimum time of such notice must be twelve (12) hours and there must be a minimum time spread of twelve (12) hours between **scheduled hours**. Failure to provide twelve (12) hours notice and/or twelve (12) hours minimum time spread between shifts will require the Corporation to pay the appropriate overtime premium for that shift.

c) Overtime Situations Not Covered by the Collective Agreement

Overtime situations that are not covered by this Collective Agreement shall be treated as "CALL-INS" and the "CALL-IN LIST" will be used for selecting the appropriate employee. If the employee being requested to work is called in from home **they** shall be paid as specified in the agreement - if the employee is contacted for such overtime work prior to the end of their shift, then the overtime pay will be calculated in the same manner as it is for a person who is extending their normal shift into overtime hours, with no 3 hour minimum payable.

OUTSIDE UNIT

14.08

Distribution of Overtime

The Corporation shall determine the most efficient method of operation for each Department including the determination of whether to authorize and offer overtime. In the event overtime is authorized, it shall be offered as follows:

i) Extension of the Work Day

All Departments Except Theatre, Public Services and Parks
Maintenance and Operations

ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)

14.08 continued

Authorized overtime immediately following completion of a regular shift shall be initially offered to the employee assigned to the job on the shift. If the employee does not wish the overtime, the Corporation shall offer the overtime work to an employee in the area of work as defined in Article 12 Job Assignments, who is qualified to perform the work required. The employee shall be paid at the rate of time and one half (1-1/2) for all authorized overtime hours worked subject to paragraph 14.03.

OUTSIDE UNITPublic Services and Parks Maintenance and Operations

Authorized overtime, immediately following completion of a regular shift, which is anticipated by Management to be three (3) hours or less in duration, shall be initially offered to the employee assigned to the job on the shift. If the employee does not wish the overtime and the work to be performed is anticipated by Management to be three (3) hours or less, the Corporation shall offer the overtime work to an employee who is qualified to perform the work required. If the work to be performed is anticipated by management to be for more than three (3) hours in duration, the work opportunity shall be treated as a call-in. The employee shall be paid at the rate of time and one half (1-1/2) for all authorized overtime hours worked subject to paragraph 14.03.

Theatre

Authorized overtime, immediately following completion of a regular shift, which is anticipated by Management to be 5 hours or less in duration, shall be initially offered to the employee assigned to the job on the shift. If the employee does not wish the overtime and the work to be performed is anticipated by management to be for more than five (5) hours in duration, the work opportunity shall be treated as a call-in. The employee shall be paid at the rate of time and one half (1 ½) for all hours worked subject to paragraph 14.03.

ii) Call-in

- a) The Corporation shall offer authorized call-in overtime work to qualified employees within the Department except where the Corporation, at its sole discretion, determines if there is an emergency or a time situation which would make such assignments impractical.
- b) The Corporation shall post twice yearly, in the Roads Maintenance and Operations Division, and the Parks Maintenance and Operations Division of the Planning and Infrastructure Services Department and the Recreation and Culture Division of the Public Services Department, a list in order for employees to indicate their availability for voluntary overtime assignments. Employees will not be compelled to standby, but they must be certain that

ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)

14.08 continued

their immediate supervisor has their correct contact number.

- c) In the event that the Corporation offers call-in overtime, it shall be offered as follows, unless otherwise indicated in Schedule 6. Call-in overtime will be offered on a rotational basis, based on seniority, to employees within the appropriate job classification. If there are insufficient volunteers, the Corporation shall have the work performed in any manner it sees fit.

1. A call in list will be compiled to determine overtime opportunities. The Call-In list will be compiled in seniority order and will be used on a rotational basis. In the event that there are insufficient volunteers, the Corporation shall have the right to have the work performed in any manner it sees fit, including, but not limited to, assignment of work in reverse order of seniority to qualified bargaining unit employees. The Call-In list will include Property Services Attendants in job codes SMS421 and SMS468.

- d) An employee who is absent from work due to lay off, suspension, leave, vacation, illness or injury shall not be offered call-in overtime from the completion of their last shift worked until the completion of their first shift after **the employee** has returned to work, subject to Article 26. An employee on Union leave is eligible to be offered call-in overtime.

OUTSIDE UNIT

- e) Payment for overtime will commence at the actual time the employee reports to the assigned work place, not from the time the supervisor contacts him regardless of the time of day or night.
- f) Employees called in for overtime shall be paid a minimum of three (3) hours at one and one-half (1- 1/2) times the appropriate rate.
- g) A monthly list shall be posted in the Roads Maintenance and Operations Division and the Parks Maintenance and Operations Division of the Planning and Infrastructure Services Department, and Recreation and Culture Division of the Public Services Department, showing the following:
- Name
 - Classification
 - Qualifications
 - Date Overtime Offered
 - Disposition
 - Date Overtime Worked

ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)

14.09

Lieu Time

- a) When an employee chooses lieu time rather than overtime payment, it must be done no later than the end of the authorized overtime period. The employee may choose to split overtime hours between lieu time off and paid overtime.
- b) Time off regular work hours in lieu of overtime payment may be allowed by the Division Director or designate. If time off is granted, it may be taken at non-peak or slower work periods as determined by the Division Director or designate. Such time shall be calculated at appropriate overtime premiums.
- c) Lieu time off work shall be paid for at the employee's regular rate of pay in effect at the time it is taken regardless of whether the employee was earning a higher or lower rate of pay when the overtime was actually worked.
- d) Lieu time is to be used in the lieu year (December 1 to November 30) it is accumulated. Lieu time carryover is limited to 7 days, additional carryover will only be granted under extenuating circumstances as approved by the Division Head or designate. Lieu time not used or carried over shall be paid out at the end of the lieu year.

OFFICE UNIT

14.10

Days and Hours of Work

- a) The normal hours of work for employees, shall be five (5) seven (7) hour days for a total of thirty-five (35) hours Monday through Friday inclusive.
- b) The normal hours of work for employees in the positions listed below shall be five (5) eight (8) hour days for a total of forty (40) hours Monday through Friday inclusive.
 - Clerk I (ICS244);
 - Data Entry Clerk (ICS064);
 - Cemetery Clerk (ICS326);
 - Clerk, Fleet (IWT339);
 - Clerk, Training and Admin (IWT418);
 - Clerk, Animal Services (ISC443); and
 - Senior Clerk, Business Parks (ICS159)
 - Clerk II, Maint & Ops (IWT456)

OFFICE UNIT

14.11

Overtime Regulations

- a) Except as provided in sub-paragraphs (b) and (c) below, authorized overtime will be paid at the rate of time and one-half (1-1/2) for all time worked in excess of hours specified in Clause 14.10 above and for all time worked on a Sunday, and at the rate of two (2) times regular rates for all hours worked on

ARTICLE 14 – HOURS OF WORK AND OVERTIME (continued)

14.11 continued

the seventh (7th) day in a work week where an employee works seven (7) consecutive days.

- b) An employee required to attend Council, Planning and Building or similar meetings outside their regular scheduled working hours shall be paid a minimum of two (2) hours at time and one-half (1-1/2).

OFFICE UNIT

- c) An employee recalled to perform overtime work after **they have** left work for the day will be paid a minimum of three (3) hours at time and one-half (1-1/2).
- d) All overtime work shall be voluntary except that when work is required to be performed on an overtime basis and there are no volunteers, Management may assign such work to persons who normally perform and are qualified to perform such work but assignments under this clause will be made in reverse order of seniority, that is commencing with the least senior of such qualified employees.

OFFICE UNIT

14.12 An employee should be given as much prior notice as possible before changing their shift hours of work. The minimum time of such notice must be twenty-four (24) hours. Failure to provide at least twelve (12) hours rest between regularly **scheduled hours** which are being changed shall result in payment of overtime at one and one-half (1 ½) times regular rate for all hours worked on that shift.

14.13 In the event of time changes in the Spring and Fall employees will be paid on the basis of hours worked.

ARTICLE 15 – PHONE IN

15.01 a) When unable to report for work at their scheduled time, employees are required to advise an appropriate supervisor or designated reporting system at least one-half (1/2) hour prior to the beginning of the assigned shift, where practical, giving reasons for such inability and, if possible, an estimate of the time they may be away from work.

Email or text messages may be allowed as a designated reporting system of communication.

- b) Employees returning to work after an absence of one (1) week or a longer period are required to advise an appropriate supervisor or designated reporting system of the date of their return by at least 12:00 o'clock noon of the day prior to estimated return.

ARTICLE 15 – PHONE IN (continued)

- c) Exceptions to the above rules will only be allowed in exceptional circumstances.

ARTICLE 16 - SHIFT PREMIUM AND MEAL ALLOWANCE

- 16.01 a) Shift Premium
A shift premium shall be paid for the shift work starting after 12 noon and preceding 5:00 a.m. There shall be no shift premium where another premium applies.

The shift premium shall be **\$1.50** per hour.

- b) **Property Services Attendants (SMS468) shall be paid a premium at the rate of one and one-half times (1 ½) the regular rate for all regularly scheduled hours work on Sunday.**

OUTSIDE UNIT

- 16.02 Meal Allowance
A meal allowance of ten dollars (\$10) shall be paid for each authorised four (4) consecutive hours of overtime worked.

OFFICE UNIT

- 16.03 Meal Allowance
- a) Employees required to work two (2) hours or more of overtime beyond their regular daily shift shall receive a meal allowance of ten dollars (\$10).
 - b) Employees required to work on any day that is not a regularly scheduled work day shall receive a meal allowance of ten dollars (\$10), where the employee works more than four (4) hours.

- 16.04 Meal allowance will be paid out by direct deposit on a monthly basis.

ARTICLE 17 - REST PERIODS

- 17.01 Coffee breaks and rest periods will be strictly controlled so as to prevent abuse. Coffee breaks or rest periods, in any case, will be limited to **fifteen (15)** minutes per half shift.

ARTICLE 18 – PAYMENT FOR HOLIDAYS

18.01 The following paid holidays shall be granted to each eligible active employee subject to the provisions set out herein:

New Year's Day	Thanksgiving Day
Family Day	Remembrance Day
Good Friday	The Employee's last
Easter Monday	scheduled ½ shift prior to Christmas Day.
Canada Day	Christmas Day
Victoria Day	Boxing Day
Civic Holiday	The Employee's last
Labour Day	scheduled ½ shift prior to New Year's Day

18.02 If the Corporation proclaims or declares a holiday on a regular working day, such proclaimed or declared holiday will become a paid holiday in addition to the holidays set out above. Employees will receive no less than the provisions of the *Employment Standards Act*, as amended.

18.03 Where any of the above holidays fall on a Saturday or Sunday, another day shall be designated by the Corporation as a holiday in lieu of the holiday falling on these days.

The Corporation shall post on all bulletin boards a list of the above-noted holidays by December 15th of the previous year.

18.04 a) Eligible employees shall receive pay at their basic rate for their normally scheduled daily hours for each paid holiday. Should the Corporation designate another day as the paid holiday, holiday pay will only be paid on the designated holiday and not on the paid holiday unless otherwise provided for in this Collective Agreement.

OFFICE UNIT

b) To be eligible, employees must be at work on the required shift immediately prior to and subsequent to the holiday concerned unless the employee is absent on either of the required shifts or part thereof due to vacation, illness or approved leave of absence provided such absence has not exceeded thirty (30) days.

18.05 In the event a paid holiday falls within an employee's vacation period, or on a scheduled day off, the employee shall be entitled to compensating time off with pay.

18.06 For any work performed on the paid holiday, employees shall receive double time for all hours actually worked. For any work performed on the designated holiday, employees shall receive double time for all hours actually worked. Should an employee work on the paid holiday and the designated holiday, the employee shall receive double time for all hours actually worked on the paid holiday and the designated holiday.

ARTICLE 19 - LEAVE OF ABSENCE

19.01

Personal Leave

- a) The Division Head may grant leave of absence without pay to any employee for legitimate personal reasons. During such leave of absence, if granted in writing, seniority shall continue to accumulate as though the employee were actually at work in their regular occupation. All requests for leave of absence shall be made in writing as early as possible.
- b) Employees on an approved unpaid leave of absence for one (1) month or less will retain full uninterrupted benefit coverage, specifically:
 - i) Life Insurance coverage for one (1) month, premiums to be paid by the Corporation;
 - ii) Full continuation of Health, Dental and Vision coverage, premiums to be paid by the Corporation;
 - iii) Full continuation of Long-term Disability (LTD) benefits for one (1) month provided the employee pays the applicable premium in advance to the Corporation. After one (1) month unpaid leave of absence, LTD will be discontinued;
- c) Employees on approved unpaid leave of absence for more than one (1) month and up to twelve (12) months will have the opportunity to continue their existing Health, Dental and Vision coverage, uninterrupted, provided the employee pays the applicable premium in advance to the Corporation.

19.02

Union Leave

- a) Leave of absence without pay, without loss of seniority and without loss of benefits will be granted to employees to attend functions of the Union, such as Union conventions and safety related functions, provided the CAO shall make the final decision as to whether an employee can be reasonably spared from their duties for this purpose. Such permission shall not be unreasonably withheld. The bargaining unit shall be provided an average of eighty-five (85) days of leave per collective agreement year to be used anytime during the term of the collective agreement. The eight-five (85) day maximum does not apply to the Union President, Vice President or Secretary-Treasurer.
- b) An employee's regular daily wages and benefits premiums shall be paid by the Corporation while in attendance at Union functions described above. The Union shall reimburse the Corporation for such gross wages paid out.
- c) Notwithstanding the provisions of clause 11.09 (d) herein, a leave of absence without remuneration or benefits, unless arrangements are made for CUPE National to reimburse the Corporation for such wages and benefits, up to two (2) years may be granted to no more than one (1) employee for the purpose of working in an official capacity for the National Office of the Canadian Union

ARTICLE 19 - LEAVE OF ABSENCE (continued)

Article 19.02 continued

of Public Employees. All requests for such leave must be made in writing to the Corporation's Director of Human Resources and be signed by the Union and the employee concerned at least thirty (30) days prior to the requested commencement date of such leave. Any reply will be given in writing.

Request for return to work must be made with thirty (30) days prior notice to the Director of Human Resources and no later than the first day of the twenty-fourth (24th) month of such leave of absence. An employee who does not return to work by the end of the twenty-fourth (24) month shall be terminated from the Corporation's employ.

It is understood and agreed that the Corporation has the sole discretion in terms of whether or not the position vacated will be filled and if so, the position may be filled by a temporary or full-time person in accordance with the terms of this collective agreement.

19.03 Bereavement Leave

- a) Full-time regular employees will be allowed a leave of absence with full pay for five (5) working days in the event of a death in their immediate family. Immediate family shall mean spouse, common-law spouse, parent, brother, sister, child, step-child, grandparent, grandchild, ward and legal guardian.
- b) A common-law spouse shall be defined as a relationship with a **partner** with whom the employee is living.
- c) Full-time regular employees will be allowed a leave of absence with full pay for three (3) working days in the event of a death of their parent-in-law, step-brother, step-sister, step-parent.
- d) Full-time regular employees will be allowed a leave of absence with full pay for one (1) working day in the event of a death of their spouse's grandparent, brother-in-law, sister-in-law, son-in-law, daughter-in-law, **aunt and uncle**.
- e) additional leave without pay, without loss of seniority, may be granted at the discretion of the Corporation.

19.04 Jury and Witness Duty Leave

In the event that an employee is called for jury duty or as a witness in any court, except as a witness on their own behalf, the Corporation shall pay the employee their regular pay for each day the employee is required to be absent from work, without loss of seniority, provided that **they**:

ARTICLE 19 - LEAVE OF ABSENCE (continued)

Article 19.04 continued

- a) notifies the Corporation immediately upon notification that **they** will be required to attend on jury or witness duty;
- b) presents proof of service to the Corporation requiring such attendance;
- c) presents proof of payment received and promptly repays the amount (other than expenses paid to him) which **they** receives for such attendance; and
- d) reports to work when not required at court.

Time spent by an employee required to serve as a court witness in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

Where an employee is charged with a criminal or statutory offence directly related to their duties, while on duty, and is subsequently acquitted of such charges or the charges are withdrawn, the employee will be reimbursed for any loss of regular wages incurred as a result of such charges. Where an employee is acquitted of such charges, the employee will be reimbursed for any reasonable legal expenses provided the Corporation is given an itemized account of all time and expenses.

19.05 a) Pregnancy, Parental & Adoption Leave

Pregnancy, Parental & Adoption leaves of absences shall be governed by the Corporate policy as amended/improved during the term of this collective agreement. During the period of these leaves the Corporation shall continue to maintain all Group Insurance Benefits and Service entitlement as stated in the Collective Agreement.

- b) PREGNANCY/PARENTAL LEAVE SUPPLEMENTARY UNEMPLOYMENT BENEFIT (SUB) (Effective January 1, 2012 – pregnancy or parental leave must begin January 1, 2012 or after for below to apply)

Effective the date of approval by Human Resources Services and Development Canada, an employee who is on pregnancy leave or parental leave as provided under Corporate Policy and who is in receipt of Employment Insurance pregnancy or parental leave benefits pursuant to the Employment Insurance Act, shall be paid a supplementary unemployment benefit. That benefit will be the equivalent to the difference between seventy-five per cent (75%) of the employee's regular weekly earnings and the sum of the employee's weekly Employment Insurance entitlements.

All payments shall commence following receipt by Payroll of the employee's Employment Insurance cheque stub. In the case of pregnancy benefits, SUB payments shall commence following the two week Employment Insurance "waiting period" and shall continue while the employee is in receipt of such benefits for a

ARTICLE 19 - LEAVE OF ABSENCE (continued)

Article 19.05 continued

maximum period of fifteen (15) weeks. In the case of parental leave benefits, SUB payments shall continue while the employee is in receipt of such benefits for a maximum period of ten (10) weeks. Such SUB payments for pregnancy leave or parental leave do not include any waiting periods.

19.06 Public Affairs Leave

The Corporation recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Corporation shall allow leave of absence, without pay and without loss of benefits, so that the employee may be a candidate in federal, provincial or municipal elections.

ARTICLE 20 – INSURANCE

20.01 The Corporation shall pay, on behalf of all eligible, full-time, regular Employees, the full one hundred percent (100%) cost of the premiums of the following benefits, subject to the terms, conditions and regulations of the policy and plan:

- a) Ontario Health Insurance Plan (O.H.I.P.)
- b) Extended Health Care Plan (including emergency travel assistance) (Please refer to the current Group Benefit Plan for coverage details)
- c) Group Life Insurance for an amount equivalent to double (2 times) the employee's yearly gross pay taken to the higher \$1,000.00 for normal death and an amount equivalent to **four (4 times)** the employee's yearly gross pay taken to the higher \$1,000.00 in the event of accidental death.
- d) A Dental Plan equivalent to the Blue Cross #9 Comprehensive Dental Plan, including space maintainers, Orthodontic services Rider #3 (50-50 co-insurance with \$3500 Lifetime maximum), Dentures (50-50 co-insurance with **\$3500** per person annual limit, July 1 – June 30), and Major Restorative (50-50 co-insurance with **\$3500** (effective January 1, 2020) per person annual limit, July 1 - June 30) based upon the O.D.A. Fee Schedule as follows:

The O.D.A. Fee Schedule shall be automatically updated by the Corporation every year on January 1st to provide the **current** year O.D.A. Fee Schedule.

- e) Vision Care Plan - equivalent to the Blue Cross Vision Care Plan.
\$450/24

Eye examinations and laser eye surgery included as eligible expenses.

Employees will be reimbursed 100% towards the cost of laser eye surgery to

ARTICLE 20 – INSURANCE (continued)

Article 20.01 e) continued

a maximum of up to \$450 (a one-time combined total of \$900.00) upon submission of original receipts. Please note further vision care claims will not be allowable for 48 months following the date of laser eye surgery.

Effective January 1, 2020:

**Vision Care Plan - equivalent to the Blue Cross Vision Care Plan.
\$500/24**

Eye examinations and laser eye surgery included as eligible expenses.

Employees will be reimbursed 100% towards the cost of laser eye surgery to a maximum of up to \$500 (a one-time combined total of \$1,000.00) upon submission of original receipts. Please note further vision care claims will not be allowable for 48 month following the date of laser eye surgery.

f) Prescription Drug Plan - .35 cent per Prescription Drug Plan.

20.02 Except as provided in Article 20.03, only regular, full time employees shall be entitled to any of the Corporation's paid benefits identified in this article and Article 21 below.

Retiree Benefits

20.03 Any member who retires prior to age 65 shall have their health benefits, per the current Collective Agreement 100% paid for by the Corporation provided they are 55 years of age or older, and retire after at least 10 years working for the Corporation directly preceding retirement, and are in receipt of an OMERS pension.

The 100% coverage of health benefits for spouses would continue after death of the qualifying Employee for spouses and dependents, to the end of the year in which the retired Employee would have turned 65, or the end of year in which the spouse turns 65, or immediately upon the spouse remarrying, whichever occurs first. Thereafter the spouse shall have the option of purchasing the Plan Direct (Comprehensive Plan) or any other mutually agreed to plan, at the same cost as a retired Employee.

The Corporation shall preserve Plan Direct (Comprehensive Plan), or any other mutually agreed to plan, for single, couple, or family coverage on behalf of Retirees over the age of 65. The retired Employee choosing to purchase Plan Direct (Comprehensive Plan), or any other mutually agreed to plan, after age 65, shall pay the full premium cost for this health benefit.

20.04 If the Corporation changes carriers for health and medical benefits, coverage shall be equivalent to the coverage outlined in Article 20. The Corporation will provide the Union with a copy of the contract with carrier of benefits.

ARTICLE 20 – INSURANCE (continued)

20.05 The Corporation will apply annually to Human Resources Development Canada for the Employment Insurance (E.I.) premium reduction to take effect. The Corporation will notify the Union of the outcome of such application.

Should the Corporation's application be approved, the parties agree to the following with regard to the disposition of the employees' share of the E.I. premium reduction:

As soon as practical, in the first quarter of each year, the Corporation shall calculate the total employee share of the Employment Insurance premium reduction for the previous year for employees of CUPE Local #831, Outside and Office Unit. The Corporation shall then remit such amount to the Union.

ARTICLE 21 - PENSION PLAN

21.01 The Ontario Municipal Employees' Retirement System (OMERS) and Canada Pension Plan shall apply to full-time, regular employees covered by this agreement. The Corporation shall contribute to the Canada Pension Plan in accordance with the Act and to OMERS, for full-time, regular employees as per the regulations of the plan.

Normal retirement is on the employee's sixty-fifth (65th) birthday.

ARTICLE 22 - SICK LEAVE PLAN**OUTSIDE UNIT**

22.01 An Employee who has completed their probationary period of four (4) calendar months worked shall be credited with one and one-half (1 1/2) days sick leave per month and shall be allowed an accumulative sick leave credit of one and one-half (1 1/2) days per month thereafter. On severance for any reason, except on discharge for cause, after six (6) years of coverage under this plan, any unused credit in this sick leave allowance shall be paid for in cash for one-half (1/2) the number of days standing to an employee's credit at the rate of pay of the employee immediately prior to the severance, and in any event, not in excess of one hundred and thirty (130) days.

OUTSIDE UNIT

22.02 a) The Corporation reserves the right to require a doctor's certificate as justification for payment of sick leave in cases of absence which exceed three (3) working days. The Corporation will reimburse the employee for the first doctor's certificate in a calendar year.

In cases where the Corporation has had cause, on at least two (2) occasions, to advise the employee of frequent absences, a certificate may be required for

ARTICLE 22 - SICK LEAVE PLAN (continued)

Article 22.02 continued

an absence of any duration. The employee will be allowed four (4) working days from the date of request to produce the certificate. Provided there is no recurrence of frequent absences within a two (2) year period, the employee will no longer be required to provide notes for each and every absence.

- b) The Corporation will reimburse employees to a maximum of **\$30.00**, upon proof of payment, for a requested doctors certificate that confirms a maternity confinement date.

OFFICE UNIT

22.03

Illness/Disability Plan

Weekly illness/disability benefits will be provided via a benefit plan. Coverage in the event of a legitimate claim for illness/disability will be a "Short Term Disability Plan" described below.

An employee may request Union representation when discussing their short-term disability claim(s) with Human Resources staff. Upon request, an employee may review the contents of their medical file in the presence of an appropriate Human Resources staff member.

OFFICE UNIT

- a) Short Term Disability Plan
 - i. A short term disability plan will be provided to eligible full time, regular employees who will not be required to pay any monthly premium costs.
 - ii. A new employee shall commence coverage under the plan on the first day of the fourth (4th) month after date of commencement of employment.
 - iii. Benefits will be paid as follows:

Absences of one (1) or two (2) working days in duration for an illness or injury will be regarded as "incidental absence" and will not require medical certification on Corporation medical forms. A qualified employee will receive full pay for incidental absences. However, an employee's attendance and punctuality are essential to the efficient operation of their department. If an employee's attendance record indicates an unsatisfactory number of these one (1) or two (2) working day absences, the Corporation **may** require medical verification on its medical forms and will follow-up appropriately as required. Absence for illness/injury which extend beyond **three (3)** working days will require medical verification on appropriate forms to be provided by the employee from their doctor.

These medical verification forms are to be obtained from the Human

ARTICLE 22 - SICK LEAVE PLAN (continued)

Article 22.03 continued

Resources Division and must be returned there before weekly/daily benefits are authorised for payment. The Corporation will reimburse the employee for the first doctor's certificate in a calendar year.

All incidental absences shall be paid based on the scheduled daily hours for the day in which the absence is taken.

An employee will receive pay as per the following service schedule from the first day of verified medical absence for the first three (3) absences of three (3) or more consecutive days within a twelve (12) calendar month period. If the frequency of absence is greater than the three (3) provided for here in a twelve (12) calendar month period, the employee will suffer loss of pay as follows:

- 4th absence in a 12 calendar month period - employee will not be paid for 1st day of absence.
- 5th and subsequent absences in a 12 calendar month period - employee will not be paid for the first two days of absence.

Benefits under this section for other than the whole week shall be paid on a basis of 1/5 of the weekly benefit for each working day the employee is disabled.

OFFICE UNIT

Short Term Illness/Disability benefits are not payable:

- i. during any period of paid holidays, vacations with pay, leave of absence, suspensions;
- ii. for any disability covered under the Workplace Safety and Insurance Act or similar legislation, or
- iii. at the date of layoff if the disability started within two months of the day of layoff and notice of layoff was given prior to the occurrence of the disability.

In all other cases, the S.T.D. benefits will continue after layoff until the earlier of recovery or the end of the 15 weeks of entitlement under the S.T.D. plan.

Subject to Article 26 – Vacation, if an employee becomes injured or sick while on vacation, their vacation will be stopped at that point and a claim for weekly benefits will be allowed provided medical verification is provided on the appropriate forms. At the completion of the disability period the employee may request their immediate supervisor to re-schedule the unused vacation period at a mutually acceptable future time period.

ARTICLE 22 - SICK LEAVE PLAN (continued)

22.03 a) iii continued

Benefits will be applicable for up to fifteen (15) weeks for each separate period of illness/disability on a variable scale, time-wise, depending on length of service with the Corporation. The salary benefit is set out below.

Periods of absence separated by less than two (2) weeks of continuous full-time employment will be subject to the fifteen (15) week maximum benefit period. If subsequent absence arises from causes unrelated to the previous disability, the fifteen (15) week maximum benefit period is reinstated.

OFFICE UNIT

Length of Service	Full Weekly Salary (Shift Premiums, Overtime or any other bonuses not included)	2/3 of Weekly Salary
Less than 3 months	Nil	Nil
3 months but less than 1 yr.	Nil	15 weeks
1 year but less than 2 yrs	2 weeks	13 weeks
2 years but less than 3 yrs	3 weeks	12 weeks
3 years but less than 4 yrs	4 weeks	11 weeks
4 years but less than 5 yrs	5 weeks	10 weeks
5 years but less than 6 yrs	6 weeks	9 weeks
6 years but less than 7 yrs	7 weeks	8 weeks
7 years but less than 8 yrs	8 weeks	7 weeks
8 years but less than 9 yrs	9 weeks	6 weeks
9 years but less than 10 yrs	10 weeks	5 weeks
10 years but less than 11 yrs	11 weeks	4 weeks
11 years but less than 12 yrs	12 weeks	3 weeks
12 years but less than 13 yrs	13 weeks	2 weeks
13 years but less than 14 yrs	14 weeks	1 week
14 years or more	15 weeks	Nil

22.03 b) The Corporation will reimburse employees to a maximum of **\$30.00**, upon proof of payment, for a requested doctors certificate that confirms a maternity confinement date.

OFFICE UNIT

22.04 (a) For illnesses/disabilities that extend beyond the Short Term Disability fifteen (15) week period, a Long Term Disability (LTD) plan will be arranged by the Union.

(b) All members of the Office bargaining unit will be required to participate in the LTD plan and pay premium.

ARTICLE 22 - SICK LEAVE PLAN (continued)

Article 22.04 continued

- (c) Following adequate notice, in writing by the Union, the Corporation agrees to deduct monthly premiums payable for the LTD benefits from the employee over two pay periods in the month.
- (d) All sums deducted, together with a record of those from whom deductions have been made, and the amount shall be forwarded to the Financial Secretary of Local Union 831, not later than ten (10) working days following such deduction.
- (e) The Union shall indemnify and save the Corporation harmless with respect to all amounts deducted under this Article.

22.05

Vacation Pay Entitlement For Employees On Extended Sick Leave

Employees who may be off work on one or more occasions on legitimate short term disability during the vacation qualifying year – January 1st to December 31st - shall be entitled to receive their full vacation pay as per Article 26.

Employees whose disability may be severe enough to extend beyond the Short Term Disability fifteen (15) week period during the vacation qualifying year, but not severe enough to be classified as a permanent disability with an indefinite unknown return to work date, shall also be entitled to their full vacation pay as per this collective agreement.

Employees who become disabled and who use up their Short Term Disability entitlement and continue to be disabled will receive their appropriate vacation pay credits for the period commencing with the previous January 1st and up to the expiration date of the short term disability period for the permanent disability. Thereafter, vacation pay as such is discontinued.

ARTICLE 23 - INJURY ALLOWANCE

23.01

An employee who is injured while at work and as a result of such injury is deemed as medically unfit to complete the working day or shift, shall receive pay at regular rate for time lost on the day that such injury is sustained.

ARTICLE 24 - PAY DAY**OFFICE UNIT**

- 24.01 Employees shall have access to an electronic statement and shall be paid by direct deposit on alternate Thursdays no later than 4 p.m. The Union shall be consulted prior to any change to the pay-day or pay period. Employees may have the option of directly depositing a portion of their pay into each of up to three separate accounts, each of which can be at the same or different financial institutions, including Alterna Savings and Credit Union Ltd., as designated by the employee.

OUTSIDE UNIT

- 24.02 Employees **hired after January 1, 2020** shall **have access to** an **electronic** statement and shall be paid by direct deposit on alternate Thursdays no later than 4 p.m. The Union shall be consulted prior to any change to the pay-day or pay period. Employees may have the option of directly depositing a portion of their pay into each of up to three separate accounts, each of which can be at the same or different financial institutions, including Alterna Savings and Credit Union Ltd., as designated by the employee.

ARTICLE 25 - JOINT JOB EVALUATION PROGRAMME

- 25.01 In accordance with a Memorandum of Agreement dated February 15, 1991, a new Joint Job Evaluation Programme, effective January 1, 1991, between the Corporation and the Union was established.
- 25.02 The Memorandum of Implementation of a Job Evaluation Programme between the Corporation of The City of Brampton and The Canadian Union of Public Employees and its Local 831 (Outside and Office Unit) and the Job Evaluation Manual of Procedures for the Corporation of The City of Brampton and The Canadian Union of Public Employees and its' Local 831 (Outside and Office Unit), shall be printed in a separate booklet referred to as Schedule 3 and shall be part of the collective agreement.
- 25.03 “Red Circled” Employees:
As of January 1, 1991, all employees in those jobs where the new job rate, as found in Schedules 1A and 2A, is lower than the previously existing job rate shall have their existing higher job rates frozen. These “Red-Circled” employees shall continue to receive their higher previously existing job rate for as long as they remain in the jobs which they held as of January 1, 1991. Such employees shall continue to receive any job rate adjustments as negotiated from time to time between CUPE Local 831 (Outside and Office Unit) and the Corporation. Such adjustments shall be calculated upon the then existing job rates, which job rates are inclusive of previous years' adjustments. Any red-circled employees will be referenced in Schedules 1B and 2B.

ARTICLE 26 - VACATION

- 26.01 The Corporation recognizes the need for vacation. Continuous service without vacation, but with extra compensation, is not regarded as good policy, and no employee may make such election.
- 26.02 Entitlement for annual vacation shall be based upon the length of continuous service on December 31st in the vacation year. Vacation shall be scheduled during the period January 1st to December 31st each year.
- 26.03 Both parties recognize the mutual benefits of employees taking vacation entitlement during the calendar year. Vacation carryover is not encouraged. Carryover will be granted under extenuating circumstances as approved by the Division Head or designate.
- 26.04 Employees within the bargaining unit shall be granted vacations as indicated below and the vacation wages/salaries paid for scheduled vacation periods shall be based upon an employee's regular base hourly rate of pay. Vacation pay calculations will not include shift premiums, overtime premiums, alternate pay, or any other premiums, except as otherwise provided.
- 26.05 Employees leaving the employ of the Corporation during the vacation year shall have their vacation wages adjusted on a pro-rata basis in accordance with the employee's entitlement under this plan.
- 26.06 All deductions normally made from an employee's regular pay shall be deducted from the vacation pay.
- 26.07 Full annual vacation pay entitlement will not be paid out in advance. Employees will normally receive pay for time worked or pay for vacation earned on their regularly scheduled pay days.
- 26.08 Vacation entitlement will be deducted on an hour for hour basis.
- 26.09 The third, fourth, fifth and sixth weeks of vacation entitlement may not necessarily be taken contiguous with an employee's first two weeks.
- 26.10 Where an employee qualifies for sick leave or bereavement during their period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, as may be mutually agreed upon. To qualify for sick leave on vacation an employee must be ordered to bed for a period of three (3) days or more, by a qualified medical doctor, or be hospitalized. Employees must provide a medical certificate in a form acceptable to the Corporation.

ARTICLE 26 – VACATION (continued)

- 26.11 In the event of a Statutory Holiday falling within any employee's vacation period, **they** shall then be entitled to another day off with full pay.
- 26.12 An employee's vacation time off shall be defined as the period commencing at the end of their last scheduled work shift prior to the commencement of a scheduled vacation period and ending at the beginning of their first scheduled work shift immediately after the conclusion of their scheduled vacation period.
- 26.13 An employee shall not be eligible for any overtime call-in during the time period **they are** away from work on vacation unless **they** specifically indicate, in writing, to their foreperson or immediate supervisor, prior to commencing their vacation, that **they** will be available and wishes to be called.

26.14

OUTSIDE UNIT

- a) A vacation week shall consist of five (5) eight-(8) hour working days. A vacation day shall consist of one (1) eight-(8) hour working day.
- i) **Vacation accrual for Property Services Attendants (SMS468) working the 80/2 schedule, vacation accrual will be based on forty (40) hours a week and eight (8) hour days. 120/160/200/240 (depending on the years of service). Vacation usage will be deducted hour for hour based on the employee's work schedule**

OFFICE UNIT

- b) A vacation week shall consist of five (5) seven-(7) hour working days for employees, except for those employees in the classifications in Schedule 2A that are indicated as forty (40) hours per week, whose vacation week shall consist of five (5) eight (8) hour working days.

A vacation day shall consist of one (1) seven (7) hour working day for employees, except for those employees in the classifications in Schedule 2A that are indicated as forty (40) hours per week, whose vacation day shall consist of one (1) eight (8) hour working day.

Effective January 1, 2020

- c) Vacation Entitlement
- i. Employees with less than one (1) year of continuous service as of December 31st of any year shall receive one (1) day per month of service to a maximum of ten (10) days entitlement and shall be paid seven (7) or eight (8) hours per vacation day, depending on their classification, at the employee's regular base rate of pay.
- ii. Employees with one (1) year but less than two (2) years of continuous service

ARTICLE 26 – VACATION (continued)

26.14 c) continued

as of December 31st of any year shall receive a vacation of ten (10) working days and shall be paid seventy (70) or eighty (80) hours at the employee's regular base rate of pay.

- iii. Employees with two (2) years but less than eight (8) years of continuous service as of December 31st of any year shall receive a vacation of fifteen (15) working days and shall be paid one hundred and five (105) or one hundred and twenty (120) hours at the employee's regular base rate of pay.
- iv. Employees with eight (8) years but less than fifteen (15) years of continuous service as of December 31st of any year shall receive a vacation of twenty (20) working days and shall be paid one hundred and forty (140) or one hundred and sixty (160) hours at the employee's regular base rate of pay.
- v. Employees with fifteen (15) years but less than **twenty-three (23)** years of continuous service as of December 31st of any year shall receive a vacation of twenty-five (25) working days and shall be paid one hundred and seventy-five (175) or two hundred (200) hours at the employee's regular base rate of pay.
- vi. Employees with **twenty-three (23)** years or more of continuous service as of December 31st of any year shall receive a vacation of thirty (30) working days and shall be paid two hundred and ten (210) or two hundred and forty (240) hours at the employee's regular base rate of pay.

26.15

Employees are required to submit their preferred vacation time off to their foreperson or supervisor by March 15th (or next business day if March 15th falls on a Saturday or Sunday) of each year for the current year. Written confirmation will be given to the employee by April 15th (or next business day if April 15th falls on a Saturday or Sunday) of each year for the current year. In scheduling the vacation of employees, preference in the choice of dates of vacation will be given to employees having regard to their respective length of continuous service with the Corporation, provided that, in the opinion of the Corporation, it does not interfere with proper and efficient service and operation.

Employees are required to submit their preferred vacation time off to their foreperson or supervisor by the December 1st (or next business day if December 1st falls on a Saturday or Sunday) each year for requests for vacation time between January 1st and April 15th of the next year. Written confirmation will be given to the employee by December 15th (or next business day if December 15th falls on a Saturday or Sunday).

Employees who submit their vacation requests to their foreperson or supervisor after March 15th shall have such requests placed at the bottom of the seniority list for consideration regardless of their seniority status with the Corporation.

ARTICLE 26 – VACATION (continued)

26.15 continued

For any vacation requests submitted outside of the two specified submission dates, written confirmation will be provided to the employee within ten (10) business days following the April 15th and December 15th dates.

An employee will not be permitted to use their seniority status for the purpose of bumping an employee with less seniority out of a vacation time period that was established on the March 15th or December 1st deadline.

Vacation time off requested after the March 15th or December 1st deadline will be scheduled at the Corporation's discretion.

An employee shall not lose their scheduled vacation period if their job title and/or work location changes.

26.16 Vacation Accrual Period and Entitlement Period

This clarifies the accrual of vacation entitlement and the entitlement period.

Vacation Accrual (Earned) Period: Vacation is earned between July 1st (previous year) and June 30th of the vacation year.

Vacation Entitlement Period: Based on full years of service as of December 31st of the vacation year.

Vacation Scheduling Period: January 1st to December 31st of the vacation year.

Example: To calculate 2009 vacation entitlement

Seniority Date: Assume September 30, 1999 (therefore, entitlement is twenty days (20) based on 10 years of service)

Accrual Period: July 1st, 2008 to June 30th, 2009

Scheduling Period: January 1st, 2009 to December 31st, 2009

Full 2009 entitlement assumes the employee works to June 30th, 2009. If an employee resigns or retires prior to June 30, 2009, the vacation will be pro-rated for the period between June 30th, 2008 and the resignation/retirement date.

If the employee resigns or retires after June 30, 2009, they will receive a pro-rated amount for 2010 entitlement based on accrual between July 1st, 2009 and the resignation/retirement date.

26.17 Vacation will be deducted hour for hour.

ARTICLE 27 - TOOL ALLOWANCE**OUTSIDE UNIT**

27.01 Employees classified as Service Advisor, Lead Hand Mechanic, Welder-Mechanic, Welder, Motor Vehicle Mechanic "A", Small Engine Mechanic "A", or Small Engine Mechanic "B" and an apprentice when applicable, will be required to supply the necessary hand tools to meet the normal requirements of their duties under their classification at their own expense.

OUTSIDE UNIT

27.02 The Corporation will pay employees so classified who have completed their probationary period a tool allowance annually, by direct deposit, by August 1st in each calendar year. **Taxes will be deducted at source.**

Effective August 1, 2015, each mechanic shall receive a Tool Allowance of 1.25% of the previous year's hourly rate annualized as per Schedule 1 A and 1 C, as applicable.

The tool allowance will be calculated on the basis of active employment (i.e. for every month of inactive employment the allowance will be reduced by 1/12th). However, an employee leaving the position of Mechanic A, Small Engine Mechanic A or Small Engine Mechanic B, prior to August 1st for reasons other than retirement or transfer within the bargaining unit is not entitled to any tool allowance. For the purposes of this clause, inactive does not include employees on annual vacation, union business, bereavement or jury duty leave).

OUTSIDE UNIT

27.03 The Corporation's tool insurance policy covers the loss of an employee's tool chest and personal tools which are required by Corporation policy to perform their job, subject to an annual inventory of tools being provided. It is the employee's responsibility to update the inventory as required.

ARTICLE 28 – PROTECTIVE WEAR

- 28.01 The Occupational Health and Safety Act of Ontario, as amended, requires that where a worker is exposed to injury to head, eyes and/or feet such worker shall wear protection appropriate in the circumstances.
- 28.02 Protective wear will be provided as required and without expense to employees, according to hazards identified in the position. Said protective wear shall remain the property of the Corporation and must be returned to the Corporation on termination, or when an employee requests a replacement item. The protective wear will include, but is not limited to, the following:
- Hard Hats - to be supplied as required and replaced as specified by governmental standards – date for replacement shown inside brim of each hat;
 - Hard Hat Liners – to be supplied as required, once per year under the supervisor’s control;
 - Rubber Boots (Safety) – to be supplied as required. The old boots must be presented for inspection prior to replacement;
 - Eye Protection – Plano Safety Glasses will be supplied as required – C.S.A. Standard Z94.3-92.
 - Appropriate gloves and rainwear as required
 - High Visibility parkas/coats/jackets as required
 - Breathing apparatus as required
 - High visibility coveralls or overalls as required
- 28.03 The Corporation shall provide the sum of one hundred and eighty dollars (\$180) per annum by direct deposit, payable prior to July 1 each year, to each employee normally required to wear safety footwear. These employees are required to purchase and wear appropriate footwear at all times while at work. New employees who receive their first shoe allowance less than six (6) months prior to the next July 1st issue date shall not receive another shoe allowance until the second July 1st in their term of employment and thereafter shall receive such allowance annually as indicated above.
- 28.04 All safety footwear - rubber boots, safety boots or safety shoes shall be equivalent to or exceed the Grade 1 green patch standard as outlined in the Canadian Standard Association's Standard on protective Footwear Z195-M92 unless such other standards are established and published by the Joint Health and Safety Committee.

ARTICLE 29 - CLOTHING

29.01 The Corporation will meet with a committee of Union representatives for the purpose of discussing the clothing items, quality, allotment, method of procurement and distribution, delivery, and cost. The committee will be composed of four (4) Union and four (4) Corporate members. Such meeting shall occur at least three (3) months prior to the tendering of the contract.

29.02 Where the Corporation requires employees to wear clothing and/or uniforms in the performance of their duties, such clothing and/or uniforms will be provided at no cost to the employee in accordance with Schedule A by July 1st.

29.03 Employees who received an issue of clothing and/or uniforms, which includes footwear must wear such clothing and/or uniforms while at work for the Corporation. However, any issued clothing or uniform which identifies the employee as an employee of the Corporation may be worn only when the employee is:

- a) going directly to work; or
- b) at work; or
- c) going directly home from work and at no other times or in other public places.

29.04 All clothing and/or uniforms issued shall remain the property of the Corporation and must be returned to the Corporation upon termination, transfer, or when an employee is issued a replacement as indicated above.

Employees wearing uniforms or clothing are to look professional, neat, clean and tidy;

Clothing will be repaired and/or replaced as required at the discretion of the immediate Supervisor at no cost to the employee;

Dry-cleaning allowance will be provided for uniforms only;

There shall be no unauthorized alterations/substitutions;

Employees must ensure they possess all the basic pieces of clothing or uniform in presentable condition before any additional selections can be made as per Schedule A.

29.05 a) For Positions Described in Schedule A
 First Clothing/Uniform Issuance
 Unless indicated otherwise in Schedule A, employees will be fitted as close as possible to their start date and shall be issued four (4) pairs of pants and four (4) shirts within a reasonable period after hire. This shall be referred to as the *Initial Allotment*. The value of the initial allotment (excluding taxes, cresting and striping when required) will be referred to as the Base Value.

ARTICLE 29 – CLOTHING (continued)

- b) **New Employees/Replacement Schedule/Additional Clothing/Uniforms**
Annually, by July 1st of each year, new employees who receive their first clothing issue less than six (6) months prior to the next July 1st issuance date shall not receive another clothing issue until July 1st in their second year of employment and thereafter shall receive future issues as indicated in this clause.

Those employees who have received two (2) complete issues of the four (4) pairs of pants and four (4) shirts, after two (2) years of continuous service, may select other items of work clothing during the annual clothing issuance period up to the *Base Value*. The other items of clothing available for employees to choose from will be discussed by the clothing committee. Employees may revert to regular work clothing issue in any year. The above will be referred to as the *General Replacement Rule*.

ARTICLE 30 - INCLEMENT WEATHER

- 30.01 During inclement weather, work on inside projects may be carried on as designated by the foreperson or immediate supervisor. The decision as to what constitutes inclement weather will be made by the foreperson or immediate supervisor.

No employee shall normally be transported in the back of a truck.

ARTICLE 31 – INFORMATION TO THE UNION

- 31.01 The Human Resources Division will provide the Collective Agreement in printed and/or electronic format upon request. The Collective Agreement and amendments will be posted on all job posting bulletin boards.
- 31.02 The Corporation will make all Corporate Policies that affect CUPE members readily accessible.
- 31.03 The Corporation will provide access to the organization chart to the President of the Union indicating the Department and Division's supervisory structure. **An electronic** organization chart will be provided **monthly**.
- 31.04 The Corporation will make the terms of benefit coverage readily accessible to all employees in printed or electronic format upon request and amendments will be distributed to all employees with the pay stub.
- 31.05 All correspondence between the parties hereto arising out of this agreement, or incidental thereto, shall pass to and from the Director of Human Resources or designate, of the Corporation and the President of the Union or their designate, or as otherwise set out in the collective agreement.
- 31.06
- a) The Union President or designate will be provided with electronic and hard copies of the following documents: Seniority Lists, Master JE Spreadsheet.
 - b) Job Descriptions will be provided when required.
 - c) The Union President or designate will be provided with current CUPE Job Postings electronically.
 - d) The Corporation will make a monthly list accessible to the Union President indicating the employment status of employees.
- 31.07 Correspondence can be filed electronically between the parties.

ARTICLE 32 – PARKING

- 32.01 Employees shall be entitled to purchase a Brampton Transit pass at 50% of the prevailing rate, or a parking pass at a Corporate parking facility, subject to availability at 50% of the prevailing monthly rate or 100% of the annual rate, whichever is the lesser. Any change to the prevailing parking rates will be preceded by thirty (30) days written notice. All employees will receive parking free while on training. Employees requiring their vehicle for work will receive free parking as per the corporate policy at a Corporate parking facility.
- 32.02 The parties acknowledge that CUPE local #831 employees are entitled to mileage reimbursement, according to the Corporate Mileage Expense Policy 13.3.2 as amended, and Administrative Procedures – Automobile Expense FP-01 as amended, which apply to all employees of the Corporation.

ARTICLE 33 – RATES OF PAY

- 33.01 The parties agree that the rate of pay set forth in the appropriate work unit pay schedules attached hereto shall be paid to the employees covered by this agreement. Pay Schedules will be as follows:
- Outside: Schedule 1A – Rates of Pay
 Schedule 1B – Red Circled Rates of Pay
 Schedule 1C – Out of Schedule Rates of Pay
- Office: Schedule 2A – Rates of Pay
 Schedule 2B – Red Circled Rates of Pay
 Schedule 2C – Out of Schedule Rates of Pay
- 33.02 All current Out-of-Schedule rates are guaranteed for the duration of the agreement unless otherwise agreed between the parties.
- 33.03 Each new employee shall, at the time of hiring, receive a letter stating their salary and classification according to the applicable work unit pay schedule.

For specific reference, see:

- ◆ Probationary Rates – see “Seniority” article
- ◆ Temporary Upgrades – see “Job Assignments” article

OFFICE UNIT

- 33.04 Schedule 2A, 2B and 2C will apply subject to the following.
- a) All persons commencing a job within the Office Unit shall be paid on an incremental system as is detailed in Schedule 2A of this agreement.

ARTICLE 33 – RATES OF PAY (continued)

33.04 a) continued

The incremental system will provide for a start rate, a first increase after the first six months of service, a second increase after twelve months of service, and a third and final increase after eighteen months of service.

- b) Any employee who voluntarily posts for, and is the successful candidate for a job in the same or lower rated job grade shall commence being paid at the same step that **they** had achieved in their current job grade.
- c) Any employee who is promoted from a lower rated job grade to a higher rated job grade shall have their wage rate increased to at least the start rate in the higher rated classification. Such increase shall be a minimum of 5% of the employee's current rate or to the next incremental step of the higher classification, whichever is greater.
- d) Any employee who is demoted to a lower rated job grade shall commence being paid in the range of the lower rated job grade at the same step which **they** had achieved in the higher rated job grade prior to their demotion.
- e) Notwithstanding the above, no employee may earn more than the then existing job rate for any given job grade.

33.05 When transferring between bargaining units, wages will increase by 10% or to the next highest step, whichever is greater. In the event of long-term upgrades, coverage will be as per 12.09. The home collective agreement will prevail for other terms and conditions.

33.06 Negotiated across the board wage increases between the parties shall be calculated as defined below:

Straight Percentage Increase Formula:

Existing Hourly Rate X Negotiated Percentage = New Hourly Rate

All wage rates will be calculated based on the hourly rate of each job grade and step, rounded to the second decimal point.

Straight Percentage Increases will continue to be applied to all Out-of-Schedule Rates and Red Circled Rates.

Rate for the purposes of calculation is defined as the hourly wage.

ARTICLE 34 – DURATION

- 34.01 This Agreement shall be in effect from April 1, **2019** until March 31, **2024** and unless either party gives notice in writing to the other party to the terms of this Agreement, that amendments are required, or that the party intends terminating the Agreement, then it shall automatically continue in effect until March 31, **2024** and from year to year thereafter.
- 34.02 Notice that amendments are required may only be given within the ninety (90) day period prior to the expiration date of the collective agreement or any succeeding anniversary date. The Agreement shall continue in operation, after giving notice, in accordance with the provisions of the Ontario Labour Relations Act.
- 34.03 The parties hereto agree to meet for the purpose of negotiations within fifteen (15) days or such time as may be agreed upon after the giving of such notice and shall negotiate in good faith.
- 34.04 It is understood that during the negotiations following upon notice of termination or notice of amendment, either party may bring forward counter-proposals arising out of or related to the original proposals.

This agreement was reached between the following bargaining committees on October 2, 2019 and was ratified by City Council on October 23, 2019 and by the Union membership on October 17, 2019.

For the Corporation:

Louise More

Rob Liston

Roseann Amelio

Rick Conard

Kathy Duncan

Jocelyn Johnston

Zeeshan Majid

Mike Parks

For the Union:

Fabio Gazzola

Ryan Smart

Hayden Stewart

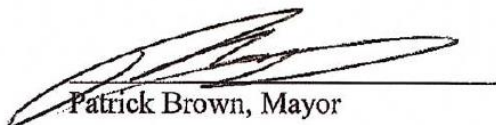
Kevin Percy

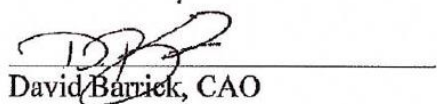
Shona Gage

Adam Hamilton

Duly executed in the City of Brampton by the parties.

For the Corporation:


Patrick Brown, Mayor

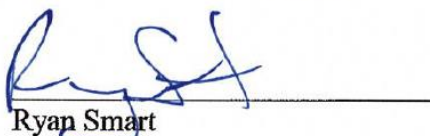

David Barrick, CAO

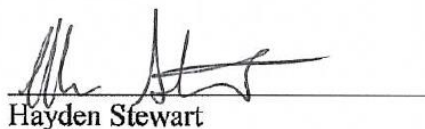
Peter Fay, City Clerk

Document execution authorized
by By-Law 267-2019

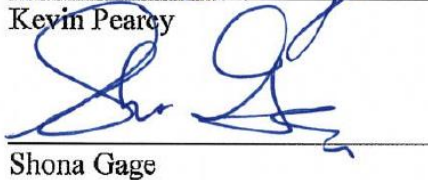
For the Union:


Fabio Gazzola


Ryan Smart


Hayden Stewart


Kevin Pearcey


Shona Gage


Adam Hamilton

56
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

					April 1, 2019 to March 31, 2020	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized
GRADE 1 0-290					\$25.07	\$52,145.60
GRADE 2 291-320					\$25.53	\$53,102.40
GRADE 3 321-350	Caretaker	SMS024	Community Services	Facilities Operations & Maintenance	\$25.98	\$54,038.40
	Caretaker	SCS024	Economic Development & Culture	Cultural Services	\$25.98	\$54,038.40
GRADE 4 351-380					\$26.41	\$54,932.80
GRADE 5 381-410					\$26.85	\$55,848.00
GRADE 6 411-440					\$27.26	\$56,700.80
GRADE 7 441-470	Labourer, Crew	SWT194	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$27.71	\$57,636.80
	Shipper & Receiver	SMS397	Community Services	Facilities Operations & Maintenance	\$27.71	\$57,636.80
	Yardperson	SWT111	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$27.71	\$57,636.80
GRADE 8 471-500	Attendant, Property Services	SMS468	Community Services	Facilities Operations & Maintenance	\$28.16	\$58,572.80
	Attendant, Prop Srvc	SMS421	Community Services	Facilities Operations & Maintenance	\$28.16	\$58,572.80
	Labourer, Traffic	SWT139	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.16	\$58,572.80
	Parking Attendant Ambassador	SWT033	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.16	\$58,572.80
GRADE 9 501-530	Meter Maintenance Person	SWT028	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.58	\$59,446.40
GRADE 10 531-560	Kennel Attendant I	SCS090	Community Services	Animal Services	\$29.03	\$60,382.40
GRADE 11 561-590	Garage General Helper	SWT083	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.48	\$61,318.40
	Grower II	SCS108	Community Services	Recreation	\$29.48	\$61,318.40
	Officer, Municipal Law Enf.	SCP127	Corporate Services	Enforcement & Bylaw Services	\$29.48	\$61,318.40
	Stockkeeper/Buyer	SWT431	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.48	\$61,318.40
	Truck Driver Road Crew	SWT195	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.48	\$61,318.40
GRADE 12 591-620	Parkskeeper III District	SCS105	Public Works & Engineering	Parks Maintenance & Forestry	\$29.92	\$62,233.60
	Theatre General Operator	SCS436	Economic Development & Culture	Cultural Services	\$29.92	\$62,233.60
GRADE 13 621-650	Animal Farm Technician	SCS067	Community Services	Recreation	\$30.33	\$63,086.40
	Facility General Operator	SCS085	Community Services	Recreation	\$30.33	\$63,086.40
	Inspector, Parks	SCS413	Public Works & Engineering	Parks Maintenance & Forestry	\$30.33	\$63,086.40

57
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2019 to March 31, 2020	
					Hourly Rate	Hourly Rate Annualized
	Maintenance Handyperson	SWT506	Public Works & Engineering	Parks Maintenance & Forestry	\$30.33	\$63,086.40
	Mechanic B, Small Engine	SCS205	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.33	\$63,086.40
GRADE 14 651-680	Building Maint Operator	SMS009	Community Services	Facilities Operations & Maintenance	\$30.77	\$64,001.60
	Gardener II, District	SCS107	Public Works & Engineering	Parks Maintenance & Forestry	\$30.77	\$64,001.60
	Mechanic "B"	SWT492	Public Works & Engineering	Roads Mm- Operations & Fleet	\$30.77	\$64,001.60
	Truck Driver, Traffic	SWT140	Public Works & Engineering	Roads Mm- Operations & Fleet	\$30.77	\$64,001.60
	Welder/Fabricator-Fleet	SWT265	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.77	\$64,001.60
GRADE 15 681-710	Cemetery Operator	SCS025	Public Works & Engineering	Parks Maintenance & Forestry	\$31.22	\$64,937.60
	Landscaper, Construction	SCS236	Public Works & Engineering	Parks Maintenance & Forestry	\$31.22	\$64,937.60
	Maintenance Handyperson	SCS214	Community Services	Recreation	\$31.22	\$64,937.60
	Maintenance Person	SWT258	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.22	\$64,937.60
	Operator B	SWT196	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.22	\$64,937.60
	Parkskeeper IV, District	SCS148	Public Works & Engineering	Parks Maintenance & Forestry	\$31.22	\$64,937.60
GRADE 16 711-740	Animal Control Officer	SCS146	Community Services	Animal Services	\$31.67	\$65,873.60
	Arborist I	SCS162	Public Works & Engineering	Parks Maintenance & Forestry	\$31.67	\$65,873.60
	Operator A	SWT197	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.67	\$65,873.60
	Pesticide Specialist	SCS170	Public Works & Engineering	Parks Maintenance & Forestry	\$31.67	\$65,873.60
	Sign Maker	SWT093	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.67	\$65,873.60
GRADE 17 741-770	Gardener III	SCS298	Public Works & Engineering	Parks Maintenance & Forestry	\$32.11	\$66,788.80
	Inspector, Forestry	SCS440	Public Works & Engineering	Parks Maintenance & Forestry	\$32.11	\$66,788.80
	Mechanic A	SWT080	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.11	\$66,788.80
	Parkskeeper V, District	SCS063	Public Works & Engineering	Parks Maintenance & Forestry	\$32.11	\$66,788.80
GRADE 18 771-800	Arborist II	SCS164	Public Works & Engineering	Parks Maintenance & Forestry	\$32.53	\$67,662.40

Note: Annualized salary is for information purposes only.*

58
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

					April 1, 2020 to March 31, 2021	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized
GRADE 1 0-290					\$25.57	\$53,185.60
GRADE 2 291-320					\$26.04	\$54,163.20
GRADE 3 321-350	Caretaker	SMS024	Community Services	Facilities Operations & Maintenance	\$26.50	\$55,120.00
	Caretaker	SCS024	Economic Development & Culture	Cultural Services	\$26.50	\$55,120.00
GRADE 4 351-380					\$26.94	\$56,035.20
GRADE 5 381-410					\$27.39	\$56,971.20
GRADE 6 411-440					\$27.81	\$57,844.80
GRADE 7 441-470	Labourer, Crew	SWT194	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.26	\$58,780.80
	Shipper & Receiver	SMS397	Community Services	Facilities Operations & Maintenance	\$28.26	\$58,780.80
	Yardperson	SWT111	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.26	\$58,780.80
GRADE 8 471-500	Attendant, Property Services	SMS468	Community Services	Facilities Operations & Maintenance	\$28.72	\$59,737.60
	Attendant, Prop Srvc	SMS421	Community Services	Facilities Operations & Maintenance	\$28.72	\$59,737.60
	Labourer, Traffic	SWT139	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.72	\$59,737.60
	Parking Attendant Ambassador	SWT033	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.72	\$59,737.60
GRADE 9 501-530	Meter Maintenance Person	SWT028	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.15	\$60,632.00
GRADE 10 531-560	Kennel Attendant I	SCS090	Community Services	Animal Services	\$29.61	\$61,588.80
GRADE 11 561-590	Garage General Helper	SWT083	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.07	\$62,545.60
	Grower II	SCS108	Community Services	Recreation	\$30.07	\$62,545.60
	Officer, Municipal Law Enf.	SCP127	Corporate Services	Enforcement & Bylaw Services	\$30.07	\$62,545.60
	Stockkeeper/Buyer	SWT431	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.07	\$62,545.60
	Truck Driver Road Crew	SWT195	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.07	\$62,545.60
GRADE 12 591-620	Parkskeeper III District	SCS105	Public Works & Engineering	Parks Maintenance & Forestry	\$30.52	\$63,481.60
	Theatre General Operator	SCS436	Economic Development & Culture	Cultural Services	\$30.52	\$63,481.60
GRADE 13 621-650	Animal Farm Technician	SCS067	Community Services	Recreation	\$30.94	\$64,355.20
	Facility General Operator	SCS085	Community Services	Recreation	\$30.94	\$64,355.20
	Inspector, Parks	SCS413	Public Works & Engineering	Parks Maintenance & Forestry	\$30.94	\$64,355.20

59
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

					April 1, 2020 to March 31, 2021	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized
	Maintenance Handyperson	SWT506	Public Works & Engineering	Parks Maintenance & Forestry	\$30.94	\$64,355.20
	Mechanic B, Small Engine	SCS205	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.94	\$64,355.20
GRADE 14 651-680	Building Maint Operator	SMS009	Community Services	Facilities Operations & Maintenance	\$31.39	\$65,291.20
	Gardener II, District	SCS107	Public Works & Engineering	Parks Maintenance & Forestry	\$31.39	\$65,291.20
	Mechanic "B"	SWT492	Public Works & Engineering	Roads Mm- Operations & Fleet	\$31.39	\$65,291.20
	Truck Driver, Traffic	SWT140	Public Works & Engineering	Roads Mm- Operations & Fleet	\$31.39	\$65,291.20
	Welder/Fabricator-Fleet	SWT265	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.39	\$65,291.20
GRADE 15 681-710	Cemetery Operator	SCS025	Public Works & Engineering	Parks Maintenance & Forestry	\$31.84	\$66,227.20
	Landscaper, Construction	SCS236	Public Works & Engineering	Parks Maintenance & Forestry	\$31.84	\$66,227.20
	Maintenance Handyperson	SCS214	Community Services	Recreation	\$31.84	\$66,227.20
	Maintenance Person	SWT258	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.84	\$66,227.20
	Operator B	SWT196	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.84	\$66,227.20
	Parkskeeper IV, District	SCS148	Public Works & Engineering	Parks Maintenance & Forestry	\$31.84	\$66,227.20
GRADE 16 711-740	Animal Control Officer	SCS146	Community Services	Animal Services	\$32.30	\$67,184.00
	Arborist I	SCS162	Public Works & Engineering	Parks Maintenance & Forestry	\$32.30	\$67,184.00
	Operator A	SWT197	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.30	\$67,184.00
	Pesticide Specialist	SCS170	Public Works & Engineering	Parks Maintenance & Forestry	\$32.30	\$67,184.00
	Sign Maker	SWT093	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.30	\$67,184.00
GRADE 17 741-770	Gardener III	SCS298	Public Works & Engineering	Parks Maintenance & Forestry	\$32.75	\$68,120.00
	Inspector, Forestry	SCS440	Public Works & Engineering	Parks Maintenance & Forestry	\$32.75	\$68,120.00
	Mechanic A	SWT080	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.75	\$68,120.00
	Parkskeeper V, District	SCS063	Public Works & Engineering	Parks Maintenance & Forestry	\$32.75	\$68,120.00
GRADE 18 771-800	Arborist II	SCS164	Public Works & Engineering	Parks Maintenance & Forestry	\$33.18	\$69,014.40

Note: Annualized salary is for information purposes only.*

60
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

					April 1, 2021 to March 31, 2022	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized
GRADE 1 0-290					\$26.08	\$54,246.40
GRADE 2 291-320					\$26.56	\$55,244.80
GRADE 3 321-350	Caretaker	SMS024	Community Services	Facilities Operations & Maintenance	\$27.03	\$56,222.40
	Caretaker	SCS024	Economic Development & Culture	Cultural Services	\$27.03	\$56,222.40
GRADE 4 351-380					\$27.48	\$57,158.40
GRADE 5 381-410					\$27.94	\$58,115.20
GRADE 6 411-440					\$28.37	\$59,009.60
GRADE 7 441-470	Labourer, Crew	SWT194	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.83	\$59,966.40
	Shipper & Receiver	SMS397	Community Services	Facilities Operations & Maintenance	\$28.83	\$59,966.40
	Yardperson	SWT111	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$28.83	\$59,966.40
GRADE 8 471-500	Attendant, Property Services	SMS468	Community Services	Facilities Operations & Maintenance	\$29.29	\$60,923.20
	Attendant, Prop Srvc	SMS421	Community Services	Facilities Operations & Maintenance	\$29.29	\$60,923.20
	Labourer, Traffic	SWT139	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.29	\$60,923.20
	Parking Attendant Ambassador	SWT033	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.29	\$60,923.20
GRADE 9 501-530	Meter Maintenance Person	SWT028	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.73	\$61,838.40
GRADE 10 531-560	Kennel Attendant I	SCS090	Community Services	Animal Services	\$30.20	\$62,816.00
GRADE 11 561-590	Garage General Helper	SWT083	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.67	\$63,793.60
	Grower II	SCS108	Community Services	Recreation	\$30.67	\$63,793.60
	Officer, Municipal Law Enf.	SCP127	Corporate Services	Enforcement & Bylaw Services	\$30.67	\$63,793.60
	Stockkeeper/Buyer	SWT431	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.67	\$63,793.60
	Truck Driver Road Crew	SWT195	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.67	\$63,793.60
GRADE 12 591-620	Parkskeeper III District	SCS105	Public Works & Engineering	Parks Maintenance & Forestry	\$31.13	\$64,750.40
	Theatre General Operator	SCS436	Economic Development & Culture	Cultural Services	\$31.13	\$64,750.40
GRADE 13 621-650	Animal Farm Technician	SCS067	Community Services	Recreation	\$31.56	\$65,644.80
	Facility General Operator	SCS085	Community Services	Recreation	\$31.56	\$65,644.80
	Inspector, Parks	SCS413	Public Works & Engineering	Parks Maintenance & Forestry	\$31.56	\$65,644.80

61
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2021 to March 31, 2022	
					Hourly Rate	Hourly Rate Annualized
	Maintenance Handyperson	SWT506	Public Works & Engineering	Parks Maintenance & Forestry	\$31.56	\$65,644.80
	Mechanic B, Small Engine	SCS205	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.56	\$65,644.80
GRADE 14 651-680	Building Maint Operator	SMS009	Community Services	Facilities Operations & Maintenance	\$32.02	\$66,601.60
	Gardener II, District	SCS107	Public Works & Engineering	Parks Maintenance & Forestry	\$32.02	\$66,601.60
	Mechanic "B"	SWT492	Public Works & Engineering	Roads Mm- Operations & Fleet	\$32.02	\$66,601.60
	Truck Driver, Traffic	SWT140	Public Works & Engineering	Roads Mm- Operations & Fleet	\$32.02	\$66,601.60
	Welder/Fabricator-Fleet	SWT265	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.02	\$66,601.60
GRADE 15 681-710	Cemetery Operator	SCS025	Public Works & Engineering	Parks Maintenance & Forestry	\$32.48	\$67,558.40
	Landscaper, Construction	SCS236	Public Works & Engineering	Parks Maintenance & Forestry	\$32.48	\$67,558.40
	Maintenance Handyperson	SCS214	Community Services	Recreation	\$32.48	\$67,558.40
	Maintenance Person	SWT258	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.48	\$67,558.40
	Operator B	SWT196	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.48	\$67,558.40
	Parkskeeper IV, District	SCS148	Public Works & Engineering	Parks Maintenance & Forestry	\$32.48	\$67,558.40
GRADE 16 711-740	Animal Control Officer	SCS146	Community Services	Animal Services	\$32.95	\$68,536.00
	Arborist I	SCS162	Public Works & Engineering	Parks Maintenance & Forestry	\$32.95	\$68,536.00
	Operator A	SWT197	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.95	\$68,536.00
	Pesticide Specialist	SCS170	Public Works & Engineering	Parks Maintenance & Forestry	\$32.95	\$68,536.00
	Sign Maker	SWT093	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.95	\$68,536.00
GRADE 17 741-770	Gardener III	SCS298	Public Works & Engineering	Parks Maintenance & Forestry	\$33.41	\$69,492.80
	Inspector, Forestry	SCS440	Public Works & Engineering	Parks Maintenance & Forestry	\$33.41	\$69,492.80
	Mechanic A	SWT080	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$33.41	\$69,492.80
	Parkskeeper V, District	SCS063	Public Works & Engineering	Parks Maintenance & Forestry	\$33.41	\$69,492.80
GRADE 18 771-800	Arborist II	SCS164	Public Works & Engineering	Parks Maintenance & Forestry	\$33.84	\$70,387.20

Note: Annualized salary is for information purposes only.*

62
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

					April 1, 2022 to March 31, 2023	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized
GRADE 1 0-290					\$26.60	\$55,328.00
GRADE 2 291-320					\$27.09	\$56,347.20
GRADE 3 321-350	Caretaker	SMS024	Community Services	Facilities Operations & Maintenance	\$27.57	\$57,345.60
	Caretaker	SCS024	Economic Development & Culture	Cultural Services	\$27.57	\$57,345.60
GRADE 4 351-380					\$28.03	\$58,302.40
GRADE 5 381-410					\$28.50	\$59,280.00
GRADE 6 411-440					\$28.94	\$60,195.20
GRADE 7 441-470	Labourer, Crew	SWT194	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.41	\$61,172.80
	Shipper & Receiver	SMS397	Community Services	Facilities Operations & Maintenance	\$29.41	\$61,172.80
	Yardperson	SWT111	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.41	\$61,172.80
GRADE 8 471-500	Attendant, Property Services	SMS468	Community Services	Facilities Operations & Maintenance	\$29.88	\$62,150.40
	Attendant, Prop Srvc	SMS421	Community Services	Facilities Operations & Maintenance	\$29.88	\$62,150.40
	Labourer, Traffic	SWT139	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.88	\$62,150.40
	Parking Attendant Ambassador	SWT033	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.88	\$62,150.40
GRADE 9 501-530	Meter Maintenance Person	SWT028	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.32	\$63,065.60
GRADE 10 531-560	Kennel Attendant I	SCS090	Community Services	Animal Services	\$30.80	\$64,064.00
GRADE 11 561-590	Garage General Helper	SWT083	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.28	\$65,062.40
	Grower II	SCS108	Community Services	Recreation	\$31.28	\$65,062.40
	Officer, Municipal Law Enf.	SCP127	Corporate Services	Enforcement & Bylaw Services	\$31.28	\$65,062.40
	Stockkeeper/Buyer	SWT431	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.28	\$65,062.40
	Truck Driver Road Crew	SWT195	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.28	\$65,062.40
GRADE 12 591-620	Parkskeeper III District	SCS105	Public Works & Engineering	Parks Maintenance & Forestry	\$31.75	\$66,040.00
	Theatre General Operator	SCS436	Economic Development & Culture	Cultural Services	\$31.75	\$66,040.00
GRADE 13 621-650	Animal Farm Technician	SCS067	Community Services	Recreation	\$32.19	\$66,955.20
	Facility General Operator	SCS085	Community Services	Recreation	\$32.19	\$66,955.20
	Inspector, Parks	SCS413	Public Works & Engineering	Parks Maintenance & Forestry	\$32.19	\$66,955.20

63
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

					April 1, 2022 to March 31, 2023	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized
	Maintenance Handyperson	SWT506	Public Works & Engineering	Parks Maintenance & Forestry	\$32.19	\$66,955.20
	Mechanic B, Small Engine	SCS205	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.19	\$66,955.20
GRADE 14 651-680	Building Maint Operator	SMS009	Community Services	Facilities Operations & Maintenance	\$32.66	\$67,932.80
	Gardener II, District	SCS107	Public Works & Engineering	Parks Maintenance & Forestry	\$32.66	\$67,932.80
	Mechanic "B"	SWT492	Public Works & Engineering	Roads Mm- Operations & Fleet	\$32.66	\$67,932.80
	Truck Driver, Traffic	SWT140	Public Works & Engineering	Roads Mm- Operations & Fleet	\$32.66	\$67,932.80
	Welder/Fabricator-Fleet	SWT265	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.66	\$67,932.80
GRADE 15 681-710	Cemetery Operator	SCS025	Public Works & Engineering	Parks Maintenance & Forestry	\$33.13	\$68,910.40
	Landscaper, Construction	SCS236	Public Works & Engineering	Parks Maintenance & Forestry	\$33.13	\$68,910.40
	Maintenance Handyperson	SCS214	Community Services	Recreation	\$33.13	\$68,910.40
	Maintenance Person	SWT258	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$33.13	\$68,910.40
	Operator B	SWT196	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$33.13	\$68,910.40
	Parkskeeper IV, District	SCS148	Public Works & Engineering	Parks Maintenance & Forestry	\$33.13	\$68,910.40
GRADE 16 711-740	Animal Control Officer	SCS146	Community Services	Animal Services	\$33.61	\$69,908.80
	Arborist I	SCS162	Public Works & Engineering	Parks Maintenance & Forestry	\$33.61	\$69,908.80
	Operator A	SWT197	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$33.61	\$69,908.80
	Pesticide Specialist	SCS170	Public Works & Engineering	Parks Maintenance & Forestry	\$33.61	\$69,908.80
	Sign Maker	SWT093	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$33.61	\$69,908.80
GRADE 17 741-770	Gardener III	SCS298	Public Works & Engineering	Parks Maintenance & Forestry	\$34.08	\$70,886.40
	Inspector, Forestry	SCS440	Public Works & Engineering	Parks Maintenance & Forestry	\$34.08	\$70,886.40
	Mechanic A	SWT080	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$34.08	\$70,886.40
	Parkskeeper V, District	SCS063	Public Works & Engineering	Parks Maintenance & Forestry	\$34.08	\$70,886.40
GRADE 18 771-800	Arborist II	SCS164	Public Works & Engineering	Parks Maintenance & Forestry	\$34.52	\$71,801.60

Note: Annualized salary is for information purposes only.*

64
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

					April 1, 2023 to March 31, 2024	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized
GRADE 1 0-290					\$27.13	\$56,430.40
GRADE 2 291-320					\$27.63	\$57,470.40
GRADE 3 321-350	Caretaker	SMS024	Community Services	Facilities Operations & Maintenance	\$28.12	\$58,489.60
	Caretaker	SCS024	Economic Development & Culture	Cultural Services	\$28.12	\$58,489.60
GRADE 4 351-380					\$28.59	\$59,467.20
GRADE 5 381-410					\$29.07	\$60,465.60
GRADE 6 411-440					\$29.52	\$61,401.60
GRADE 7 441-470	Labourer, Crew	SWT194	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.00	\$62,400.00
	Shipper & Receiver	SMS397	Community Services	Facilities Operations & Maintenance	\$30.00	\$62,400.00
	Yardperson	SWT111	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.00	\$62,400.00
GRADE 8 471-500	Attendant, Property Services	SMS468	Community Services	Facilities Operations & Maintenance	\$30.48	\$63,398.40
	Attendant, Prop Svc	SMS421	Community Services	Facilities Operations & Maintenance	\$30.48	\$63,398.40
	Labourer, Traffic	SWT139	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.48	\$63,398.40
	Parking Attendant Ambassador	SWT033	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.48	\$63,398.40
GRADE 9 501-530	Meter Maintenance Person	SWT028	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.93	\$64,334.40
GRADE 10 531-560	Kennel Attendant I	SCS090	Community Services	Animal Services	\$31.42	\$65,353.60
GRADE 11 561-590	Garage General Helper	SWT083	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.91	\$66,372.80
	Grower II	SCS108	Community Services	Recreation	\$31.91	\$66,372.80
	Officer, Municipal Law Enf.	SCPI27	Corporate Services	Enforcement & Bylaw Services	\$31.91	\$66,372.80
	Stockkeeper/Buyer	SWT431	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.91	\$66,372.80
	Truck Driver Road Crew	SWT195	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.91	\$66,372.80
GRADE 12 591-620	Parkskeeper III District	SCS105	Public Works & Engineering	Parks Maintenance & Forestry	\$32.39	\$67,371.20
	Theatre General Operator	SCS436	Economic Development & Culture	Cultural Services	\$32.39	\$67,371.20
GRADE 13 621-650	Animal Farm Technician	SCS067	Community Services	Recreation	\$32.83	\$68,286.40
	Facility General Operator	SCS085	Community Services	Recreation	\$32.83	\$68,286.40
	Inspector, Parks	SCS413	Public Works & Engineering	Parks Maintenance & Forestry	\$32.83	\$68,286.40

65
SCHEDULE "1A"
OUTSIDE UNIT CUPE LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2023 to March 31, 2024	
					Hourly Rate	Hourly Rate Annualized
	Maintenance Handyperson	SWT506	Public Works & Engineering	Parks Maintenance & Forestry	\$32.83	\$68,286.40
	Mechanic B, Small Engine	SCS205	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$32.83	\$68,286.40
GRADE 14 651-680	Building Maint Operator	SMS009	Community Services	Facilities Operations & Maintenance	\$33.31	\$69,284.80
	Gardener II, District	SCS107	Public Works & Engineering	Parks Maintenance & Forestry	\$33.31	\$69,284.80
	Mechanic "B"	SWT492	Public Works & Engineering	Roads Mm- Operations & Fleet	\$33.31	\$69,284.80
	Truck Driver, Traffic	SWT140	Public Works & Engineering	Roads Mm- Operations & Fleet	\$33.31	\$69,284.80
	Welder/Fabricator-Fleet	SWT265	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$33.31	\$69,284.80
GRADE 15 681-710	Cemetery Operator	SCS025	Public Works & Engineering	Parks Maintenance & Forestry	\$33.79	\$70,283.20
	Landscaper, Construction	SCS236	Public Works & Engineering	Parks Maintenance & Forestry	\$33.79	\$70,283.20
	Maintenance Handyperson	SCS214	Community Services	Recreation	\$33.79	\$70,283.20
	Maintenance Person	SWT258	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$33.79	\$70,283.20
	Operator B	SWT196	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$33.79	\$70,283.20
	Parkskeeper IV, District	SCS148	Public Works & Engineering	Parks Maintenance & Forestry	\$33.79	\$70,283.20
GRADE 16 711-740	Animal Control Officer	SCS146	Community Services	Animal Services	\$34.28	\$71,302.40
	Arborist I	SCS162	Public Works & Engineering	Parks Maintenance & Forestry	\$34.28	\$71,302.40
	Operator A	SWT197	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$34.28	\$71,302.40
	Pesticide Specialist	SCS170	Public Works & Engineering	Parks Maintenance & Forestry	\$34.28	\$71,302.40
	Sign Maker	SWT093	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$34.28	\$71,302.40
GRADE 17 741-770	Gardener III	SCS298	Public Works & Engineering	Parks Maintenance & Forestry	\$34.76	\$72,300.80
	Inspector, Forestry	SCS440	Public Works & Engineering	Parks Maintenance & Forestry	\$34.76	\$72,300.80
	Mechanic A	SWT080	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$34.76	\$72,300.80
	Parkskeeper V, District	SCS063	Public Works & Engineering	Parks Maintenance & Forestry	\$34.76	\$72,300.80
GRADE 18 771-800	Arborist II	SCS164	Public Works & Engineering	Parks Maintenance & Forestry	\$35.21	\$73,236.80

Note: Annualized salary is for information purposes only.*

66
 SCHEDULE "1B"
 RED CIRCLED POSITIONS
 OUTSIDE UNIT CUPE LOCAL #831

April 1, 2019 to March 31, 2020

					April 1, 2019 to March 31, 2020 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

April 1, 2020 to March 31, 2021

					April 1, 2020 to March 31, 2021 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

April 1, 2021 to March 31, 2022

					April 1, 2021 to March 31, 2022 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

April 1, 2022 to March 31, 2023

					April 1, 2022 to March 31, 2023 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

April 1, 2023 to March 31, 2024

					April 1, 2023 to March 31, 2024 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

Note: Annualized salary is for information purposed only *

**SCHEDULE "1C"
OUT OF SCHEDULE RATES
OUTSIDE UNIT CUPE LOCAL #831**

April 1, 2019 to March 31, 2020

					April 1, 2017 to March 31, 2018 (2.0%)	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized*
GRADE 11						
561 - 590	Municipal Law Enf. Officer	SCP127	Corporate Services	Enforce & By-Law Srvc	\$33.13	\$68,910.40
GRADE 14						
651-680	Mechanic "B"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$36.06	\$75,004.80
GRADE 17						
741-770	Mechanic "A"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$37.95	\$78,936.00

April 1, 2020 to March 31, 2021

					April 1, 2020 to March 31, 2021 (2.0%)	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized*
GRADE 11						
561 - 590	Municipal Law Enf. Officer	SCP127	Corporate Services	Enforce & By-Law Srvc	\$33.79	\$70,283.20
GRADE 14						
651-680	Mechanic "B"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$36.78	\$76,502.40
GRADE 17						
741-770	Mechanic "A"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$38.71	\$80,516.80

April 1, 2021 to March 31, 2022

					April 1, 2021 to March 31, 2022 (2.0%)	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized*
GRADE 11						
561 - 590	Municipal Law Enf. Officer	SCP127	Corporate Services	Enforce & By-Law Srvc	\$34.47	\$71,697.60
GRADE 14						
651-680	Mechanic "B"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$37.52	\$78,041.60
GRADE 17						
741-770	Mechanic "A"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$39.48	\$82,118.40

SCHEDULE "1C"
OUT OF SCHEDULE RATES
OUTSIDE UNIT CUPE LOCAL #831

April 1, 2022 to March 31, 2023

					April 1, 2022 to March 31, 2023 (2.0%)	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized*
GRADE 11						
561 - 590	Municipal Law Enf. Officer	SCP127	Corporate Services	Enforce & By-Law Srvc	\$35.16	\$73,132.80
GRADE 14						
651-680	Mechanic "B"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$38.27	\$79,601.60
GRADE 17						
741-770	Mechanic "A"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$40.27	\$83,761.60

April 1, 2023 to March 31, 2024

					April 1, 2023 to March 31, 2024 (2.0%)	
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly Rate	Hourly Rate Annualized*
GRADE 11						
561 - 590	Municipal Law Enf. Officer	SCP127	Corporate Services	Enforce & By-Law Srvc	\$35.86	\$74,588.80
GRADE 14						
651-680	Mechanic "B"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$39.04	\$81,203.20
GRADE 17						
741-770	Mechanic "A"	SWT080	Public Works & Engineering	Roads Maintenance & Operations	\$41.08	\$85,446.40

Note: Annualized salary is for information purposes only. *

69
SCHEDULE "2A"
OFFICE UNIT LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2019 to March 31, 2020				
					First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
GRADE 1 351-380					\$21.61	\$22.86	\$24.14	\$25.42	\$46,264.40
GRADE 2 291-320					\$22.36	\$23.67	\$24.98	\$26.30	\$47,866.00
GRADE 3 321-350					\$23.10	\$24.46	\$25.83	\$27.17	\$49,449.40
GRADE 3A 321-350	Clerk I, Parks	ICS244	Public Works & Engineering	Parks Maintenance & Forestry	\$23.10	\$24.46	\$25.83	\$27.17	\$56,513.60
GRADE 4 351-380	Clerk, Finance	IFN469	Corporate Services	Finance	\$23.86	\$25.29	\$26.67	\$28.06	\$51,069.20
GRADE 5 381-410	Clerk, Building Design & Construction	IMS231	Community Services	Building Design & Construction	\$24.61	\$26.07	\$27.52	\$28.97	\$52,725.40
	Clerk, Contract & Special Servs	IMS320	Community Services	Facilities Operations & Maintenance	\$24.61	\$26.07	\$27.52	\$28.97	\$52,725.40
	Clerk, Emergency Measures	IMS396	Fire & Emergency Services	Fire & Emergency Services	\$24.61	\$26.07	\$27.52	\$28.97	\$52,725.40
	Clerk, Inventory	ICS404	Community Services	Recreation	\$24.61	\$26.07	\$27.52	\$28.97	\$52,725.40
	Clerk, Records & Document	IPB325	Office of the CAO	City Clerk	\$24.61	\$26.07	\$27.52	\$28.97	\$52,725.40
	Clerk, Records Admin	ICS226	Office of the CAO	City Clerk	\$24.61	\$26.07	\$27.52	\$28.97	\$52,725.40
GRADE 6 411-440	Clerk, Access & Inclusion	IMS450	Office of the CAO	City Clerk	\$25.38	\$26.87	\$28.36	\$29.82	\$54,272.40
	Clerk, Assets	IMS255	Community Services	Facilities Operations & Maintenance	\$25.38	\$26.87	\$28.36	\$29.82	\$54,272.40
	Clerk, Development Services	IPB285	Public Works & Engineering	Environment & Development Eng	\$25.38	\$26.87	\$28.36	\$29.82	\$54,272.40
	Clerk, Recreation	ICS068	Community Services	Recreation	\$25.38	\$26.87	\$28.36	\$29.82	\$54,272.40
	Senior Secretary	ICS072	Economic Development & Culture	Cultural Services	\$25.38	\$26.87	\$28.36	\$29.82	\$54,272.40
GRADE 7 441-470	Assistant, Legislative	IMS426	Office of the CAO	City Clerk	\$26.12	\$27.66	\$29.18	\$30.73	\$55,928.60
	Clerk, Admin & Vital Stats	IMS188	Office of the CAO	City Clerk	\$26.12	\$27.66	\$29.18	\$30.73	\$55,928.60
	Clerk, Business Services	IPB099	Planning & Development Services	Development Services	\$26.12	\$27.66	\$29.18	\$30.73	\$55,928.60
	Clerk, Rental Unit	ICS463	Community Services	Recreation	\$26.12	\$27.66	\$29.18	\$30.73	\$55,928.60
	Clerk, Theatre Box Office	ICS003	Economic Development & Culture	Cultural Services	\$26.12	\$27.66	\$29.18	\$30.73	\$55,928.60
	Courier	IMS021	Community Services	Facilities Operations & Maintenance	\$26.12	\$27.66	\$29.18	\$30.73	\$55,928.60
	Sr. Clerk, Business Services	IBD232	Community Services	Service Brampton	\$26.12	\$27.66	\$29.18	\$30.73	\$55,928.60
GRADE 8 471-500	Venue Clerk, Performing Arts	ICS498	Economic Development & Culture	Economic Development	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Archivist, Digital	IMS302	Office of the CAO	City Clerk	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk I, Accounts Payable	IFN046	Corporate Services	Finance	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk I, Tax	IFN073	Corporate Services	Finance	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk, Accounts Receivable & Collection	IFN013	Corporate Services	Finance	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk, Admin Legal Collections	IFN316	Corporate Services	Finance	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk, Enforcement	ICP160	Corporate Services	Enforcement & Bylaw Services	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk, Event Permit & App	IBD466	Economic Development & Culture	Cultural Services	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk, Facility - Property	IMS347	Community Services	Facilities Operations & Maintenance	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk, Licensing Admin	IMS286	Office of the CAO	City Clerk	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk, Sport Brampton	ICS467	Community Services	Recreation	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Clerk, Theatre	ICS410	Economic Development & Culture	Cultural Services	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Digital Print Operator	IFN458	Corporate Services	Digital Innovation and Information Technology	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Marriage Officiant	IFN545	Office of the CAO	City Clerk	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
	Specialist, Time & Labour	IWT120	Corporate Services	Finance	\$26.88	\$28.47	\$30.05	\$31.63	\$57,566.60
GRADE 8A 471-500	Clerk, Animal Services	ICS443	Community Services	Animal Services	\$26.88	\$28.47	\$30.05	\$31.63	\$65,790.40
GRADE 9	Clerk, Bldg Admin	IPB486	Planning & Development Services	Building	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00

70
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

					April 1, 2019 to March 31, 2020				
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
501-530	Administrator, Payroll	IFN438	Corporate Services	Finance	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Associate, Customer Service	IMS383	Community Services	Service Brampton	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Associate, Payroll & Pension	IFN479	Corporate Services	Finance	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Cashier I	IFN071	Community Services	Service Brampton	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Clerk I, Revenue Services	IFN076	Corporate Services	Finance	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Clerk, Assessment	IFN228	Corporate Services	Finance	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Clerk, POA Collection	IFN294	Corporate Services	Finance	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Clerk, Facility	ICS088	Community Services	Recreation	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Clerk, Info Mgmt	IMS227	Office of the CAO	City Clerk	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Clerk, Permit Application	IPB062	Planning & Development Services	Building	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Licence Inspector	ICP141	Corporate Services	Enforcement & Bylaw Services	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Purchasing Administrative Assistant	IFN459	Corporate Services	Purchasing	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Senior Bookkeeper, Comm Serv	ICS091	Community Services	Recreation	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
	Senior Clerk, Accounts Payable	IFN036	Corporate Services	Finance	\$27.64	\$29.23	\$30.88	\$32.50	\$59,150.00
Grade 9A 501-530	Clerk II, Maint & Ops	IWT456	Public Works & Engineering	Roads Maintenance & Operations	\$27.64	\$29.23	\$30.88	\$32.50	\$67,600.00
GRADE 10 531-560	Clerk, Addressing & Records	IPB022	Planning & Development Services	Building	\$28.40	\$30.07	\$31.74	\$33.41	\$60,806.20
	Clerk, Development Finance	IFN451	Corporate Services	Finance	\$28.40	\$30.07	\$31.74	\$33.41	\$60,806.20
	Vehicle Inspection Officer	IWT505	Corporate Services	Licensing	\$28.40	\$30.07	\$31.74	\$33.41	\$60,806.20
	Clerk, Fleet & Traffic Outside Services	IWT537	Public Works & Engineering	Roads Maintenance & Operations	\$28.40	\$30.07	\$31.74	\$33.41	\$60,806.20
	Clerk, Capital Works	IWT532	Public Works & Engineering	Capital Works	\$28.40	\$30.07	\$31.74	\$33.41	\$60,806.20
	Clerk, Environmental and Development Eng.	IWT530	Public Works & Engineering	Environment & Development Eng	\$28.40	\$30.07	\$31.74	\$33.41	\$60,806.20
	Clerk, Roads Maintenance Operations & Fleet	IWT536	Public Works & Engineering	Roads Maintenance & Operations	\$28.40	\$30.07	\$31.74	\$33.41	\$60,806.20
	Clerk, Recording Building	IPB218	Planning & Development Services	Building	\$28.40	\$30.07	\$31.74	\$33.41	\$60,806.20
GRADE 10A 531-560	Clerk, Cemetery	ICS326	Public Works & Engineering	Parks Maintenance & Forestry	\$28.40	\$30.07	\$31.74	\$33.41	\$69,492.80
	Data Entry Clerk, Parks	ICS064	Public Works & Engineering	Parks Maintenance & Forestry	\$28.40	\$30.07	\$31.74	\$33.41	\$69,492.80
	Clerk, Fleet & Traffic Outside Services	IWT538	Public Works & Engineering	Roads Maintenance & Operations	\$28.40	\$30.07	\$31.74	\$33.41	\$69,492.80
GRADE 11 561-590	Clerk, Lottery Licensing	ICP449	Office of the CAO	City Clerk	\$29.13	\$30.84	\$32.56	\$34.28	\$62,389.60
	Collector, Property Tax	IFN074	Corporate Services	Finance	\$29.13	\$30.84	\$32.56	\$34.28	\$62,389.60
	Coordinator, Legislative	IMS251	Office of the CAO	City Clerk	\$29.13	\$30.84	\$32.56	\$34.28	\$62,389.60
GRADE 11A 561-590	Senior Business Clerk, Parks	ICS159	Public Works & Engineering	Parks Maintenance & Forestry	\$29.13	\$30.84	\$32.56	\$34.28	\$71,302.40
	Clerk, Training & Admin	IWT418	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.13	\$30.84	\$32.56	\$34.28	\$71,302.40
GRADE 12 591-620	Court & Client Representative	IMS495	Office of the CAO	City Clerk	\$29.90	\$31.67	\$33.42	\$35.17	\$64,009.40
GRADE 13 621-650	Bilingual Court & Client Representative	IMS496	Office of the CAO	City Clerk	\$30.65	\$32.44	\$34.26	\$36.06	\$65,629.20
GRADE 14 651-680					\$31.40	\$33.26	\$35.10	\$36.95	\$67,249.00

Note: Annualized salary is for information purposes only.*

71
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

					April 1, 2020 to March 31, 2021				
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
GRADE 1 351-380					\$22.04	\$23.32	\$24.62	\$25.93	\$47,192.60
GRADE 2 291-320					\$22.81	\$24.14	\$25.48	\$26.83	\$48,830.60
GRADE 3 321-350					\$23.56	\$24.95	\$26.35	\$27.71	\$50,432.20
GRADE 3A 321-350	Clerk I, Parks	ICS244	Public Works & Engineering	Parks Maintenance & Forestry	\$23.56	\$24.95	\$26.35	\$27.71	\$57,636.80
GRADE 4 351-380	Clerk, Finance	IFN469	Corporate Services	Finance	\$24.34	\$25.80	\$27.20	\$28.62	\$52,088.40
GRADE 5 381-410	Clerk, Building Design & Construction	IMS231	Community Services	Building Design & Construction	\$25.10	\$26.59	\$28.07	\$29.55	\$53,781.00
	Clerk, Contract & Special Serves	IMS320	Community Services	Facilities Operations & Maintenance	\$25.10	\$26.59	\$28.07	\$29.55	\$53,781.00
	Clerk, Emergency Measures	IMS396	Fire & Emergency Services	Fire & Emergency Services	\$25.10	\$26.59	\$28.07	\$29.55	\$53,781.00
	Clerk, Inventory	ICS404	Community Services	Recreation	\$25.10	\$26.59	\$28.07	\$29.55	\$53,781.00
	Clerk, Records & Document	IPB325	Office of the CAO	City Clerk	\$25.10	\$26.59	\$28.07	\$29.55	\$53,781.00
	Clerk, Records Admin	ICS226	Office of the CAO	City Clerk	\$25.10	\$26.59	\$28.07	\$29.55	\$53,781.00
GRADE 6 411-440	Clerk, Access & Inclusion	IMS450	Office of the CAO	City Clerk	\$25.89	\$27.41	\$28.93	\$30.42	\$55,364.40
	Clerk, Assets	IMS255	Community Services	Facilities Operations & Maintenance	\$25.89	\$27.41	\$28.93	\$30.42	\$55,364.40
	Clerk, Development Services	IPB285	Public Works & Engineering	Environment & Development Eng	\$25.89	\$27.41	\$28.93	\$30.42	\$55,364.40
	Clerk, Recreation	ICS068	Community Services	Recreation	\$25.89	\$27.41	\$28.93	\$30.42	\$55,364.40
	Senior Secretary	ICS072	Economic Development & Culture	Cultural Services	\$25.89	\$27.41	\$28.93	\$30.42	\$55,364.40
GRADE 7 441-470	Assistant, Legislative	IMS426	Office of the CAO	City Clerk	\$26.64	\$28.21	\$29.76	\$31.34	\$57,038.80
	Clerk, Admin & Vital Stats	IMS188	Office of the CAO	City Clerk	\$26.64	\$28.21	\$29.76	\$31.34	\$57,038.80
	Clerk, Business Services	IPB099	Planning & Development Services	Development Services	\$26.64	\$28.21	\$29.76	\$31.34	\$57,038.80
	Clerk, Rental Unit	ICS463	Community Services	Recreation	\$26.64	\$28.21	\$29.76	\$31.34	\$57,038.80
	Clerk, Theatre Box Office	ICS003	Economic Development & Culture	Cultural Services	\$26.64	\$28.21	\$29.76	\$31.34	\$57,038.80
	Courier	IMS021	Community Services	Facilities Operations & Maintenance	\$26.64	\$28.21	\$29.76	\$31.34	\$57,038.80
	Sr. Clerk, Business Services	IBD232	Community Services	Service Brampton	\$26.64	\$28.21	\$29.76	\$31.34	\$57,038.80
GRADE 8 471-500	Venue Clerk, Performing Arts	ICS498	Economic Development & Culture	Economic Development	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Archivist, Digital	IMS302	Office of the CAO	City Clerk	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk I, Accounts Payable	IFN046	Corporate Services	Finance	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk I, Tax	IFN073	Corporate Services	Finance	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk, Accounts Receivable & Collection	IFN013	Corporate Services	Finance	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk, Admin Legal Collections	IFN316	Corporate Services	Finance	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk, Enforcement	ICP160	Corporate Services	Enforcement & Bylaw Services	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk, Event Permit & App	IBD466	Economic Development & Culture	Cultural Services	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk, Facility - Property	IMS347	Community Services	Facilities Operations & Maintenance	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk, Licensing Admin	IMS286	Office of the CAO	City Clerk	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk, Sport Brampton	ICS467	Community Services	Recreation	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Clerk, Theatre	ICS410	Economic Development & Culture	Cultural Services	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Digital Print Operator	IFN458	Corporate Services	Digital Innovation and Information Technology	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Marriage Officiant	IFN545	Office of the CAO	City Clerk	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
	Specialist, Time & Labour	IWT120	Corporate Services	Finance	\$27.42	\$29.04	\$30.65	\$32.26	\$58,713.20
GRADE 8A 471-500	Clerk, Animal Services	ICS443	Community Services	Animal Services	\$27.42	\$29.04	\$30.65	\$32.26	\$67,100.80
GRADE 9	Clerk, Bldg Admin	IPB486	Planning & Development Services	Building	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00

72
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

					April 1, 2020 to March 31, 2021				
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
501-530	Administrator, Payroll	IFN438	Corporate Services	Finance	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Associate, Customer Service	IMS383	Community Services	Service Brampton	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Associate, Payroll & Pension	IFN479	Corporate Services	Finance	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Cashier I	IFN071	Community Services	Service Brampton	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Clerk I, Revenue Services	IFN076	Corporate Services	Finance	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Clerk, Assessment	IFN228	Corporate Services	Finance	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Clerk, POA Collection	IFN294	Corporate Services	Finance	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Clerk, Facility	ICS088	Community Services	Recreation	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Clerk, Info Mgmt	IMS227	Office of the CAO	City Clerk	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Clerk, Permit Application	IPB062	Planning & Development Services	Building	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Licence Inspector	ICP141	Corporate Services	Enforcement & Bylaw Services	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Purchasing Administrative Assistant	IFN459	Corporate Services	Purchasing	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Senior Bookkeeper, Comm Serv	ICS091	Community Services	Recreation	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
	Senior Clerk, Accounts Payable	IFN036	Corporate Services	Finance	\$28.19	\$29.81	\$31.50	\$33.15	\$60,333.00
Grade 9A 501-530	Clerk II, Maint & Ops	IWT456	Public Works & Engineering	Roads Maintenance & Operations	\$28.19	\$29.81	\$31.50	\$33.15	\$68,952.00
GRADE 10 531-560	Clerk, Addressing & Records	IPB022	Planning & Development Services	Building	\$28.97	\$30.67	\$32.37	\$34.08	\$62,025.60
	Clerk, Development Finance	IFN451	Corporate Services	Finance	\$28.97	\$30.67	\$32.37	\$34.08	\$62,025.60
	Vehicle Inspection Officer	IWT505	Corporate Services	Licensing	\$28.97	\$30.67	\$32.37	\$34.08	\$62,025.60
	Clerk, Fleet & Traffic Outside Services	IWT537	Public Works & Engineering	Roads Maintenance & Operations	\$28.97	\$30.67	\$32.37	\$34.08	\$62,025.60
	Clerk, Capital Works	IWT532	Public Works & Engineering	Capital Works	\$28.97	\$30.67	\$32.37	\$34.08	\$62,025.60
	Clerk, Environmental and Development Eng.	IWT530	Public Works & Engineering	Environment & Development Eng	\$28.97	\$30.67	\$32.37	\$34.08	\$62,025.60
	Clerk, Roads Maintenance Operations & Fleet	IWT536	Public Works & Engineering	Roads Maintenance & Operations	\$28.97	\$30.67	\$32.37	\$34.08	\$62,025.60
	Clerk, Recording Building	IPB218	Planning & Development Services	Building	\$28.97	\$30.67	\$32.37	\$34.08	\$62,025.60
GRADE 10A 531-560	Clerk, Cemetery	ICS326	Public Works & Engineering	Parks Maintenance & Forestry	\$28.97	\$30.67	\$32.37	\$34.08	\$70,886.40
	Data Entry Clerk, Parks	ICS064	Public Works & Engineering	Parks Maintenance & Forestry	\$28.97	\$30.67	\$32.37	\$34.08	\$70,886.40
	Clerk, Fleet & Traffic Outside Services	IWT538	Public Works & Engineering	Roads Maintenance & Operations	\$28.97	\$30.67	\$32.37	\$34.08	\$70,886.40
GRADE 11 561-590	Clerk, Lottery Licensing	ICP449	Office of the CAO	City Clerk	\$29.71	\$31.46	\$33.21	\$34.97	\$63,645.40
	Collector, Property Tax	IFN074	Corporate Services	Finance	\$29.71	\$31.46	\$33.21	\$34.97	\$63,645.40
	Coordinator, Legislative	IMS251	Office of the CAO	City Clerk	\$29.71	\$31.46	\$33.21	\$34.97	\$63,645.40
GRADE 11A 561-590	Senior Business Clerk, Parks	ICS159	Public Works & Engineering	Parks Maintenance & Forestry	\$29.71	\$31.46	\$33.21	\$34.97	\$72,737.60
	Clerk, Training & Admin	IWT418	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$29.71	\$31.46	\$33.21	\$34.97	\$72,737.60
GRADE 12 591-620	Court & Client Representative	IMS495	Office of the CAO	City Clerk	\$30.50	\$32.30	\$34.09	\$35.87	\$65,283.40
GRADE 13 621-650	Bilingual Court & Client Representative	IMS496	Office of the CAO	City Clerk	\$31.26	\$33.09	\$34.95	\$36.78	\$66,939.60
GRADE 14 651-680					\$32.03	\$33.93	\$35.80	\$37.69	\$68,595.80

Note: Annualized salary is for information purposes only.*

73
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2021 to March 31, 2022				
					First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
GRADE 1 351-380					\$22.48	\$23.79	\$25.11	\$26.45	\$48,139.00
GRADE 2 291-320					\$23.27	\$24.62	\$25.99	\$27.37	\$49,813.40
GRADE 3 321-350					\$24.03	\$25.45	\$26.88	\$28.26	\$51,433.20
GRADE 3A 321-350	Clerk I, Parks	ICS244	Public Works & Engineering	Parks Maintenance & Forestry	\$24.03	\$25.45	\$26.88	\$28.26	\$58,780.80
GRADE 4 351-380	Clerk, Finance	IFN469	Corporate Services	Finance	\$24.83	\$26.32	\$27.74	\$29.19	\$53,125.80
GRADE 5 381-410	Clerk, Building Design & Construction	IMS231	Community Services	Building Design & Construction	\$25.60	\$27.12	\$28.63	\$30.14	\$54,854.80
	Clerk, Contract & Special Servs	IMS320	Community Services	Facilities Operations & Maintenance	\$25.60	\$27.12	\$28.63	\$30.14	\$54,854.80
	Clerk, Emergency Measures	IMS396	Fire & Emergency Services	Fire & Emergency Services	\$25.60	\$27.12	\$28.63	\$30.14	\$54,854.80
	Clerk, Inventory	ICS404	Community Services	Recreation	\$25.60	\$27.12	\$28.63	\$30.14	\$54,854.80
	Clerk, Records & Document	IPB325	Office of the CAO	City Clerk	\$25.60	\$27.12	\$28.63	\$30.14	\$54,854.80
	Clerk, Records Admin	ICS226	Office of the CAO	City Clerk	\$25.60	\$27.12	\$28.63	\$30.14	\$54,854.80
GRADE 6 411-440	Clerk, Access & Inclusion	IMS450	Office of the CAO	City Clerk	\$26.41	\$27.96	\$29.51	\$31.03	\$56,474.60
	Clerk, Assets	IMS255	Community Services	Facilities Operations & Maintenance	\$26.41	\$27.96	\$29.51	\$31.03	\$56,474.60
	Clerk, Development Services	IPB285	Public Works & Engineering	Environment & Development Eng	\$26.41	\$27.96	\$29.51	\$31.03	\$56,474.60
	Clerk, Recreation	ICS068	Community Services	Recreation	\$26.41	\$27.96	\$29.51	\$31.03	\$56,474.60
	Senior Secretary	ICS072	Economic Development & Culture	Cultural Services	\$26.41	\$27.96	\$29.51	\$31.03	\$56,474.60
GRADE 7 441-470	Assistant, Legislative	IMS426	Office of the CAO	City Clerk	\$27.17	\$28.77	\$30.36	\$31.97	\$58,185.40
	Clerk, Admin & Vital Stats	IMS188	Office of the CAO	City Clerk	\$27.17	\$28.77	\$30.36	\$31.97	\$58,185.40
	Clerk, Business Services	IPB099	Planning & Development Services	Development Services	\$27.17	\$28.77	\$30.36	\$31.97	\$58,185.40
	Clerk, Rental Unit	ICS463	Community Services	Recreation	\$27.17	\$28.77	\$30.36	\$31.97	\$58,185.40
	Clerk, Theatre Box Office	ICS003	Economic Development & Culture	Cultural Services	\$27.17	\$28.77	\$30.36	\$31.97	\$58,185.40
	Courier	IMS021	Community Services	Facilities Operations & Maintenance	\$27.17	\$28.77	\$30.36	\$31.97	\$58,185.40
	Sr. Clerk, Business Services	IBD232	Community Services	Service Brampton	\$27.17	\$28.77	\$30.36	\$31.97	\$58,185.40
GRADE 8 471-500	Venue Clerk, Performing Arts	ICS498	Economic Development & Culture	Economic Development	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Archivist, Digital	IMS302	Office of the CAO	City Clerk	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk I, Accounts Payable	IFN046	Corporate Services	Finance	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk I, Tax	IFN073	Corporate Services	Finance	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk, Accounts Receivable & Collection	IFN013	Corporate Services	Finance	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk, Admin Legal Collections	IFN316	Corporate Services	Finance	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk, Enforcement	ICP160	Corporate Services	Enforcement & Bylaw Services	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk, Event Permit & App	IBD466	Economic Development & Culture	Cultural Services	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk, Facility - Property	IMS347	Community Services	Facilities Operations & Maintenance	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk, Licensing Admin	IMS286	Office of the CAO	City Clerk	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk, Sport Brampton	ICS467	Community Services	Recreation	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Clerk, Theatre	ICS410	Economic Development & Culture	Cultural Services	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Digital Print Operator	IFN458	Corporate Services	Digital Innovation and Information Technology	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Marriage Officiant	IFN545	Office of the CAO	City Clerk	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
	Specialist, Time & Labour	IWT120	Corporate Services	Finance	\$27.97	\$29.62	\$31.26	\$32.91	\$59,896.20
GRADE 8A 471-500	Clerk, Animal Services	ICS443	Community Services	Animal Services	\$27.97	\$29.62	\$31.26	\$32.91	\$68,452.80
GRADE 9	Clerk, Bldg Admin	IPB486	Planning & Development Services	Building	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20

74
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2021 to March 31, 2022				
					First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
501-530	Administrator, Payroll	IFN438	Corporate Services	Finance	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Associate, Customer Service	IMS383	Community Services	Service Brampton	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Associate, Payroll & Pension	IFN479	Corporate Services	Finance	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Cashier I	IFN071	Community Services	Service Brampton	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Clerk I, Revenue Services	IFN076	Corporate Services	Finance	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Clerk, Assessment	IFN228	Corporate Services	Finance	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Clerk, POA Collection	IFN294	Corporate Services	Finance	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Clerk, Facility	ICS088	Community Services	Recreation	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Clerk, Info Mgmt	IMS227	Office of the CAO	City Clerk	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Clerk, Permit Application	IPB062	Planning & Development Services	Building	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Licence Inspector	ICP141	Corporate Services	Enforcement & Bylaw Services	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Purchasing Administrative Assistant	IFN459	Corporate Services	Purchasing	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Senior Bookkeeper, Comm Serv	ICS091	Community Services	Recreation	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
	Senior Clerk, Accounts Payable	IFN036	Corporate Services	Finance	\$28.75	\$30.41	\$32.13	\$33.81	\$61,534.20
Grade 9A 501-530	Clerk II, Maint & Ops	IWT456	Public Works & Engineering	Roads Maintenance & Operations	\$28.75	\$30.41	\$32.13	\$33.81	\$70,324.80
GRADE 10 531-560	Clerk, Addressing & Records	IPB022	Planning & Development Services	Building	\$29.55	\$31.28	\$33.02	\$34.76	\$63,263.20
	Clerk, Development Finance	IFN451	Corporate Services	Finance	\$29.55	\$31.28	\$33.02	\$34.76	\$63,263.20
	Vehicle Inspection Officer	IWT505	Corporate Services	Licensing	\$29.55	\$31.28	\$33.02	\$34.76	\$63,263.20
	Clerk, Fleet & Traffic Outside Services	IWT537	Public Works & Engineering	Roads Maintenance & Operations	\$29.55	\$31.28	\$33.02	\$34.76	\$63,263.20
	Clerk, Capital Works	IWT532	Public Works & Engineering	Capital Works	\$29.55	\$31.28	\$33.02	\$34.76	\$63,263.20
	Clerk, Environmental and Development Eng.	IWT530	Public Works & Engineering	Environment & Development Eng	\$29.55	\$31.28	\$33.02	\$34.76	\$63,263.20
	Clerk, Roads Maintenance Operations & Fleet	IWT536	Public Works & Engineering	Roads Maintenance & Operations	\$29.55	\$31.28	\$33.02	\$34.76	\$63,263.20
	Clerk, Recording Building	IPB218	Planning & Development Services	Building	\$29.55	\$31.28	\$33.02	\$34.76	\$63,263.20
GRADE 10A 531-560	Clerk, Cemetery	ICS326	Public Works & Engineering	Parks Maintenance & Forestry	\$29.55	\$31.28	\$33.02	\$34.76	\$72,300.80
	Data Entry Clerk, Parks	ICS064	Public Works & Engineering	Parks Maintenance & Forestry	\$29.55	\$31.28	\$33.02	\$34.76	\$72,300.80
	Clerk, Fleet & Traffic Outside Services	IWT538	Public Works & Engineering	Roads Maintenance & Operations	\$29.55	\$31.28	\$33.02	\$34.76	\$72,300.80
GRADE 11 561-590	Clerk, Lottery Licensing	ICP449	Office of the CAO	City Clerk	\$30.30	\$32.09	\$33.87	\$35.67	\$64,919.40
	Collector, Property Tax	IFN074	Corporate Services	Finance	\$30.30	\$32.09	\$33.87	\$35.67	\$64,919.40
	Coordinator, Legislative	IMS251	Office of the CAO	City Clerk	\$30.30	\$32.09	\$33.87	\$35.67	\$64,919.40
GRADE 11A 561-590	Senior Business Clerk, Parks	ICS159	Public Works & Engineering	Parks Maintenance & Forestry	\$30.30	\$32.09	\$33.87	\$35.67	\$74,193.60
	Clerk, Training & Admin	IWT418	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.30	\$32.09	\$33.87	\$35.67	\$74,193.60
GRADE 12 591-620	Court & Client Representative	IMS495	Office of the CAO	City Clerk	\$31.11	\$32.95	\$34.77	\$36.59	\$66,593.80
GRADE 13 621-650	Bilingual Court & Client Representative	IMS496	Office of the CAO	City Clerk	\$31.89	\$33.75	\$35.65	\$37.52	\$68,286.40
GRADE 14 651-680					\$32.67	\$34.61	\$36.52	\$38.44	\$69,960.80

Note: Annualized salary is for information purposes only.*

75
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2022 to March 31, 2023				
					First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
GRADE 1 351-380					\$22.93	\$24.27	\$25.61	\$26.98	\$49,103.60
GRADE 2 291-320					\$23.74	\$25.11	\$26.51	\$27.92	\$50,814.40
GRADE 3 321-350					\$24.51	\$25.96	\$27.42	\$28.83	\$52,470.60
GRADE 3A 321-350	Clerk I, Parks	ICS244	Public Works & Engineering	Parks Maintenance & Forestry	\$24.51	\$25.96	\$27.42	\$28.83	\$59,966.40
GRADE 4 351-380	Clerk, Finance	IFN469	Corporate Services	Finance	\$25.33	\$26.85	\$28.29	\$29.77	\$54,181.40
GRADE 5 381-410	Clerk, Building Design & Construction	IMS231	Community Services	Building Design & Construction	\$26.11	\$27.66	\$29.20	\$30.74	\$55,946.80
	Clerk, Contract & Special Servs	IMS320	Community Services	Facilities Operations & Maintenance	\$26.11	\$27.66	\$29.20	\$30.74	\$55,946.80
	Clerk, Emergency Measures	IMS396	Fire & Emergency Services	Fire & Emergency Services	\$26.11	\$27.66	\$29.20	\$30.74	\$55,946.80
	Clerk, Inventory	ICS404	Community Services	Recreation	\$26.11	\$27.66	\$29.20	\$30.74	\$55,946.80
	Clerk, Records & Document	IPB325	Office of the CAO	City Clerk	\$26.11	\$27.66	\$29.20	\$30.74	\$55,946.80
	Clerk, Records Admin	ICS226	Office of the CAO	City Clerk	\$26.11	\$27.66	\$29.20	\$30.74	\$55,946.80
GRADE 6 411-440	Clerk, Access & Inclusion	IMS450	Office of the CAO	City Clerk	\$26.94	\$28.52	\$30.10	\$31.65	\$57,603.00
	Clerk, Assets	IMS255	Community Services	Facilities Operations & Maintenance	\$26.94	\$28.52	\$30.10	\$31.65	\$57,603.00
	Clerk, Development Services	IPB285	Public Works & Engineering	Environment & Development Eng	\$26.94	\$28.52	\$30.10	\$31.65	\$57,603.00
	Clerk, Recreation	ICS068	Community Services	Recreation	\$26.94	\$28.52	\$30.10	\$31.65	\$57,603.00
	Senior Secretary	ICS072	Economic Development & Culture	Cultural Services	\$26.94	\$28.52	\$30.10	\$31.65	\$57,603.00
GRADE 7 441-470	Assistant, Legislative	IMS426	Office of the CAO	City Clerk	\$27.71	\$29.35	\$30.97	\$32.61	\$59,350.20
	Clerk, Admin & Vital Stats	IMS188	Office of the CAO	City Clerk	\$27.71	\$29.35	\$30.97	\$32.61	\$59,350.20
	Clerk, Business Services	IPB099	Planning & Development Services	Development Services	\$27.71	\$29.35	\$30.97	\$32.61	\$59,350.20
	Clerk, Rental Unit	ICS463	Community Services	Recreation	\$27.71	\$29.35	\$30.97	\$32.61	\$59,350.20
	Clerk, Theatre Box Office	ICS003	Economic Development & Culture	Cultural Services	\$27.71	\$29.35	\$30.97	\$32.61	\$59,350.20
	Courier	IMS021	Community Services	Facilities Operations & Maintenance	\$27.71	\$29.35	\$30.97	\$32.61	\$59,350.20
	Sr. Clerk, Business Services	IBD232	Community Services	Service Brampton	\$27.71	\$29.35	\$30.97	\$32.61	\$59,350.20
GRADE 8 471-500	Venue Clerk, Performing Arts	ICS498	Economic Development & Culture	Economic Development	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Archivist, Digital	IMS302	Office of the CAO	City Clerk	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk I, Accounts Payable	IFN046	Corporate Services	Finance	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk I, Tax	IFN073	Corporate Services	Finance	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk, Accounts Receivable & Collection	IFN013	Corporate Services	Finance	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk, Admin Legal Collections	IFN316	Corporate Services	Finance	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk, Enforcement	ICP160	Corporate Services	Enforcement & Bylaw Services	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk, Event Permit & App	IBD466	Economic Development & Culture	Cultural Services	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk, Facility - Property	IMS347	Community Services	Facilities Operations & Maintenance	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk, Licensing Admin	IMS286	Office of the CAO	City Clerk	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk, Sport Brampton	ICS467	Community Services	Recreation	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Clerk, Theatre	ICS410	Economic Development & Culture	Cultural Services	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Digital Print Operator	IFN458	Corporate Services	Digital Innovation and Information Technology	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Marriage Officiant	IFN545	Office of the CAO	City Clerk	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	Specialist, Time & Labour	IWT120	Corporate Services	Finance	\$28.53	\$30.21	\$31.89	\$33.57	\$61,097.40
	GRADE 8A 471-500	Clerk, Animal Services	ICS443	Community Services	Animal Services	\$28.53	\$30.21	\$31.89	\$33.57
GRADE 9	Clerk, Bldg Admin	IPB486	Planning & Development Services	Building	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80

76
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2022 to March 31, 2023				
					First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
501-530	Administrator, Payroll	IFN438	Corporate Services	Finance	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Associate, Customer Service	IMS383	Community Services	Service Brampton	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Associate, Payroll & Pension	IFN479	Corporate Services	Finance	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Cashier I	IFN071	Community Services	Service Brampton	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Clerk I, Revenue Services	IFN076	Corporate Services	Finance	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Clerk, Assessment	IFN228	Corporate Services	Finance	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Clerk, POA Collection	IFN294	Corporate Services	Finance	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Clerk, Facility	ICS088	Community Services	Recreation	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Clerk, Info Mgmt	IMS227	Office of the CAO	City Clerk	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Clerk, Permit Application	IPB062	Planning & Development Services	Building	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Licence Inspector	ICP141	Corporate Services	Enforcement & Bylaw Services	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Purchasing Administrative Assistant	IFN459	Corporate Services	Purchasing	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Senior Bookkeeper, Comm Serv	ICS091	Community Services	Recreation	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
	Senior Clerk, Accounts Payable	IFN036	Corporate Services	Finance	\$29.33	\$31.02	\$32.77	\$34.49	\$62,771.80
Grade 9A 501-530	Clerk II, Maint & Ops	IWT456	Public Works & Engineering	Roads Maintenance & Operations	\$29.33	\$31.02	\$32.77	\$34.49	\$71,739.20
GRADE 10 531-560	Clerk, Addressing & Records	IPB022	Planning & Development Services	Building	\$30.14	\$31.91	\$33.68	\$35.46	\$64,537.20
	Clerk, Development Finance	IFN451	Corporate Services	Finance	\$30.14	\$31.91	\$33.68	\$35.46	\$64,537.20
	Vehicle Inspection Officer	IWT505	Corporate Services	Licensing	\$30.14	\$31.91	\$33.68	\$35.46	\$64,537.20
	Clerk, Fleet & Traffic Outside Services	IWT537	Public Works & Engineering	Roads Maintenance & Operations	\$30.14	\$31.91	\$33.68	\$35.46	\$64,537.20
	Clerk, Capital Works	IWT532	Public Works & Engineering	Capital Works	\$30.14	\$31.91	\$33.68	\$35.46	\$64,537.20
	Clerk, Environmental and Development Eng.	IWT530	Public Works & Engineering	Environment & Development Eng	\$30.14	\$31.91	\$33.68	\$35.46	\$64,537.20
	Clerk, Roads Maintenance Operations & Fleet	IWT536	Public Works & Engineering	Roads Maintenance & Operations	\$30.14	\$31.91	\$33.68	\$35.46	\$64,537.20
	Clerk, Recording Building	IPB218	Planning & Development Services	Building	\$30.14	\$31.91	\$33.68	\$35.46	\$64,537.20
GRADE 10A 531-560	Clerk, Cemetery	ICS326	Public Works & Engineering	Parks Maintenance & Forestry	\$30.14	\$31.91	\$33.68	\$35.46	\$73,756.80
	Data Entry Clerk, Parks	ICS064	Public Works & Engineering	Parks Maintenance & Forestry	\$30.14	\$31.91	\$33.68	\$35.46	\$73,756.80
	Clerk, Fleet & Traffic Outside Services	IWT538	Public Works & Engineering	Roads Maintenance & Operations	\$30.14	\$31.91	\$33.68	\$35.46	\$73,756.80
GRADE 11 561-590	Clerk, Lottery Licensing	ICP449	Office of the CAO	City Clerk	\$30.91	\$32.73	\$34.55	\$36.38	\$66,211.60
	Collector, Property Tax	IFN074	Corporate Services	Finance	\$30.91	\$32.73	\$34.55	\$36.38	\$66,211.60
	Coordinator, Legislative	IMS251	Office of the CAO	City Clerk	\$30.91	\$32.73	\$34.55	\$36.38	\$66,211.60
GRADE 11A 561-590	Senior Business Clerk, Parks	ICS159	Public Works & Engineering	Parks Maintenance & Forestry	\$30.91	\$32.73	\$34.55	\$36.38	\$75,670.40
	Clerk, Training & Admin	IWT418	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$30.91	\$32.73	\$34.55	\$36.38	\$75,670.40
GRADE 12 591-620	Court & Client Representative	IMS495	Office of the CAO	City Clerk	\$31.73	\$33.61	\$35.47	\$37.32	\$67,922.40
GRADE 13 621-650	Bilingual Court & Client Representative	IMS496	Office of the CAO	City Clerk	\$32.53	\$34.43	\$36.36	\$38.27	\$69,651.40
GRADE 14 651-680					\$33.32	\$35.30	\$37.25	\$39.21	\$71,362.20

Note: Annualized salary is for information purposes only.*

77
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	April 1, 2023 to March 31, 2024				
					First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*
GRADE 1 351-380					\$23.39	\$24.76	\$26.12	\$27.52	\$50,086.40
GRADE 2 291-320					\$24.21	\$25.61	\$27.04	\$28.48	\$51,833.60
GRADE 3 321-350					\$25.00	\$26.48	\$27.97	\$29.41	\$53,526.20
GRADE 3A 321-350	Clerk I, Parks	ICS244	Public Works & Engineering	Parks Maintenance & Forestry	\$25.00	\$26.48	\$27.97	\$29.41	\$61,172.80
GRADE 4 351-380	Clerk, Finance	IFN469	Corporate Services	Finance	\$25.84	\$27.39	\$28.86	\$30.37	\$55,273.40
GRADE 5 381-410	Clerk, Building Design & Construction	IMS231	Community Services	Building Design & Construction	\$26.63	\$28.21	\$29.78	\$31.35	\$57,057.00
	Clerk, Contract & Special Servs	IMS320	Community Services	Facilities Operations & Maintenance	\$26.63	\$28.21	\$29.78	\$31.35	\$57,057.00
	Clerk, Emergency Measures	IMS396	Fire & Emergency Services	Fire & Emergency Services	\$26.63	\$28.21	\$29.78	\$31.35	\$57,057.00
	Clerk, Inventory	ICS404	Community Services	Recreation	\$26.63	\$28.21	\$29.78	\$31.35	\$57,057.00
	Clerk, Records & Document	IPB325	Office of the CAO	City Clerk	\$26.63	\$28.21	\$29.78	\$31.35	\$57,057.00
	Clerk, Records Admin	ICS226	Office of the CAO	City Clerk	\$26.63	\$28.21	\$29.78	\$31.35	\$57,057.00
GRADE 6 411-440	Clerk, Access & Inclusion	IMS450	Office of the CAO	City Clerk	\$27.48	\$29.09	\$30.70	\$32.28	\$58,749.60
	Clerk, Assets	IMS255	Community Services	Facilities Operations & Maintenance	\$27.48	\$29.09	\$30.70	\$32.28	\$58,749.60
	Clerk, Development Services	IPB285	Public Works & Engineering	Environment & Development Eng	\$27.48	\$29.09	\$30.70	\$32.28	\$58,749.60
	Clerk, Recreation	ICS068	Community Services	Recreation	\$27.48	\$29.09	\$30.70	\$32.28	\$58,749.60
	Senior Secretary	ICS072	Economic Development & Culture	Cultural Services	\$27.48	\$29.09	\$30.70	\$32.28	\$58,749.60
GRADE 7 441-470	Assistant, Legislative	IMS426	Office of the CAO	City Clerk	\$28.26	\$29.94	\$31.59	\$33.26	\$60,533.20
	Clerk, Admin & Vital Stats	IMS188	Office of the CAO	City Clerk	\$28.26	\$29.94	\$31.59	\$33.26	\$60,533.20
	Clerk, Business Services	IPB099	Planning & Development Services	Development Services	\$28.26	\$29.94	\$31.59	\$33.26	\$60,533.20
	Clerk, Rental Unit	ICS463	Community Services	Recreation	\$28.26	\$29.94	\$31.59	\$33.26	\$60,533.20
	Clerk, Theatre Box Office	ICS003	Economic Development & Culture	Cultural Services	\$28.26	\$29.94	\$31.59	\$33.26	\$60,533.20
	Courier	IMS021	Community Services	Facilities Operations & Maintenance	\$28.26	\$29.94	\$31.59	\$33.26	\$60,533.20
	Sr. Clerk, Business Services	IBD232	Community Services	Service Brampton	\$28.26	\$29.94	\$31.59	\$33.26	\$60,533.20
GRADE 8 471-500	Venue Clerk, Performing Arts	ICS498	Economic Development & Culture	Economic Development	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Archivist, Digital	IMS302	Office of the CAO	City Clerk	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk I, Accounts Payable	IFN046	Corporate Services	Finance	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk I, Tax	IFN073	Corporate Services	Finance	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk, Accounts Receivable & Collection	IFN013	Corporate Services	Finance	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk, Admin Legal Collections	IFN316	Corporate Services	Finance	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk, Enforcement	ICP160	Corporate Services	Enforcement & Bylaw Services	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk, Event Permit & App	IBD466	Economic Development & Culture	Cultural Services	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk, Facility - Property	IMS347	Community Services	Facilities Operations & Maintenance	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk, Licensing Admin	IMS286	Office of the CAO	City Clerk	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk, Sport Brampton	ICS467	Community Services	Recreation	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Clerk, Theatre	ICS410	Economic Development & Culture	Cultural Services	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Digital Print Operator	IFN458	Corporate Services	Digital Innovation and Information Technology	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Marriage Officiant	IFN545	Office of the CAO	City Clerk	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	Specialist, Time & Labour	IWT120	Corporate Services	Finance	\$29.10	\$30.81	\$32.53	\$34.24	\$62,316.80
	GRADE 8A 471-500	Clerk, Animal Services	ICS443	Community Services	Animal Services	\$29.10	\$30.81	\$32.53	\$34.24
GRADE 9	Clerk, Bldg Admin	IPB486	Planning & Development Services	Building	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60

78
SCHEDULE "2A"
OFFICE UNIT CUPE LOCAL #831

					April 1, 2023 to March 31, 2024					
GRADE / POINTS	TITLE	JOB CODE	DEPARTMENT	DIVISION	First 6 Months	Second 6 Months	Third 6 Months	Job Rate	Hourly Rate Annualized*	
501-530	Administrator, Payroll	IFN438	Corporate Services	Finance	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Associate, Customer Service	IMS383	Community Services	Service Brampton	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Associate, Payroll & Pension	IFN479	Corporate Services	Finance	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Cashier I	IFN071	Community Services	Service Brampton	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Clerk I, Revenue Services	IFN076	Corporate Services	Finance	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Clerk, Assessment	IFN228	Corporate Services	Finance	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Clerk, POA Collection	IFN294	Corporate Services	Finance	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Clerk, Facility	ICS088	Community Services	Recreation	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Clerk, Info Mgmt	IMS227	Office of the CAO	City Clerk	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Clerk, Permit Application	IPB062	Planning & Development Services	Building	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Licence Inspector	ICP141	Corporate Services	Enforcement & Bylaw Services	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Purchasing Administrative Assistant	IFN459	Corporate Services	Purchasing	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Senior Bookkeeper, Comm Serv	ICS091	Community Services	Recreation	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Senior Clerk, Accounts Payable	IFN036	Corporate Services	Finance	\$29.92	\$31.64	\$33.43	\$35.18	\$64,027.60	
	Grade 9A 501-530	Clerk II, Maint & Ops	IWT456	Public Works & Engineering	Roads Maintenance & Operations	\$29.92	\$31.64	\$33.43	\$35.18	\$73,174.40
	GRADE 10 531-560	Clerk, Addressing & Records	IPB022	Planning & Development Services	Building	\$30.74	\$32.55	\$34.35	\$36.17	\$65,829.40
Clerk, Development Finance		IFN451	Corporate Services	Finance	\$30.74	\$32.55	\$34.35	\$36.17	\$65,829.40	
Vehicle Inspection Officer		IWT505	Corporate Services	Licensing	\$30.74	\$32.55	\$34.35	\$36.17	\$65,829.40	
Clerk, Fleet & Traffic Outside Services		IWT537	Public Works & Engineering	Roads Maintenance & Operations	\$30.74	\$32.55	\$34.35	\$36.17	\$65,829.40	
Clerk, Capital Works		IWT532	Public Works & Engineering	Capital Works	\$30.74	\$32.55	\$34.35	\$36.17	\$65,829.40	
Clerk, Environmental and Development Eng.		IWT530	Public Works & Engineering	Environment & Development Eng	\$30.74	\$32.55	\$34.35	\$36.17	\$65,829.40	
Clerk, Roads Maintenance Operations & Fleet		IWT536	Public Works & Engineering	Roads Maintenance & Operations	\$30.74	\$32.55	\$34.35	\$36.17	\$65,829.40	
Clerk, Recording Building		IPB218	Planning & Development Services	Building	\$30.74	\$32.55	\$34.35	\$36.17	\$65,829.40	
GRADE 10A 531-560	Clerk, Cemetery	ICS326	Public Works & Engineering	Parks Maintenance & Forestry	\$30.74	\$32.55	\$34.35	\$36.17	\$75,233.60	
	Data Entry Clerk, Parks	ICS064	Public Works & Engineering	Parks Maintenance & Forestry	\$30.74	\$32.55	\$34.35	\$36.17	\$75,233.60	
	Clerk, Fleet & Traffic Outside Services	IWT538	Public Works & Engineering	Roads Maintenance & Operations	\$30.74	\$32.55	\$34.35	\$36.17	\$75,233.60	
GRADE 11 561-590	Clerk, Lottery Licensing	ICP449	Office of the CAO	City Clerk	\$31.53	\$33.38	\$35.24	\$37.11	\$67,540.20	
	Collector, Property Tax	IFN074	Corporate Services	Finance	\$31.53	\$33.38	\$35.24	\$37.11	\$67,540.20	
	Coordinator, Legislative	IMS251	Office of the CAO	City Clerk	\$31.53	\$33.38	\$35.24	\$37.11	\$67,540.20	
GRADE 11A 561-590	Senior Business Clerk, Parks	ICS159	Public Works & Engineering	Parks Maintenance & Forestry	\$31.53	\$33.38	\$35.24	\$37.11	\$77,188.80	
	Clerk, Training & Admin	IWT418	Public Works & Engineering	Roads Mtn- Operations & Fleet	\$31.53	\$33.38	\$35.24	\$37.11	\$77,188.80	
GRADE 12 591-620	Court & Client Representative	IMS495	Office of the CAO	City Clerk	\$32.36	\$34.28	\$36.18	\$38.07	\$69,287.40	
GRADE 13 621-650	Bilingual Court & Client Representative	IMS496	Office of the CAO	City Clerk	\$33.18	\$35.12	\$37.09	\$39.04	\$71,052.80	
GRADE 14 651-680					\$33.99	\$36.01	\$38.00	\$39.99	\$72,781.80	

Note: Annualized salary is for information purposes

**SCHEDULE "2B"
RED CIRCLED POSITIONS
OFFICE UNIT CUPE LOCAL #831**

April 1, 2019 to March 31, 2020

					April 1, 2019 to March 31, 2020 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

April 1, 2020 to March 31, 2021

					April 1, 2020 to March 31, 2021 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

April 1, 2021 to March 31, 2022

					April 1, 2021 to March 31, 2022 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

April 1, 2022 to March 31, 2023

					April 1, 2022 to March 31, 2023 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

April 1, 2023 to March 31, 2024

					April 1, 2023 to March 31, 2024 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
			N/A			

Note: Annualized salary is for information purposed only *

**SCHEDULE "2C"
OUT OF SCHEDULE RATES
OFFICE UNIT CUPE LOCAL #831**

April 1, 2019 to March 31, 2020

					April 1, 2019 to March 31, 2020 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
GRADE 9						
501 - 530	Inspector, License	ICP141		Enforce & By-Law Srvc	\$43.16	\$78,551.20
GRADE 11						
561 - 590	Coordinator, Legislative	IMS251		Council & Admin	\$43.19	\$78,605.80

April 1, 2020 to March 31, 2021

					April 1, 2020 to March 31, 2021 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
GRADE 9						
501 - 530	Inspector, License	ICP141		Enforce & By-Law Srvc	\$44.02	\$80,116.40
GRADE 11						
561 - 590	Coordinator, Legislative	IMS251		Council & Admin	\$44.05	\$80,171.00

April 1, 2021 to March 31, 2022

					April 1, 2021 to March 31, 2022 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
GRADE 9						
501 - 530	Inspector, License	ICP141		Enforce & By-Law Srvc	\$44.90	\$81,718.00
GRADE 11						
561 - 590	Coordinator, Legislative	IMS251		Council & Admin	\$44.93	\$81,772.60

SCHEDULE "2C"
OUT OF SCHEDULE RATES
OFFICE UNIT CUPE LOCAL #831

April 1, 2022 to March 31, 2023

					April 1, 2022 to March 31, 2023 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
GRADE 9						
501 - 530	Inspector, License	ICP141		Enforce & By-Law Srvc	\$45.80	\$83,356.00
GRADE 11						
561 - 590	Coordinator, Legislative	IMS251		Council & Admin	\$45.83	\$83,410.60

April 1, 2023 to March 31, 2024

					April 1, 2023 to March 31, 2024 (2.0%)	
GRADE / POINTS	JOB TITLE	JOB CODE	DEPARTMENT	DIVISION	Hourly	Annualized *
GRADE 9						
501 - 530	Inspector, License	ICP141		Enforce & By-Law Srvc	\$46.72	\$85,030.40
GRADE 11						
561 - 590	Coordinator, Legislative	IMS251		Council & Admin	\$46.75	\$85,085.00

SCHEDULE A

Clothing and Uniforms

Clothing/Uniform Entitlements in Schedule A are subject to the Provisions of Article 29 - Clothing

OUTSIDE UNIT		
Position	First Clothing/Uniform Issuance	Replacement Schedule/Additional Clothing/Uniforms
All unless otherwise indicated below	<i>Initial Allotment.</i>	<i>General Replacement Rule.</i>
Animal Control Officer	Instead of the <i>Initial Allotment</i> , four (4) pairs of pants and four (4) shirts that meet the uniform needs/requirements for their position.	<p><i>General Replacement Rule</i> applies except that the list of clothing to choose from up to <i>Base Value</i> is as follows:</p> <ul style="list-style-type: none"> • Acrylic Toque • Shirt L/S Blue military Style • Shirt S/S Blue military Style • Men's tact pant navy p/c with pockets • Men's tact pant navy p/c no pockets • Military Sweater Acrylic Piltrol • Yukon style hat imitation style fur nylon • Slip-ons • Caps with embroidery • Khaki style shorts • Khaki style pants • Oxford style l/s shirts • "swat" inner belt med • "swat" belt medium • "swat" belt keeper • 100% all leather dress belt • t-shirt • long-sleeve t-shirt • nylon pull on pants • fleece vest • spring jacket

OUTSIDE UNIT		
Position	First Clothing/Uniform Issuance	Replacement Schedule/Additional Clothing/Uniforms
	<p>-----</p> <p><i>Court Uniforms</i></p> <p style="text-align: right;">—————></p>	<p>-----</p> <p>Instead of General Replacement Rule, replaced as deemed necessary by the immediate supervisor.</p>
Kennel Attendants	<p>Instead of the <i>Initial Allotment</i> four (4) pairs of scrubs and four (4) shirts that meet the uniform needs/requirements for their position.</p> <p style="text-align: right;">—————></p>	<p><i>General Replacement Rule</i> applies expect that the list of clothing to choose from up to <i>Base Value</i> is as follows:</p> <ul style="list-style-type: none"> • Navy blue scrubs • Spring jackets • Winter jacket • Full and ¼ zip fleece • Long-sleeved t-shirts • Short-sleeved t-shirts • Baseball Hats • “Tilley” type hats • Sweatshirts • Tank top (for under uniform)
Maintenance employees in the Property Management Section of the Building and Property Management Department who are required to work at corporate special events on a regular basis.	<p><i>Initial Allotment</i></p> <p>-----</p> <p>In additional to initial allotment</p> <p>Golf Shirt complete with embroidering</p> <p>Long Sleeved shirt complete with embroidering</p> <p>Flat front Microfiber Dark coloured Pants</p> <p>Signature dress belt</p> <p>Dress boot/shoe</p> <p>Enhanced Uniform is required to be worn for only those special events</p>	<p>General Replacement Rule</p> <p>-----</p> <p>Enhanced Uniforms are replaced as deemed required.</p>

OUTSIDE UNIT		
Position	First Clothing/Uniform Issuance	Replacement Schedule/Additional Clothing/Uniforms
	which will be pre-scheduled with affected employees.	
Municipal Law Enforcement Officers	<p>Instead of the <i>Initial Allotment</i>:</p> <ul style="list-style-type: none"> 5 wash and wear pants 5 wash and wear shirts 3 ties 1 Three season coat 2 Golf Shirts 1 Duty belt outer 1 Duty belt inner 1 Epaulette 3 Dickies 1 Military Style Sweater <p>All uniforms shall be wash and wear.</p>	In subsequent years, annual clothing allowance of \$370 to be used to purchase clothing/uniforms.
Theatre General Operators	<p>Instead of the <i>Initial Allotment</i> four (4) pairs of pants and four (4) shirts that meet the uniform needs/requirements for their position:</p> <ul style="list-style-type: none"> Black Casual Long Pants – “Denver Hayes” (wrinkle and stain resistant) Black Casual Short Pants – Denver Hayes (wrinkly and stain resistant) Black Long-sleeve collared pullover – style TBD Black Golf Shirt – style TBD 	Up to the value of four (4) shirts and four (4) pairs of pants (from the list to the left).

INSIDE UNIT		
Position	First Clothing/Uniform Issuance	Replacement Schedule/Additional Clothing/Uniforms
All Inside employees required by the Corporation to wear clothing /uniforms except Licencing Inspectors	<p><i>Initial Allotment</i> does not apply</p> <ul style="list-style-type: none"> • One (1) Spring/Fall Jacket 	<i>General Replacement Rule</i> does not apply.
Licencing Inspectors	<p>Instead of the <i>Initial Allotment</i>:</p> <ul style="list-style-type: none"> • 5 wash & wear pants • 5 wash & wear long or short sleeve shirts • 3 ties • 1 Three season coat • 2 Golf shirts • 1 Duty belt outer • 1 Duty belt inner • 1 Epaulette • 3 Dickies • 1 Military style sweater <p>All uniforms shall be wash and wear.</p>	In subsequent years, annual clothing allowance of \$370 to be used to purchase clothing/uniforms.

SCHEDULE 3

Joint Job Evaluation Programme

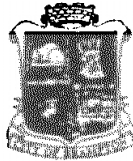
The contents herein are titled Schedule 3(a) "Memorandum of Implementation of A Job Evaluation Programme Between The Corporation Of The City of Brampton and The Canadian Union of Public Employees, and its Local #831 (Outside and Office Unit)" AND Schedule 3(b) "Job Evaluation Manual of Procedures for The Corporation of The City of Brampton and The Canadian Union of Public Employees, and its Local #831, (Outside and Office Unit).

This schedule is supplemental to, and shall be part of, the Collective Agreement currently in effect between the Corporation of The City of Brampton and The Canadian Union of Public Employees, Local #831 (Outside and Office Unit).

Current salary/wage schedules referred to in the Memorandum of Implementation are found in the Collective Agreement between the Corporation of The City of Brampton and The Canadian Union of Public Employees, Local #831 (Outside and Office Unit).

A. Solski, C.A.,
Chief Administrative Officer

Frank A. Kovrig
Director of Human Resources



150 Central Park Drive,
Brampton, Ont. L6T 2T9
(416) 793-4110
Fax: (416) 793-2992

The Corporation Of The City Of Brampton
Administration and Finance Department
Human Resources Division

February 15, 1991

Mr. William McLoughlin,
President, C.U.P.E. Local 831, (Office Unit)
The Corporation of the City of Brampton

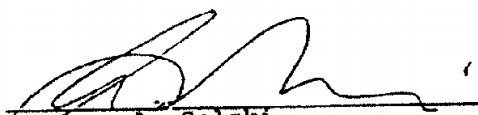
Dear Mr. McLoughlin;

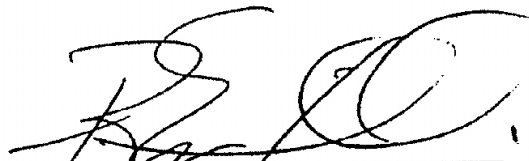
LETTER OF UNDERSTANDING
Re: Job Evaluation System

The parties agree that the documents referred to as:

1. Memorandum of Implementation of A Job Evaluation Programme, between the Corporation of the City of Brampton and the Canadian Union of Public Employees and its Local 831 (Office Unit), and
2. Job Evaluation Manual of Procedures For The Corporation of The City of Brampton and The Canadian Union of Public Employees, and its Local 831 (Office Unit),

will be treated as if they form part of the Collective Agreement.


A. Solski,
Chief Administrative Officer


W. McLoughlin,
President, C.U.P.E. Local 831

SCHEDULE 3(a)**Memorandum of Implementation of a Joint Job Evaluation Programme**

Pursuant to the approval of the Memorandum of Agreement of February 11, 1987, the Negotiating Committees of the parties have negotiated and reached agreement on terms and conditions, as set out in this Memorandum of Implementation, which constitutes settlement of all matters with respect to the implementation and maintenance of a job evaluation programme applying to all jobs coming within CUPE Local #831.

The undersigned representatives of the parties do hereby agree to recommend to their respective principals the complete acceptance of the terms and conditions set out in this Memorandum of Implementation and the attached Manual of Procedures, and the Rating Manual.

The parties herein agree that the job ratings and wage grades established and agreed upon by the parties shall be implemented January 1, 1991 in accordance with the following terms and conditions:

1. The parties have agreed upon a Job Evaluation Manual of Procedures which shall be supplemental to the Letter of Understanding dated February 11, 1987. The Manual of Procedures is established as an aid to the parties to establish and maintain the Job Evaluation Programme, specifically for the purpose of providing and maintaining the basis of an equitable wage structure and the method by which job descriptions and job ratings shall be maintained to meet new and changing conditions and work requirements.
2. The parties have agreed upon a Rating Manual for Job Evaluation and Wage Administration, which shall be supplemental to the Letter of Understanding dated February 11, 1987. The Rating Manual contains basic guides used in analyzing and evaluating the content of a job.
3. The parties agree that this Memorandum of Implementation applies to all jobs performed by employees coming within the Outside and Office Unit and the Professional and Technical Unit of CUPE Local #831, and further agree that except as provided in Section 7(a) of this Manual of Implementation, no basis shall exist for an incumbent employee in the bargaining unit to claim that a wage rate inequity exists.
4. a) Effective from the date of installation, the Salary/Wage Schedules in the Outside and Office Unit and Professional and Technical Unit current Collective Agreements between the parties shall be amended in accordance with the applicable Salary/Wage Schedules appended to this Memorandum of Implementation.

4.
 - b) Such wage grades established for each job and/or group of similar value, as set out in the appended Salary Schedule, shall apply to an incumbent employee during such time as the employee is assigned to perform the duties of the job except in the case where an employee is red-circled.
 - c) For all jobs where the existing wage rates are equal to the new wage grade, as set out in the appended salary schedule, the existing wage rate for such jobs shall be cancelled and replaced by the appropriate equal wage grade.
 - d) For all jobs where the incumbent(s) existing wage rates are higher than the new wage grade, as set out in the appended salary schedule, the existing wage rates for such jobs shall be cancelled and replaced by the appropriate lower wage grade. Incumbents in these jobs as of January 1, 1991 shall be "Red-Circled" and their wage rates shall be administered in accordance with the provisions contained in this Memorandum of Settlement.
 - e) For all jobs where the incumbent(s) existing wage rate(s) are below the new wage grade, as set out in the appended salary schedule, the existing wage rate for such jobs shall be cancelled and replaced by the appropriate higher wage grade. Incumbents in these jobs as of January 1, 1991 shall be "Green-Circled" and their wage rates shall be administered in accordance with the provisions contained in this Memorandum of Settlement.
5. The Corporation shall continue to supply the union with a list of all positions. Such list shall contain the following information:
 - a) Job title and job description.
 - b) Job rating and wage grade resulting from job evaluation.
6.
 - a) Subject to the Matter of Agreement agreed to by the parties, the Joint Job Evaluation Committee described therein shall continue in existence following the installation of the Job Evaluation Programme and until the investigation and determination of the appeals and arbitration proceedings lodged under Section 7 of this Memorandum of Implementation is completed by the Joint Job Evaluation Committee, and the outcome of each finally installed. The union members on the Joint Job Evaluation Committee being on leave of absence from time to time, with pay, shall retain all their rights under the Collective Agreement being retained.

6. b) Following the completion of the Job Evaluation Implementation, including the final disposition of all appeals resulting from installation of the Job Evaluation Programme, the union members of the Joint Job Evaluation Committee shall continue on leave of absence with pay, and with all their rights of the Collective Agreement for such duration of time as is necessary to discharge the unions' responsibility under the Job Evaluation Manual of Procedures.
7. a) Within twenty five working (25) days of the receipt of their job rating and all necessary forms and documents following the ratification of the Job Evaluation Programme, employees who disagree with the rating that has been established for the job in which they are classified, or Department Heads who disagree with a rating that has been established for a job classification may lodge an appeal with the Joint Job Evaluation Committee, requesting a review of the rating of the job. The appeal shall state in writing the reason(s), why the incumbent(s) or Department Head(s) disagree with the rating of the job.
 - b) Each appeal shall be submitted to the Human Resources Division in writing on an official appeal form agreed to by the Joint Job Evaluation Committee. Human Resources shall forward the appeal to the Committee for review and the affected employee(s) or department head(s) shall be notified of such appeal in writing. The appeal reply shall be made in writing on an official appeal decision form agreed to by the Joint Job Evaluation Committee.
 - c) The decision of the Joint Job Evaluation Committee on an appeal shall be communicated to both the incumbents and Department Head(s) in writing.
 - d) The decision of the Joint Job Evaluation Committee, on an appeal, shall be considered final and binding upon the parties and the employee concerned without further recourse.
 - e) The Union shall have made available to it, a Master Rating Sheet, for each unit, which in turn will be made available to persons submitting appeals.
 - f) A position that is appealed (in accordance with 7a)) shall not have its existing wage rate adjusted until the appeal decision has been made by the Joint Job Evaluation Committee. A wage rate adjustment that may result from an appeal shall be made effective January 1, 1991.
8. Any mathematical or clerical errors made in the preparation, the establishment or the application of the job descriptions, job rating wage grades or wage rates which are not otherwise in dispute shall be corrected to conform to the provisions of this Memorandum.

SCHEDULE 3(b)

Manual of Procedures

for

OUTSIDE & OFFICE and PROFESSIONAL & TECHNICAL BARGAINING UNITS

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

ARTICLE 1 - PURPOSE

In accordance with the Matter of Agreement between the parties dated February 15, 1991 on the implementation of a Joint Job Evaluation Programme, this Manual of Procedures is established recognizing the Job Evaluation Programme agreed to and providing an ongoing maintenance program consistent with the original agreement. Specifically for the purpose of providing and maintaining the basis of an equitable wage structure and providing the method by which job descriptions and job ratings shall be maintained to meet changing conditions and work requirements.

ARTICLE 2 - DEFINITIONS

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

Benchmark Job	or "Key Jobs" are a representative selection of job activities chosen from the classifications covered by the Plan. These are used as a basis for comparison and guides for maintaining relativity of rating under the rating manual.
Collective Agreement	The Collective Agreement currently in effect between the Corporation and the union
Employee	An employee of the Corporation in the bargaining unit for which CUPE Local #831 is the recognized bargaining agent as defined in the Collective Agreement.
Factors	The major criteria, i.e. experience, responsibility, working conditions, etc. as set out in the Rating Manual to measure all jobs covered by this Job Evaluation Programme.

Factor Degrees	The actual measurement levels within each factor.
Green Circled	The wage rate an employee is receiving that is lower than the wage rate that has been established for the job in accordance with the Job Evaluation Programme.
Incumbent	An employee who has been appointed or promoted to a job. (An employee is an incumbent in one job only).
Job	A group or range of duties or tasks assigned to and performed by the incumbent(s).
Job Analysis	The process of determining and recording the tasks and duties comprising a job and the required knowledge, responsibility, effort and the working conditions involved in the performance of that job, through the use of questionnaires, observation and study.
Job Description	The official record of the principle tasks and duties of a job.
Job Evaluation	The process of studying and analyzing a job to obtain detailed information about the content of the job, the preparation of a job description and the rating of the job by use of the Rating Manual to determine the relationship of the job to other jobs covered by this Job Evaluation Programme.
Job Rating	The selected degree levels, points, reasons for the rating and the total points established for a job in accordance with the Rating Manual which becomes the official rating for the job.
Joint Job Evaluation Committee	<p>The Joint Committee appointed by the parties to deal with matters relating to the rating of jobs and the designating of appropriate wage grades as governed by this Manual of Procedures and the Rating Manual. The Corporation and the union shall each appoint four representatives to the Joint Job Evaluation Committee. Each party may elect as a representative, a consultant or advisor. The parties may designate one (1) Chief Spokesperson, however, all voting Committee members have the equal right to speak in Committee sessions. Each party shall also appoint one (1) alternate member</p> <p>The Joint Committee will require a quorum of 6 for any meetings, of which at least 3 must be Union representatives.</p>

The Joint Committee shall operate on a majority vote basis, where 6 of 8 members must agree on any factor rating, or procedural motion. Once 6 votes are achieved, consensus on the rating shall be considered to have been achieved.

Any Committee member has the right to Abstain from voting for the following reasons only:

- a) The member is an incumbent of the position under evaluation;
- b) The member believes that **they** may be too close to the position to ensure objectivity in rating;

Any Committee member who wishes to abstain because **they** believe that the position information is insufficient to submit an accurate rating, shall request that further information be obtained (from the incumbent and/or supervisor) to ensure that the rating process is not impeded.

The union members of the Committee and any alternates appointed by the union shall be granted leave of absence with pay and without loss of seniority for periods of time spent working on the Committee as approved by the Director of Human Resources. These members shall continue to have all the rights and privileges of the Collective Agreement including access to the grievance procedure, promotional opportunities and salary increments to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of the job the member held prior to an appointment to the Committee. Such leave of absence shall be of sufficient duration to allow the union to discharge its responsibilities as provided in this Manual.

Out of Schedule Rate A wage rate paid to an employee, for a specific purpose and for a specified period of time, that is in excess of the maximum rate that is determined for the job in accordance with the Job Evaluation Programme.

Points The numerical expression adapted for measurement of each degree within each factor.

Rating	The Rating Manual contains the basic guidelines for analyzing and evaluating the content of a job from the job information questionnaire and job description
Red Circled	The wage rate an employee is receiving that is in excess of the wage rate that has been established for the job in accordance with the Job Evaluation Programme.
Total Points	The sum of all points allotted to each job for all factors as determined in accordance with the Rating Manual.
Wage Grade	The designation in the Wage Rate Schedule for a particular salary level or salary range.
Wage Grade Differential	The difference between the maximum wage rates in the Wage Rate Schedule.
Wage Grade Increments	The wage rate steps for a particular wage grade as set forth in the Wage Rate Schedule.
Wage Rate Schedule	The wage grades and levels as set forth in the Collective Agreement.

ARTICLE 3 - FACTORS OF JOB DESCRIPTION AND RATING

- 3.1 The job description and job information questionnaire serve to record the basis from which the job is rated and, to compare and judge changes in job content which results, from time to time, from new or changed circumstances or requirements of the job.
- 3.2 The job description, job information questionnaire and the contents therein are for the purposes of rating a job and assigning the job into the proper wage grade for application of the Wage Rate Schedule.
- 3.3 A job description reflects the major duties and responsibilities required for proper evaluation and shall not be construed as a detailed description of all the work requirements inherent to the job.

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

1. Education
2. Experience
3. Judgement
4. Consequence of Error
5. Physical Skill and Effort
6. Direction of Others
7. Contacts
8. Working Conditions
9. Safety of Others

3.5 Job ratings serve to:

- a) group jobs having relatively equivalent point values into the same grade,
- b) provide the basis from which to gauge equitable wage rate relationships between the jobs,
- c) form the foundation from which to measure changes in job content,
- d) enable the assignment of jobs into their proper wage grade in the Wage Rate Schedule.

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

- 3.7 In the application of the Rating Manual the following general rules shall apply:
- a) It is the content of the job that is being analyzed, not the individual doing the job.
 - b) Jobs are to be evaluated without regard to existing wage rates.
 - c) Jobs are to be placed in the appropriate level in each factor by considering the specific requirements of each job, the factor definition, the description of each factor level.
 - d) Workload is not a consideration when evaluating a job.
 - e) No interpolation of factor degrees is to be made in the use of this programme.
 - f) The job description and rating of each job shall be relative to, consistent with, and conform to the job descriptions and ratings of all jobs in the bargaining unit.

ARTICLE 4 - MAINTAINING THE JOB DESCRIPTIONS AND RATINGS

- 4.1 It is important that the Corporation maintain accurate job descriptions and job ratings on an ongoing basis. Failure to do so will serve to damage the integrity of the Programme. The Corporation shall maintain accurate job descriptions of all jobs within the union and as new jobs are created and as responsibilities of existing jobs change, with copies forwarded to the Union.
- 4.2 Provisions for maintaining the job descriptions and job ratings and making the necessary adjustments that occur from time to time, as a result of a new or changed conditions, are as follows:
- a) The agreed upon job ratings for the respective job descriptions which are in effect from the effective date the Job Evaluation Programme is implemented, and any that may subsequently be agreed upon in accordance with this manual, shall continue in effect unless:
 - i) The job content is changed by the Corporation
 - ii) The job is deemed redundant by the Corporation

4.2 b) NEW JOB:

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

- i) The Human Resources Division shall prepare a draft job description based on the Job Information Questionnaire, completed by the supervisor, for the new job. This detail shall be submitted to the Committee for evaluation.
- ii) In the event the Joint Committee cannot agree on the rating, a Corporation-set temporary wage rate for the new job shall be made effective until such time as agreement is achieved. The establishment of such temporary wage rate shall not serve to prejudice the Joint Committee in their continued attempts to reach agreement on the appropriate rating for the new job.
- iii) If the agreed upon rating results in a higher wage rate for the new job, retroactive pay shall be paid back to the time the position was filled at the established temporary rate.

c) CHANGED JOB CONTENT - APPEAL PROCESS

Whenever the Corporation changes a job, the Supervisor and employee shall submit a new and/or revised Job Information Questionnaire. Human Resources shall prepare a new draft job description for the job and shall submit this information to the Job Evaluation Committee for evaluation.

When an agreed upon change or accumulation of changes in the content of a job as indicated by a newly prepared job information questionnaire results in a change upwards or downwards in the wage grade of a job:

- i) The existing job description and rating of the job shall be replaced by a new job description (as approved by the incumbent and supervisor) and job rating taking into account the changes in job content and the new job description and job rating shall be deemed to have been established.
 - ii) The new job shall be reassigned to the appropriate wage grade and the reassignment shall become effective from the date that the employee and supervisor sign the Job Information Questionnaire.
- d) If a change in job content results in a lower evaluation and wage grade for a job, the incumbent of such job whose existing wage rate is thus higher than the established wage rate of the changed job shall be identified as being "Red-Circled". "Red-Circled" shall be administered in accordance with the provisions to be set out in the Collective Agreement governing such matters.

- e) If a change in job content results in a higher evaluation and wage grade for a job, the incumbent of such job whose existing wage grade is thus below the established wage rate of the changed job shall be identified as being "Green-Circled".
- f) The Corporation shall notify the union in writing within thirty (30) calendar days of any change in the identification details of a job, i.e. department, job title, wage grade.
- g) If the Corporation decides a job classification is dormant or redundant, the union shall be notified, in writing, within thirty (30) calendar days of such decision. If a job classification is declared redundant, the decision to remove the job classification from the Collective Agreement shall be made during the subsequent negotiation period.
- h) In the event an out-of-schedule rate for a job classification is introduced by the Corporation the union shall be notified and it shall continue in effect until the Corporation decides that the conditions which gave rise to it no longer exists. After 90 calendar days notice, the wage rate for the job classification shall be the evaluated rate. All employees to whom this clause is applicable shall be notified accordingly.

ARTICLE 5 - DESCRIBING AND RATING A JOB

5.1 The procedure for describing a job shall be as follows:

- a) The Human Resources Division shall prepare a job description in accordance with the requirements of this manual from the information provided in the questionnaire supplied to and completed by each incumbent. Where information is not available, the Human Resources Division will determine the means by which such information shall be obtained.
- b) Copies of the draft job description will be forwarded to the incumbent(s) and supervisor for their review and comment. The incumbent and/or supervisor shall indicate concurrence, or suggest changes then return the draft job description and any changes to the Human Resources Division.
- c) The substance of any comments on the draft job description shall be considered, investigated and analyzed and if such comments warrant, a revised job description shall be prepared.

- 5.1 d) The supervisor and incumbent will be given the opportunity of reviewing and commenting, as is necessary, on the revised draft job description. When agreement is reached this job description and the Job Information Questionnaire will be used to evaluate the job by the Joint Committee.
- e) If there is still disagreement by either the incumbent(s) or the supervisor concerning the responsibilities/duties of the job as described in the draft job description, the Joint Committee may interview the incumbent and supervisor. If agreement is still not achieved, the respective Department Head shall make final determination for the disposition of the disagreement, after duly considering the recommendations of the Committee.
- f) Once final determination has been made, the draft job description shall be signed by the incumbent and supervisor and shall be recognized by the parties as the official job description.
- 5.2 The procedure for rating a job shall be as follows:
- a) The Joint Committee shall attempt to reach agreement on the rating of the job based on the procedures outlined on page **84**. If agreement is so reached, the rating of the job shall be confirmed in writing and signed by the Union's and Corporation's representatives on the Joint Committee and shall be recognized by the parties as the official rating for the job.
- b) If the incumbent(s) and/or department head(s) of the job disagree with the job rating, an appeal may be lodged by the incumbent(s) and/or department head(s) with the Joint Committee within twenty-five (25) working days of the receipt of the job rating. Appeal forms and procedures will be provided to the incumbent(s) and/or department head(s) by the Human Resources Division. The appeal shall state, in writing, the reason or reasons why the incumbent(s) and/or department head(s) disagree(s) with the rating of the job. Appeal forms, approved by the Joint Committee will be provided to the incumbents and/or department head(s) by the Human Resources Division. Upon completion of the appeal forms, the incumbent(s) and/or department head(s) shall return the appeal form to Human Resources for submission to the Joint Committee. Human Resources shall forward the appeal to the Committee for review and the affected employee(s) or department head(s) shall be notified of such appeal in writing.
- c) The Joint Committee shall consider the appeal and inform the incumbent(s) and/or department head(s) of their decision on the appeal. Such appeal decision shall be made in writing on the official appeal decision form. Such decision shall be considered final and binding upon the parties and the employee(s) affected.

- 5.3 In the event the Committee is unable to agree upon the rating for a job, the following procedure shall apply:
- a) The Corporation shall apply a temporary rating for the job
 - b) The Corporation shall provide the union with a copy of the job description and such temporary rating.
 - c) The union within thirty (30) calendar days following receipt of the copy of the job description and such temporary rating, may lodge a grievance with the Corporation at the 3rd step of the Grievance Procedure in the Collective Agreement. Such grievance shall state the Union's particular reasons for disagreeing with the temporary rating of the job and state, what, in the Union's opinion, is the correct rating and rating level, the particular reason for such rating and the numerical point values of any disputed factors.
 - d) In the event the parties do not resolve the matter in dispute at the 3rd step of the Grievance Procedure, the union may submit the matter to arbitration in accordance with the provisions of the Grievance Procedure in the Collective Agreement.
 - e) All relevant job evaluation documentation shall be available for presentation as evidence at the arbitration hearing.

ARTICLE 6 - APPLYING THE JOB EVALUATION AND RATING

- 6.1 The job descriptions and ratings determined in accordance with this Manual(s) of Procedures, the Rating Manual(s) and such Manual(s) as may be developed and agreed to by the parties will determine the assignment of each job covered by this Programme to appropriate wage grades according to provisions to be set out in the Collective Agreement governing such matters.

The current Collective Agreement establishes the wage schedule for the wage grades and sets forth the necessary provisions to enable application of the wage schedule to each job and the appropriate wage rate to each employee in the bargaining unit.

**SCHEDULE 4 - APPRENTICESHIP PROGRAM FOR
MOTOR VEHICLE MECHANIC "A"**

- a) The Corporation may hire an employee in an apprenticeship program for Motor Vehicle Mechanics "A". Such employee must satisfy the conditions as outline in the Apprenticeships and Tradesmen's Qualification Act, as amended from time to time, as administered by the Ontario Ministry of Skills Development. The Corporation requires that applicants for apprenticeship contracts must have a Grade 12 graduation certificate with passing marks and a solid foundation in Mathematics, English and Sciences. A background in Transportation Technology, mechanical aptitude and experience will be regarded as an asset. The applicants shall supply transcripts of actual school marks and other information required.
- b) Apprentices will be covered by the terms of this collective agreement except as modified in this Schedule 4.
- c) In the event an apprentice fails to maintain an average of sixty-five (65 %) percent or greater throughout their periods in trade school and while they fill the position of Apprentice Mechanic with the City, the Corporation has the right to terminate the employee. The apprentice shall not have the right to grieve or arbitrate their termination in these circumstances.
- d) In the event that an existing member of the Bargaining Unit has been the successful applicant for an apprenticeship vacancy, and **they** fail to progress to the next period in the program, the Corporation shall allow the employee to bid for the next available bargaining unit vacancy for which **they qualify** via the job posting process. Said reinstatement shall be made without loss of seniority or benefits.
- e) The rate of wages to be paid the apprentice (s) shall be as follows:
- i) 1st period of apprenticeship - 65% of the journeymen mechanic's rate
 - ii) 2nd period of apprenticeship - 70% of the journeymen mechanic's rate
 - iii) 3rd period of apprenticeship - 80% of the journeymen mechanic's rate
 - iv) 4th period of apprenticeship - 85% of the journeymen mechanic's rate
 - v) 5th period of apprenticeship - 90% of the journeymen mechanic's rate
- f) An employee shall not progress to the next pay level until **they have** successfully completed both the practical and academic components of the preceding period.
- g) When an apprentice has to attend school as part of their training, the Corporation shall continue to pay regular weekly wages.

Such weekly wages shall be equivalent to the level of straight time wages, being paid to him just prior to the commencement of the training period.

SCHEDULE 4 - APPRENTICESHIP PROGRAM FOR MOTOR VEHICLE MECHANIC "A"
(continued)

- h) Apprentices shall not be permitted to apply for job postings.
- i) The apprentice is responsible for the payment of any and all application/licence fees related to the apprenticeship program.
- j) Tool Allowance

An apprentice's tool allowance shall not be paid in full as per Article 27 of the collective agreement. Apprentices shall receive:

- 65% of tool allowance during 1st period
- 70% of tool allowance during 2nd period
- 80% of tool allowance during 3rd period
- 85% of tool allowance during 4th period
- 90% of tool allowance during 5th period

SCHEDULE 5 – EQUIPMENT LIST

PLANNING & INFRASTRUCTURE SERVICES DEPARTMENT:

Equipment operated by the Roads Maintenance and Operations and Fleet Services Divisions of the Planning and Infrastructure Department shall fall into certain categories for the purposes of wage payment to the Operators of such equipment.

If the initial placement of new or additional equipment into the above mentioned categories is not agreeable to the union, the parties will meet within a week of such placement to discuss and mutually agree on a category. If agreement cannot be reached, the matter will be forwarded by the union to Step 3 of the grievance procedure.

For the purposes of clarification, categories are indicated hereunder:

Operator “A” plus \$3.00/hr

One Person Truck Plow with Wing
 One Person Road Grader with Wing
 One Person Loader with Wing

Operator “A”:

Loader Backhoe
 Street Sweeper
 Motor Grader
 Hydraulic Excavator
 Trailers exceeding 4,600 kg. G.V.W.

Operator “B”:

Truck with Winter Material Spreader
 Truck with Plow & Wing Person
 Street Flusher
 Front end Loader with or without attachments
 Asphalt Distributor Trailer
 Skid Steer Loader with or without attachments
 Leaf Vacuum
 Hydraulic Boom Truck
 Fuel Truck
 Chipper
 Stacker/Screenener
 Conveyor
 Tilt & Load Truck
 Aerial Lift Hoist
 Water Cooled Concrete Saw and Truck with 18” blade or larger – “Target”
 Forklift

SCHEDULE 5 – EQUIPMENT LIST (continued)

Operator “B”: (continued)

Mounted Crash Attenuator
Truck Mounted Platform Lift
Traffic Paint Machine
Snowmelter

Truck Driver:

Trucks – all sizes
Truck with Plow – all sizes
Cars of all sizes
Sidewalk Tractor with attachments (Plow, sander, snowblower and sweeper)
Loader – when loading own truck
Trailers not exceeding 4,600 kg. G.V.W.
Portable Steamer
Towed Steamer
Water Truck
Tractor with Mowers
Ride-on Sweeper
Directional Signboard
Line Grinder
Line Painter
Sod Cutter
Truck Mounted Sprayers
4 wheel and 6 wheel ATV's

Labourer:

Walk Behind Snowblower
Walk Behind Gravelly
Walk Behind Sidewalk Sweeper
Back Pack Sprayers

SCHEDULE 5 – EQUIPMENT LIST (continued)

Equipment operated by the Parks Maintenance and Operations Division of the Planning and Infrastructure Services Department shall fall into certain categories for the purposes of wage payment to the Operators of such equipment.

If the initial placement of new or additional equipment into the above mentioned categories is not agreeable to the union, the parties will meet within a week of such placement to discuss and mutually agree on a category. If agreement cannot be reached, the matter will be forwarded by the union to Step 3 of the grievance procedure.

For the purposes of clarification, categories are indicated hereunder:

Parkskeeper III / Gardener I

Hedge Trimmer
 All lawnmowers
 Stringtrimmers
 Hand operated fertilizer spreaders
 Walk behind self-propelled rotary mowers and attachments
 Rototillers (walk behind)
 Leaf blower
 Post hole augers – hand held gas powered and mechanical
 Field markers – dry application
 Tri-plex and ride-on garden tractor with attachments
 Rollers walk behind and tow behind or self-propelled
 Sod cutter
 Ice edger
 Generators
 Skill saws
 Electric drills
 All types of tractor
 Snow blowers
 Fertilizer spreaders
 Scarifier
 York rake
 Aerator
 Mott mowers
 Ski trail groomer
 Rotovator
 Chainsaws
 Gill

SCHEDULE 5 – EQUIPMENT LIST (continued)

Parkskeeper III / Gardener I (continued)

Rhino blade
 Snowmobile
 Back pack sprayers
 Trailer up to and including 3,628 kg
 Trucks – all sizes
 Sidewalk sweepers
 Air compressors
 Large plows
 Snow plows mounted on 4x4 trucks
 Sand blaster
 Cement mixer
 Sidewalk sander
 Chipper (feeding brush and hauling)
 Overseeder
 Self-propelled rotary mower up to and including a 9' deck
 Directional sign board
 Tru-play
 Top Dresser
 Water Pumps
 Tractor Drawn Ice Resurfacer
 4 or 6 wheel ATV's
 Front-end loader and Backhoe for the occasional short duration of loading trucks.
 Tow-behind Sprayer
 Mad Vac
 Playground Sand Sifter
 Aquacide Steamer (Steam pressure chemical free weed killer)

Parkskeeper IV / Gardener II

Trailer over 3,628 kg up to and including 4,600 kg
 Truck with Winter Material Spreader
 Water trucks
 Loaders
 Chipper (operator in charge)
 Field marker – wet application
 Ski hill groomer
 Hydraulic packer truck – garbage
 Self-propelled rotary mower with more than 9' deck
 Hydraulic Crane Truck
 Asphalt Distributor Trailer
 Trencher
 Forklift

SCHEDULE 5 – EQUIPMENT LIST (continued)

Parkskeeper V / Cemetary Operator / Gardener III

Trailers over 4,600 kg

Backhoe

Aerial Lift/Hoist

Arborist I

Aerial Truck (ground controls)

Chipper (operator in charge)

Chainsaws with Attachments

Hydraulic Crane Truck

Parkskeeper III equipment

Arborist II

Aerial Truck (operator in charge)

Parkskeeper IV equipment

Landscaper (Construction and Horticultural)

Trailers over 4,600 kg

Backhoe

Aerial Truck (ground controls only)

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES

6A – Roads Maintenance & Operations Division, Planning and Infrastructure Services Department

i) Winter (the second Monday in November to the second Friday in April):

Winter call-ins in the Roads Maintenance & Operations Division of the Planning and Infrastructure Services Department will be carried out as follows:

The Corporation will post lists in each yard for employees to indicate their availability for voluntary overtime assignments. Employees will not be compelled to standby, but they must be certain that their foreperson has their correct contact number.

- Step 1: Overtime shall be offered, on a rotational basis, to employees within the appropriate job classification within a yard who have indicated a desire to be called.
- Step 2: In the event that there are insufficient volunteers, the Corporation shall offer the overtime work, on a rotational basis, to qualified employees in the next appropriate lower classification within the yard.
- Step 3: In the event that there are still insufficient volunteers, the Corporation shall offer the overtime work on a rotational basis to the other qualified employees within the yard.
- Step 4: In the event that there are still insufficient volunteers, the Corporation shall offer the overtime work to the employees in the appropriate classification in the other yard on a rotational basis as outlined in Steps 1, 2 and 3 above.
- Step 5: In the event that there are still insufficient volunteers, the Corporation shall offer the overtime work to qualified employees in the department without regard to seniority.
- Step 6: In the event that there are still insufficient volunteers, the Corporation shall have the work performed in any manner it sees fit, including, but not limited to, the assignment of work in reverse order of seniority to qualified employees of the bargaining unit within the section of the department.

For the purposes of winter call-in overtime, the Operator “A” classifications will be included, in seniority order, with the Operator “B” classification; Truck Drivers – Traffic (seasonally reassigned only), and Road crew will be placed in seniority order in one classification; and Yard Persons, Labourer – Traffic (seasonally reassigned only) and Labourer – Crew will be placed in seniority order, in one classification.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

ii) Summer Call-In (the Saturday following the end of the Winter Call-in, to the Sunday prior to the start of the Winter Call-in):

Summer call-ins in the Roads Maintenance & Operations Division of the Planning and Infrastructure Services Department will be carried out as follows:

The Corporation will post one list for employees to indicate their availability for overtime assignments. Employees will not be compelled to standby, but they must be certain that their foreperson has their correct contact number.

- Step 1: Overtime shall be offered, on a rotational basis, to employees within the appropriate job classification who have indicated a desire to be called.
- Step 2: In the event that there are insufficient volunteers, the Corporation shall offer the overtime work, on a rotational basis, to qualified employees within the next appropriate lower classification.
- Step 3: In the event that there are still insufficient volunteers, the Corporation shall offer the overtime work on a rotational basis to other qualified employees.
- Step 4: In the event that there are still insufficient volunteers, the Corporation shall have the work performed in any manner it sees fit, including, but not limited to, the assignment of work in reverse order of seniority to qualified employees of the bargaining unit within the section of the department.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

**6B – Parks Maintenance & Operations Division, Planning and Infrastructure Services
Department**

i) Winter Call-In (the second Monday in November to the second Friday in April)

Overtime shall be offered on a rotational basis to Parks Maintenance and Operations Division employees, who have indicated a desire to be called, provided the employee has the necessary qualifications, skill and ability to perform the work.

The rotation shall be as follows:

1. By area of work as defined below, as the names of volunteers in seniority order from the following:
 - Urban Forestry
 - Horticultural Services
 - Parks Districts (West, Central West, South West – including Parks Service Centre, East, South East)
 - Operations Planning and Contract Services
 - Cemetery
2. By the Parks Maintenance & Operations Division Call-In Master List.
3. In the event there are insufficient qualified volunteers from the areas of work and the Parks Maintenance & Operations Division Call-In Overtime Master List, the Corporation shall have the right to have work performed in any manner it sees fit, including, but not limited to, assignment of work in reverse order of seniority to qualified bargaining unit employees from the Parks Maintenance & Operations Division Call-In Overtime Master List.

PROCEDURE

Winter call-in overtime in the Parks Maintenance and Operations Division of the Planning and Infrastructure Services Department will be carried out as follows:

- Step 1: When call-in overtime is authorized, Parks Management staff will reference the area of work list above of employees in seniority order who have indicated a desire to be called for overtime
- Step 2: If the employee called agrees to accept the opportunity, the box beside their name will be filled in as (YES). Repeat the process until sufficient staff responds.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

- Step 3: Should an employee not be available to work the box beside their name will be marked (NO). Management Staff will move to the next employee and repeat the process. If when making the calls, Management Staff reach an answering machine, they will leave a message stating reason for the call, the time of the call and a return phone number.
- Step 4: If Parks Management staff are unable to reach sufficient staff within the “Call-In” area of work (through Steps 2 and 3) they will refer to the Parks Maintenance & Operations Division Call-In Overtime Master List and offer the opportunity to the qualified person next to be called and repeat the process indicated in Steps 2 and 3.

While this Call-In Procedure is in effect, the following will also occur:

1. All call-in overtime shall be recorded on one of the following areas of work lists:
 - Horticultural Services
 - Urban Forestry
 - Parks Districts (West, Central West, South West – including Parks Service Centre, East, South East)
 - Operations Planning and Contract Services
 - Cemetery

2. **ROADS MAINTENANCE AND OPERATIONS DIVISION OF THE PLANNING AND INFRASTRUCTURE SERVICES DEPARTMENT OVERTIME**

Parks Maintenance and Operations staff required to work call-in overtime in the Roads Maintenance and Operations Division shall NOT have these hours recorded on any Parks Division Call-In Overtime Lists.

Employees performing work with Roads Maintenance and Operations Division will not be eligible for Parks overtime and will be marked “NO” if they are called during a Parks call-out.

- ii) **Summer Call-In (the Saturday following the end of the Winter Call-in, to the Sunday prior to the start of the Winter Call-in)**

Overtime shall be offered on a rotational basis to Parks Maintenance and Operations Division employees, who have indicated a desire to be called, provided the employee has the necessary qualifications and skill to perform the work.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

The rotation shall be as follows:

1. By area of work as defined as the names of volunteers in seniority order from the following:
 - Urban Forestry
 - Horticultural Services
 - Parks Districts (West, Central West, South West – including Parks Service Centre, East, South East)
 - Operations Planning and Contract Services
 - Cemetery
2. By the Parks Maintenance & Operations Division Call-In Overtime Master List.
3. In the event there are insufficient qualified volunteers from the areas of work and the master list, the Corporation shall have the right to have work performed in any manner it sees fit, including, but not limited to, assignment of work in reverse order of seniority to qualified bargaining unit employees from the Parks Maintenance & Operations Division Call-In Overtime Master List.

PROCEDURE

Summer call-in overtime in the Parks Maintenance and Operations Division of the Planning and Infrastructure Department will be carried out as follows:

- Step 1: When call-in overtime is authorized, Parks Management staff will reference the area of work list of employees in seniority order who have indicated a desire to be called for overtime.
- Step 2: If the employee called agrees to accept the opportunity, the box beside their name will be filled in as (YES). Repeat the process until sufficient staff responds.
- Step 3: Should an employee not be available to work the box beside their name will be marked (NO) – reason indicated. Management Staff will move to the next employee and repeat the process. If when making the calls, Management Staff reach an answering machine, they will leave a message stating reason, time of call and a return phone number.
- Step 4: If Parks Management staff are unable to reach sufficient staff within the “Call-In” area of work (through Steps 2 and 3) they will refer to the Parks Maintenance & Operations Division Call-In Overtime Master List and offer the opportunity to the qualified person next to be called and repeat the process indicated in Steps 2 and 3.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

While this Call-In Procedure is in effect, the following will also occur:

1. All call-in overtime shall be recorded on one of the following areas of work lists:
 - Horticultural Services
 - Urban Forestry
 - Parks Districts (West, Central West, South West – including Parks Service Centre, East, South East)
 - Operations Planning and Contract Services
 - Cemetery

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

6C - Recreation & Culture Division, Public Services Department

The Master call-in list for Facility General Operators will be posted annually in mid-September. The list will be based on seniority, skills and qualifications to perform work within the facility team as indicated below. Every year thereafter in mid-September the list will be based on the continuation from the last operator contacted and again based on skills and qualifications to perform the work.

Call-in steps:

- Step 1: Contact full-time staff in rotation within the facility;
- Step 2: Contact full-time staff in rotation within the recognized facility team – two (2) attempts at home/contact number to ensure correct phone number was dialed;
- Step 3: Contact full-time staff in rotation from master East or West call-in list either at home twice or at base facility. Master call-in will be based on seniority order on implementation;
- Step 4: Contact temporary / part-time staff within the facility team from the identified part-time staff list.

Conditions to be eligible:

- a) Attending mandatory training and having the qualifications, skills necessary to perform the work;
- b) Response time of 15-30 minutes unless otherwise agreed upon by the employee and supervisor;
- c) Commitment to work all hours being offered unless mutually agreed upon by the employee and supervisor;
- d) Constant decline of overtime will be reviewed by staff;
- e) Team operation supervisor will maintain the call-in list for Steps 1, 2 and the master call-in list will be maintained by the 24 hour on duty operation supervisor. Both the team and the on-duty supervisor will post the list monthly at all facilities as per the collective agreement;
- f) Facility Operators transferred to the Parks Maintenance & Operations Division for the summer season only will not be considered during the time they are in Parks Maintenance & Operations Division due to the fact they are on the Parks Maintenance & Operations Division call-in list;
- g) A maximum of 16 hours combined regular shift and overtime can be worked;
- h) If a Facility Operator is on their regular scheduled shift and is asked to work they must be next in line due to the fact they were on shift (staff cannot accept overtime if on regular shift);
- i) If staff are contacted and offered overtime they will go to the bottom of the list if they accept/decline the overtime. If there is no answer at their home / contact number, or if the caller receives the answering machine, a message detailing the date, time and purpose of the call will be left. Staff will not be moved to the bottom of the list if they are on shift;

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

- j) Supervisor will make two attempts to contact staff to ensure they dialed the correct number unless there is an answering machine at which time they will leave a message if there is no answer. If no contact has been made with the employee, the employee will not be moved to the bottom of the list;
- k) Reassignment to other Divisions within the Department - When a Facility General Operator is reassigned from Facilities to another Division, their eligibility for overtime will be based on the start and end dates specified on the status change form. They will remain on the particular overtime list until the start of their first shift in the newly assigned division, at which time they will be removed from the overtime list and placed in order of seniority on the newly assigned Division's overtime list. When returning to their regular positions, FGO's will remain on the newly assigned Division's overtime list until the end of their first shift in facilities;
- l) If a Facility General Operator is reassigned to another facility, the FGO will be placed on the appropriate facility overtime lists according to seniority, and will not be offered overtime until their turn in the rotation arrives; and
- m) Paid Holidays – The paid holiday rotation will remain in tact regardless of seniority. i.e. If FGO A is next on the paid holiday list, and FGO B is transferred from Parks to Facilities and has more seniority, the paid holiday will be offered to FGO A (in rotation), and FGO B will be placed back on the list according to seniority and will not be eligible for paid holiday overtime until their turn on the rotation returns.

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

Schedule 6D – Theatres

The Master call-in list for Theatre General Operators will be posted electronically. The list will be based on seniority to perform work within the Technical Operations Section as indicated below. The list will be based on the continuation from the last operator contacted and again based on skills and qualifications to perform the work and availability based on their schedule.

Call in steps:

- Step 1: Contact full-time TGO staff in rotation within the Technical Operations Section;**
- Step 2: Contact full-time staff in rotation from the theatre family twice unless an employee has been reached;**
- Step 3: Contact other qualified staff (including, but not limited to Integrated Systems A/V Technician)**

Conditions to be eligible:

- a) Commitment to work all hours being offered unless mutually agreed upon by the employee and supervisor;**
- b) Technical operation Coordinator will maintain the call-in list for Steps 1, 2 and the master call-in list. The list shall be posted monthly at all facilities as per the collective agreement.**

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

Schedule 6E – Call Centre

The Master call-in list for the Customer Service Associates will be posted annually in mid-September. The list will be based on seniority to perform work within the Call Centre Section as indicated below. Every year thereafter in mid-September the list will be based on the continuation from the last operator contacted and again based on skills and qualifications to perform the work and availability based on their schedule.

Call-in steps:

- Step 1: Contact full-time CSA's in rotation within the Call Centre Section;**
Step 2: Contact full-time staff in rotation twice, unless an employee has been reached on first attempt. Master call-in will be based on seniority order on implementation;
Step 3: Contact other qualified staff.

Conditions to be eligible:

- a) Commitment to work all hours being offered unless mutually agreed upon by the employee and supervisor;**
- b) The Corporation will maintain the call-in list for Steps 1, 2 and the master call-in list. The list shall be available as per the collective agreement.**

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

Schedule 6F – POA Courthouse (Office Unit)

The Master call-in list for employees will be posted annually in mid-September. The list will be based on seniority to perform work within the POA Courthouse as indicated below. Every year thereafter in mid-September the list will be based on the continuation from the last employee contacted and again based on skills and qualifications to perform the work and availability based on their schedule.

Call-in steps:

- Step 1: Contact full-time employees in rotation within the POA Courthouse;**
Step 2: Contact full-time employees in rotation twice, unless an employee has been reached on first attempt. Master call-in will be based on seniority order on implementation;
Step 3: Contact other qualified staff.

Conditions to be eligible:

- a) Commitment to work all hours being offered unless mutually agreed upon by the employee and supervisor;**
- b) The Corporation will maintain the call-in list for Steps 1, 2 and the master call-in list. The list shall be available as per the collective agreement.**

SCHEDULE 6 – OVERTIME CALL-IN PROCEDURES (continued)

Schedule 6G – Parks Maintenance & Forestry (Office Unit)

The Master call-in list for employees will be posted annually in mid-September. The list will be based on seniority to perform work within Parks Maintenance & Forestry as indicated below. Every year thereafter in mid-September the list will be based on the continuation from the last employee contacted and again based on skills and qualifications to perform the work and availability based on their schedule.

Call-in steps:

- Step 1: Contact full-time employees in rotation within Parks Maintenance & Forestry;**
Step 2: Contact full-time employees in rotation twice, unless an employee has been reached on first attempt. Master call-in will be based on seniority order on implementation;
Step 3: Contact other qualified staff.

Conditions to be eligible:

- a) Commitment to work all hours being offered unless mutually agreed upon by the employee and supervisor;**
- b) The Corporation will maintain the call-in list for Steps 1, 2 and the master call-in list. The list shall be available as per the collective agreement.**

APPENDIX 1 – COMPRESSED WORK WEEK**Compressed Work Week for Employees of the Office Unit
(Outside and Office Collective Agreement)**

The Corporation of the City of Brampton supports the concept of Compressed Work Week for all full-time CUPE Office Unit employees where operationally feasible.

The implementation of Compressed Work Week arrangements must be consistent with the Corporation's commitment to deliver quality customer service to its citizens, and to maintain internal service levels within and across departments. In some situations, the quality of service will be enhanced by extended hours of operation to the public. The request for the Compressed Work Week arrangements shall be initiated by the employee. The Division Head will make the final determination as to the feasibility of the Compressed Work Week arrangement request.

The following terms and conditions regarding the revised regular hours of work will apply:

- 1) For employees participating in one-week compressed work week arrangements, the employees' regular hours will be thirty-five (35) hours or forty (40) hours, depending on their regular weekly hours, in four (4) working days with one (1) day off every week as specified in the individual Participation Agreements. Hours will be staggered amongst employees to provide full time staff coverage Monday to Friday. Overtime will be paid according to the Collective Agreement for time worked over and above the scheduled hours.
- 2) For employees participating in two-week compressed work week arrangements, the employees' regular hours will be seventy (70) hours or eighty (80) hours, depending on their regular weekly hours, in nine (9) working days with one (1) day off every second (2nd) week as specified in the individual Participation Agreements. Hours will be staggered amongst employees to provide full time staff coverage Monday to Friday. Overtime will be paid according to the Collective Agreement for time worked over and above the scheduled hours.
- 3) For employees participating in three-week compressed work week arrangements, the employees' regular hours will be one hundred and five (105) hours or one hundred and twenty (120) hours, depending on their regular weekly hours, in fourteen (14) working days with one (1) day off every third (3rd) week as specified in the individual Participation Agreements. Hours will be staggered amongst employees to provide full time staff coverage Monday to Friday. Overtime will be paid according to the Collective Agreement for time worked over and above the scheduled hours.
- 4) Incidental short term disability (S.T.D.) of up to and including two (2) days during the two or three week cycle will not impact on the cycle. If incidental S.T.D. exceeds two (2) days, the schedule of hours under the compressed workweek will cease until the employee returns to work. The employee will resume the schedule at the same point where the employee left off, in the following cycle (i.e. retaining any accumulated compressed workweek hours).

APPENDIX 1 – COMPRESSED WORK WEEK (Continued)

- 5) Unscheduled days off of up to and including two (2) days; Bereavement Leave of up to and including five (5) days; and, WSIB (1st day), during the two or three week cycle will not impact on the cycle.
- 6) Paid holidays will be treated as a regular seven (7) or eight (8) hour day, depending on the employee's regular daily hours of work. Employees must make up any additional time during the cycle in order to receive a flexible day off when a statutory holiday(s) falls within that cycle. If a statutory holiday falls on a flexible day off, the employee and their supervisor will mutually agree to reschedule the day off as soon as practicable after the holiday, subject to operational requirements.
- 7) During scheduled vacation days, employees revert back to regular hours and will resume their flexible hours at the same point in the following cycle where they left off. For vacation of two (2) days or less, employees may make up the time during the two or three week cycle to maintain the flexible day off.
- 8) Employees will also revert back to regular hours during other scheduled time off work such as personal leaves of absence, training and WSIB greater than two (2) days in one cycle.
- 9) Employees on a one week cycle who miss work for any of the above reasons shall revert back to regular hours. The employee will resume the schedule at the same point where the employee left off, in the following cycle (i.e. retaining any accumulated compressed workweek hours).

The collective agreement language will govern terms and conditions of employment not delineated above.

APPENDIX 2 – LICENSING AND CERTIFICATION

Licensing and Certification for Employees of the Outside and Office Unit

The Corporation will pay or reimburse the employee costs for medical exams, professional fees, licensing and certification, as authorized by the Corporation.

October 2, 2019

Letter # 1

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local #831 (Outside and Office Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Job Security

This will confirm the understanding reached between the parties concerning the practice in the eventuality that layoffs should affect members of the bargaining unit in the future. The parties agree that if during the term of the collective agreement it becomes necessary to layoff, **the Corporation shall lay-off all persons not regularly employed for more than 24 hours per week, students and/or temporary employees who are performing the work that is subject to the lay-off, before any members of the bargaining unit are laid off.** Reasonable efforts will be made by the parties to offer suitable alternate work **to employees of the bargaining unit who are impacted by the lay-off** according to their qualifications, wherever it may exist in the Corporation. To offer suitable alternate work, job postings may be waived, a suitable trial period may be provided, or related training or retraining opportunities may be necessary.

If the Corporation offers voluntary separation packages, such packages will be based on standardized criteria that recognize length of service.

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter # 2

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local #831 (Outside and Office Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Parking Attendant Ambassadors – Hours of Work

The parties agree that the weekly work schedule for Parking Attendant Ambassadors will be forty (40) hours in a week of four (4) days. Days off work for sickness, bereavement, vacation and/or paid holidays shall be paid at the appropriate rate as above, ten (10) hours pay for a ten (10) hour shift. Sick leave credits will be accumulated at twelve (12) hours per month.

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter # 3

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local #831 (Outside and Office Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Outdoor Ice Rinks

Given that outdoor rinks is moving from Parks Maintenance and Operations to Recreation and Facilities, outdoor rinks will be recognized as a facility within Recreation Facilities. In order for the City of Brampton to efficiently staff the current Outdoor Artificial Ice Rinks during the Winter Period, the parties agree to the following for the winter period term:

1. The Outdoor Rinks opportunity will be offered to Facilities General Operators in the respective family of buildings. If there are still not enough volunteers obtained, the Outdoor Rinks opportunity will be offered next to Facilities General Operators from within all of Recreation and Facilities. Where there are still insufficient volunteers from within Recreation and Facilities, Management will have the work performed in any manner it sees fit.

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter # 4

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)

Dear Mr. Gazzola:

**LETTER OF UNDERSTANDING
Modified/Return to Work Program**

It is the mutual desire of the parties to assist in the rehabilitation of disabled employees (as a result of occupational or non-occupational injury/illness) and to ensure their return to productive and meaningful employment in the workplace.

The parties will make reasonable efforts to place disabled employees in their pre-disability job. Accommodation will be considered to enable employees with disabilities to perform the essential duties of their pre-disability job.

If this is not possible, the union will be notified, and the parties will establish a Joint Return to Work Core Committee consisting of the following members:

- Department Management Representative or their designate
- President of the Local or their designate
- Human Resources Business Partner; and
- Disability Management Representative.

The Committee may be augmented by, but not limited to, the department representative of the division/section, the supervisor/manager, the divisional/section union representative and the employee.

Where the employee cannot be accommodated in their pre-disability job, the Core Committee will meet for the purpose of identifying and recommending to Management, where possible, individual case strategies for:

1. The timely and safe return of the disabled worker to the workplace.
2. The return to productive and meaningful employment in the most appropriate accommodation within the employee's abilities and limitations.

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter # 5

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local #831 (Outside & Office)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Personal Protective Equipment – Standards Committee

As per Ontario's Occupational Health and Safety Act (OHSA), the Parties want to ensure that workers use or wear the required personal protective equipment for their job. As such, the Corporation will continue to complete its hazard control program to identify, assess and control for hazards within jobs, which includes, but is not limited to, providing appropriate personal protective equipment, as required, and ensuring that it is properly used, worn and maintained.

To assist with this program, the Parties agree to meet to discuss the quality and standards for personal protective equipment for the CUPE Outside & Office and Professional & Technical Units. The parties will be composed of four (4) Union and four (4) Corporate members and will meet within ninety (90) days of ratification.

The Standards Committee will discuss Personal Protective Equipment as follows:

- High Visibility Jackets/Parkas
- Toques/Hats
- Seasonal gloves
- Breathing apparatus
- Rain wear
- High Visibility coveralls or overalls

The list above may be amended by mutual agreement between the Parties.

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter #6

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)

Dear Mr. Gazzola:

**LETTER OF UNDERSTANDING
CUPE Outside & Office Equipment List**

The parties will establish a committee to discuss consolidating the Equipment list to a single list that applies to all employees in the **PUBLIC WORKS AND ENGINEERING** Department and any other amendments the parties wish to discuss. There will be four (4) members from each of the Union and management. The committee will meet within forty-five (45) days of ratification of the agreement. **If the parties are unable to reach agreement within one hundred and eighty (180) calendar days the matter will be referred to mediation and or arbitration.**

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter#7

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Job Postings – Temporary Bargaining Unit

The Corporation acknowledges the value that its temporary workforce brings to the City and is committed to providing opportunities to all Employees.

Employees in the CUPE Temporary bargaining unit who have no discipline on their employment record with the Corporation and meet the minimum qualifications for a posted vacancy in either the Outside and Office or the Professional and Technical bargaining units, will be interviewed, and if applicable tested, after the Corporation has determined that there are no qualified applicants from either the Outside and Office or the Professional and Technical bargaining units and before any external applicants are interviewed. The Employer may short list candidates from the Temporary bargaining unit based on their qualifications and experience and need not interview all candidates if a suitable candidate is identified from the short list.

In selecting a CUPE Temporary Bargaining Unit employee to fill a posted vacancy the Corporation shall consider:

- i) skills, ability, qualifications, efficiency and experience;
- ii) seniority (on a bargaining unit wide basis)

Where the factors in (i) are considered to be relatively equal, then factor (ii) shall be the determining factor.

CUPE Temporary Bargaining Unit employees who are successful in a job posting to the Outside and Office or Professional and Technical bargaining units will be considered new hires for the purposes of seniority and probationary periods. Temporary employees will not have to complete another probationary period if they are hired into the same job classification they last held as a temporary employee provided the length of the probation period was served in such job classification per Article 10.03 (a) for job classifications that are part of the CUPE Professional and Technical bargaining Unit, or Article 11.02 (a) for job classifications that are part of the CUPE Outside and Office bargaining unit.

For the Corporation

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Robert Liston
Sr. Advisor, Labour Relations

For the Union

Fabio Gazzola
President, CUPE, Local #831

October 2, 2019

Letter #8

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Temporary Upgrades to Non-Union Positions

The following terms will apply when bargaining unit members are temporarily upgraded to non-union positions. All such temporary upgrades will be voluntary:

- a) Employees will be entitled to return to their bargaining unit position (Home Position) at the end of the upgrade.
- b) Where a qualified bargaining unit employee is available, the Corporation will fill employees' Home Positions during the upgrade by temporarily upgrading bargaining unit employees. Subsequent temporary vacancies created by the assignment of bargaining unit employees to fill Home Positions will be filled at the discretion of the Corporation.
- c) In order to maintain seniority, the maximum period of time that an employee can be upgraded for is three (3) months in a six (6) month period. Employees who are upgraded must return to their Home Position for a period equal to the period of time of their most recent upgrade before they are eligible for another upgrade without impact to their seniority date. Seniority will be adjusted for any period of time in excess of the above by the equivalent excess time.
- d) Employees' term and conditions of employment including hours of work, compensation for hours worked and overtime during the upgrade will be determined by the Corporation in accordance with the applicable policies for non-union employees. The rates and policies are entirely within the discretion of the Corporation and are not grievable.
- e) Employees will continue to pay union dues for the duration of the upgrade for the sole purpose of maintaining their Home Position.
- f) Employees may apply for job postings as per the collective agreement during the upgrade.
- g) Employees returning to the bargaining unit after an upgrade will not be eligible for bargaining unit overtime until after they have worked their first scheduled shift in their Home Position unless the final step in the Overtime Call in Procedure under the collective agreement applies. Returning employees who are on vacation at the point that they return to

the bargaining unit will be eligible for bargaining unit overtime after their first scheduled shift of vacation.

- h) Employees, while maintaining seniority, in the performance of their temporary upgrade, will not take part in meetings with a bargaining unit member for the purposes of investigations, discipline, coaching, or Attendance Management.
- i) Employees who are temporarily upgraded to non-union assignments are expected to adhere to the responsibilities of the position as well as any and all policies of the Corporation, including the Respectful Workplace Policy. Failure to abide by such obligations may result in disciplinary action.**

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter #9

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Long Term Disability Insurance – Outside Unit

The Union has established a Long Term Disability plan for employees in the Outside Unit.

During an employee's absence, the Corporation reserves the right to request medical verification in order to substantiate the employee's absence from work.

The parties agree that once the Union's Long Term Disability Plan is active for employees in the Outside Unit, the following articles will be amended as follows:

Outside and Office

OUTSIDE UNIT

22.02 c)

- 1) For illnesses/disabilities that extend beyond the fifteen (15) week period, a Long Term Disability (LTD) plan will be arranged by the Union.
- 2) All members of the Outside unit will be required to participate in the LTD plan and pay a premium.
- 3) Following adequate notice in writing by the Union, the Corporation agrees to deduct monthly premiums payable for the LTD benefits from the employee over two pay periods in the month.
- 4) All sums deducted, together with a record of those from whom deductions have been made, and the amount, shall be forwarded to the Financial Secretary of Local Union 831 not later than biweekly following such deduction.
- 5) The Union shall indemnify and save the Corporation harmless with respect to all amounts deducted under this Article.
- 6) The Corporation will provide the Union the names of bargaining unit members who have been absent from work on sick leave for more than six (6) weeks so the Union can provide information regarding the LTD benefits.

For the Corporation

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Robert Liston
Sr. Advisor, Labour Relations

For the Union

Fabio Gazzola
President, CUPE, Local #831

October 2, 2019

Letter #10

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING

Re: Amendment to Article 7 – Union Representation – Joint Health and Safety Committee

The Corporation of the City of Brampton and the Canadian Union of Public Employees, Local #831 agree to the following temporary change to Article 7 – Union Representation of the CUPE Outside and Office Unit and CUPE Professional and Technical Unit collective agreements, specifically, 7.12 and 7.08 respectively, as follows:

Current Article 7.12

7.12 Health and Safety Committee

The Union and the Corporation share a mutual interest in having a safe and healthy workplace. The parties agree to recognize a Joint Health and Safety Committee comprised of equal representation from both Union and Management.

Current Article 7.08

7.08 The Union and the Corporation share a mutual interest in having a safe and healthy workplace. The parties agree to recognize a Joint Health and Safety Committee comprised of equal representation from both Union and Management.

Proposed Language:

Amend Article 7.12:

7.12 Health and Safety Committee

The Union and the Corporation share a mutual interest in having a safe and healthy workplace. The parties agree to recognize a Joint Health and Safety Committee comprised of 50% representation from CUPE, Local 831 in the following departments:

- Corporate Services/Office of the Chief Administrative Officer
- Public Works and Engineering Services
- Community Services
- Planning and Development Services

An advisory committee composed of the respective co-chairpersons from the above MJHSCs along with the CUPE, Local 831 President and Vice-President and two (2) additional representatives of the Corporation will meet quarterly for purpose of consistency, alignment, review of meeting minutes and any other items related to the function of department MJHSCs.

A leave of absence shall be granted with pay and benefits to the advisory committee worker co-chairperson to attend to responsibilities related to the function of the advisory committee, as required.

Amend Article 7.08:

7.08 The Union and the Corporation share a mutual interest in having a safe and healthy workplace. The parties agree to recognize a Joint Health and Safety Committee comprised of 50% representation from CUPE, Local 831 in the following departments:

- Corporate Services/Office of the Chief Administrative Officer
- Public Works and Engineering Services
- Community Services
- Planning and Development Services

An advisory committee composed of the respective co-chairpersons from the above MJHSCs along with the CUPE, Local 831 President and Vice-President and two (2) additional representatives of the Corporation will meet quarterly for purpose of consistency, alignment, review of meeting minutes and any other items related to the function of department MJHSCs.

A leave of absence shall be granted with pay and benefits to the advisory committee worker co-chairperson to attend to responsibilities related to the function of the advisory committee, as required.

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter #11

**Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)**

Dear Mr. Gazzola:

**LETTER OF UNDERSTANDING
Information Related to the 2019 Regional Review**

The parties acknowledge a regional review is being conducted by the Province of Ontario in 2019.

In the event the Corporation is advised of a planned merger or amalgamation that affects members of the bargaining unit, as a result of the regional review in 2019, the Employer will schedule a meeting(s) with the Union to discuss the merger or amalgamation and, where possible, the Corporation will provide information on the potential impact on the bargaining unit.

For the Corporation

For the Union

**Karina Pylypczuk
Sr. Manager, Employee & Labour Relations**

**Fabio Gazzola
President, CUPE, Local #831**

**Robert Liston
Sr. Advisor, Labour Relations**

October 2, 2019

Letter #12

**Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)**

Dear Mr. Gazzola:

**LETTER OF UNDERSTANDING
Parking**

The Parties agree to establish a Joint Committee to meet and discuss parking provisions for employees.

The Committee will be Co-Chaired by the Union and The Corporation and will meet at mutually agreed times and locations.

The Committee will consist of up to a maximum of three (3) Members from the Corporation and up to three (3) Members from the Union Executive. The parties recognize the potential need to bring in additional representatives or delegates with specific knowledge of the issues being discussed.

The Committee will meet at a mutually agreed upon schedule. The Parties agree that quorum required for a Committee meeting to take place will be comprised of no fewer than two (2) Members from the Corporation and two (2) Members from the Union. Should quorum not be reached for a scheduled Committee meeting, the meeting will be rescheduled to the earliest possible day and time as agreed to by the Parties.

The Committee will be formed within forty-five (45) business days from the signing of this Letter of Understanding and will remain in effect until the Parties have reported to their respective principals. The Committee may be disbanded earlier by mutual agreement of the Parties.

For the Corporation

For the Union

**Karina Pylypczuk
Sr. Manager, Employee & Labour Relations**

**Fabio Gazzola
President, CUPE, Local #831**

**Robert Liston
Sr. Advisor, Labour Relations**

October 2, 2019

Letter #13

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Hours of Work and Overtime

The Parties agree to establish a Joint Committee to meet and discuss Collective Agreement Articles and Schedules pertaining to the Collective Agreement between the Corporation of the City of Brampton and The Canadian Union of Public Employees and its Local #831 (Outside and Office Unit), for the purpose of introducing the ability of the Corporation to preschedule overtime.

The Committee will be Co-Chaired by the Union and The Corporation and will meet at mutually agreed times and locations.

The Committee will consist of up to a maximum of three (3) Members from the Corporation and up to three (3) Members from the Union Executive. The parties recognize the potential need to bring in additional representatives or delegates with specific knowledge of the issues being discussed.

The Committee will meet at a mutually agreed upon schedule. The Parties agree that quorum required for a Committee meeting to take place will be comprised of no fewer than two (2) Members from the Corporation and two (2) Members from the Union. Should quorum not be reached for a scheduled Committee meeting, the meeting will be rescheduled to the earliest possible day and time as agreed to by the Parties.

The Committee will be formed within forty-five (45) business days from the signing of this Letter of Understanding and will remain in effect until the Parties have reported to their respective principals. The Committee may be disbanded earlier by mutual agreement of the Parties.

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Letter #14

**Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)**

Dear Mr. Gazzola:

**LETTER OF UNDERSTANDING
Changes to Schedule – Call Centre**

The Corporation will provide members employed in the Call Centre with a minimum of sixty (60) calendar days' notice when changing an employees' schedule.

For the Corporation

For the Union

**Karina Pylypczuk
Sr. Manager, Employee & Labour Relations**

**Fabio Gazzola
President, CUPE, Local #831**

**Robert Liston
Sr. Advisor, Labour Relations**

December 16, 2019

Letter #15

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local #831 (Outside and Office Unit)

Dear Mr. Gazzola:

**Letter of Understanding
Hours of Work – 80/2 Week Period
Performing Arts Maintenance Operator (Job Code to be Determined)**

This will confirm the agreement reached between the parties regarding the hours of work and entitlement provisions to be applied to the Performing Arts Maintenance Operator classification. The following provisions are intended to reflect the unique work requirements of the Performing Arts Maintenance Operator position within the Cultural Services Division of the Economic Development and Culture Department

The parties agree to amend the entitlements for the Performing Arts Maintenance Operator classification as follows:

- 1. That the incumbents of the Facility General Operator (SCS085) and Caretaker (SCS024) positions hired on or before January 1st, 2020 and working in the Cultural Services Division of the Economic Development and Culture Department will remain status quo, all terms and conditions of the Outside and Office Collective Agreement will continue to apply to these incumbents and their respective job codes (SCS085 & SCS024) will remain the same.**
- 2. All new or vacant Performing Arts Maintenance Operator positions that become available or posted after the initial signing of this agreement may be assigned to work eighty (80) over a two (2) week period. The normal work week shall be Monday to Sunday (80/2 schedule).**
- 3. Through attrition Facility General Operator and Caretaker positions working in Performing Arts, Economic Development & Culture will become redundant and will be converted to the new position of Performing Arts Maintenance Operator.**
- 4. Articles 14.02, 14.03 and 14.04 of the Collective Agreement will not apply to the Performing Arts Maintenance Operator. Instead the following will apply:**
 - Performing Arts Maintenance Operators may be assigned to work eighty (80) hours in each of the two (2) week period, (i.e., over one (1) pay period. The minimum scheduled work day for the Performing Arts Maintenance Operators shall consist of eight (8) hours. The maximum scheduled work day shall consist of ten (10) hours.**

- **Performing Arts Maintenance Operators shall be paid an overtime premium at the rate of one and one-half (1 ½) times the regular rate for all authorized hours worked in excess of eighty (80) hours over a two (2) week period, forty-four (44) hours in a week or on Sundays**
 - **Performing Arts Maintenance Operators shall be paid an overtime premium at the rate of two (2) times the regular rate for all hours worked on the seventh (7th) day where an employee is scheduled to work seven (7) consecutive dates. If an employee is paid for a seventh (7th) consecutive day then the next day worked will reset the cycle of consecutive days.**
5. **A call in list will be compiled to determine overtime opportunities. The Call-In list will be compiled in seniority order and will be used on a rotational basis. In the event that there are insufficient volunteers, the Corporation shall have the right to have the work performed in any manner it sees fit, including, but not limited to, assignment of work in reverse order of seniority to qualified bargaining unit employees. The Call-In list will include the Facility General Operators (SCS085) and the Performing Arts Maintenance Operators working in the Cultural Services Division of the Economic Development and Culture Department**
 6. **For the purposes of Article 26, vacation accrual for Performing Arts Maintenance Operators will be based on forty (40) hours a week and eight (8) hour days. 120/160/200/240 (depending on the years of service). Vacation usage will be deducted hour for hour based on the employee's work schedule.**
 7. **In the event of a conflict between the Collective Agreement and paragraphs 4, 5 and 6 above, paragraphs 4, 5 and 6 will apply.**

All other provisions of the CUPE Outside and Office Unit Collective Agreement shall apply.

Notwithstanding any further revisions to this language during the remainder of the term of the Collective Agreement, and upon subsequent renewal of the Collective Agreement, this letter will be removed and the above noted entitlements, as amended by mutual consent of the parties, will be incorporated into the Collective Agreement.

For the Corporation:

**Karina Pylypczuk
Sr. Manager, Employee & Labour Relations**

**Robert Liston
Sr. Advisor, Labour Relations**

For the Union:

**Fabio Gazzola
President, CUPE, Local #831**

October 2, 2019

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Outside and Office Unit)

Dear Mr. Gazzola:

MEMORANDUM OF AGREEMENT
Temporary Bargaining Unit

The Parties agree to attach an appendix, for informational purposes only, the Collective Agreement between the Corporation and the Canadian Union of Public Employees (Temporary Unit) to the Full Time Bargaining Unit collective agreements. All terms and conditions of employment for temporary employees will be as stated in the Collective Agreement between the Corporation and the Canadian Union of Public Employees (Temporary Unit). For clarity, the terms set out in the respective full time bargaining unit collective agreements do not apply to temporary employees.

APPENDIX ► Temporary Employees

Temporary employees are covered by the following articles set out in this Appendix. All other terms set out in the collective agreement do not apply to temporary employees.

- **Article 1: General Purpose**
- **Article 2: Recognition**
- **Article 3: Relationship**
- **Article 4: Union Security and Check Off**
- **Article 5: No Strikes and Lockouts**
- **Article 6: Management Rights**
- **Article 7: Union Representation**
- **Article 8: Discipline and Records**
- **Article 9: Grievance Procedure**
- **Article 10: Arbitration**
- **Article 11: Seniority**
- **Article 12: Rates of Pay**
- **Article 13: Job Postings**
- **Article 14: Clothing**
- **Article 15: Phone In**
- **Article 16: Meal Allowance**
- **Article 17: Rest Periods**
- **Article 18: Payment for Holidays**
- **Article 19: Leave of Absence**

- **Article 20: Insurance**
- **Article 21: Parking**
- **Article 22: Information to the Union**
- **Article 23: Injury allowance**
- **Article 24: Pay Day**
- **Article 25: Tool Allowance**
- **Article 26: Duration**

For the Corporation

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Robert Liston
Sr. Advisor, Labour Relations

For the Union

Fabio Gazzola
President, CUPE, Local #831

2019 – 2024 COLLECTIVE AGREEMENT

BETWEEN

THE CORPORATION
OF THE CITY OF BRAMPTON



AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL #831 (TEMPORARY UNIT)



APRIL 1, 2019 – MARCH 31, 2024

INDEX
2019 – 2024 COLLECTIVE AGREEMENT
CUPE LOCAL #831 (TEMPORARY UNIT)

SUBJECT	ARTICLE	PAGE
Arbitration	10	8
Bereavement Leave	19.02	13
Clothing	14	11
Discipline & Records	8	5
Duration	26	15
General Purpose	1	1
Grievance Procedure	9	6
Information to the Union	22	14
Injury Allowance	23	14
Insurance	20	13
Job Postings	13	10
Leave of Absence	19	13
Letter of Understanding and Memorandum of Agreement		18
Management Rights	6	4
Meal Allowance	16	12
Negotiating Committee	7.04	4
Parking	21	13
Pay Day	24	14
Payment for Holidays	18	12
Phone In	15	11
Rates of Pay	12	10
Recognition	2	2
Relationship	3	3
Rest Periods	17	12
Seniority	11	9
Strikes and Lockout	5	3
Tool Allowance	25	14
Union Representation	7	4
Union Security and Check Off	4	3

Expiry Date: March 31, 2024

THIS AGREEMENT

Between:

THE CORPORATION OF THE CITY OF BRAMPTON
Hereinafter referred to as “the Corporation”

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 831 (Temporary Unit)**
Hereinafter referred to as “the Union”

ARTICLE 1: GENERAL PURPOSE

- 1.01 The Corporation and the Union recognize that a Human Rights Policy is in place. The parties agree to comply with the terms and conditions of the Ontario Human Rights Code.
- 1.02 The parties agree that there shall be no harassment, discrimination, **violence**, interference, restraint or coercion against any employee for reasons of age, sex, race, colour, religious affiliation, sexual orientation, national origin, ancestry, ethnic origin, citizenship, creed, marital status, family status, disability, handicap or membership in or connection with the Union and that membership in the Union will not be discouraged.
- 1.03 The Union agrees that there will be no intimidation, interference, restraint, or coercion exercised or practiced upon employees of the Corporation, or by any of its members or representatives, and that there will be no solicitation for membership or other Union activity at the place which an employee works during **their** working hours, except as is provided for under this agreement.
- 1.04 It is the desire of both parties to this Agreement to maintain the existing harmonious relations and conditions of employment between the Corporation and the Union, to promote co-operation and understanding between the Corporation and its staff, to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, and to promote the morale, well-being and security of all employees within the bargaining unit.

Therefore, it is now thought desirable that methods of bargaining and all matters pertaining to the working condition of the employees be drawn up in this Agreement.

Now therefore, this Agreement witnesseth that the parties hereto, in consideration of the mutual covenants hereinafter contained, agree, each with the other, as follows:

ARTICLE 2: RECOGNITION

- 2.01 The Corporation recognizes the Union as the exclusive collective bargaining agent of all temporary employees of the Corporation of the City of Brampton, in the wage classifications in Schedule 1A and 2A of the Outside and Office Collective Agreement and Schedule 1A of the Professional and Technical Collective Agreement, save and except forepersons and supervisors, and those above the rank of foreperson and supervisor, persons regularly employed for less than twenty-four (24) hours per week, students and persons covered by subsisting collective agreements.
- 2.02 a) The term “temporary employee” shall be defined as an employee hired:
- i) to replace a regular employee who is on vacation, an approved leave of absence, a compensable or non-compensable sickness or accident, is temporarily transferred to another position with the Corporation working in classifications as outlined in Schedule 1A or 2A of the Outside and Office bargaining unit, or
 - ii) to replace a regular employee who is on vacation, an approved leave of absence, a compensable or non-compensable sickness, accident, is temporarily transferred to another position with the Corporation for a period of up to two (2) years working in classifications as outlined in Schedule 1A of the Professional and Technical bargaining unit, or
 - iii) for a term or task of not more than six (6) months unless the parties mutually agree to an extension.
- Such requests for extensions will not be unreasonably withheld.
- 2.03 The Corporation is not precluded from hiring part-time employees or students.
- 2.04 The hiring of a temporary employee to work in a classification as outlined in Schedule 1A or 2A of the Outside and Office bargaining unit or 1A of the Professional and Technical bargaining unit shall not cause the layoff of regular full time employees in that classification.
- 2.05 A temporary employee shall be paid per article 12 of the collective agreement.
- 2.06 An employee hired as a temporary employee shall be advised at the time of **their** hiring of **their** temporary status and the estimated duration of **their** employment. The Corporation shall advise the Union of the hiring of temporary employees, the task to be performed and the anticipated duration. The Corporation will make a monthly list accessible to the Union President indicating the number of temporary employees.
- 2.07 Students shall be defined as an employee hired on a co-operative training program from any educational institute, or students employed at any time during the period between February 1 and September 15 or during winter school breaks and other times mutually agreed upon by the Parties.

ARTICLE 2 – RECOGNITION (continued)

2.08 In this Agreement, wherever the masculine gender is used it shall be construed to be the masculine or feminine, as the context requires.

ARTICLE 3: RELATIONSHIP

3.01 Orientation

A member of the Union executive will be provided a time period up to **two (2)** hours by Human Resources **as part of the** orientation process for the purpose of presenting a Union Orientation program to bargaining unit employees.

ARTICLE 4: UNION SECURITY AND CHECK OFF

4.01 All employees in the bargaining unit shall be required to pay regular monthly Union dues as a condition of employment. The Union shall notify the Corporation in writing of the amount of such dues. The Corporation agrees to deduct the above dues from each pay period.

4.02 Following adequate notice, in writing by the Union, the Corporation agrees to deduct assessments levied by the Union from its members, from the same pay as dues are deducted.

4.03 All sums deducted, together with a record of those from whom deductions have been made, and the amount shall be forwarded to the Financial Secretary of Local Union 831, not later than **biweekly** following such deduction.

4.04 The Union shall indemnify and save the Corporation harmless with respect to all amounts deducted and remitted under this Article.

ARTICLE 5: NO STRIKES AND LOCKOUTS

5.01 The Corporation agrees that it will not cause or direct any lock out of its employees during the term of this Agreement.

5.02 The Union agrees that there will be no strike, picketing, slowdown or stoppage of work, either complete or partial, that will interfere with service during the term of this Agreement.

5.03 Employees will not be required to cross a legal picket line while in the course of their duties if there is a clear danger to the health and safety of the employee or potential damage to corporate property.

ARTICLE 6: MANAGEMENT RIGHTS

- 6.01 The Union recognizes and acknowledges that the management of the operations and the direction of the working forces are fixed exclusively in the Corporation and without limiting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Corporation to:
- a) maintain order, discipline and efficiency and in connection therewith to make, alter and enforce, from time to time, reasonable rules and regulations, policies and practices to be observed by its employees; discipline or discharge employees for just cause provided that a claim by an employee who has acquired seniority that **they have** been unjustly disciplined or discharged may be the subject matter of a grievance and dealt with as hereinafter provided;
 - b) select, hire, direct, transfer, or assign to shifts, employees in accordance with the terms of the Collective Agreement.
- 6.02 The Corporation agrees that it will not exercise its functions in a manner inconsistent with the express provisions of this Agreement.

ARTICLE 7: UNION REPRESENTATION

- 7.01 a) The Union will notify the Corporation in writing of the names of members of committees, and of any changes from time to time made therein. The Corporation shall not be asked to recognize any member of the Committee until such notification from the Union has been received.
- b) The Union shall have the right at any time to have the assistance of a National Representative of the Union and/or Business Agent/Consultant in all matters covered by this agreement. The assistance will not unreasonably delay union/management business.
- 7.02 The Corporation agrees that, where permission has been granted to representatives of the Union to leave their employment temporarily in order to carry out negotiations with the Corporation, up to and including Mediation, or with respect to a grievance, they shall suffer no loss of regular pay for time so spent.
- 7.03 The Departments of the Corporation, for the purposes of this Agreement, are as follows:
- Corporate Services
 - Chief Administrative Office
 - Public Services
 - Planning and Infrastructure Services
 - Office of the COO
- 7.04 Negotiating Committee
- a) The Corporation will recognize a negotiating committee of not more than **two (2)** employees, plus the President of the Local Union. The Corporation recognizes that

ARTICLE 7 - UNION REPRESENTATION (continued)

7.04 continued

committee members from the Outside and Office and Professional and Technical bargaining units may represent employees in the temporary bargaining unit. The Corporation will deal with the said committee in all matters that are properly the subject of negotiation during the term of this Agreement.

b) The Corporation agrees that the negotiating committee shall have the right to have assistance of a duly accredited representative of the National Union in negotiations with the Corporation.

c) The Negotiating Committee shall receive their regular straight time rate of pay for all hours spent during their normally scheduled hours of work meeting with representatives of the Corporation to negotiate a renewal of this Agreement up to and including mediation.

7.05 The Corporation recognizes that Stewards from the Outside and Office and Professional and Technical bargaining units may represent employees in the temporary bargaining unit.

ARTICLE 8: DISCIPLINE AND RECORDS

8.01 An employee who has completed **their** probationary period and who is called to a meeting by **their** Supervisor or other Management person for the purpose of receiving written confirmation of a verbal disciplinary action or written disciplinary action, a disciplinary suspension or discharge shall be advised of the purpose of the meeting and shall have the right to request the presence of a Union representative. All lesser disciplinary action shall be conducted on a one-to-one basis, in private, between the immediate supervisor and the affected employee. The Corporation will contact the Union President for termination meetings.

8.02 A copy of any written disciplinary action which is placed in the employee's file of reference will be given to the employee and the union.

8.03 Copies of any disciplinary action which have been placed in an employee's file of reference shall be removed from the file when the employee has completed two (2) years with a clear disciplinary record, from the date of last occurrence.

8.04 Copies of any coaching letters and any non-disciplinary letters relating to employee performance which have been placed in an employee's file of reference shall be removed from the file when the employee has completed eighteen (18) months with a clear coaching record, from the date of the last occurrence.

ARTICLE 9: GRIEVANCE PROCEDURE

9.01 A grievance under this Agreement shall be defined as any dispute concerning the interpretation, application, administration or alleged violation of this Agreement **or where the employer has acted unjustly, improperly or unreasonably.**

9.02

Step 1 If an employee has a complaint, **they** shall discuss it with **their** immediate **manager or designate**. In order to be considered a **complaint/grievance**, such discussion must take place within ten (10) working days **from the time the employee(s) become aware of the event or circumstances giving rise to the complaint. The nature of the grievance, the Article(s) of the Agreement that has been allegedly violated, misapplied or misinterpreted and the relief or remedy sought shall be clearly set out in the grievance signed and dated on the appropriate complaint/grievance from with the assistance of a steward.** The **manager or designate** shall **give the member a written answer** to the complainant within **seven (7)** working days after the initial discussion. **Extensions will not be unreasonably withheld.** Failing a **resolution**, the complaint **shall be considered** a grievance in accordance with the following procedure: (Note: In cases where the employee's immediate supervisor is the Division Head, the procedure shall commence at Step 2.)

Step 2 Failing settlement in Step 1, as set forth above, within four (4) working days following receipt of the reply in Step 1, the employee, with the assistance of a Chief Shop Steward or designate, present the grievance to the employee's Division Head or designate. The Division Head will discuss the grievance with the employee, the appropriate steward and a Chief Shop Steward or designate. A written answer will be given to the grievor and the grievance Committee member by the Division Head within **seven (7)** working days of the discussion.

Step 3 Failing settlement in Step 2, the Chairperson of the Union's Grievance committee may, within four (4) working days following receipt of the reply in Step 2, arrange for a meeting to review the matter in dispute. The meeting shall be attended by the **Chief Administrative Officer** or **their** designate, and other management representatives when deemed appropriate by the Corporation, the Grievor, a Chief Shop Steward, the Union President or **their** designate and the Chairperson of the Union's Grievance Committee. In the event of a dispute of facts the Union will have the right to bring in the steward that filed the grievance. Such meeting will be held within **seven (7)** working days of the request by the Chairperson of the Grievance Committee. It is understood that a National Representative of the Union may be present at this meeting should **their** presence be requested by either party. The **Chief Administrative Officer** or **their** designate shall issue **their** written reply to the grievor and the Chairperson of the Union's Grievance committee within **seven (7)** working days of the meeting.

9.03 If final settlement of the grievance is not attained in Step 3, and if the grievance is one which concerns the interpretation or alleged violation of this Agreement, either party may refer the grievance to arbitration as provided in Article 10 of the Agreement provided that the request for arbitration is made within ten (10) working days after receipt of the reply in Step 3.

ARTICLE 9 - GRIEVANCE PROCEDURE (continued)

- 9.04 Should any grievance not be submitted within the time limits specified in this Article, it will be considered to have been settled on the basis of the corporation's last reply to the grievance. If no written answer has been given to the grievance within the time limits specified, the employee shall be entitled to process the matter to the next stage including arbitration.
- 9.05 The time limits fixed in the grievance procedure may be extended by mutual agreement in writing between the parties. Saturdays, Sundays and holidays will not be counted in determining the time in which any action is to be taken.
- 9.06 Discharge Procedure
A claim by an employee who has completed **their** probationary period that **they have** been discharged prior to the duration of **their** employment without reasonable cause, shall be treated as a grievance if a written statement of such grievance is lodged with the **Chief Administrative Officer** or **their** delegate within four (4) working days after the employee is discharged. Such grievance shall commence at Step 3 of the grievance procedure.
- 9.07 Union Policy Grievance
The Union may file a "Policy Grievance" at Step 3 of the grievance procedure. A "Policy Grievance" may not be used to by-pass the regular grievance procedure. A policy grievance is defined as one which alleges a misinterpretation or violation of a provision of this Agreement and which, because of the nature or scope of the subject matter, could not otherwise be instituted as an individual employee grievance commencing at Step 1. Such policy grievance shall be filed, in writing, within ten (10) working days of the initial incident giving rise to the complaint. The grievance must be signed by the Union President or **their** designate and the Chairperson of the Union's Grievance Committee. **A meeting shall be held between representatives of the Corporation and the Union within seven (7) working days of filing of the grievance. The grievance shall be answered, in writing, by the Corporation within ten (10) working days from the date of such meeting.**
- 9.08 Corporation Policy Grievance
The Corporation shall have the right to lodge a grievance with the Union concerning the meaning, application or interpretation of any provision of this Agreement **or where the Union has acted unjustly, improperly or unreasonably** commencing at Step 3 of the grievance procedure. The grievance shall be filed, in writing, with the Union President or **their** designate by the **Chief Administrative Officer**, or **their** designate within ten (10) working days of the initial incident giving rise to the complaint. A meeting shall be held between representatives of the Corporation and the Union within seven (7) working days of filing of the grievance. The grievance shall be answered, in writing, by the Union President or **their** designate within ten (10) working days of such meeting.
- 9.09 Any step of the Grievance Procedure may be waived by mutual agreement in writing between the parties.

ARTICLE 9 - GRIEVANCE PROCEDURE (continued)

- 9.10 Decisions arrived at between the Corporation and the Union on the disposition of any specific employees, Union or Corporation grievance shall be final and binding upon the Corporation, the Union and the employee or employees concerned.
- 9.11 With mutual agreement the Corporation and the Union may utilise the services of a Grievance Mediator, satisfactory to the parties, to resolve outstanding grievances. The cost of the mediator's services will be shared on a fifty percent (50%) basis.

ARTICLE 10: ARBITRATION

- 10.01 A properly constituted grievance, as defined in Article 9 - Grievance Procedure which has been properly carried through all the requisite steps of the Grievance Procedure, including referral to arbitration, as outlined in Article 9 and which has not been settled, may be referred to a single Arbitrator, or by mutual agreement, to a Board of Arbitration, at the written request of either of the parties hereto.
- 10.02 a) The Board of Arbitration shall be composed of one (1) person appointed by the Corporation, one (1) person appointed by the Union and the third (3rd) person to act as Chairperson chosen by the other two (2) members of the Board.
- b) Within fourteen (14) working days of the written request by either party for a single arbitrator or Board of Arbitration, the other party shall nominate an arbitrator or its nominee to the Board. The parties or nominees shall endeavour to agree as soon as possible to the single arbitrator or Chairperson respectively.
- 10.03 Should the parties fail to agree on a single Arbitrator or the nominees fail to agree on a Chairperson, the Ministry of Labour of the Province of Ontario shall be asked to nominate a person to act as single arbitrator, or Chairperson, in accordance with the provisions of the Ontario Labour Relations Act.
- 10.04 No person may be appointed as an arbitrator who has been involved in any attempt to negotiate or settle the grievance.
- 10.05 The decision of the arbitrator or the Board of Arbitration, including any decision as to whether the matter is arbitrable, shall be final and binding upon the parties and upon any employee affected by it. In the absence of a unanimous decision, the majority decision shall be accepted as the decision of the Board. In the event there is no majority decision, the decision of the Chairperson will be final.
- 10.06 The Arbitrator or the Board of Arbitration shall not have jurisdiction to amend, alter, modify or add to, any of the provisions of this Agreement, or to substitute any new provision in lieu therefor, nor to give any decision inconsistent with the terms and provision of this Agreement.

ARTICLE 10 – ARBITRATION (continued)

- 10.07 The Arbitrator or Board of Arbitration shall have no jurisdiction to hear a layoff, failure to recall from layoff or discharge grievance put forth by or on behalf of a probationary employee.
- 10.08 The Board of Arbitration shall have the power to dispose of the discharge or discipline grievance of an employee who has completed **their** probationary period by any arrangement which, in its opinion, is just and equitable.
- 10.09 Each of the parties hereto will bear the fee and expenses of the nominee appointed by it and the parties will equally share the fee and expenses of the single Arbitrator or the Chairperson of the Board of Arbitration.
- 10.10 Time limits fixed in this Article may be extended by mutual agreement in writing between the Union and the Corporation.

ARTICLE 11: SENIORITY

- 11.01 A seniority date shall be established for each temporary employee upon successful completion of the probation period, based on length of employment in the bargaining unit. Seniority for employees will be based on their hire date as a temporary employee. Seniority shall operate on a bargaining unit wide basis.
- 11.02
- a) A temporary employee shall be considered a probationary employee until **they have** worked a total of four (4) calendar months, from **their** last date of hire or longer if mutually agreed upon by the parties. It is expressly understood by both parties that during the probationary period an employee shall **have no seniority rights and is** considered as being employed on a trial basis and may be discharged at any time at the sole discretion of the Corporation.
 - b) **An employee who is returning to the Corporation to a temporary contract for a position they have held previously will not be required to serve another probationary period unless there has been a break in active service of more than nine (9) months between the contracts resulting in a loss of seniority and termination as per article 11.04 d).**
 - c) **An employee who has seniority status who is returning to Corporation for a temporary contract for a position they have not held previously will serve a new probationary period of four (4) calendar months from the start of the new contract. It is expressly understood by both parties that during a probationary period an employee shall be considered as being employed on a trial basis and may be discharged at anytime at the sole discretion of the Corporation. If the employee is discharged, they will continue to have seniority status in accordance with article 11.04.**
- 11.03 Temporary seniority shall operate on a bargaining unit wide basis.

ARTICLE 11: SENIORITY (continued)

11.04 An employee shall lose temporary seniority and **their** employment shall be deemed to be terminated for the following reasons:

- a) Voluntary resignation.
- b) Termination.

- c) Absence from work without leave of absence being granted by, or an explanation being given satisfactory to, the Corporation for a continuous absence of three (3) working days or over.
- d) Not actively employed by the Corporation for nine (9) months or more.

ARTICLE 12: RATES OF PAY

12.01 A temporary employee in a position included in Schedule 1A of the Outside and Office Collective Agreement shall be paid **according to** the applicable classification as per Schedule 1A for the term of employment with the Corporation. **Probationary employees will be paid \$1.00 per hour less than the job rate.**

12.02 A temporary employee in a position included in Schedule 2A of the Outside and Office Collective Agreement shall be paid **according to** the applicable classification as per Schedule 2A for the term of employment with the Corporation. **Temporary employees will progress through the incremental system in Schedule 2A from the start date of a contract for as long as their service is continuous. Temporary employees whose contract ends and who return for a new contract will return to the start rate for the position upon the commencement of a new contract.**

12.03 A temporary employee in a position included in Schedule 1A of the Professional and Technical Collective Agreement shall be paid **according to** the applicable classification as per Salary Schedule 1A for the term of employment with the Corporation. The Corporation may pay such temporary employee at a higher incremental step, provided the temporary employees is not being paid more than a full time bargaining unit member under the CUPE Professional and Technical Collective Agreement. **Temporary employees will progress through the incremental system in Schedule 1A from the start date of a contract for as long as their service is continuous. Temporary employees whose contract ends and who return for a new contract may be returned to the start rate for the position upon the commencement of a new contract.**

ARTICLE 13: JOB POSTINGS

13.01a) When a vacancy as set out in the wage classifications in Schedule 1A and 2A of the Outside and Office Collective Agreement and Schedule 1A of the Professional and Technical Collective Agreement becomes available and is one which the Corporation wishes to fill, notice of such vacancy shall be posted in accordance with the appropriate Collective Agreement under which the vacancy falls.

ARTICLE 13: JOB POSTINGS (continued)

13.01 continued

- b) If the vacancy is not filled by an employee from the CUPE Outside and Office bargaining unit and the Professional and Technical bargaining unit, an employee from the CUPE Temporary bargaining unit may apply and will be evaluated at the same time as applicants external to the bargaining unit.

13.02 The Corporation may establish and administer tests for the purpose of assisting the Corporation in determining an applicant's qualifications within that job posting.

13.03 Upon request, an employee shall receive feedback in the event that they are unsuccessful for a posted job.

ARTICLE 14: CLOTHING

14.01 Where the Corporation requires employees to wear clothing and/or uniforms in the performance of their duties, such clothing and/or uniforms will be provided at no cost to the employee.

14.02 Employees who received an issue of clothing and/or uniforms, must wear such clothing and/or uniforms while at work for the Corporation. However, any issued clothing or uniform which identifies the employee as an employee of the Corporation may be worn only when the employee is:

- a) going directly to work; or
- b) at work; or
- c) going directly home from work and at no other times or in other public places.

14.03 All clothing and/or uniforms issued shall remain the property of the Corporation and must be returned to the Corporation upon termination, transfer, or when an employee is issued a replacement as indicated above.

14.04 Employees wearing uniforms or clothing are to look professional, neat, clean and tidy;

ARTICLE 15: PHONE IN

15.01 a) When unable to report for work at their scheduled time, employees are required to advise an appropriate supervisor or designated reporting system at least one-half (1/2) hour prior to the beginning of the assigned shift, where practical, giving reasons for such inability and, if possible, an estimate of the time they may be away from work.

Email or text messages may be allowed as a designated reporting system of communication.

ARTICLE 15: PHONE IN (continued)

- b) Employees returning to work after an absence of one (1) week or a longer period are required to advise an appropriate supervisor or designated reporting system of the date of their return by at least 12:00 o'clock noon of the day prior to estimated return.
- c) Exceptions to the above rules will only be allowed in exceptional circumstances.

ARTICLE 16: MEAL ALLOWANCE

OUTSIDE UNIT

- 16.01 Employees required to work four (4) hours or more contiguous with their regular workday shall receive a meal allowance of ten dollars (\$10).

OFFICE UNIT

- 16.02 Employees required to work two (2) hours or more contiguous with their regular workday shall receive a meal allowance of ten dollars (\$10).

PROTECH

- 16.03 Employees required to work two (2) hours or more contiguous with their regular workday shall receive a meal allowance of ten dollars (\$10).

ARTICLE 17: REST PERIODS

- 17.01 Coffee breaks and rest periods will be strictly controlled so as to prevent abuse. Coffee breaks or rest periods, in any case, will be limited to **fifteen (15)** minutes per half shift.

ARTICLE 18: PAYMENT FOR HOLIDAYS

- 18.01 The following paid holidays shall be granted to each eligible active employee subject to the provisions **set out herein**:

New Year's Day
Family Day
Good Friday
Easter Monday
Canada Day
Victoria Day

Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

ARTICLE 19: LEAVE OF ABSENCE

19.01 a) Leave of absence without pay and without loss of seniority will be granted to employees to attend functions of the union such as union conventions and safety related functions, provided the CAO shall make the final decision as to whether an employee can be reasonable spared from **their** duties for this purpose. Such permission shall not be unreasonably withheld. The bargaining unit shall be provided an average of fifteen (15) days of leave per collective agreement year to be used anytime during the term of the collective agreement.

b) An employee's regular daily wages shall be paid by the Corporation while in attendance at union functions described above. The union shall reimburse the Corporation for such gross wages paid out.

Bereavement Leave

19.02 a) Employees shall be allowed a one-time leave of absence with full pay for three (3) working days in the event of a death in their immediate family. Immediate family shall mean spouse, common law spouse, parent, brother, sister, child, step-child, grandparent, grandchild, ward, legal guardian, parent-in-law, step-brother, step-sister and step-parent.

b) A common-law spouse shall be defined as a relationship with a **partner** with whom the employee is living.

c) Additional leave without pay, without loss of seniority, may be granted at the sole discretion of the Corporation.

ARTICLE 20: INSURANCE

20.01 The Corporation shall pay, on behalf of all eligible, non-permanent employees working a minimum of one year plus one day on a single continuous assignment, a portion of the cost of the premiums for the benefits as per the Corporation's current benefits policy for non-permanent employees, subject to the terms, conditions and regulations of the policy and plan.

ARTICLE 21: PARKING

21.01 Employees will receive parking as per the corporate policy.

21.02 The parties acknowledge that employees are entitled to mileage reimbursement, according to the Corporate Mileage Expense Policy 13.3.2 as amended, and Administrative Procedures – Automobile Expense FP-01 as amended, which apply to all employees of the Corporation.

ARTICLE 22: INFORMATION TO THE UNION

- 22.01 The Human Resources Division will provide the Collective Agreement in electronic format upon request. Employees without electronic access will receive a printed copy.
- 22.02 The Corporation will make all Corporate Policies that affect CUPE members readily accessible.
- 22.03 All correspondence between the parties hereto arising out of this agreement, or incidental thereto, shall pass to and from the Executive Director of Human Resources or designate, of the Corporation and the President of the Union or **their** designate, or as otherwise set out in the collective agreement.
- 22.04 Correspondence can be filed electronically between the parties.

ARTICLE 23: INJURY ALLOWANCE

- 23.01 An employee who is injured while at work and as a result of such injury is deemed as medically unfit to complete the working day or shift, shall receive pay at regular rate for time lost on the day that such injury is sustained.

ARTICLE 24: PAY DAY

- 24.01 Employees shall have access to an electronic statement and shall be paid by direct deposit on alternate Thursdays no later than 4 p.m. Employees without network access will receive an itemized statement.
- 24.02 The Union shall be consulted prior to any change to the pay-day or pay-period.

ARTICLE 25: TOOL ALLOWANCE

- 25.01 Employees classified as Service Advisor, Lead Hand Mechanic, Welder-Mechanic, Welder, Motor Vehicle Mechanic "A", Small Engine Mechanic "A" or Small Engine Mechanic "B" will be required to supply the necessary hand tools to meet the normal requirements of their duties under their classification. The Corporation will reimburse such employees up to a maximum of \$200 in each calendar year provided the employee provides the Corporation with the appropriate receipt of purchase of such tools.

ARTICLE 26: DURATION

- 26.01 This Agreement shall be in effect **from April 1, 2019** until March 31, **2024** and unless either party gives notice in writing to the other party to the terms of this Agreement, that amendments are required, or that the party intends terminating the Agreement, then it shall automatically continue in effect until March 31, **2024** and from year to year thereafter.
- 26.02 Notice that amendments are required may only be given within the ninety (90) day period prior to the expiration date of the collective agreement or any succeeding anniversary date. The Agreement shall continue in operation, after giving notice, in accordance with the provisions of the Ontario Labour Relations Act.
- 26.03 The parties hereto agree to meet for the purpose of negotiations within fifteen (15) days or such time as may be agreed upon after the giving of such notice and shall negotiate in good faith.
- 26.04 It is understood that during the negotiations following upon notice of termination or notice of amendment, either party may bring forward counter-proposals arising out of or related to the original proposals.

This agreement was reached between the following bargaining committees on October 2, 2019 and was ratified by City Council on October 23, 2019 and by the Union membership on October 17, 2019.

FOR THE CORPORATION:

Louise More

Robert Liston

Roseann Amelio

Rick Conard

Kathy Duncan

Jocelyn Johnston

Zeeshan Majid

Mike Parks

FOR THE UNION:

Fabio Gazzola

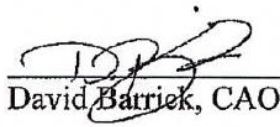
Ryan Smart

Steve Brown

Duly executed in the City of Brampton by the parties.

For the Corporation:



Patrick Brown, Mayor



David Barriek, CAO

Peter Fay, City Clerk

For the Union:


Fabio Gazzola


Ryan Smart


Steve Brown

Document execution authorized
by By-Law 267-2019

October 2, 2019

Letter #1

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Temporary Unit)

Dear Mr. Gazzola:

LETTER OF UNDERSTANDING
Job Postings – Temporary Bargaining Unit

The Corporation acknowledges the value that its temporary workforce brings to the City and is committed to providing opportunities to all Employees.

Employees in the CUPE Temporary bargaining unit who have no discipline on their employment record with the Corporation and meet the minimum qualifications for a posted vacancy in either the Outside and Office or the Professional and Technical bargaining units, will be interviewed, and if applicable tested, after the Corporation has determined that there are no qualified applicants from either the Outside and Office or the Professional and Technical bargaining units and before any external applicants are interviewed. The Employer may short list candidates from the Temporary bargaining unit based on their qualifications and experience and need not interview all candidates if a suitable candidate is identified from the short list.

In selecting a CUPE Temporary Bargaining Unit employee to fill a posted vacancy the Corporation shall consider:

- i) skills, ability, qualifications, efficiency and experience;
- ii) seniority (on a bargaining unit wide basis)

Where the factors in (i) are considered to be relatively equal, then factor (ii) shall be the determining factor.

CUPE Temporary Bargaining Unit employees who are successful in a job posting to the Outside and Office or Professional and Technical bargaining units will be considered new hires for the purposes of seniority and probationary periods. Temporary employees will not have to complete another probationary period if they are hired into the same job classification they last held as a temporary employee provided the length of the probation period was served in such job classification per Article 10.03 (a) for job classifications that are part of the CUPE Professional and Technical bargaining Unit, or Article 11.02 (a) for job classifications that are part of the CUPE Outside and Office bargaining unit.

For the Corporation

For the Union

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Fabio Gazzola
President, CUPE, Local #831

Robert Liston
Sr. Advisor, Labour Relations

October 2, 2019

Mr. Fabio Gazzola, President
Canadian Union of Public Employees
Local # 831 (Temporary Unit)

**MEMORANDUM OF AGREEMENT
TEMPORARY BARGAINING UNIT**

The Parties agree to attach an appendix, for informational purposes only, the Collective Agreement between the Corporation and the Canadian Union of Public Employees (Temporary Unit) to the Full Time Bargaining Unit collective agreements. All terms and conditions of employment for temporary employees will be as stated in the Collective Agreement between the Corporation and the Canadian Union of Public Employees (Temporary Unit). For clarity, the terms set out in the respective full time bargaining unit collective agreements do not apply to temporary employees.

APPENDIX ► Temporary Employees

Temporary employees are covered by the following articles set out in this Appendix. All other terms set out in the collective agreement do not apply to temporary employees.

- Article 1: General Purpose
- Article 2: Recognition
- Article 3: Relationship
- Article 4: Union Security and Check Off
- Article 5: No Strikes and Lockouts
- Article 6: Management Rights
- Article 7: Union Representation
- Article 8: Discipline and Records
- Article 9: Grievance Procedure
- Article 10: Arbitration
- Article 11: Seniority
- Article 12: Rates of Pay
- Article 13: Job Postings
- Article 14: Clothing
- Article 15: Phone In
- Article 16: Meal Allowance
- Article 17: Rest Periods
- Article 18: Payment for Holidays
- Article 19: Leave of Absence
- Article 20: Insurance

- **Article 21: Parking**
- **Article 22: Information to the Union**
- **Article 23: Injury allowance**
- **Article 24: Pay Day**
- **Article 25: Tool Allowance**
- **Article 26: Duration**

For the Corporation

Karina Pylypczuk
Sr. Manager, Employee & Labour Relations

Robert Liston
Sr. Advisor, Labour Relations

For the Union

Fabio Gazzola
President, CUPE, Local #831