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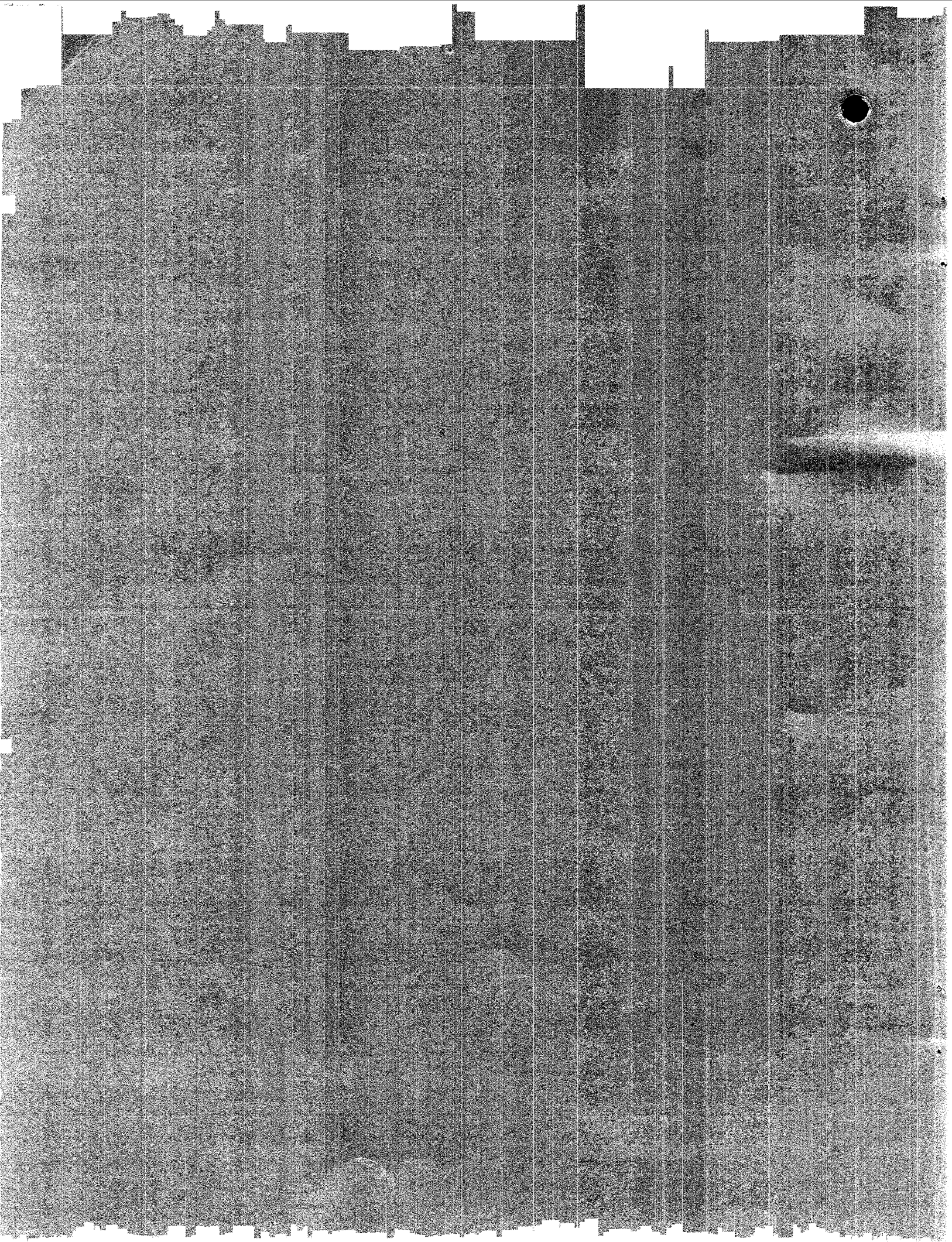
**CIVILIAN
COLLECTIVE
AGREEMENT**

**Peel Regional Board
of
Commissioners of Police**

and

**Peel Regional
Police Association**

January 1, 1989 - December 31, 1990



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THIS AGREEMENT made the 1st day of January, 1989

BETWEEN: THE PEEL REGIONAL BOARD OF COMMISSIONERS OF POLICE
(hereinafter referred to as the "Board")

OF THE FIRST PART

AND: THE PEEL REGIONAL POLICE ASSOCIATION
(hereinafter referred to as the "Association")

OF THE SECOND PART

WHEREAS the parties have mutually agreed to enter into and execute this Agreement defining, determining, and providing for remuneration, benefits, pensions and working conditions of the employees of the Peel Regional Police Force:

NOW THEREFORE, this Agreement witnesseth that in consideration of the premises, the Board and the Association hereby mutually agree and covenant as follows:

ARTICLE 1 - PURPOSE AND SCOPE

- 1.01 The purpose of this Agreement is to maintain a harmonious relationship between the Board and its employees, and to provide an orderly and amicable method of settling any difference or grievance, which may arise between the parties.
- 1.02 This Agreement shall apply to all civilian members of the Peel Regional Police Force save and except Cadets, the Executive Secretary to the Board, the secretary to the Chief of Police, secretaries to the Deputy Chiefs of Police, secretaries to the Executive Secretary of the Board, and Accounting Analyst.
- 1.03 Except as herein provided, all Articles in this Collective Agreement shall be applicable to those persons employed by the Board as part-time employees.

ARTICLE 2 - DEFINITIONS

- 2.01 Except where a contrary intention appears:
 - a) "Association" means the Peel Regional Police Association.
 - b) "Board" means the Peel Regional Board of Commissioners of Police.
 - c) "Chief" means the Chief of Police of the Peel Regional Police Force.

ARTICLE 2 - DEFINITIONS (cont'd)

- d) "Corporation" means the Regional Municipality of Peel.
- e) "Force" means the Peel Regional Police Force.
- f) "Member" means all Civilian members of the Peel Regional Police Force, save and except the Cadets, the Executive Secretary to the Board, the secretary to the Chief of Police, secretaries to the Deputy Chiefs of Police, two (2) secretaries to the Executive Secretary of the Board, and Accounting analyst.

In reference to part-time employees the following definitions shall apply:

- g) "Regular Part-time" means employees who are not authorized as part of the full time complement but work in excess of twenty-five (25) hours per week.
- h) "Scheduled Part-time" means employees who work in excess of fifteen (15) hours and less than twenty-five (25) hours per week.
- i) "Temporary Part-time" means employees who work less than fifteen (15) hours per week or those employees who fill-in for vacation or illness. In any event, employees may not work in excess of one hundred and seventy-five (175) hours or two hundred (200) hours annually, whichever is applicable, otherwise they will be classified as regular part-time or scheduled part-time.

Effective January 1, 1990, for determining the status of part-time employees for the purpose of the definitions set out in g) h) and i) above, the average weekly hours worked by an employee in the preceding 6-month period shall be determined as soon as possible after January 1 and July 1 in each year. Thereafter, in the following 6-month period the part-time employee will be considered to have worked those average weekly hours for purposes of entitlements under Articles 12.11 and 14.

ARTICLE 3 - RECOGNITION

- 3.01 The Board recognizes the Association as the exclusive bargaining agent for all members as defined in Section 2.01 (f) above.
- 3.02 Nothing in this Agreement shall be construed as imposing any personal liability upon any individual who from time to time is a member of the Board.

ARTICLE 4 - MANAGEMENT FUNCTIONS

- 4.01 The Association acknowledges that, subject to the Police Act, R.S.O. 1980, as amended and the Regulations R.S.O. 1980, **as** amended and made pursuant thereto, it is the function of the Board to:
- a) Maintain order, discipline and efficiency.
 - b) To hire, discharge, classify, promote, demote or otherwise discipline any member of the Force.
 - c) To transfer employees subject to Bill 138, Section 73-3 (e).
- 4.02 Without limiting the generality of the foregoing, generally to supervise and administer the affairs of the Force.
- 4.03 The Board agrees to exercise the above functions in a manner consistent with the express terms of this Collective Agreement and the Police Act.
- 4.04 A member may refer a concern about his classification to a committee composed of representatives from the Board and the Association, and in the event the concern is not resolved by such committee, the Association has the right to grieve it pursuant to the procedure outlined in Schedule "C" attached hereto.
- 4.05 In instances where warnings to a civilian member are confirmed in writing, such civilian shall receive a copy of the warning.

ARTICLE 5 - ASSOCIATION MEMBERSHIP

- 5.01 All members shall pay to the Association such dues as may be assessed from time to time by the Association.
- 5.02 A member of the Peel Regional Police Force shall, **as** a condition of service, be required to notify the Board in writing, of his authorization to deduct Association membership dues from his pay.
- 5.03 The Board agrees to deduct by way of payroll deduction, the amount of dues that is assessed from time to time to all members of the Force by the Association. The sum of such deduction to be paid to the Association within one (1) month.
- 5.04 It is mutually agreed there will be no discrimination, interference, restraint or coercion exercised or practiced by the Board or the Association, or any of their respective representatives with respect to any employee because of his membership status, or connection with the Association.

ARTICLE 5 - ASSOCIATION MEMBERSHIP (cont'd)

5.05 The Board recognizes the right of the **Association** to appoint or otherwise select a Negotiating and Grievance Committee with a maximum membership of four (4) members of the Force or five (5) if the Board's Committee is five (5). The Board will recognize and deal with the said Committee with reference to negotiations and grievances.

It is acknowledged that the members of the Committee do have their regular duties to perform as members of the Force and hence, time off for Committee matters will be with permission in all cases. Permission shall not be unreasonably withheld.

5.06 Each party to this Agreement agrees to give to the other party to this Agreement a minimum of forty-eight (48) hours advance notice of any meeting or proposed meeting in connection with or relative to this Agreement or any other such matter in which the parties hereto have a common interest.

ARTICLE 6 - SALARIES

6.01 The annual salary for each classification for 1989 and 1990 is set out in Schedule "B" to this Agreement. For part-time employees, salaries shall be calculated at the hourly rate consistent with the members' classification as indicated in Schedule 'B' of this Agreement.

The Board may add classifications and rates relating thereto, during the term of this Agreement. **Any** added classification shall become part of this Agreement and all provisions in this Agreement shall apply thereto.

In the event the Association has a concern with respect to an added classification and the rates relating thereto as referred to above, they may refer such concern to a Committee composed of representatives from the Board and the Association. **If** such Committee does not agree on a resolution of the matter the Association shall have the right to lodge a grievance under the grievance procedure which grievance may be sent to Arbitration if unresolved.

Prior to the implementation of any new classification or salary range under this Agreement, the Employer will advise the Association of the proposed new classification and its essential duties. The Employer will consult with the Association, if requested.

Effective March 15, 1990:

It is recognized that the Joint Job Evaluation Committee will be required to meet from time to time in order to assist in the establishment of rates for new classifications.

ARTICLE 7 - HOURS OF WORK AND OVERTIME

7.01 A normal work week for clerical staff shall consist of five (5), seven (7) hour days for a total of thirty-five (35) hours per week. A normal work week for other civilian staff shall consist of five (5), eight (8) hour days for a total of forty (40) hours per week. There shall be an unpaid lunch period of one-half (1/2) hour for all garage and maintenance employees and one (1) hour for all other members.

The Board shall attempt to minimize the incident of weekend work for clerical staff.

7.02 Effective January 1, 1989, each member who works a full calendar year on a three (3) shift rotation basis shall receive Two Hundred and Fifty Dollars (\$250.00) in the first pay of December. For members who work the full year on a two (2) shift basis, the payment shall be One Hundred and Fifty (\$150.00). Members who work less than the full year on a regularly scheduled basis as above, shall receive a pro-rata portion.

7.03 When a member is required to be on duty more than one-quarter (1/4) of an hour in excess of his regular tour of **duty**, he shall receive, at the discretion of the Chief, either time off or pay at time and one-half (1-1/2) for all such overtime worked. Overtime here shall mean time worked prior to and up to the start of the regular tour of duty and/or time worked as a continuation of a regular tour of duty.

7.04 When a member is to be paid for overtime, such payment shall be made within thirty (30) days of the end of the quarter in which such overtime is worked. This paragraph does not apply to part-time employees.

7.05 Members shall be allowed to carry forward up to sixty (60) hours of accumulation in the succeeding calendar year, provided it is taken as time off or as payment at the rate applicable when the time was accumulated before any time is dealt with in such succeeding year. This paragraph does not apply to part-time employees.

7.06 If an overtime period immediately following a regular tour of duty continues into a member's next regular tour of duty, such second tour will continue to be paid at the overtime rate.

7.07 For the purpose of this section "Callback" **shall** mean when a member is called back to work before his next scheduled tour of duty. For such callback duties, a member shall be paid at a rate of time and one-half (1-1/2) with a minimum guarantee of three (3) hours pay at time and one-half (1-1/2) for each callback. In the event that the callback continues into a regular tour of **duty**, the member shall be paid at overtime rate only until the start of the regular tour of duty and then revert to straight time rates.

ARTICLE 7 - HOURS OF WORK AND OVERTIME (cont'd)

7.08 A member who is required to work overtime as set out in Section 7.03 above and who so works for a period of two (2) hours or more beyond the end of his normal shift, shall be paid up to Three Dollars (\$3.00) on presentation of a food receipt and thereafter a similar allowance or, an addition to the allowance of Three Dollars (\$3.00), shall be appropriate for every additional four (4) hour period worked, provided the time actually spent at meals will not be computed as overtime. A member shall also qualify for the allowance if, during his regular tour of duty, he is on assignment outside the Region for a period in excess of three (3) hours, provided the time actually spent at meals will not be computed.

ARTICLE 8 - VACATIONS

8.01 The Board will grant vacation on the following basis:

- a) On completion of one (1) year of continuous service, shall receive ten (10) working days' vacation.
- b) On completion of four (4) years continuous service, shall receive fifteen (15) working days' vacation.
- c) On completion of ten (10) years continuous service, shall receive twenty (20) working days' vacation.
- d) On completion of seventeen (17) years continuous service, shall receive twenty-five (25) working days' vacation.

Effective March 15, 1990:

- d) On completion of sixteen (16) years of continuous service, shall receive twenty-five (25) working days' vacation.
- e) On completion of twenty-two (22) years continuous service, shall receive thirty (30) working days' vacation.

Effective March 15, 1990:

- f) On completion of thirty (30) years continuous service, shall receive thirty-five (35) working days' vacation.

ARTICLE 8 - VACATIONS (cont'd)

In reference to part-time employees, the Board will grant vacation on the following basis:

- a) All members with less than four (4) years continuous service shall receive four percent (4%) vacation pay.
- b) All members who have four (4) years of continuous service but less than ten (10) years continuous service shall receive six percent (6%) vacation pay.
- c) All members who have ten (10) years of continuous service but less than seventeen (17) years of continuous service shall receive eight percent (8%) vacation pay.
- d) All members who have seventeen (17) years of continuous service but less than twenty-two (22) years of continuous service shall receive ten percent (10%) vacation pay.
- e) All members who have twenty-two (22) years of continuous service or more shall receive twelve percent (12%) vacation pay.

8.02 For purposes of calculation of continuous service within this Article, service shall be computed in all cases in accordance with the practice in the Uniform Agreement.

However, in reference to part-time employees the following shall apply:

For purposes of calculation of continuous service within this article, service shall be computed in all cases as at June 30th. In the event that a member becomes full-time, all time worked shall be credited to the employee for the purpose of vacation on a pro-rated basis provided the member has twelve (12) months of continuous service.

It is understood that all members shall receive on the 1st pay period of July, a percentage of salary earned that coincides with time employed and calculated in accordance with 8.01. These members shall also be entitled to time-off for vacation purposes without pay on the basis of earned vacation.

8.03 Selection of vacation dates will be on the basis of seniority within the classification structure. Every member of the Force shall be entitled to annual vacation with pay according to the above Schedules, in accordance with Section 73-3 (c) of Bill 138.

ARTICLE 8 - VACATIONS (cont'd)

- 8.04 In cases where a member is off duty as a result of illness, or being injured on duty prior to the start of his annual vacation and is therefore unable to enjoy his annual leave, he will be allowed to take such portion of annual leave upon his being able to return to active duty for such unused time. If such period however, carries over from one year to another, the member shall be allowed to carry over his unused vacation to the next year. This paragraph does not apply to part-time employees.
- 8.05 A member may make application to carry over up to one-half (1/2) of his annual vacation entitlement for a specific reason from one year into the following year. Such request shall not be unreasonably withheld.

ARTICLE 9 - STATUTORY HOLIDAYS

- 9.01 The following days for observing a public holiday shall be recognized as paid holidays and salaried members shall suffer no deduction from pay while hourly rated employees shall receive a regular day's pay by virtue of not working on such days.

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day (unless it falls on a Saturday or Sunday)
Victoria Day	Civic Holiday
Dominion Day	Boxing Day
Christmas Day	

- 9.02 In addition to the foregoing, the one-half (1/2) working day preceding Christmas Day, and the one-half (1/2) working day preceding New Year's Day, shall constitute an additional paid half holiday on each day provided such times are observed by comparable Region of Peel staff.

- 9.03 When any of the holidays, except Remembrance Day, so mentioned in Article 9.01 of the Agreement falls on a Saturday or Sunday, the Friday preceding or Monday succeeding such holiday, shall be designated by the Board as the day of observance of such holiday.

When a member is required to work on any holiday, he shall be paid for working at the rate of time and one-half (1-1/2), in addition to the other provisions of this Article.

- 9.04 Notwithstanding the above, Remembrance Day shall be recognized as a normal public holiday for all employees regularly working on a seven (7) day shift operation.

ARTICLE 10 - COURT TIME

10.01 Court time shall be deemed to be any time spent by a member in his off-duty hours in attendance at any Court, inquest or any time spent in litigation and is officially required as a result of his police duties and the following provisions shall apply.

10.02 Effective March 15, 1990:

When a member is required to attend Court in his off-duty hours not extending into his regular tour of duty, Court time will be paid at time and one half (1-1/2) for all hours spent attending morning, afternoon, and evening session (which session is on his day off or prior to but not contiguous with scheduled shift hours) with a minimum guarantee of four (4) hours at time and one-half (1-1/2) for the first session that an officer attends on a calendar day and a minimum guarantee of three (3) hours at time and one-half (1-1/2) for each subsequent attendance at a court session on that same calendar day with the following exception.

Members attending an afternoon session of court prior to the start of their regular afternoon shift tour of duty will be compensated at time and one-half (1-1/2) with a minimum of two (2) hours guaranteed.

Effective March 15, 1990:

In lieu of the provisions of 10.02 a member with a scheduled morning Court appearance within four (4) hours of the completion of his tour of duty, may elect to remain on duty during such interim period and shall be entitled, in respect of the Court appearance and the interim period (if any) between the Court appearance and the tour of duty, to payment in accordance with the overtime provisions of Article 7.03. A member making such election must advise the officer in charge of his election prior to the commencement of his tour of duty.

Effective March 15, 1990:

When a member is required to attend Crown Attorney meetings in his off-duty hours he will be paid at time and one-half (1-1/2) for all hours spent attending such meetings with a minimum guarantee of three (3) hours at time and one-half except where such meeting is immediately prior to and contiguous with the start of his regular shift or Court appearance as referred to in this Article in which case he will be compensated at time and one-half (1-1/2) for actual hours at the meeting.

ARTICLE 10 - COURT TIME (cont'd)

10.03 When a member on duty is required to attend court and is prevented from going off duty at his normal time by reason of such attendance at Court, overtime provisions **as** outlined in Article 7 shall apply.

10.04 When a member is required to attend court on any occasion during his annual vacation, he shall be granted two (2) days extra leave in compensation thereof for each day or portion thereof spent in court or on duty. This will only apply after the member has become aware that his attendance is required at court, at which time he must immediately notify an Inspector or rank above, and receive specific clearance.

10.05 Payment of Court and Crown Attorney meeting time as outlined in Article 10.01 to 10.03 inclusive, may be received by a member, at his discretion, either in credited equivalent time off or payment at his current rate of pay for all such Court time. Any payment for such Court time will be paid within thirty (30) days following the end of the quarter in which it is worked.

Periods of Court and Crown Attorney meeting time for which the member has elected to take **as** lieu time off shall be allowed to accumulate and for every eight (8) hours or portion thereof so accumulated, the member shall be entitled to take that portion thereof off at the discretion of the Chief **of** Police.

10.06 **Any** member who attends Court, Inquests, etc. shall return to the Board, through the Chief of Police, all fees and payments that he receives for attending such Court, Inquest, etc.

All reasonable expenses incurred while the member is attending Court, Inquests. etc. will be reimbursed to the member.

Should **a** member be required to attend any Court, Inquest, or litigation, etc. outside his Divisional Area, he shall be entitled to travelling cost from his normal Divisional Detachment if not paid by Courts requiring his attendance, to the place of the Court, Inquest, etc. Such payment to be equated at the going rate set by the Regional Municipality of Peel in effect at that time, and in any event, not less than fifteen cents (.15) per mile.

ARTICLE 11 - TRANSITIONAL SICK LEAVE BENEFIT PAYOUT

Article 11 does not apply to part-time employees.

- 11.01 Every member covered by Article 11 of the 1985/86 Collective Agreement shall have his existing sick time credits adjusted on the day the new Short Term/Long Term Disability plan (Article 12 of this Agreement) becomes effective to reflect fifty percent (50%) of his credits at that time, and in any case this credit would not exceed 910 or 1040 hours whichever is applicable to their regular annual hours.
- 11.02 Upon termination of service, a member will be entitled to payment for such adjusted sick time credit at the current salary of his classification at the date of his termination.
- 11.03 If a member dies during his employment with the Board, his estate will receive payment for such adjusted sick time credit at the current salary of his classification at the date of his death.
- 11.04 At the member's option, to be exercised in writing and delivered to the Secretary of the Board no later than December 15th, 1987, he shall elect to:
- a) be provided with payout of such adjusted sick time credit, annually in three equal installments of such credit hours commencing March 31st, 1988, through December 31st, 1990, at the member's current salary of his classification effective at the time of each payment; or
 - b) upon termination (as set out in clauses 11.02 and 11.03 of this Article), be provided with payout in cash as provided under 11.02 and 11.03 hereof; or
 - c) Subject to compliance with the O.M.E.R.S. Act and Regulations, use his adjusted sick time credit as credited time for pension purposes prior to his retirement. (For example, a member who has 1040 hours and effectively ceases work and goes on leave of absence on February 1st, with 33-1/2 years service, would be retained on the payroll for approximately six (6) months and his service for O.M.E.R.S. purposes would be 34 years.)

During that period of approximately six (6) months he would not be covered by the provisions of the Workers' Compensation Act and would not receive vacation, statutory holiday entitlement, or any other benefits hereunder save and except such insured benefits available to members hereunder. In any case service could not be extended under this option beyond a maximum of thirty-five (35) years by such use of adjusted sick time credits.

ARTICLE 11 - TRANSITIONAL SICK LEAVE BENEFIT PAYOUT (cont'd)

11.05 Failure to exercise his option within the time period specified by 11.04 shall mean that the member elects the option under clause 11.04 (b). If a member who elects the option under clause 11.04 (c) is subsequently prevented from utilizing such option by the O.M.E.R.S. act and Regulations which may then be in effect, or if the member dies prior to utilization of such sick credit clause 11.04 (c), he shall be entitled to benefits available under clause 11.04 (b).

ARTICLE 12 - INCOME REPLACEMENT PLANS

12.01 Each member shall be eligible to receive Short-Term Disability benefits following three (3) months of continuous service.

12.02 The Short-Term Disability Plan provides for the continuation of salary in whole and/or in part, for a period of seven hundred (700) hours if a member is absent due to non-occupational illness or accident. Benefits provided will be based on the individual member's length of service, and in accordance with the following schedule:

<u>Length of Service</u>	<u>100% Salary</u>	<u>66-2/3% Salary</u>
Less than 3 months	Nil	Nil
3 months but less than 1 year	Nil	700 hours
1 year but less than 2 years	35 hours	665 hours
2 years but less than 3 years	70 hours	630 hours
3 years but less than 4 years	105 hours	595 hours
4 years but less than 5 years	140 hours	560 hours
5 years but less than 6 years	175 hours	525 hours
6 years but less than 7 years	210 hours	490 hours
7 years but less than 8 years	245 hours	455 hours
8 years but less than 9 years	315 hours	385 hours

ARTICLE 12 - INCOME REPLACEMENT PLANS (cont'd)

9 years but less than 10 years	385 hours	315 hours
10 years but less than 11 years	455 hours	245 hours
11 years but less than 12 years	525 hours	175 hours
12 years but less than 13 years	595 hours	105 hours
13 years but less than 14 years	630 hours	70 hours
14 years but less than 15 years	665 hours	35 hours
15 years or more	700 hours	Nil

For part-time employees, the short-term disability plan shall be amended to reflect the actual hours worked over the last (12) weeks of employment and pro-rated accordingly. All other references in Article 12 shall be amended accordingly.

- 12.03 Short-Term benefits will be applicable for up to five hundred and ninety-five (595) hours for each separate period of disability in conjunction with the waiting period for Long-Term Disability. Short-Term benefits however will be limited in any individual member's anniversary years to the number of hours entitlement as indicated in Article 12.02.
- 12.04 Short-Term benefits will commence from the first regular shift of disability for the first three (3) absences in an anniversary year and from the fourth regular shift of disability for the fourth and subsequent absences.
- 12.05 In the event of a member, after reporting for **duty**, having to report sick after he has completed in excess of one-half (1/2) of his regular tour of duty, no sick time will be deducted. In the event of a member after reporting for duty, having to report sick before he has completed one-half (1/2) of his regular tour of **duty**, he shall forfeit one-half (1/2) of the tour of duty as sick benefit.
- 12.06 Members who have completed three (3) months continuous service will be allowed up to forty-two (42) paid, non-cumulative, hours per anniversary year to provide income for illness or disability of three (3) regular shifts or less.
- 12.07 A certificate from a qualified medical practitioner may be required for any absence.

ARTICLE 12 - INCOME REPLACEMENT PLANS (cont'd)

12.08 The Association acknowledges that the Unemployment Insurance premium reductions allowed to the Board by virtue of the existence of the sick leave plan shall be retained by the Board for the provision of the benefits described in this Article.

12.09 Short-Term benefits may not be used where an accident or injury results in lost time which was caused by a third party unless the member agrees in writing to permit the Board to subrogate their claim.

12.10 When a member has been identified as working in a classification that performs their duties over two thousand and eighty (2080) hours per annum, Article 12.02 shall read eight hundred (800) hours and adjusted accordingly; Article 12.03 shall read six hundred and eighty (680) hours; and Article 12.06 shall read forty-eight (48) hours.

12.11 Effective December 7, 1989:

The Board agrees to contribute the full cost of the billed premiums towards a Long-Term Disability Plan which provides sixty-six and two-thirds percent (66-2/3%) of salary up to a maximum of three thousand five hundred dollars per month (\$3500) after a waiting period of seventeen (17) weeks, consistent with the rules and regulations of the plans. In respect of part-time employees this article shall only apply to those members referred to as "regular part-time".

12.12 Effective December 7, 1989:

In the event a member's application for Long-Term Disability (LTD) benefits has been approved by the LTD benefit carrier, and LTD benefits are paid to a member, or to the Board on his behalf, the status of the member's other benefit entitlements shall be amended as follows:

1. Credit towards vacation and statutory holiday benefits will be earned on a pro-rata basis for a further period limited to 35 weeks beyond the date the member becomes eligible for LTD benefits. At the end of 35 weeks, if the member continues to receive LTD benefits, credit towards vacation and statutory holidays will cease, AND
2. Benefits provided in Article 14.01, shall continue without restriction as long as the member is entitled to LTD benefits, AND
3. The Group Term Life Insurance benefit will be based upon the member's pre-disability salary.

ARTICLE 12 - INCOME REPLACEMENT PLANS (cont'd)

In the event a member's application for Long-Term Disability (LTD) benefits is not approved by the LTD benefit carrier, the status of the member's other benefit entitlements shall be amended as follows:

1. Credit towards vacation and statutory holiday benefits will cease the date the member depletes his Short-Term Disability bank, or upon receipt of 680 hours of Short-Term Disability benefits, whichever occurs first, AND
2. If a member has depleted his STD bank, but is not yet eligible for LTD, benefits provided in Article 14.01 shall continue until such time as a determination is made on a claim for LTD benefits.

Benefits provided in Article 14.01 shall cease once a written decision has been rendered by the insurance carrier denying the claim for LTD benefits.

If the member wishes continued coverage for the benefits outlined in Article 14.01 he shall reimburse the Board for the premium cost, AND

3. The Group Term Life Insurance benefit, if in effect, will be based upon the member's pre-disability salary.

ARTICLE 13 - SPECIAL LEAVES OF ABSENCE

13.01 A member shall be allowed up to five (5) days leave of absence with pay in the event of the death of his father, mother, spouse, child, brother or sister, and up to three (3) days in the event of the death of mother-in-law, father-in-law, or grandparents of the member or persons standing in loco parentis. Such time off is for the purpose of attending the funeral or making arrangements for the funeral. One (1) day shall be allowed in the case of grandparents of spouse. Only that portion of the five (5), three (3), or one (1) day which would otherwise have been working time shall be paid.

13.02 (i) The Paid Maternity Leave provisions will be effective January 1, 1990, in respect of members on maternity leave during the first 17 weeks of maternity leave for such portion of that 17 weeks as occurs on and after January 1, 1990;

ARTICLE 13 - SPECIAL LEAVES OF ABSENCE

- (a) Maternity Leave without pay shall be in accordance with Part XI of the Employment Standards Act of Ontario **as** amended, except that effective January 1, 1990, a member commencing such leave who is in receipt of U.I. pregnancy benefits pursuant to s.30 of the Unemployment Insurance Act shall be paid a supplementary unemployment benefit in an amount which with her U.I. pregnancy benefit brings her compensation to 75% of her regular weekly earnings. Such payment shall commence following completion of the 2 week unemployment insurance waiting period and shall continue while the employee **is** absent on Maternity Leave and is in receipt of such U.I. benefit for a maximum period of 15 weeks. "Regular weekly earnings" shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.
- (b) **An** extension of Maternity Leave without pay or any other benefit, **if** requested, shall be granted to a member who qualifies under (a) above, but the period of Maternity Leave, as extended shall not exceed 6 months. **Any** extension must be requested by the member giving to the Chief of Police or his designate not less than two weeks notice prior to her scheduled return to work.
- (c) Any and all benefits under this collective agreement will be continued for the benefit of the member on maternity leave, and at her option and her sole expense during the period of an extension of a maternity leave. **A** member on maternity leave shall exercise the above option by arranging with the Regional Treasurer to personally pay the full cost of benefits that are normally paid by the Board for the purpose of maintaining agreed upon benefits for the duration **of** the extended maternity leave.
- (d) Upon return to work from maternity leave or extended maternity leave, a member is entitled to the same rank and seniority that she had on the last day of work prior to her leave. She **is** also entitled to no loss of seniority and to the continuation of all benefit plans unless she has taken an extended maternity leave pursuant to (b) above and has chosen not to have her benefits continue pursuant to (c) above.

ARTICLE 13 - SPECIAL LEAVES OF ABSENCE (cont'd)

Effective March 15, 1990:

A female employee returning from a maternity leave of absence shall be assigned to her former classification or if no such position is available provide her with alternative work of a comparable nature at not less than the rate of pay prevailing for that classification at the time of her return from maternity leave of absence.

- (e) The Board shall grant leave of absence to a member who adopts an infant under the age of one year provided the adoption is recognized by the laws of Ontario.

And further, provided there is no cost to the Board during such leave and the member has at least one (1) year of service, a member on adoptive leave shall have the privilege of making arrangements with the Regional Treasurer to pay the full cost of fringe benefits or any portion that is normally paid by the Board for the purpose of maintaining agreed upon benefits for the duration of the adoptive leave. A member on adoptive leave shall not lose any seniority during such leave period but the maximum duration of leave shall be six (6) months.

- 13.03 Each member who is called to serve as a juror or is subpoenaed as a witness in a legal proceeding in which he has no personal involvement shall be granted leave of absence without loss of pay for the period of such service provided any pay is turned over to the Region exclusive of expenses.
- 13.04 The Board shall grant, for the duration of this Agreement only, a leave of absence from duties to a member selected by the Association. The said leave of absence shall be without pay and the member so selected shall be considered a full time member of the Peel Regional Police Force and shall be entitled to the accumulation and debit of his sick leave. As such, he shall receive his normal remuneration and the Board shall invoice the Association on a monthly basis for all costs, exclusive of sick leave credits.
- 13.05 The Board will grant a civilian voting delegate leave of absence with pay to attend the Annual General Meeting of the Ontario Police Association.
- 13.06 A member who becomes a member of the Association's Board of Directors shall be allowed a total of five (5) days off with pay each year to attend Police Association of Ontario meetings.

ARTICLE 14 - WELFARE BENEFITS

For part-time employees, Article 14 shall apply to Regular Part-Time and Scheduled Part-Time employees only with respect to percentage of premium to be paid by the Board. Those members referred to as Scheduled Part-Time shall be required to pay 50% of the premium cost.

Those members eligible for benefits under Article 14 shall sign the prescribed forms declaring their request or denial for benefits. Members may opt into the plans on January 1st or July 1st of any year. For a Member to opt out of the plan, proof of alternative coverage acceptable to the Board is required at the time of request and is not limited to any particular dates.

14.01 The Board shall pay One Hundred Percent (100%) of the premium for Ontario Health Insurance Plan, semi-private hospital, and the Medi-Pac Plan for every member and his dependents consistent with the rules and regulations of these Plans.

The Board shall pay One Hundred Percent (100%) of the premium cost for Group Life Insurance for every member, with coverage in the amount of two (2) times annual salary to the nearest One Thousand Dollars (\$1,000.00) of coverage, consistent with the rules and regulations of the Plan. For purposes of administration, salary changes shall be made no more than twice per year.

All plans, except Ontario Health Insurance Plan, shall be administered by the Board.

Any rebate from these plans shall accrue to the Region of Peel.

The Board shall pay one hundred percent (100%) of the premium cost of a basic dental plan providing major restorative services at eighty percent (80%) co-insurance with a \$5,000.00 annual maximum per person, and orthodontic services at fifty percent (50%) co-insurance with a \$2,000.00 lifetime maximum per person, consistent with the rules and regulations of the plans, based on the 1989 Ontario Dental Association (O.D.A.) schedule of fees. Effective March 1, 1990, the 1990 Ontario Dental Association (O.D.A.) schedule of fees shall become the effective schedule of fees for the purpose of this section.

The Board will provide a complete copy of all benefit plans to the Association which includes contracts with the carrier(s). The Board will provide complete dialogue prior to making any change of carrier(s).

ARTICLE 14 - WELFARE BENEFITS (cont'd)

14.02 The Board shall provide the following benefits to those members retiring on or after January 1, 1987, who are in receipt of an unreduced pension under the Ontario Municipal Employees Retirement System (O.M.E.R.S.) until such member attains sixty-five (65) years of age or has been in receipt of benefits under this clause for a period of ten (10) years, whichever occurs first, consistent with the Rules and Regulations of the appropriate **Plans**:

- i) \$1,000.00 paid-up Life Insurance;
- ii) \$10,000.00 Group Life Insurance;
- iii) Health Benefits (semi-private and health care);
- iv) Dental Benefits;

When a member is in receipt of an unreduced pension pursuant to O.M.E.R.S. Disability provisions under the Basic and Type **III** plans, the above noted benefits will be provided until he reaches the age of sixty-five (65) years and so long as the member is considered by O.M.E.R.S. to be eligible for an O.M.E.R.S. disability pension.

The benefits indicated in this article do not apply to dependents other than the designated spouse and will only be provided:

- 1) if the member or his spouse does not have similar coverage at his/her place of employment; and
- 2) if the member's principal residence is in Ontario.

ARTICLE 15 - PROMOTIONS AND CLASSIFICATIONS AND ACTING RANK

This article does not apply to part-time employees.

15.01 Whenever a vacancy occurs in any classification at or above Grade **II**, the Board shall cause notice of such vacancy to be posted for the information of members for five (5) working days.

ARTICLE 15 - PROMOTIONS AND CLASSIFICATIONS AND ACTING RANK (cont'd)

- 15.02 All qualified members who apply to such posting shall be given fair and reasonable consideration prior to the hiring of outside persons.
- 15.03 Should a member apply for and be accepted to a temporary position not in excess of six (6) months other than one in a labour grade and classification presently worked, he shall be entitled to be returned to the same labour grade and classification that was previously held. No employee shall be required to fill a temporary position in excess of six (6) months, nor shall there be any extension beyond six (6) months without the agreement in writing of the parties in advance.
- 15.04 The Board shall forward to the Secretary of the Association, notice of all appointments, reclassification, adjustments and promotions affecting all members.
- 15.05 In the event that a member is appointed **as** a replacement to perform all of the normal duties of a higher classification, the Board will pay the rate of the higher classification next highest in dollar value to the member's regular rate.

ARTICLE 16 - PAYROLL DEDUCTIONS

- 16.01 The Board agrees that it, through the Regional Municipality of Peel, will provide payroll deductions for the employees for the payment of all benefits, Credit Union deductions, and the deduction of dues on behalf of the Association.

ARTICLE 17 - TERMINOLOGY

- 17.01 When the singular or masculine is used in this Agreement, it shall be considered as if the plural or the feminine **has** been used wherever the context so requires.

In all instances of reference to the Chief of Police, it is acknowledged that the Chief may delegate his authority **as** he sees fit, in conformance with statutory law and contractual agreement.

ARTICLE 18 - PENSIONS

For part-time employees this article shall be applicable in accordance with the OMERS Act and its Regulations.

- 18.01 Effective January 1st, 1978, all members shall participate in the final average earnings basic pension plan under the Ontario Municipal Employees Retirement System. The Board of Commissioners of Police and the individual member shall each contribute six and one-half (6-1/2) percent on the Canadian Pension Plan maximum amount and eight (8) percent on the remainder of all eligible contributory earnings. Eligible earnings shall not include overtime, court time and statutory holiday time.
- 18.02 The parties agree that no member shall retire later than age sixty-five (65).
- 18.03 The O.M.E.R.S. Basic and Type I and III Plans shall be administered consistent with the Rules and Regulations of the O.M.E.R.S. Pension Plan.
- 18.04 Any member of the Force may establish credited service in the existing pension provisions for all or part of his/her active military service in his or her Majesty's military, naval or air forces in World War II or the Korean War, in accordance with the provisions of the Ontario Municipal Employees Retirement System Act and Regulations; and application for such credited military service will be in accordance with the provisions of the Ontario Municipal Employees Retirement System Act and Regulations.
- 18.05 On the condition that "past service" (as defined below) can be treated as credited service under O.M.E.R.S. and on the condition that there is no cost whatsoever to the Board or the Regional Municipality in the member purchasing such past service, the Board agrees to endeavour to obtain from O.M.E.R.S. for those members applying within time limits and pursuant to procedures established by O.M.E.R.S. or the Board, O.M.E.R.S. supplemental optional service coverage for a member's past service as follows:
- i) service with any municipality or local Board in Canada;
 - ii) service with the staff of any Board, Commission or public institution established under an Act of Canada or any Province of Canada;
 - iii) service with the civil service of Canada or any Province of Canada.

ARTICLE 19 - TOOL ALLOWANCE, FOOTWEAR AND CERTIFICATES

- 19.01 For the purpose of tool replacement caused by normal use, Mechanics Class "A" shall receive up to \$235.00 per annum in 1989, and effective January 1st, 1990 up to \$250.00 per annum, on the authorization of the appropriate supervisor and based on valid receipts.
- 19.02 The Board agrees to provide safety boots to Mechanics and Servicemen in the Garage and Maintenance and Quartermaster Stores employees. The make and kind to be of high quality and at the discretion of the Board.
- 19.03 The Board shall pay in 1989 and 1990 each Prisoner Escort Officer and Courier, **Two Hundred and Ten Dollars (\$210.00)** and **Two Hundred and Thirty Dollars (\$230.00)** respectively, in December of each year in compensation for dry cleaning of member's clothing used in the course of **duty**. The amount shall be pro-rated for members not employed for the full calendar year. **As soon as** administratively feasible, Court Liaison Officers will be provided with a uniform and receive the cleaning allowance prorated in 1990 for the period the uniform is available. The uniform issue will be referred to the Uniform and Standards Committee.
- 19.04 When **a** member is required to have a Mechanics "A" or Propane handling licence certificate **as** issued by the Province of Ontario, the cost of the certificate will be paid by the Board.

ARTICLE 20 - INJURED ON DUTY

- 20.01 When a member of the Force is absent by reason of an illness or injury occasioned by, or **as** a result of his duties with in the meaning of the Workers' Compensation Act, he will be entitled to his full pay and benefits while he is thereby incapacitated, and there shall be no loss of accumulated sick credits. "Full Pay" shall be interpreted so **as** to preclude the possibility of members receiving **a** greater net pay while on compensation than while working.
- 20.02 **A** member covered by the previous article, and involving a third party, shall notify the Executive Secretary of the Board in writing **of** his decision to take the benefit package of the Workers' Compensation Board or not within **sixty (60)** days of the accident. No benefits **will** be paid to the member beyond the **sixty (60)** days unless such notice is received. **If** a member decides **to** take action against a third party, such action shall include the recovery of his full salary paid to **him** during a period of incapacity. This recovery shall be payable to the Board when received.



ARTICLE 21 - COURSES

- 21.01 Should a member be required by the Board to attend lectures or training courses, he shall be entitled to travelling costs, from the place of training to Police Headquarters and return. Such payment to be equated to the lesser of economy class air fare, or the current rate paid by the Regional Municipality of Peel per kilometre between the two points concerned and conditional upon such member reporting to a Superior Officer at Police Headquarters. In addition, a per diem allowance of Five Dollars (\$5.00) will be provided. Such payment to be made in advance.
- 21.02 Effective January 1st, 1988, the Board agrees to pay all tuition fees, cost of textbooks, and materials for job related courses on successful completion of the course.

ARTICLE 22 - PERSONNEL FILE

- 22.01 A member is entitled to view his Personnel File upon twenty-four (24) hours' notice of request. Such opportunity to view the file will not be unreasonably withheld. Such request shall be made through the member's supervisor to the Director - Human Resources.

ARTICLE 23 - DURATION

- 23.01 The terms and conditions of this Agreement shall remain in effect and full force from January 1, 1989 to December 31, 1990 inclusive and thereafter, during the term of this Agreement, until replaced by a new Agreement, decision or award.
- 23.02 Either party may give notice to the other party in writing not more than ninety (90) days previous to the expiry date of this Agreement of their desire to bargain for the purpose of making a new Agreement or amendments to the existing Agreement. Within fifteen (15) days of the service of such notice, and in any case no less than thirty (30) days prior to the expiry date of this Collective Agreement, each party shall provide to the other party, a list of the changes it requires to the Agreement.

ARTICLE 24 - HEPATITIS 'B' IMMUNIZATION PROGRAM

24.01 Effective **as** soon **as** administratively feasible, the Board will arrange that employees who because of their regular duties **may** be at **risk** to the 'Hepatitis B' virus will, at their option, be inoculated. **An** employee declining the inoculation will be required to sign a waiver of any Board liability if the employee thereafter contracts the disease.

ARTICLE 25 - TRAINING ALLOWANCE - COMMUNICATORS

25.01 Effective March 15, 1990:

A Communicator assigned to train a Communicator Trainee and required to complete a performance evaluation and to recommend retention/termination of such Trainee shall, while so assigned, receive **an** additional allowance of **2%** of her regular hourly rate.

SIGNED AT BRAMPTON THIS 21st DAY OF NOVEMBER, 1990.

THE PEEL REGIONAL BOARD OF
COMMISSIONERS OF POLICE

THE PEEL REGIONAL POLICE
ASSOCIATION

J. M. Simmons
CHAIRPERSON

K. A. Fleger
PRESIDENT

P. Mullin
VICE-CHAIRPERSON

R. Gilmour
ADMINISTRATOR

M. Obradovich
MEMBER

D. Griffin
ASST. ADMINISTRATOR

F. Andrews
MEMBER

C. L. Dobson
MEMBER

Dr. C. F. Saldanha
MEMBER

T. Ogilvie
MEMBER

L. E. Button
EXECUTIVE-SECRETARY

B. Carrier
MEMBER

SCHEDULE 'A'
PAY EQUITY PLAN
- CIVILIAN MEMBERS -

- a) The parties agree to the Pay Equity **Plan** attached **as** Schedule 'A'.

The parties Joint Job Evaluation Committee shall also review Pay Equity on an on-going basis and endeavour to provide recommendations to both parties to assist them in 1991 negotiations.

- b) While both parties are of the view that the proper employer party to the Pay Equity is the Board, it is understood that claims are now being made to the Pay Equity Commission that the proper employer party is the Regional Municipality **of** Peel. To the extent that it may be necessary in order to validate the **Plan** to comply with legal requirements, it is agreed that the Municipality may be permitted to adopt or endorse the Plan **as** the employer party provided that no alteration is made to the pay adjustments to employees or any other material aspect of the attached Plan.

PEEL REGIONAL BOARD OF COMMISSIONERS OF POLICE
PEEL REGIONAL POLICE ASSOCIATION (CIVILIAN MEMBERS)

PAY EQUITY PLAN

1. **INTRODUCTION**

This plan is being posted in accordance with the provisions of Ontario's Pay Equity Act. The plan covers all civilian members represented by the Peel Regional Police Association. Positions represented by the same or other bargaining agents and non Association positions are covered by separate pay equity plans.

2. **GENDER-PREDOMINANT JOB CLASSES**

Under the terms of the Pay Equity Act, the Peel Regional Board of Commissioners of Police and the Peel Regional Police Association are required to identify and compare, using a gender-neutral job evaluation system, those jobs predominantly held by women with those jobs predominantly held by men. Based on the job evaluation results, the Board and the bargaining agent must ensure that the female dominant jobs are paid equally with jobs predominantly held by men, when the jobs are of equal or comparable value, taking into account the skill, effort, responsibility and working conditions involved.

The Peel Regional Board of Commissioners of Police and the Peel Regional Police Association have determined the following job classes to be female job classes:

Alarm Coordinator
Auditor - Trainer
Automation/Systems Analyst
Chief Switchboard Operator
Clerk II
Clerk II Accident Records
Clerk Typist II
Communicator
Court Clerk
Court Liaison Officer
Court Records Clerk
Darkroom Technician
Data Entry Clerk
Disclosure Clerk II
Financial Analyst III
Financial Officer

Firearms Clerk
Headquarters Receptionist
Identification Technician
Insurance Clerk
Library Technician
Mail Clerk
Microfilm Clerk
Public Relations Officer
Records Supervisor
Records Systems Operator
Records Systems Operator (CPIC)
Records Systems Operator (Warrants)
Research Analyst
Secretary I
Secretary II
Security Console Operator
Special Projects Assistant
Statistician
Stenographer I
Stenographer II
Summon & Warrants Clerk
Switchboard Operator
Timekeeper I
Timekeeper II
Training Coordinator
Warrants Clerk II
Word Processing Operator
Young Offender Coordinator

The Peel Regional Board of Commissioners of Police and the Peel Regional Police Association have determined the following job classes to be male job classes:

Audio/Visual Technician I
Audio/Visual Technician II
Building Maintenance Mechanic I
Building Maintenance Mechanic II
Building Manager I
Cleaner
Communications Technician
Computer Operations Supervisor
Courier
Court Security Officer
Court Security Supervisor
Driver Trainer

Finance Services Supervisor
 Garage Service Coordinator
 Housekeeping Supervisor
 Maintenance Supervisor
 Maintenance Worker
 Mechanic " A
 Programmer Analyst II
 Programmer Analyst III
 9-1-1 Project Manager
 Quartermaster
 Serviceperson
 Stores Clerk

3. METHOD OF JOB EVALUATION

The Peel Regional Board of Commissioners of Police and the Peel Regional Police Association used a quantitative point-factor method of job evaluation to implement pay equity. The factors included in this plan incorporate the four generic factors required by the Pay Equity Act: skill, effort, responsibility and working conditions. Each of these generic factors was represented by one or more specific factors, as follows:

SKILL	RESPONSIBILITY
Reading Skills	Innovation
Writing Skills	Problem Solving/Complexity
Numeric Skills	Financial Responsibility
Oral Communication Skills	Supervision of Others
Education	Supervision Received
Experience	Safety of Others
Dexterity Skills	Internal Contacts
Planning Skills	Outside Contacts
Coordination Skills	Impact of Errors
Analytical Reasoning Skills	
Financial Skills	EFFORT
Equipment Operation	Mental/Visual Effort
	Physical Effort
WORKING CONDITIONS	Exposure to Stress
Working Conditions	

Questionnaires for each job class affected by pay equity were completed by incumbents and in most cases by supervisors as well. The responses were reviewed by members of a Joint Job Evaluation Committee representing the Peel Regional Board of Commissioners of Police and the Peel Regional Police Association. This resulted in a total number of points for each job class evaluated. The points were grouped into ranges for salary grade purposes, so that jobs with similar points were allocated to the same salary grade.

Based on the evaluation results, the Peel Regional Board of Commissioners of Police and the Peel Regional Police Association identified the male predominant job classes that are of equal or comparable value, in terms of job evaluation results to female predominant job classes.

4. **COMPARISON RESULTS**

Appendix A displays the female predominant job classes grouped into levels according to job evaluation results. The chart also shows the male predominant job classes that have been evaluated as being of equal or comparable value (called "male comparators") and which have been used to determine the pay equity gaps. The difference in compensation for each female predominant job where a pay equity gap was identified, was calculated using the 1989 interim job rates.

5. **PAY EQUITY ADJUSTMENTS**

All adjustments required to achieve pay shall be made effective January 1, 1990 and are described in Appendix A of this plan.

6. _____

If you have any comments or would like to have further information on where your particular job is reflected under the plan, please contact: the Manager, Personnel Services or the Peel Regional Police Association.

7. **APPROVAL OF PLAN**

The Peel Regional Board of Commissioners of Police and the Peel Regional Police Association agree to this Pay Equity Plan and the gender neutral comparison system described herein.

Peel Regional Board of Commissioners of Police

Title

Peel Regional Police Association

Title

Date of Signing

Pay **Equity** Plan Posting Date

January 1, 1990

Effective Date of Pay Equity Plan

APPENDIX A

COMPARISON RESULTS

GRADE	FEMALE	COMPARATOR	PEGAP
CLASS JOB #	JOB CLASS	MALE JOB CLASS	JOB RATE
1	1049 Microfilm Clerk	Cleaner	
2	1042 Mail Clerk	Maintenance	\$0
2	1081 Young Offender Coordinator	Maintenance	\$0
2	1012 Clerk II Accident Records	Maintenance	\$0
2	1078 Warrants Clerk II	Maintenance	\$0
2	1011 Clerk II	Maintenance	\$0
2	1037 Headquarters Receptionist	Maintenance	\$0
3	1018 Court Clerk	Stores Clerk	\$0
3	1020 Court Records Clerk	Stores Clerk	\$0
3	1040 Insurance Clerk	Stores Clerk	\$0
3	1080 Word Processing Operator	Stores Clerk	\$0
3	1013 Clerk Typist II	Stores Clerk	\$0
3	1067 Stenographer II	Stores Clerk	\$0
3	1056 Records Systems Operator	Stores Clerk	\$0
3	1070 Switchboard Operator	Stores Clerk	\$0
3	1024 Data Entry Clerk	Stores Clerk	\$0
3	1026 Disclosure Clerk II	Stores Clerk	\$0
3	1066 Stenographer I	Stores Clerk	\$0
3	1077 Summons & Warrants Clerk	Stores Clerk	\$0
3	1035 Firearms Clerk	Stores Clerk	\$0
4	1060 Secretary II	Serviceperson	\$0
4	1062 Security Console Operator	Serviceperson	\$351
4	1057 Records Systems Operator-CPIC	Serviceperson	\$351
4	1059 Secretary I	Serviceperson	\$0
4	1079 Records Systems Operator-Warrants	Serviceperson	\$351
4	1053 Public Relations Officer	Serviceperson	\$0
4	1039 Identification Technician	Serviceperson	\$690
5	1065 Statistician	Court Security Officer	\$2855
5	1003 Alarm Coordinator	Court Security Officer	\$0

5	1041	Library Technician	Court Security Officer	\$3108
6	1023	Darkroom Technician	Audio/Visual Technician II	\$1664
6	1073	Auditor-Trainer	Audio/Visual Technician II	\$0
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7	1074	Training Coordinator	Maintenance Supervisor	\$0
7	1072	Timekeeper II	Maintenance Supervisor	\$1935
7	1064	Special Projects Assistant	Maintenance Supervisor	\$0
<hr/>				
8	1019	Court Liaison Officer	Building Maintenance Mechanic I	\$0
8	1034	Financial Officer	Building Maintenance Mechanic I	\$0
8	1055	Records Supervisor	Building Maintenance Mechanic I	\$1106
<hr/>				
9	1009	Chief Switchboard Operator	Audio/Visual Technician I	\$2981
9	1005	Automation/Systems Analyst	Audio/Visual Technician I	\$0
9	1058	Research Analyst	Audio/Visual Technician I	\$0
<hr/>				
10	1014	Communicator	Garage Service Coordinator	\$3612
10	1071	Timekeeper I	Garage Service Coordinator	\$8170
10	1033	Financial Analyst III	Garage Service Coordinator	\$0

LETTER OF INTENT

A committee will examine and recommend to the parties a resolution of the Association's position re Article 15.01 that temporary vacancies are required to be posted and whether a 17 weeks temporary vacancy is an appropriate **minimum** for posting purposes and of the Board's proposals that **only** positions at or above Labour Grade 3 should be posted and the time in which a successful applicant should be in a position before being entitled to have the Board consider her application for another posted vacancy.

LETTER OF INTENT

RE: AMENDMENT TO SCHEDULE 'B', (PART-TIME)

For purpose of entitlements under the full time Agreement, a Committee, representative of the parties, shall determine the issue of crediting part-time Force service for employees transferring to full time and vice-versa.

**PEEL REGIONAL POLICE FORCE
RATES OF PAY - CIVILIAN**

			at January 1, 1989		at January 1, 1990	
HRS	LABOUR GRADE/ CLASSIFICATION	INTERVAL	ANNUAL SALARY	HOURLY SALARY	ANNUAL SALARY	HOURLY SALARY
1820	I	MIN	18785.00	10.3214	20062.00	11.0231
		6 MO	19651.00	10.7973	20987.00	11.5313
		12 MO	20529.00	11.2797	21925.00	12.0467
		24 MO	21395.00	11.7555	22850.00	12.5549
1820	II	MIN	20186.00	11.0912	21559.00	11.8456
		6 MO	21130.00	11.6099	22567.00	12.3995
		12 MO	22071.00	12.1269	23572.00	12.9516
		24 MO	23016.00	12.6462	24582.00	13.5066
1820	III	MIN	21696.00	11.9209	23172.00	12.7319
		6 MO	22716.00	12.4813	24261.00	13.3302
		12 MO	23723.00	13.0346	25337.00	13.9214
		24 MO	24744.00	13.5956	26427.00	14.5203
1820	IV	MIN	23521.00	12.9236	25120.00	13.8022
		6 MO	24632.00	13.5341	26307.00	14.4544
		12 MO	25737.00	14.1412	27487.00	15.1027
		24 MO	26853.00	14.7544	28679.00	15.7577
1820	ADMINISTRATIVE FINANCIAL OFFICER	MIN	37818.00	20.7791	40389.00	22.1918
		6 MO	39730.00	21.8297	42431.00	23.3137
		12 MO	41796.00	22.9648	44638.00	24.5264
		24 MO	44026.00	24.1901	47020.00	25.8352
1820	ALARM COORDINATOR		33392.00	18.3473	35663.00	19.5951
2080	ASSISTANT DRIVER/RAINER	MIN	*****	*****	30751.00	14.7841
		6 MO	*****	*****	34898.00	16.7779
		12 MO	*****	*****	38597.00	18.5563
		24 MO	*****	*****	41795.00	20.0938
2080	ASSISTANT FLEET MANAGER	MIN	*****	*****	45191.00	21.7264
		6 MO	*****	*****	46275.00	22.2476
		12 MO	*****	*****	47360.00	22.7692
		24 MO	*****	*****	49528.00	23.8115
2080	AUDIO VISUAL TECHNICIAN I	MIN	30302.00	14.5683	32363.00	15.5591
		6 MO	31558.00	15.1721	33704.00	16.2038
		12 MO	32822.00	15.7798	35054.00	16.8529
		24 MO	34096.00	16.3923	36414.00	17.5067
2080	AUDIO VISUAL TECHNICIAN II	MIN	26352.00	12.6692	28144.00	13.5308
		6 MO	27450.00	13.1971	29316.00	14.0942
		12 MO	28549.00	13.7255	30490.00	14.6587
		24 MO	29654.00	14.2567	31671.00	15.2264

**PEEL REGIONAL POLICE FORCE
RATES OF PAY - CIVILIAN**

			at January 1, 1989		at January 1, 1990	
HRS	LABOUR GRADE/ CLASSIFICATION	INTERVAL	ANNUAL SALARY	HOURLY SALARY	ANNUAL SALARY	HOURLY SALARY
2080	AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM OPERATOR	START 6 MO 12 MO 24 MO	35359.00 37641.00 39922.00 42203.00	16.9995 18.0966 19.1933 20.2899	35359.00 37641.00 39922.00 42203.00	16.9995 18.0966 19.1933 20.2899
2080	BUILDING MAINTENANCE MECHANIC I	MIN 6 MO 12 MO 24 MO	30609.00 32141.00 33661.00 35200.00	14.7159 15.4524 16.1832 16.9231	32690.00 34327.00 35950.00 37594.00	15.7163 16.5034 17.2837 18.0740
2080	BUILDING MAINTENANCE MECHANIC II	MIN 6 MO 12 MO 24 MO	28148.00 29405.00 30714.00 32242.00	13.5327 14.1370 14.7663 15.5010	30062.00 31405.00 32802.00 34434.00	14.4529 15.0986 15.7702 16.5548
2080	BUILDING MANAGER I	MIN 12 MO 24 MO 36 MO 48 MO 60 MO	40502.00 42647.00 44791.00 46935.00 49080.00 51223.00	19.4721 20.5034 21.5341 22.5649 23.5962 24.6264	43256.00 45547.00 47837.00 50127.00 52417.00 54707.00	20.7962 21.8976 22.9986 24.0995 25.2005 26.3014
2080	BUILDING MANAGER II	MIN 6 MO 12 MO 24 MO 36 MO	36598.00 38428.00 40346.00 42357.00 44474.00	17.5952 18.4750 19.3971 20.3639 21.3817	39087.00 41041.00 43089.00 45237.00 47498.00	18.7918 19.7313 20.7159 21.7486 22.8356
1820	CHIEF SWITCHBOARD OPERATOR	MIN 6 MO 12 MO 24 MO	23521.00 24632.00 25737.00 26853.00	12.9236 13.5341 14.1412 14.7544	28607.00 29697.00 30772.00 31863.00	15.7181 16.3170 16.9077 17.5071
2080	CLEANER	MIN 6 MO 12 MO	20815.00 21764.00 22737.00	10.0072 10.4635 10.9313	22231.00 23244.00 24283.00	10.6880 11.1750 11.6745
1820	COMMUNICATIONS BUREAU SUPERVISOR		33393.00	18.3478	39907.00	21.9269
2080	COMMUNICATIONS TECHNICIAN	START 6 MO 12 MO 24 MO	33108.00 35244.00 37380.00 39516.00	15.9173 16.9442 17.9712 18.9981	35359.00 37641.00 39922.00 42203.00	16.9995 18.0966 19.1933 20.2899

**PEEL REGIONAL POLICE FORCE
RATES OF PAY - CIVILIAN**

			at January 1, 1989		at January 1, 1990	
HRS	LABOUR GRADE/ CLASSIFICATION	INTERVAL	ANNUAL SALARY	HOURLY SALARY	ANNUAL SALARY	HOURLY SALARY
2080	COMMUNICATIONS TECHNICIAN II	START 6 MO 12 MO 24 MO	***** ***** ***** *****	***** ***** ***** *****	28287.00 30113.00 31938.00 33762.00	13.5995 14.4774 15.3548 16.2317
1820	POLICE COMMUNICATOR	TRAINEE START 6 MO 12 MO 18 MO 24 MO	24553.00 25669.00 26841.00 27985.00 29156.00 30357.00	13.4907 14.1038 14.7478 15.3764 16.0198 16.6797	30080.00 31272.00 32524.00 33746.00 34996.00 36279.00	16.5275 17.1824 17.8703 18.5418 19.2286 19.9335
1820	COMMUNITY SERVICES OFFICER	START 6 MO 12 MO 24 MO	***** ***** ***** *****	***** ***** ***** *****	25636.00 26059.00 27321.00 29005.00	14.0857 14.3181 15.0115 15.9368
1820	COMPUTER ANALYST PROGRAMMER II	MIN 12 MO 24 MO 36 MO 48 MO 60 MO	40502.00 42647.00 44791.00 46935.00 49080.00 51223.00	22.2538 23.4324 24.6104 25.7885 26.9670 28.1445	43256.00 45547.00 47837.00 50127.00 52417.00 54707.00	23.7670 25.0258 26.2841 27.5423 28.8005 30.0588
1820	COMPUTER ANALYST PROGRAMMER III	MIN 12 MO 24 MO 36 MO 48 MO 60 MO	34618.00 36455.00 38284.00 40120.00 41950.00 43781.00	19.0209 20.0302 21.0352 22.0440 23.0495 24.0555	36972.00 38934.00 40887.00 42849.00 44803.00 46758.00	20.3143 21.3923 22.4654 23.5434 24.6170 25.6912
1820	COMPUTER OPERATIONS SUPERVISOR	MIN 12 MO 24 MO 36 MO 48 MO 60 MO	34618.00 36455.00 38284.00 40120.00 41950.00 43781.00	19.0209 20.0302 21.0352 22.0440 23.0495 24.0555	36972.00 38934.00 40887.00 42849.00 44803.00 46758.00	20.3143 21.3923 22.4654 23.5434 24.6170 25.6912
1820	COMPUTER OPERATOR	MIN 12 MO 24 MO 36 MO 48 MO	22931.00 24078.00 25281.00 26546.00 27873.00	12.5995 13.2297 13.8907 14.5857 15.3148	24949.00 26197.00 27505.00 28882.00 30325.00	13.7082 14.3940 15.1126 15.8692 16.6621

**PEEL REGIONAL POLICE FORCE
RATES OF PAY - CIVILIAN**

			<i>at January 1, 1989</i>		<i>at January 1, 1990</i>	
HRS	LABOUR GRADE/ CLASSIFICATION	INTERVAL	ANNUAL SALARY	HOURLY SALARY	ANNUAL SALARY	HOURLY SALARY
1820	COURT LIAISON OFFICER	MIN 12 MO 24 MO 36 MO 48 MO	27866.00 29232.00 30613.00 32015.00 33452.00	15.3110 16.0615 16.8203 17.5907 18.3802	29761.00 31220.00 32695.00 34192.00 35727.00	16.3522 17.1538 17.9643 18.7868 19.6302
2080	COURT SECURITY OFFICER	MIN 12 MO 24 MO	26349.00 28946.00 31542.00	12.6678 13.9163 15.1644	28140.00 30914.00 33687.00	13.5288 14.8625 16.1957
2080	COURT SECURITY SUPERVISOR		34696.00	16.6808	37056.00	17.8154
1820	CRIME ANALYST	MIN 6 MO 12 MO 24 MO	32860.00 34502.00 36228.00 38042.00	18.0549 18.9571 19.9055 20.9022	35095.00 36848.00 38691.00 40629.00	19.2830 20.2462 21.2588 22.3236
2080	DARKROOM TECHNICIAN	MIN 6 MO 12 MO 24 MO	24518.00 25676.00 26827.00 27990.00	11.7875 12.3442 12.8976 13.4567	27962.00 29199.00 30428.00 31670.00	13.4433 14.0380 14.6288 15.2260
1820	DATA ENTRY CLERK	MIN 6 MO 12 MO 24 MO	20854.00 21841.00 22867.00 23920.00	11.4582 12.0005 12.5643 13.1429	22272.00 23326.00 24422.00 25547.00	12.2374 12.8165 13.4187 14.0368
2080	DRIVER TRAINER	MIN 6 MO 12 MO 24 MO	35992.00 40846.00 45174.00 48918.00	17.3038 19.6375 21.7183 23.5183	38439.00 43623.00 48246.00 52244.00	18.4803 20.9726 23.1952 25.1173
1820	FINANCE SERVICES CLERK	MIN 6 MO 12 MO 24 MO	20854.00 21841.00 22867.00 23920.00	11.4582 12.0005 12.5643 13.1429	22272.00 23326.00 24422.00 25547.00	12.2374 12.8165 13.4187 14.0368
1820	FINANCE SERVICES SUPERVISOR	MIN 12 MO 24 MO 36 MO 48 MO 60 MO	37818.00 39730.00 41796.00 44026.00 45786.00 47293.00	20.7791 21.8297 22.9648 24.1901 25.1571 25.9852	40389.00 42431.00 44638.00 47020.00 48900.00 50509.00	22.1918 23.3137 24.5264 25.8352 26.8681 27.7522

PEEL REGIONAL POLICE FORCE
RATES OF PAY - CIVILIAN

			at January 1, 1989		at January 1, 1990	
HRS	LABOUR GRADE/ CLASSIFICATION	INTERVAL	ANNUAL SALARY	HOURLY SALARY	ANNUAL SALARY	HOURLY SALARY
1820	FINANCIAL ANALYST II	MIN 12 MO 24 MO 36 MO 48 MO 60 MO	40502.00 42647.00 44791.00 46935.00 49080.00 51223.00	22.2538 23.4324 24.6104 25.7885 26.9670 28.1445	43256.00 45547.00 47837.00 50127.00 52417.00 54707.00	23.7670 25.0258 26.2841 27.5423 28.8005 30.0588
1820	FINANCIAL ANALYST III	MIN 12 MO 24 MO 36 MO 48 MO 60 MO	34618.00 36455.00 38284.00 40120.00 41950.00 43781.00	19.0209 20.0302 21.0352 22.0440 23.0495 24.0555	36972.00 38934.00 40887.00 42849.00 44803.00 46758.00	20.3143 21.3923 22.4654 23.5434 24.6170 25.6912
1820	FINANCIAL OFFICER	MIN 12 MO 24 MO 36 MO 48 MO 60 MO	27283.00 28675.00 30111.00 31943.00 33003.00 34441.00	14.9907 15.7555 16.5445 17.5511 18.1335 18.9236	29138.00 30625.00 32159.00 34115.00 35248.00 36783.00	16.0099 16.8269 17.6698 18.7445 19.3670 20.2104
2080	GARAGE SERVICE COORDINATOR		38822.00	18.6644	41462.00	19.9337
2080	HOUSEKEEPING SUPERVISOR	MIN 6 MO 12 MO	26749.00 28085.00 29549.00	12.8601 13.5024 14.2063	28568.00 29995.00 31559.00	13.7346 14.4207 15.1726
2080	IDENTIFICATION TECHNICIAN	MIN 6 MO 12 MO 24 MO	24518.00 25676.00 26827.00 27990.00	11.7875 12.3442 12.8976 13.4567	26922.00 28159.00 29388.00 30630.00	12.9433 13.5380 14.1288 14.7260
1820	LIBRARY TECHNICIAN (P/T)	START 6 MO 12 MO 24 MO	21453.00 22466.00 23474.00 24491.00	11.7874 12.3440 12.8978 13.4566	26231.00 27313.00 28389.00 29476.00	14.4126 15.0071 15.5984 16.1956
2080	MAINTENANCE	MIN 6 MO	24149.00 25803.00	11.6101 12.4053	25791.00 27557.00	12.3995 13.2486
2080	MAINTENANCE SUPERVISOR		29549.00	14.2063	31559.00	15.1726
2080	MECHANIC "A"		33725.00	16.2139	36019.00	17.3168

PEEL REGIONAL POLICE FORCE
RATES OF PAY - CIVILIAN

			at January 1, 1989		at January 1, 1990	
HRS	LABOUR GRADE/ CLASSIFICATION	INTERVAL	ANNUAL SALARY	HOURLY SALARY	ANNUAL SALARY	HOURLY SALARY
1820	MICROCOMPUTER SUPPORT PROGRAMMER	START 6 MO 12 MO 24 MO 36 MO 48 MO	29904.00 31613.00 33322.00 35030.00 36739.00 38448.00	16.4308 17.3698 18.3088 19.2473 20.1863 21.1253	31937.00 33762.00 35587.00 37412.00 39237.00 41062.00	17.5478 18.5505 19.5533 20.5560 21.5588 22.5615
1820	MONITOR	MIN 6 MO 12 MO 24 MO	20854.00 21841.00 22867.00 23920.00	11.4582 12.0005 12.5643 13.1429	22272.00 23326.00 24422.00 25547.00	12.2374 12.8165 13.4187 14.0368
2080	MUGSHOT RETRIEVAL SYSTEM OPERATOR	MIN 6 MO 12 MO 24 MO	***** ***** ***** *****	***** ***** ***** *****	26185.00 27422.00 28651.00 29893.00	12.5889 13.1837 13.7745 14.3716
2080	PARTS CONTROL CLERK	MIN 6 MO 12 MO 24 MO	23521.00 24632.00 25737.00 26853.00	11.3082 11.8423 12.3736 12.9101	25120.00 26307.00 27487.00 28679.00	12.0769 12.6476 13.2149 13.7880
1820	PERSONNEL SUPERVISOR	MIN 12 MO 24 MO 36 MO 48 MO 60 MO			43256.00 45547.00 47837.00 50127.00 52417.00 54707.00	23.7670 25.0258 26.2841 27.5423 28.8005 30.0588
1820	PUBLIC REL OFCR		33068.00	18.1692	35317.00	19.4049
1820	QUARTERMASTER	MIN 6 MO 12 MO 24 MO	30610.00 32141.00 33661.00 35200.00	16.8187 17.6599 18.4951 19.3407	32691.00 34327.00 35950.00 37594.00	17.9621 18.8610 19.7527 20.6560
1820	RECORDS SUPERVISOR	MIN 6 MO 12 MO 24 MO	26036.00 27260.00 28469.00 29694.00	14.3055 14.9780 15.6423 16.3154	28988.00 30295.00 31586.00 32894.00	15.9275 16.6456 17.3549 18.0736
1820	RECORDS SYSTEM OPERATOR	MIN 6 MO 12 MO 24 MO 36 MO	20682.00 21696.00 22716.00 23723.00 24744.00	11.3637 11.9209 12.4813 13.0346 13.5956	22088.00 23172.00 24261.00 25337.00 26427.00	12.1363 12.7319 13.3302 13.9214 14.5203

**PEEL REGIONAL POLICE FORCE
RATES OF PAY - CIVILIAN**

			at January 1, 1989		at January 1, 1990	
HRS	LABOUR GRADE/ CLASSIFICATION	INTERVAL	ANNUAL SALARY	HOURLY SALARY	ANNUAL SALARY	HOURLY SALARY
1820	RECORDS SYSTEM OPERATOR *CPIC*	MIN 6 MO 12 MO 24 MO 36 MO	22884.00 23987.00 25097.00 26193.00 27303.00	12.5736 13.1797 13.7896 14.3918 15.0016	22884.00 23987.00 25097.00 26193.00 27303.00	12.5736 13.1797 13.7896 14.3918 15.0016
1820	RECORDS SYSTEM OPERATOR *WARRANTS*	MIN 6 MO 12 MO 24 MO 36 MO	22463.00 23546.00 24636.00 25711.00 26801.00	12.3423 12.9374 13.5363 14.1269 14.7258	22463.00 23546.00 24636.00 25711.00 26801.00	12.3423 12.9374 13.5363 14.1269 14.7258
1820	RESEARCH ANALYST	MIN 6 MO 12 MO 24 MO	32860.00 34502.00 36228.00 38042.00	18.0549 18.9571 19.9055 20.9022	35095.00 36848.00 38691.00 40629.00	19.2830 20.2462 21.2588 22.3236
1820	SECRETARY II	MIN 6 MO 12 MO 24 MO	22610.00 23675.00 24730.00 25799.00	12.4231 13.0082 13.5879 14.1753	24147.00 25285.00 26411.00 27553.00	13.2676 13.8929 14.5115 15.1390
1820	SECURITY CONSOLE OPERATOR	MIN 6 MO 12 MO 24 MO	21696.00 22716.00 23723.00 24744.00	11.9209 12.4813 13.0346 13.5956	23546.00 24636.00 25711.00 26801.00	12.9374 13.5363 14.1269 14.7258
2080	SERVICE PERSON	MIN 6 MO	25982.00 28680.00	12.4913 13.7885	27749.00 30630.00	13.3409 14.7260
1820	SPECIAL PROJECTS ASSISTANT	MIN 6 MO 12 MO 24 MO	32860.00 34502.00 36228.00 38042.00	18.0549 18.9571 19.9055 20.9022	35095.00 36848.00 38691.00 40629.00	19.2830 20.2462 21.2588 22.3236
1820	STATISTICIAN	MIN 6 MO 12 MO 24 MO	21696.00 22716.00 23723.00 24744.00	11.9209 12.4813 13.0346 13.5956	26220.00 27310.00 28385.00 29476.00	14.4066 15.0055 15.5962 16.1956
1820	SYSTEMS / AUTOMATION ANALYST	MIN 6 MO 12 MO 24 MO	30302.00 31558.00 32822.00 34096.00	16.6495 17.3396 18.0341 18.7341	32363.00 33704.00 35054.00 36414.00	17.7819 18.5187 19.2604 20.0077

PEEL REGIONAL POLICE FORCE
RATES OF PAY - CIVILIAN

			at January 1, 1989		at January 1, 1990	
HRS	LABOUR GRADE/ CLASSIFICATION	INTERVAL	ANNUAL SALARY	HOURLY SALARY	ANNUAL SALARY	HOURLY SALARY
1820	TIMEKEEPER I	MIN	22610.00	12.4231	32873.00	18.0621
		6 MO	23675.00	13.0082	34010.00	18.6868
		12 MO	24730.00	13.5879	35137.00	19.3060
		24 MO	25799.00	14.1753	36279.00	19.9335
1820	TIMEKEEPER II	MIN	20854.00	11.4582	24339.00	13.3731
		6 MO	21841.00	12.0005	25393.00	13.9522
		12 MO	22867.00	12.5643	26489.00	14.5544
		24 MO	23920.00	13.1429	27613.00	15.1720
1820	TRAFFIC ANALYST	MIN	32860.00	18.0549	35095.00	19.2830
		6 MO	34502.00	18.9571	36848.00	20.2462
		12 MO	36228.00	19.9055	38691.00	21.2588
		24 MO	38042.00	20.9022	40629.00	22.3236
1820	TRAINING COORDINATOR		33393.00	18.3478	39907.00	21.9269
1820	WORD PROCESSING OPERATOR	MIN	20854.00	11.4582	22272.00	12.2374
		6 MO	21841.00	12.0005	23326.00	12.8165
		12 MO	22867.00	12.5643	24422.00	13.4187
		24 MO	23920.00	13.1429	25547.00	14.0368

FOOTNOTE:

1. Effective January 1, 1990, the RSO-CPIC rates were increased by a further 2% in addition to the 6.8% across the board increase in 1990, due **to existing** market differential.
2. Effective January 1, 1990, the Computer Operator rates were increased by a further 2% in addition to the 6.8% across the board increase in 1990, due to existing market differential.

JOB CLASSIFICATIONS

Labour Grade I Including: Clerk III
Microfilm Clerk

Labour Grade II Including: **Clerk Typist II**
Steno II
Keypunch Operator II
Switchboard Operator
Stores Clerk
Courier
Jr. Administration Clerk
Firearms Registration Clerk
Headquarters Receptionist

Labour Grade III Including: Clerk Typist I
Steno I
Keypunch Operator I

Labour Grade IV Including: Secretary I
Sr. Finance Clerk
Auditor/Trainer

NOTES

Classification names are used for the purpose of describing the general nature of the employees' duties. The Board has the right to assign other duties than those specifically mentioned in the classification name due to the nature and size **of** the operation.

The Board has discretion to hire new employees at any point on the scale for that classification, or in special cases, to advance employees faster than the scale requires or withhold scheduled increases by reason of **unsatisfactory** performance.

In the event that an increase is withheld, the employee or Association shall have the right to grieve against Management's decision to its fullest extent.

All annual salary rates are rounded except for hourly rated employees whose hourly rate is rounded.

Classifications identified with an (*) asterisk are paid at an hourly rate.

SCHEDULE "C"

GRIEVANCE PROCEDURE

Where an allegation is made that the Agreement has been violated, either of the parties may notify the other party in writing of its desire to submit the allegation to an arbitrator after following the grievance procedure set out in this Agreement. Subject to the rights and procedures provided by and under the Police Act the parties hereto agree to the following Grievance Procedure:

- STEP 1** The Grievance which may include the challenge of a dismissal or suspension, shall be reduced to writing and the aggrieved member shall discuss the matter with his immediate Supervisor. The Supervisor concerned shall render a decision within three (3) working days.
- STEP 2** Failing satisfactory settlement under Step 1, the grievance shall be submitted in writing to the Officer in charge of the Division or Unit within a period of six (6) working days after the decision rendered under Step 1. The aggrieved member may be accompanied by a member of the Committee at this Step. The Officer in charge shall render his written decision within six (6) working days following such meeting.
- STEP 3** Failing satisfactory settlement under Step 2, the written grievance shall be submitted to the Chief of Police within a period of six (6) working days after the decision rendered under Step 2. Two (2) members of the Committee may attend at this Step. The Chief of Police shall render his written decision within six (6) working days following such meeting.
- STEP 4**
- a) Failing satisfactory settlement under Step 3, the Association's committee shall arrange to bring the matter in dispute before the Board at the earliest possible date. The Board shall render its written decision within three (3) weeks following such meeting with the Grievance Committee.
 - b) Despite the foregoing, the Board may refuse to consider any complaint, the circumstances of which arose more than twenty-five (25) days before the said complaint was submitted to the Supervisor as outlined in Step 1 above. This applies only if the aggrieved member has been made aware of the relevant facts, within the twenty-five (25) day limitation.
- STEP 5** The Association may, within fifteen (15) working days after the receipt of the written decision of the Board, require that the grievance be submitted to a single Arbitrator by notifying the Board in writing of its desire to do so. Within thirty (30) days of such notice to the Board, the two (2) parties shall appoint a mutually acceptable Arbitrator. If the two (2) parties fail to agree upon the selection of an Arbitrator, the appointment shall be made by the Solicitor General of Ontario upon the request of either of the parties hereto.

The decision at each Step above shall be final and binding upon the Board and the Association and upon a member affected by it, unless a subsequent Step is taken within the times herein before limited. The Association shall be confined to the Grievance and redress sought as set forth in the written grievance filed as provided in Step 1.

No matter may be submitted to arbitration which has not been properly processed through all previous Steps of the Grievance Procedure, but any time limits herein contained may be extended by **mutual** consent.

An Arbitrator set up under Step 5 of the Grievance Procedure shall not have power to add to, subtract from, alter, **modify** or amend any **part** of this Agreement nor otherwise make any decision inconsistent with this Agreement.

Either **party** to this Agreement may lodge a grievance in writing with the other party on any difference between the parties concerning the interpretation, application or administration of this Agreement, including any question **as** to whether a question **is** arbitrable and such grievance shall commence at Step 4 and the said **Step 4** and **Step 5** shall apply mutatis mutandis to such grievance.

