

# **COLLECTIVE AGREEMENT**

B E T W E E N:

The Corporation of the Township of South Stormont

(the “Employer”)

-and-

The Canadian Union of Public Employees  
Local 4219

(the “Union”)

Effective Date: April 1, 2023

Expiry Date: March 31, 2026

ARTICLE 1 – PURPOSE .....	1
ARTICLE 2 – RECOGNITION.....	1
ARTICLE 3 – DEFINITIONS.....	2
ARTICLE 4 – MANAGEMENT RIGHTS .....	3
ARTICLE 5 – NO STRIKES OR LOCK-OUTS .....	4
ARTICLE 6 – UNION SECURITY .....	4
ARTICLE 7 – NO DISCRIMINATION.....	5
ARTICLE 8 – UNION COMMITTEES.....	6
ARTICLE 9 – REPRESENTATION .....	6
ARTICLE 10 – GRIEVANCE PROCEDURE .....	7
ARTICLE 11 – ARBITRATION .....	10
ARTICLE 12 – SENIORITY .....	11
ARTICLE 13 – POSTING PROCEDURE.....	12
ARTICLE 14 – LAYOFF AND RECALL .....	13
ARTICLE 15 - HOURS OF WORK.....	14
ARTICLE 16 – REPORTING PAY .....	16
ARTICLE 17 – EMERGENCY CALL-IN .....	16
ARTICLE 18 – LEAVES OF ABSENCE .....	16
ARTICLE 19 – BULLETIN BOARDS.....	18
ARTICLE 20 – PUBLIC AND STATUARY HOLIDAYS .....	19
ARTICLE 21 – VACATIONS.....	20
ARTICLE 22 – HEALTH AND WELFARE .....	22
ARTICLE 23 – WAGES AND CLASSIFICATIONS .....	23
ARTICLE 24 – COPIES OF AGREEMENT .....	24
ARTICLE 25 – DURATION .....	24
Appendix A.....	26
Appendix A.....	27
Appendix A.....	28

## **ARTICLE 1 – PURPOSE**

- 1.01 The purpose of this Agreement is to establish and maintain working conditions, hours of work and wages with respect to employees covered by this Agreement and to provide for a prompt and orderly method of settling complaints or grievances which might arise hereunder.
- 1.02 This Agreement sets forth the entire Agreement on rates of pay, hours of work and other conditions of employment.
- 1.03 No Other Agreement  
No employee shall be required or permitted to make written or verbal agreement with the Employer or their representatives which may conflict with the terms of this collective agreement.

## **ARTICLE 2 – RECOGNITION**

- 2.01 The Township recognizes the Canadian Union of Public Employees as the bargaining agent of all employees of the Corporation of the Township of South Stormont, save and except the Chief Administrative Office (CAO), Director of Corporate Services/ Clerk, Deputy Clerk, Fire Chief, Director of Finance/Treasurer, Deputy Treasurer, Finance Specialist, Accounting Clerk, Finance Clerk, Water & Sewer Superintendent, Administrative Assistants, Accounting Assistants, Accounting Assistant I and II etc., Director of Public Works, Public Works Supervisor, Director of Building/ Planning, Chief Building Official Community Planner, Economic Development Officer, Planning Administrator, Junior Planner, Deputy Chief Building Official, Building Inspectors, Director of Parks & Recreation, Recreation Supervisor, Parks and Recreation Coordinator, Facilities Coordinator, Municipal Law Enforcement Officer (MLEO), Manager of Operations-Environmental Services, Manager of Operations- Transportation, Deputy Director of Public Works, IT Business Systems Coordinator (created 2017), Human Resources Executive Assistant (2021), Building Technician (created 2017), Contract Administrator/Engineering Coordinator (2023), contract employees, any employee or volunteer of the Fire Department including but not limited to, the District Chiefs and Firefighters, any person above the rank of Lead Hand, Recreational Instructors, Umpires, Referees, Arena Attendant Assistants, Facilities' Attendants, School Guards, seasonal and casual employees and students employed during the school vacation period.

### **ARTICLE 3 – DEFINITIONS**

- 3.01 The terms Employer, Township, or management, as used in this agreement, mean the Township of South Stormont. The term *Union* as used in this agreement, means the Local Union of the Canadian Union of Public Employees, Local 4219.
- 3.02 “Employee”, whenever mentioned in this agreement, refers to persons governed by this agreement.
- “Full-time employees” are employees who occupy a position within CUPE 4219 and having successfully completed the probationary period, consistently working 35 or 40 hours per week.
- “Permanent Part-time employees” are employees who occupy a position within CUPE 4219 and having successfully completed the probationary period, consistently works less than 30 hours per week.
- “Probationary employees” are employees who occupy a position within CUPE 4219 and are working within the probationary time frame established.
- “Temporary employees” are individuals who are;
- Persons hired to replace employees on leaves of absences;
  - Persons hired for periods of ninety (90) consecutive days or less. The parties may agree, in writing, to extend such period beyond ninety (90) days.
- 3.03 “Temporary employees – Winter Maintenance”, are individuals who occupy a position within CUPE 4219 for a period of at least ninety (90) days, primarily for the purposes of winter maintenance activities. The parties may agree, in writing, to extend such period.
- 3.04 “Supervisor” are employees who are not members of CUPE Local 4219 and have supervisory duties which include providing direction related to work, recommend hiring, enforce procedures established to protect worker health and safety, approve vacation time and leave. This definition does not include lead hands.
- 3.05 “Lead hands” are employees who are members of CUPE Local 4219 and report to the supervisor but are responsible for the coordination and distribution work on a day-to-day basis.
- 3.06 “Department Head” are employees who are senior-level management officials of the Township. This includes Director roles.

## **ARTICLE 4 – MANAGEMENT RIGHTS**

4.01 The Union recognizes and acknowledges that the management of the Township and the direction of the working forces rest exclusively with the Township. Without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Township to:

- (a) maintain order, discipline and efficiency;
- (b) hire, promote, demote, classify, transfer and retire employees and to discipline or discharge employees who have successfully completed their probationary period;
- (c) make, enforce and alter, from time to time, reasonable rules and regulations to be observed by the employees provided such rules and regulations do not conflict with the provisions of this collective agreement;
- (d) determine the nature and kind of business conducted by the Township, equipment to be used, the methods and techniques of work, the content of jobs, the scheduling of jobs, the scheduling of employees including the scheduling of shifts and overtime, the number of employees to be employed and the hours to be worked by each employee, the extension, limitation, curtailment or cessation of operations or any part thereof including the closing of any facility, or part thereof and to determine and exercise all other functions and prerogatives which shall remain solely with the Township except as specifically limited by the express provisions of this agreement; and
- (e) determine the qualifications, skills and training necessary for any job position; and requiring a medical examination for any purpose.

4.02 The Employer agrees that it will not exercise its functions in a manner inconsistent with the provisions of this agreement and the Union agrees that the express provisions of this agreement constitute the only limitations upon the Employer's rights.

4.03 Certain offenses are of such gravity and importance that they shall be deemed to constitute just cause for the immediate discharge of the employee concerned. Where the dismissal of an employee is made the subject of a grievance which proceeds to arbitration and the dismissal is for one or more of these serious offenses, the Employer shall only be required to establish to an arbitrator that the employee committed the offense. If it is established that the employee committed the offence, then the dismissal shall be deemed to be for just cause. The offenses which are considered to warrant immediate discharge and are subject to the procedure outlined in this paragraph are:

- (i) abusing or assaulting a member, fellow employee, supervisor or member of management;
- (ii) theft of property;
- (iii) sexual harassment;
- (iv) the unauthorized use or possession on or in the Employer's property of alcoholic beverages or narcotics or cannabis or the use of alcoholic beverages or narcotics or cannabis or over the counter drugs which may be reasonably expected to affect employee performance or safety.
- (v) reporting to work under the influence of a substance referred to in (iv) above.

Where the Employer decides, in light of the specific circumstances of the case, to impose a disciplinary penalty short of discharge for an offense listed above, such penalty shall be deemed to be appropriate, if the offense is proved. The imposition of such lesser penalty in one case shall not operate as a limit to management's discretion to impose the penalty of discharge in another case.

#### **ARTICLE 5 – NO STRIKES OR LOCK-OUTS**

- 5.01 The Employer agrees that it shall not lock out employees during the term of this Collective Agreement.
- 5.02 The Union agrees that during the term of this Collective Agreement, it will not cause, permit, condone or authorize its members to strike, sit down, slow down, or engage in any other work stoppage or any form of concerted activity on the part of employees designed to restrict or limit output. No member, officer or representative of the Union shall authorize, instigate, aid or condone any such activities and they shall repudiate such activities and attend work as normal.

#### **ARTICLE 6 – UNION SECURITY**

- 6.01 Check-Off Payments  
The Employer shall deduct from an employee's wages union dues. The Union shall give the Employer no less than one (1) month's notice of any change in union dues.
- 6.02 In consideration of the deducting and forwarding of Union dues by the Township, the Union agrees to indemnify and save harmless the Township against any claims or liabilities arising or resulting from the operation of this Article.

6.03 Deductions

Deductions shall be made from each pay period **and** shall be forwarded to the National Secretary-Treasurer of the Union not later than the last day of the month, accompanied by a list of the names of the employees from whose wages the deductions have been made.

6.04 Notice of Employment

The Employer shall provide the Union with the name of any employee whose employment is subject to the provisions of this collective agreement within the initial thirty (30) days of employment and such notice is to state the date of commencement and job classification.

6.05 Acquaint With Agreement

The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out in the articles dealing with Union Security and Dues Check-Off.

It is further understood that a representative of the Union shall be given an opportunity to interview a new employee within regular working hours, without loss of pay, for a maximum of fifteen (15) minutes, during the first week of employment, i.e. orientation.

6.06 Representation

The Employer shall not bargain with or enter into any agreement with an employee or group of employees in the bargaining unit. No employee or group of employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union. In representing an employee or group of employees, an elected or appointed representative of the Union shall be the spokesman. The Union will supply the Employer with the names of its officers. Likewise, the Employer shall supply the Union with a list of its supervisory personnel with whom the Union may be required to transact business.

6.07 Employees to be Members

Any employee who is eligible for membership, commencing employment after the signing of this agreement, shall, as a condition of continued employment, become and remain a member in good standing in the Union within the probationary period.

6.08 The Employer shall provide facilities, if available, at no charge, for Union meetings.

## ARTICLE 7 – NO DISCRIMINATION

7.01 The Parties agree that there shall be no discrimination, interference, restraint, or coercion or intimidation exercised or practiced by either of them or their representatives of employees, because of an employee's membership in the Union or because of **their** activity or lack of activity in the Union.

- 7.02 The Union further agrees that there will be no solicitation of members, collection of dues, Union Executive or Membership Meetings, or other Union activities either on the premises of the Employer or at such location where services are being provided by employees, except as specifically permitted by this Agreement or as specifically authorized in writing by the Employer.
- 7.03 In accordance with the provisions and definitions of the Ontario *Human Rights Code*, the Employer and the Union agree that there shall be no discrimination on the basis of the grounds under the *Code* in regard to hiring, promotions, demotions, layoffs, dismissals, rates of pay or other terms or conditions of employment.

## **ARTICLE 8 – UNION COMMITTEES**

- 8.01 The Union may appoint/elect a Negotiation Committee not to exceed four (4) employees from the bargaining unit for the purpose of negotiating amendments to the Collective Agreement pursuant to Article 25.01. The Township shall not be required to recognize the Union Negotiating Committee until after notice of desire to bargain has been provided under Article 25.01 and the Union has notified the Township, in writing, of the names of the members of the Union Negotiation Committee. The Township shall not be required to recognize the Negotiation Committee beyond the date which is thirty (30) days after the date of ratification by the Union of any first collective agreement or renewal thereof.
- 8.02 Time Off for Negotiation Meetings  
It is agreed that any member of the Union Bargaining Committee, who is in the employ of the Employer, shall have the right to attend negotiating meetings held with representatives of the Employer **up to and including conciliation** with entitlement to remuneration of their regular hourly rate for time lost from work while attending such meetings. Such payment shall be limited to the length of the meeting and shall not exceed the amount the employee would normally have earned for such regular working day.
- 8.03 Labour-Management Committee  
A Labour-Management Committee shall be established consisting of not more than three (3) representatives of the Union, and not more than three (3) representatives of the Employer. Meetings shall be held as may be mutually agreed upon and scheduled as necessary at either party's request.

## **ARTICLE 9 – REPRESENTATION**

- 9.01 The Union may elect or appoint not more than three (3) Stewards from among employees in the bargaining unit who have completed their probationary period, for the purposes of assisting employees in the presentation of grievances in accordance with the provisions of this Agreement.



- 9.02 The Union shall keep the Township notified in writing of the names of each member on the various committees and Stewards, along with their position by January 31<sup>st</sup> of each year. When there is a change throughout the year in any position within the Union representative(s), the Union shall notify the Township within fifteen (15) days of such change.
- 9.03 (a) It is agreed that identified Union Representatives shall continue to perform their regular duties and responsibilities for the Township and shall not leave their regular duties without having first secured permission from their immediate supervisor. It is agreed that the identified Union Representatives shall minimize their time away from their regular duties. If, in the course of such time off, they visit another section, they shall advise the supervisor of the section of their business.
- (b) Grievance Pay Provision  
Representatives of the Union who are in the employ of the Employer shall not suffer any loss of pay or benefits during regular scheduled working hours for time involved during Steps 1 and 2 of the established grievance procedures.
- 9.04 All correspondence between the parties arising out of this agreement or incidental thereto shall be forwarded to the President of the Union and the National Representative of the Union.
- 9.05 Representative of the Canadian Union  
The Union shall have the right, at any time, to have the assistance of a representative of the Canadian Union of Public Employees when dealing with grievances or negotiating with the Employer.

## **ARTICLE 10 – GRIEVANCE PROCEDURE**

- 10.01 Grievance Defined  
A grievance is defined as a difference arising between the Parties relating to the interpretation, application, administration or alleged violation of the Agreement. Grievances shall be of three types including:
- a) Individual grievances – that is, a grievance relating to or affecting a specific employee.
- b) Policy/Union grievance – that is, a grievance directly between the Employer and the Union. It is agreed and understood that a Policy/Union grievance shall be filed at Step 2 and the time limits set out with respect to that step shall apply. Policy/Union grievances may only be submitted by the Union Executive.
- c) Group grievances – that is, where a number of employees have identical grievances and each employee would be entitled to grieve separately, the Union Executive may present a group grievance and such grievance shall be filed at Step 2 and the time limits set out with respect to that Step shall apply.

10.02 Grievances, in order to be processed, must state the sections of the Agreement allegedly violated, and all the necessary details of the matter to be resolved, as well as any relief being sought by the employee(s). The grievance must also bear the signature of the employee(s) or a Union representative. An earnest effort shall be made to settle any complaints or grievances arising out of this Agreement fairly and promptly in the following manner.

a) Complaint Step

The employee must, but within ten (10) working days of the act or omission which is the reason for the complaint being made, or ten (10) working days from the time of the act or the omission ought to have reasonably come to the attention of the employee, verbally present the complaint to the employee's supervisor or in **their** absence, a management official identifying it as one under the Complaint Step of the grievance procedure. At the employee's discretion, a Union Representative may be present at this meeting. It is understood that an employee cannot advance the complaint to Step 1 of the grievance procedure until the employee's supervisor or in their absence, a management official, has had an opportunity to resolve the complaint. If the complaint is not resolved, the employee's supervisor or in their absence a management official will respond in writing within five (5) working days of the complaint being raised.

b) Step 1

Failing resolution at the Complaint Step, the employee and a Union Representative may file a grievance with the Department Head within **ten (10)** working days from the date the employee's supervisor or in their absence a management official's response should have been given.

The Department Head or their designate, shall, within **ten (10)** working days from the date they received the written grievance, hold a meeting with the employee, accompanied by a Union representative. The Department Head or their designate shall give their decision, in writing, within **ten (10)** working days following the date the meeting was held.

c) Step 2:

If the decision of the Department Head is not satisfactory, the grievance may, within **ten (10)** working days of the date of the decision, give notice of appeal in writing to the Chief Administrative Officer (CAO). The CAO shall meet with the grievor and Union representatives within three (3) weeks to attempt to settle the matter. A written decision of the CAO shall be given within **ten (10)** working days after such meeting.

10.03 Policy/Union grievances and Group grievances shall be filed in writing at Step 2 of the grievance procedure and shall be submitted by the Union within fifteen (15) working days from the time the incident giving rise to the grievance occurred, or ought to have reasonably come to the attention of the Union.

10.04 Any decision requiring a written response at the Complaint Step or any other Step of the Grievance procedure shall be provided to the employee, the Union President and the Union Secretary.

- 10.05 For the purpose of this Article and Article 11, a working day shall be defined as Monday through Friday, exclusive of Saturdays, Sundays, and paid Holidays.
- 10.06 For the purpose of this Article, Union representative shall mean a Shop Steward or a member of the Union Executive.
- 10.07 The Union may elect to have a CUPE National Representative attend Step 2 meetings provided that the Union notifies the Corporation prior to such meetings.
- 10.08 All grievances are the property of the Union and shall be processed and controlled by the Union through the various Steps.
- 10.09 Facilities for Grievance  
The Employer shall supply the necessary facilities for the grievance meetings.
- 10.10 Discharge / Suspension Grievance  
In the event of the discharge/suspension of an employee, such discharge may be taken up and treated as a grievance, in which case it shall be commenced at Step 1 of the grievance procedure within ten (10) working days of the discharge or suspension.
- 10.11 It is agreed that the time limits and all of the requirements of the grievance procedure in this Article and in Article 11 – Arbitration, are to be considered mandatory. In the event of failure to act within the time limits, or to follow the required procedure of the grievance procedure, the grievance shall be deemed to have been abandoned. Section 48(16) of the *Labour Relations Act, 1995* shall not apply to this Collective Agreement. Any time limit or procedure in this Collective Agreement may be extended or abridged by the mutual agreement of the parties, in writing.
- 10.12 Access to Personnel File  
An employee shall have the right, during normal office hours, to have access to and review their personnel file in the presence of the Employer.
- 10.13 Grievance Pay Provision  
Representatives of the Union who are in the employ of the Employer shall not suffer any loss of pay or benefits for time involved during Steps 1, 2 and Mediation of the established procedures for settling grievances.
- 10.14 The disciplinary record of an employee shall not be used against them following the expiration of eighteen (18) months following the imposition of disciplinary action unless notice of additional unsatisfactory work performance or misconduct has been issued during that eighteen (18) month period.

## **ARTICLE 11 – ARBITRATION**

### 11.01 Mediation

After the grievance procedure as set out in Article 10 has been exhausted, and within ten (10) working days from the final decision of Step 2, the parties may agree to seek the services of a Grievance Mediation Officer to assist in resolving the Parties' differences. In the event a Grievance Mediation Officer is appointed, a referral to arbitration shall be delayed until after the Grievance Mediation Officer has conducted a meeting with the Parties.

The parties agree that a person sitting as the mediation officer may not be utilized when moving to arbitration on the same matter.

### 11.02 Arbitration

When either party requests that a grievance be submitted to arbitration within ten (10) working days from the Step 2 decision, the request shall be made in writing addressed to the other party of the Agreement. The request shall indicate the names of the three (3) suggested persons it proposes to sit as an arbitrator. Within seven (7) days thereafter, the other party shall answer in writing indicating its agreement with one of the proposed arbitrators, or in the alternative, the name of the person(s) it proposes to sit as an arbitrator.

### 11.03 Failure to Appoint

Where the parties are unable to agree to the selection of a mediation officer or an arbitrator, the party initiating the request may, within twenty-one (21) working days of receipt of the second party's response, request the Ministry of Labour to make such an appointment.

### 11.04 Procedure

The arbitrator may determine its own procedure but shall give full opportunity to all parties to present evidence and make representations. They shall hear and determine the differences or allegations.

### 11.05 Decision of the Board

The decision of the arbitrator shall be final and binding and enforceable on all parties, but in no event shall the arbitrator have the power to change this Agreement or to alter, modify or amend any of its provisions.

### 11.06 Disagreement of Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the arbitrator to reconvene the parties to clarify the decision.

### 11.07 Expenses for Mediation Officer or an Arbitrator

Each party shall pay half the cost for utilizing the assistance of either a mediation officer or an arbitrator.

- 11.08 The time limits set out in the grievance, mediation and arbitration procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been. Clarification: Amending the time limits set out above must be made in writing with mutual consent.

## **ARTICLE 12 – SENIORITY**

12.01 a) All employees shall be on probation for a period of three (3) months. On successful completion of the probationary period they will be credited with seniority from date of hire. During the probationary period, the employee shall however be entitled to all other rights and benefits of this Agreement unless otherwise provided herein, and with the exception of the grievance procedure pertaining to discharge.

If an existing non full-time employee becomes a full-time employee, all hours worked by that employee in the six (6) months prior to the appointment to the full-time position shall be credited towards the employee's three (3) months probationary period, with seven (7) or eight (8) hours equating to one (1) working day.

- (b) Seniority for Part-Time employees shall be calculated based on the number of hours paid by the Employer for work within the bargaining unit. Seniority for full-time employees shall be calculated based on their date of hire. The conversion between the two types of seniority shall be based on 1850 hours of seniority being equal to one (1) year of seniority.
- (c) (i) The following articles of the Collective Agreement shall not apply to probationary employees: 18.02, 18.05, 18.06, 20.01, 21.03 and 22.04.
- (ii) The following articles of the Collective Agreement shall apply to Part-Time Employees who have completed twelve (12) months of consecutive service: 18.02, 18.04, and 22.04. The current regularly scheduled shift rate will apply.
- (iii) The following articles of the Collective Agreement shall not apply to the temporary employees, temporary winter maintenance employees, or Part-Time employees: 15.01, 15.07, 18.02, 18.05, 20.01, 21.03, 22.01, and 22.04.

- 12.02 The Township may discharge or discipline a probationary employee prior to the end of their probationary period for any reason and this action shall not be grievable under this Collective Agreement.

- 12.03 An employee shall lose all seniority and shall be deemed to have terminated if:
- (a) the employee quits;
  - (b) the employee is discharged and not reinstated under the terms of this Agreement;
  - (c) the employee has been laid off for a period in excess of his length of seniority up to a maximum of twelve (12) months;
  - (d) the employee fails to notify the Township within three (3) calendar days, exclusive of Saturday, Sunday and holidays, of receipt of notice of recall and report within seven (7) calendar days from receipt of such notice. Notice of recall may be by telephone or telegram confirmed by registered mail to the employee's last address registered with the Township. If notice is by registered mail, it shall be deemed to have been received on the second day following registration;
  - (e) the employee utilizes any leave of absence for purposes other than for which the leave was granted or fails to return to work after expiration of a leave of absence without providing a reason satisfactory to the Township. If the employee returns prior to the expiry of the leave of absence, he shall be returned to their former position within one (1) week of notification; or
  - (f) the employee is absent from scheduled work for a period of three (3) consecutive working days without notifying the Township of such absence and providing a reason satisfactory to the Township.
  - (g) the employee is absent due to illness or injury for 24 months (this clause shall be interpreted in accordance with the Human Rights Code).
- 12.04 The Township shall maintain lists showing the name, seniority, department and current classification of employees. The seniority lists shall be revised and posted in the first full week of January in each year and copies will be provided to the Local Union President.

### **ARTICLE 13 – POSTING PROCEDURE**

- 13.01 Where vacancies in the bargaining unit occur which the Township decides to fill on a permanent basis, such vacancies will be posted at the Township Office, Long Sault Arena, Municipal Garage, and in other locations deemed appropriate by the Township in its sole discretion. Furthermore, a copy of the notice shall be sent to the Union.
- 13.02 Such vacancies shall be posted for a period of five (5) working days and employees bidding on job vacancies must make written application to Human Resources no later than the fifth (5th) day of the posting.
- 13.03 Information in Postings  
Such notice shall contain the following information: summary of the position, qualifications, required knowledge and education, skills, shift and wage. Postings for temporary employment shall also indicate the expected duration of employment.

- 13.04 (a) Vacancies which will not or are not expected to exceed ninety (90) calendar days and vacancies caused by absence due to illness, accident, leaves of absence (including maternity leave), need not be posted. Such temporary vacancies may be filled at the discretion of the Township. Any vacancy which exceeds the above parameters shall be posted.
- (b) When part-time employees are used to fill temporary vacancies, they shall retain their Part-Time status. When full-time employees are used to fill temporary vacancies, they shall retain their full-time status.
- 13.05 The Township shall consider applicants for whom a successful bid would result in a promotion or transfer (as defined herein) to a higher or equal rate classification. In cases of promotion or transfer, the following factors shall be considered:
- (i) skill, ability, qualifications, experience, and physical fitness;  
and
- (ii) seniority with the Township.
- When the matters in factor (i) are relatively equal in the opinion of the Township, then factor (ii) shall govern.
- 13.06 Where an employee has been selected as a successful applicant under this Article, and it is subsequently determined by the Township that he cannot satisfactorily perform the job or, where the employee wishes to return to his former job, the Township will attempt, during the first thirty (30) days from the date on which the employee was first assigned to the vacancy to return the employee to their former job. The Township shall explain in writing why the applicant could not satisfactorily perform the job.
- 13.07 If the vacancy is not filled on the foregoing basis, the Township may fill the job in question in its discretion.
- 13.08 The Township may assign any employee to any vacancy on a temporary basis including the period of time during which the posting has been completed.
- 13.09 The Township may not consider any applicant to a posting who has, within the prior three (3) month period, successfully bid on a vacancy.
- 13.10 Notwithstanding other articles in this agreement, the Employer reserves to itself the right, in its ultimate discretion, to appoint lead hands.

#### **ARTICLE 14 – LAYOFF AND RECALL**

- 14.01 In the event of a reduction in the work force due to lack of work volume, the most junior employee in the affected area shall be laid off first providing that the remaining employees possess the skill, ability, qualifications, experience and physical fitness to do the remaining work. Part-time employees shall not be allowed to bump full-time employees.

- 14.02 The laid off employee shall have the right to bump a junior employee occupying a position in a lateral or lower paying classification, provided that the bumping employee has the requisite skill, ability, qualifications, experience and physical fitness to perform the work of the junior employee.
- 14.03 Employees who are laid off due to reduction in the work force shall have the right of recall for a period not to exceed twelve (12) months from the layoff date, based on the following factors:
- (i) skill, ability, qualifications, experience and physical fitness.
  - (ii) seniority.  
Factor (ii) shall govern when two or more employees are relatively equal in the opinion of the Employer in factor (i). Employees shall be recalled from layoff prior to the position being posted.
  - (iii) No New Employees  
No new employees shall be hired until those qualified to perform the same type and class of work on lay-off have been given an opportunity of recall.
- 14.04 The Employer shall give notice of recall by Registered Mail to the last recorded address of the employee with a copy to the Union sent at the same time. The employee shall have the responsibility to keep the Employer informed at all times of their current address. The employee shall be required to return to work within three (3) working days from the time that they the received notice of recall unless the Employer grants an extension to this period.
- 14.05 Grievances concerning layoffs due to a reduction in the working force shall be initiated at Step 1 of the Grievance Procedure within seven (7) calendar days of the Notice of Layoff being delivered to the affected employee with a copy sent to the Union at the same time.
- 14.06 Notice of Layoff  
Notice of layoff shall be in accordance with the *Employment Standards Act*, as amended.

## **ARTICLE 15 - HOURS OF WORK**

- 15.01 (a) The normal average work week for full-time employees employed in various departments shall be as follows:
- (i) employees employed in the Clerk's Department, the Finance Department or the Building Department - up to 35 hours per week;
  - (ii) employees employed in Public Works - 40 hours per week;
  - (iii) employees employed in the Recreation Department - up to 40 hours per week;
  - (iv) employees employed in the Water/Sewer Department - up to 40 hours per week.
  - (v) temporary employees- Winter Maintenance will be provided with a minimum of 16 hours per week. In addition, this position is expected to respond to afterhours winter maintenance when on scheduled stand-by.



- (b) The hours of service in the following departments shall be:
- (i) Public Works – Summer: Monday – Friday 7:00a.m. to 5:30p.m.
  - (ii) Public Works – Winter: Monday - Friday: 6:00 am to 2:30 pm
  - (iii) Public Works – Waste Management: Tuesday - Friday: 7:00 am to 5:30 pm
  - (iv) Public Works – Lead Hand Winter Patrol: Monday-Friday: 11:00 pm to 7:30 am
  - (v) Recreation – Summer: Monday - Friday: 7:00 am to 5:30 pm
  - (vi) Recreation – Winter: Sunday - Saturday: 6:00 am to 12:30 am

No employee in the Bargaining Unit shall suffer any loss of wages, benefits, or seniority as a result of the Employer's compliance with the prescribed maximum duty hours under the *Ontario Highway Traffic Act*.

- 15.02 There shall be no duplication or pyramiding of hours worked for the purpose of computing overtime or other premium payment.
- 15.03 Overtime means authorized work performed in excess of the employee's regular workday (either 7, 8 or 10 hours) or a regular work week as described in 15.01 above. Such overtime shall be paid at time and one-half (1-1/2) the employee's regular hourly rate, subject to article 15.07.
- 15.04 Employees shall be entitled to two 15-minute breaks. These breaks shall be scheduled by the Department Head.
- 15.05 Employees who are working in the Clerk's Department, the Finance Department or the Building Department will be entitled to an unpaid lunch of one (1) hour. This lunch break shall be scheduled by the Department Head. Employees who are working in Public Works, Recreation or Water/Sewer Departments will be entitled to an unpaid lunch of one-half (1/2) hour, with the exception of the Landfill Site Attendant, who is entitled to a paid lunch. All employees, except the Landfill Site Attendant and the Recreation Department employees are permitted to leave the Township's premises for their lunch break. Employees of the Parks and Recreation Department will be entitled to a paid lunch of one-half (1/2) hour during winter hours. All employees, except the Parks and Recreation Department employees during winter hours are permitted to leave the Township's premises for the lunch break.
- 15.06 The parties to this Agreement recognize that the needs of the business may require the performance of overtime work from time to time and when overtime is required, the Employer will assign the employees regularly doing the job. The Employer will attempt to advise employees of this mandatory overtime as far in advance as is practical. In light of the foregoing, the Employer agrees to attempt to distribute available overtime work as equitably as practical amongst qualified employees normally performing the work in question within the departments in which overtime is required. It is understood and agreed however that any valid claim of inequitable distribution shall result only in an employee's entitlement to the next opportunity to perform scheduled overtime in their department that they are qualified to perform.

- 15.07 (a) Employees shall have the option of having a lieu time bank of up to a maximum of eighty (80) hours per calendar year created from their overtime hours. This time or request for a pay-out may be taken at a mutually convenient time for the employee and the Employer. If the time has not been taken by the end of the calendar year then it shall be paid out to the employee.
- (b) Notice of election to accumulate overtime for subsequent time off shall be given to the appropriate Department Head/supervisor prior to the completion of the attendance records by such Department Head/supervisor, for the processing of payroll for each period. If an employee fails to notify their Department Head/supervisor of their election, then the overtime shall be paid out.
- 15.08 Shift Premium  
The Employer shall pay the following hourly shift premium of fifty cents (50¢) for any and all employees working evenings and nights.

#### **ARTICLE 16 – REPORTING PAY**

- 16.01 Where an employee reports for work at the commencement of their regularly scheduled shift, unless otherwise notified in advance not to do so, they shall be entitled to a minimum of three (3) hours work or three (3) hours pay at this base rate unless the lack of work is due to reasons beyond the reasonable control of the Employer. An employee so affected shall perform any temporary work assigned to them by the Employer that they are capable of performing at the applicable rate in order to qualify for such pay in the event that their regular duties are not available.
- 16.02 Reporting Pay  
Employees called in to attend meetings outside their regular workday shall be compensated for **three (3)** hours' minimum or time served, whichever is greater.

#### **ARTICLE 17 – EMERGENCY CALL-IN**

- 17.01 Where an employee has completed their regularly scheduled shift and has left the Employer's premises and without prior notification is called in to work outside their regularly scheduled working hours, they shall be paid a minimum of three (3) hours' pay at time and one-half (1-1/2). A subsequent call while the employee is working on the first call-in shall be treated as a continuation of the first call-in.

#### **ARTICLE 18 – LEAVES OF ABSENCE**

- 18.01 Maternity and parental leave shall be granted in accordance with the terms set out in the *Employment Standards Act*, R.S.O. 1990 c. E.14, as amended.

- 18.02 Employees will be entitled to one (1) normal average work week up to forty (40) hours for sick days in a year for the sole purpose of legitimate employee illness. For greater clarity, employees shall not be entitled to receive any payment for unused days. Furthermore, these days cannot be carried over from year to year.
- 18.03 Employees who are going to be off on sick leave must confirm their absence due to illness with their supervisor or **Department Head** immediately before the start of their next regularly scheduled shift. If requested by the Employer, employees who are absent due to sickness shall provide a medical note substantiating their absence and the Employer shall reimburse the employee for the cost of such note.
- 18.04 Employees will be entitled to absences as outlined in the Public Health Emergency Leave Policy in a public health emergency situation.
- 18.05 Employees will be entitled to three (3) regular working days off with pay per calendar year for personal time off.
- 18.06 A paid leave of absence up to five (5) working days shall be granted for the purpose of making arrangements and or attending the funeral of a member of the employee's immediate family.
- a) Immediate family includes:
- the employee's spouse;
  - a parent, step-parent or foster parent of the employee or the employee's spouse;
  - a child, step-child, foster child or ward of the employee or the employee's spouse;
  - the employee's or the employee's spouse's brother or sister;
  - the employee's grandparent, step grandparent, grandchild, or step grandchild;
  - the employee's in-laws, (parents, brother or sister, son, daughter, including step common law relations); or, a relative of the employee who is dependent on the employee for care or assistance.
- b) Spouse includes: either of two persons who are married to each other or either of two persons who live together in a conjugal relationship outside marriage.
- 18.07 A paid leave of absence up to three (3) working days shall be granted for the purpose of making arrangements and/or attending the funeral of a member of the employee's extended family.
- a) Extended family shall mean aunt, uncle, niece, nephew, and cousins of the employee or the employee's spouse, including all step relations. Extended family shall also include a close friend or other individual close to the employee.
- 18.08 An additional two (2) days of leave with pay may be granted by the Department Head for extensive travelling, making funeral arrangements or settling estate matters.

- 18.09 Days off for bereavement leave other than those as provided herein, shall be without pay, unless authorized by the Department Head or CAO.
- 18.10 Should bereavement leave be required during an employee's vacation, the vacation days may be changed to bereavement leave.
- 18.11 Process  
Employees must submit requests for bereavement leave to their Department Head. The Department Head may require an employee to provide evidence reasonable in the circumstances related to the employee's entitlement to this leave.
- 18.12 All employees requiring attendance for jury selection or service as jurors or a subpoenaed witness shall be granted paid leave of absence of up to 5 days from scheduled work for that purpose, provided the employee reports for work when not actually required for court duty. Jury leave may be extended beyond the maximum number of days with the approval of the CAO.
- The compensation received for Jury Duty, not including mileage, shall be paid to the Municipality. If requested by the Department Head, the employee, upon returning for work, shall present a certificate showing the period of the court service.
- If the employee does not comply with the aforementioned, they may forfeit all rights to claim any compensation from the Municipality for the period absent from work.
- 18.13 When the Employer determines that an employee is not required, they may be granted unpaid leave to represent the Union at conventions or to attend executive and committee meetings of CUPE, its affiliated or chartered bodies. The bargaining unit shall be entitled to ten (10) such days per year with not more than two (2) employees absent at any given time. Employees desiring such leave shall apply in writing at least two (2) weeks in advance.

## **ARTICLE 19 – BULLETIN BOARDS**

- 19.01 The Union shall have reasonable access to a bulletin board on the premises of the Township for the posting of appropriate Union notices pertaining to matters relating to employees covered by the Collective Agreement. Copies of all notices shall be given to the Chief Administrative Officer (CAO) prior to posting and the Township retains the right to approve any material posted by the Union. The Township shall not unreasonably deny the posting of Union related material.

## **ARTICLE 20 – PUBLIC AND STATUARY HOLIDAYS**

20.01 (a) Employees who have completed their probationary period (and subject to the qualifying provisions of the *Employment Standards Act*) shall be entitled to the following holidays with pay:

New Year's Day	Labour Day
Family Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	Float Day

and any other day declared or proclaimed as a holiday by the Federal, Provincial or Municipal government.

(b) The Float Day shall be taken on a mutually agreeable day to the employee and the Employer.

20.02 Holiday pay shall be computed on the basis of the number of hours the employee would otherwise have worked (up to a maximum of ten [10] hours) at the employee's basic hourly rate of pay. All employees not entitled to holidays with pay as outlined in Article 20.01 shall receive holiday entitlement in accordance with the *Employment Standards Act*.

20.03 In order to qualify for holiday pay, the employee must work the full scheduled hours of work on the work day immediately preceding and immediately following the holiday unless excused by the Township, or an employee was absent due to:

- (a) bereavement leave;
- (b) court duty leave;
- (c) regularly scheduled vacation;
- (d) regular day(s) off; or
- (e) an approved sick day(s).

NOTE: short term and long term disability are excluded

20.04 Where an employee who is required to work on Christmas Day, Boxing Day, or New Year's Day they shall be paid at the rate of two times (2 x's) the base hourly rate for all hours worked in addition to any holiday pay to which they are entitled. All other holidays mentioned above shall be paid at the rate of one and a half (1-1/2) their base hourly rate for all hours worked in addition to any holiday pay to which they are entitled. Subject to Article 15.07.

- 20.05 An employee who has undertaken to work on any of the above holidays and fails to report for work shall forfeit all pay for that day unless their absence is due to illness verified by a medical certificate as required by the Township or otherwise provides a reason satisfactory to the Township.
- 20.06 Where any of the holidays occur during an employee's vacation period, the Township agrees to provide an additional day off with pay at a time mutually agreeable to the Township and the employee.

### ARTICLE 21 – VACATIONS

21.01 Credited service for the purpose of determining years of service for vacation commences from the first date of employment and shall include the probationary period, any pregnancy or parental leave, any contract or part-time service period served continuously prior to the employee's full time permanent start date. All vacations are subject to the approval of the Department Head.

21.02 Christmas Break

Annually, the administration offices will be closed to the public for the Christmas Break, commencing the working day prior to December 25<sup>th</sup> (at noon).

21.03 Full-time Employees

Permanent full-time employees are entitled to annual vacation time as follows:

Less than 1 year of service – prorated amount based on two (2) weeks;

- 1 – 5 years – three (3) weeks;
- 6 – 12 years – four (4) weeks;
- 13 – 20 years – five (5) weeks;
- 21 plus years – six (6) weeks.

21.04 An employee's vacation time accrues monthly as follows:

<u>Annual Vacation Time</u>	<u>Monthly Accrual of Vacation Time*</u>
2 weeks (10 days)	<b>0.83 days/month</b>
3 weeks (15 days)	<b>1.25 days/month</b>
4 weeks (20 days)	<b>1.67 days/month</b>
5 weeks (25 days)	<b>2.08 days/month</b>
6 weeks (30 days)	<b>2.5 days/month</b>

On the basis of this accrual rate, a full year of vacation time shall be accrued by the end of 12<sup>th</sup> month.

21.05 Monthly accrual begins upon an employee's completion of a full month of service time.

- 21.06 For the health and welfare of its employees, the Township encourages employees to take their annual vacation. However, an employee may, with the consent of the Department Head, carry up to one (1) week of vacation entitlement - five (5)–days - to the following calendar year provided the employee is entitled to three (3) or more weeks of vacation time. Vacation days carried over must be used no later than June 30 of the year they are carried in to. Where an employee does not take steps to schedule their vacation time, the Department Head may schedule the vacation time for the employee.
- 21.07 Days defined as public or statutory holidays in Article 20 shall not form part of any vacation period provided herein. If a designated holiday falls within an employee's vacation period, they shall be granted an additional day.
- 21.08 An approved leave (i.e. personal leave, short or long-term disability, etc.) of absence will not affect the calculation of years of service for purposes of determining the employee's entitlement to vacation with pay.
- 21.09 Vacation pay shall be paid on the pay day for the pay period in which the employee takes the vacation.
- 21.10 If extenuating circumstances prevent an employee from using their vacation time during the calendar year, the CAO may approve a payment for earned, but unused vacation pay.
- 21.11 Upon termination of employment, an employee shall receive the value of their unused vacation. Should an employee take their vacation prior to it being accumulated and terminates employment, the Township shall recover any overpayment of vacation pay from any monies owing to the employee. The employee acknowledges the rights of the Municipality in this regard and such adjustments will be made on the employee's final pay period.
- 21.12 An employee who becomes seriously ill and is hospitalized after having started their vacation may request sick pay benefits and, if they are granted, the period of vacation that was displaced shall be reinstated for use at a later date. An employee may not receive both sick pay benefits and vacation with pay at the same time.
- 21.13 An employee, who is scheduled for vacation and suffers a disability due to sickness or accident prior to the commencement of the vacation, may request that the scheduled vacation be postponed.
- 21.14 An employee who qualifies for bereavement leave during their vacation may request bereavement leave and, if it is granted, the period of vacation that was displaced shall be reinstated for use at a later date.
- 21.15 All part-time and other employees will receive vacation pay as follows:
- for employees with less than five (5) years of service, four (4) percent of their gross bi-weekly pay (excluding vacation pay).
  - for employees with five (5) or more years of service, six (6) percent of their gross bi-weekly pay (excluding vacation pay).

- 21.16 Vacation pay that accrues during a pay period shall be paid to the employee on the pay day for that period. Should an employee choose to have their vacation pay accrue and be paid out upon using vacation time, that request must be received in writing.
- 21.17 Part-time employees are entitled to two (2) weeks of pro-rated vacation time per annum as per the *Employment Standards Act*.
- 21.18 Prior to April 1st of each year, employees shall submit their vacation requests to their Department Head. Giving full consideration to the operational requirements of the department, the Department Head shall determine the vacation schedule. An annual vacation schedule will be prepared and updated as necessary.

All vacations are subject to the approval of the Department Head.

## **ARTICLE 22 – HEALTH AND WELFARE**

- 22.01 The Township agrees, during the term of the Agreement, to maintain the premium coverage for eligible employees in the active employ of the Township under the insurance plans presently in effect subject to their respective terms and conditions including enrolment requirements.

A copy of the current benefit plan(s)/booklet shall be attached to this Agreement.

- 22.02 It is understood that the Township may at any time substitute another carrier for any Plan (other than Employer Health Tax) provided the benefits conferred thereby are not in total decreased. Before making such a substitution, the Township shall notify the Union to explain the proposed change.
- 22.03 It is understood that the benefit plans are not part of this agreement and are not subject to the grievance and arbitration procedure. The Township's sole responsibility under this collective agreement is to contribute towards billed premiums as required in Article 22.01, above.
- 22.04 Boot/Clothing Allowance  
Upon production of a valid receipt, the Employer shall pay up to \$375.00 once per calendar year to reimburse employees who are required to wear C.S.A. approved safety boots and C.S.A. approved clothing.
- 22.05 Employees may have their worn or damaged safety footwear replaced on an as needed basis. Such replacement will be at the sole discretion of the applicable Department Head.



22.06 The Township will provide clothing as outlined below:

- a) Parks and Recreation
  - i. Baseball Hat (1)
  - ii. Toque (1)
  - iii. Sweatshirt (2)
  - iv. T-Shirt (short sleeves) (4)
  - v. T-Shirt (long sleeves) (2)
  - vi. Pants (3)
  - vii. Winter Coat (1)
  - viii. Spring/Rain Coat (1)
  
- b) Public Works Department
  - i. Baseball Hat (1)
  - ii. Toque (1)
  - iii. Sweatshirt (2)
  - iv. T-Shirt (short sleeves) (4)
  - v. T-Shirt (long sleeves) (2)
  - vi. Pants (3)
  - vii. Supplied Coverall
  - viii. Winter Coat (1)
  - ix. Spring/Rain Coat (1)

This list is exclusive of additional clothing and safety wear provided from time to time by the Employer.

22.07 Some employees will be provided Township branded clothing to be worn at work to allow them to be easily identifiable by members of the public at Township facilities, parks, etc. or to meet Health and Safety requirements. Employees are required to wear the clothing provided while on duty.

22.08 With prior approval from the Employer, a medical required of the employee to obtain a license for their work shall be paid for by the Employer.

22.09 Travel Time

With prior approval from the Employer, the employee, attending an education or training course for which the Township pays the total gross cost, shall be entitled to receive pay for actual travel time to and from the training.

22.10 Mileage

The Employer agrees to pay mileage in accordance with the Township Policy and/or CRA approved rates.

## **ARTICLE 23 – WAGES AND CLASSIFICATIONS**

23.01 The wage rates for employees covered by this Agreement shall be as set out in Appendix A which is attached to and forms part of this Agreement.

- 23.02 The Township will consult with the Union prior to the creation of any new classification. The established rate shall be retroactive to the time the position was filled by an employee.
- 23.03 Pay on Temporary Transfers, Lower Rated Jobs  
An employee assigned for a temporary period of time, to substitute in a job classification that pays a lower rate, shall continue to be compensated at their regular rate of pay for the duration of such substitution.
- 23.04 Pay on Temporary Transfers, Higher Rated Jobs  
When an employee is required to temporarily substitute or perform the principal duties of another employee within the bargaining unit, such employee shall be compensated at the rate of pay established for the substitute position. When relieving outside the bargaining unit, an increase of up to 10% maximum shall apply for all hours worked.

## **ARTICLE 24 – COPIES OF AGREEMENT**

- 24.01 Copies of Agreement  
The Union and the Employer desire every employee to be familiar with the provisions of this agreement and their rights and obligations under it. For this reason, the Employer shall provide sufficient copies of the agreement, within sixty (60) days of signing, so that every employee will have a copy thereof, including employees hired during the effective period of the agreement.

## **ARTICLE 25 – DURATION**

- 25.01 This Agreement shall start on April 1<sup>st</sup>, 2023, and continue in effect until March 31<sup>st</sup>, 2026, and shall automatically continue thereafter for annual periods of three years unless either party notifies the other in writing not less than sixty (60) days and not more than ninety (90) days prior to the expiration date of its desire to amend or terminate the Agreement.
- 25.02 Retroactivity  
All retroactive monies are to be paid within sixty (60) days of ratification for those employed with the Employer at the date of ratification.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

FOR THE EMPLOYER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE UNION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix A

Classification - Base Rate		Base Rate March 30, 2023	Base Increase 2023	Lead Hand Increase 2023	April 1, 2023-March 30, 2024				
					Base Rate	1 Certificate	2 Certificates	3 Certificates	4 Certificates
RECA	Recreation Operator I	\$25.50	\$2.00		\$27.50	\$28.25	\$29.00	\$29.75	\$30.50
RECA	Recreation Operator II	\$26.41	\$2.00		\$28.41	\$29.16	\$29.91	\$30.66	\$31.41
RECA	Recreation Facility Lead Hand	\$27.76	\$2.00	\$1.75	\$31.51	\$32.26	\$33.01	\$33.76	\$34.51
PUBW	Equipment Operator/Truck Driver/Labourer	\$26.03	\$2.00		\$28.03	\$28.78	\$29.53	\$30.28	\$31.03
PUBW	Public Works Lead Hand	\$29.25	\$2.00	\$1.50	\$32.75	\$33.50	\$34.25	\$35.00	\$35.75
PUBW	Lead Hand Drainage Superintendant	\$30.98	\$2.00	\$1.50	\$34.48	\$35.23	\$35.98	\$36.73	\$37.48
PUBW	Mechanic	\$28.92			\$35.00	\$35.75	\$36.50	\$37.25	\$38.00
	<b>On-Call</b>				<b>\$1.70</b>				
	<b>Probation Rate (applies to all positions)</b>				<b>less \$1.50/hr</b>				

Classification with Certificates (earned under prior contract)		Current Rate March 30, 2023	Base Increase 2023	Lead Hand Increase 2023	April 1, 2023-March 30, 2024				
					New Current Rate	1 Certificate	2 Certificates	3 Certificates	4 Certificates
PUBW	Equipment Operator/Truck Driver/Labourer with Class A	\$26.18	\$2.00		\$28.18	\$28.93	\$29.68	\$30.43	\$31.18
PUBW	Equipment Operator with Class A and OIT	\$26.48	\$2.00		\$28.48	\$29.23	\$29.98	\$30.73	\$31.48
PUBW	Lead Hand with OIT and Class A	\$29.70	\$2.00	\$1.50	\$33.20	\$33.95	\$34.70	\$35.45	\$36.20
PUBW	Lead Hand with Class A and W/WW Level 1	\$30.00	\$2.00	\$1.50	\$33.50	\$34.25	\$35.00	\$35.75	\$36.50
PUBW	Lead Hand with Class A and W/WW Level 2	\$30.28	\$2.00	\$1.50	\$33.78	\$34.53	\$35.28	\$36.03	\$36.78
	<b>On-Call</b>				<b>\$1.70</b>				

## Appendix A

		April 1, 2024-March 30, 2025				
<b>Classification - Base Rate</b>		<b>2.5% Increase</b>	<b>1 Certificate</b>	<b>2 Certificates</b>	<b>3 Certificates</b>	<b>4 Certificates</b>
RECA	Recreation Operator I	\$28.19	\$28.94	\$29.69	\$30.44	\$31.19
RECA	Recreation Operator II	\$29.12	\$29.87	\$30.62	\$31.37	\$32.12
RECA	Recreation Facility Lead Hand	\$32.30	\$33.05	\$33.80	\$34.55	\$35.30
PUBW	Equipment Operator/Truck Driver/Labourer	\$28.73	\$29.48	\$30.23	\$30.98	\$31.73
PUBW	Public Works Lead Hand	\$33.57	\$34.32	\$35.07	\$35.82	\$36.57
PUBW	Lead Hand Drainage Superintendant	\$35.34	\$36.09	\$36.84	\$37.59	\$38.34
PUBW	Mechanic	\$35.88	\$36.63	\$37.38	\$38.13	\$38.88
	<b>On-Call</b>	<b>\$1.70</b>				
	<b>Probation Rate (applies to all positions)</b>	<b>less \$1.50/hr</b>				

		April 1, 2024-March 30, 2025				
<b>Classification with Certificates (earned under prior contract)</b>		<b>2.5% Increase</b>	<b>1 Certificate</b>	<b>2 Certificates</b>	<b>3 Certificates</b>	<b>4 Certificates</b>
PUBW	Equipment Operator/Truck Driver/Labourer with Class A	\$28.88	\$29.63	\$30.38	\$31.13	\$31.88
PUBW	Equipment Operator with Class A and OIT	\$29.19	\$29.94	\$30.69	\$31.44	\$32.19
PUBW	Lead Hand with OIT and Class A	\$34.03	\$34.78	\$35.53	\$36.28	\$37.03
PUBW	Lead Hand with Class A and W/WW Level 1	\$34.34	\$35.09	\$35.84	\$36.59	\$37.34
PUBW	Lead Hand with Class A and W/WW Level 2	\$34.62	\$35.37	\$36.12	\$36.87	\$37.62
	<b>On-Call</b>	<b>\$1.70</b>				

## Appendix A

Classification - Base Rate		April 1, 2025-March 30, 2026				
		2.5% Increase	1 Certificate	2 Certificates	3 Certificates	4 Certificates
RECA	Recreation Operator I	\$28.89	\$29.64	\$30.39	\$31.14	\$31.89
RECA	Recreation Operator II	\$29.85	\$30.60	\$31.35	\$32.10	\$32.85
RECA	Recreation Facility Lead Hand	\$33.11	\$33.86	\$34.61	\$35.36	\$36.11
PUBW	Equipment Operator/Truck Driver/Labourer	\$29.45	\$30.20	\$30.95	\$31.70	\$32.45
PUBW	Public Works Lead Hand	\$34.41	\$35.16	\$35.91	\$36.66	\$37.41
PUBW	Lead Hand Drainage Superintendent	\$36.23	\$36.98	\$37.73	\$38.48	\$39.23
PUBW	Mechanic	\$36.77	\$37.52	\$38.27	\$39.02	\$39.77
	On-Call	\$1.70				
	Probation Rate (applies to all positions)	less \$1.50/hr				

Classification with Certificates (earned under prior contract)		April 1, 2025-March 30, 2026				
		2.5% Increase	1 Certificate	2 Certificates	3 Certificates	4 Certificates
PUBW	Equipment Operator/Truck Driver/Labourer with Class A	\$29.61	\$30.36	\$31.11	\$31.86	\$32.61
PUBW	Equipment Operator with Class A and OIT	\$29.92	\$30.67	\$31.42	\$32.17	\$32.92
PUBW	Lead Hand with OIT and Class A	\$34.88	\$35.63	\$36.38	\$37.13	\$37.88
PUBW	Lead Hand with Class A and W/WW Level 1	\$35.20	\$35.95	\$36.70	\$37.45	\$38.20
PUBW	Lead Hand with Class A and W/WW Level 2	\$35.49	\$36.24	\$36.99	\$37.74	\$38.49
	On-Call	\$1.70				