

# COLLECTIVE AGREEMENT

between

**The Ottawa-Carleton Public Employees' Union  
Local 503**

*in affiliation with*

**The Canadian Union of Public Employees (C.L.C.)**



and

**The City of Ottawa**



\* Ratified on June 13, 2012  
\*Expiry: **December 31, 2013**

*(Une version française est disponible au Bureau des relations de travail)*

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## PREAMBLE

Whereas it is the intent and purpose of this Agreement to recognize the community of interest between the Employer and the Union, in promoting the utmost co-operation between the Employer and its employees, consistent with the rights of both Parties.

And whereas it is the further intent of this Agreement to foster a friendly spirit which shall prevail at all times between the Employer and its employees and to this end this Agreement is signed in good faith by the two Parties. And whereas this Agreement is designed to set out clearly the rates of pay, hours of work and conditions of employment to be observed by the Employer and the Union.

## DEFINITIONS FOR THE PURPOSES OF THIS AGREEMENT

1. Continuous Service:

Continuous service means unbroken service from the employee's last date of hire including authorized leaves of absence as set out below:

No employee shall be deemed to have ceased to be continually employed by reason only of being absent from work on statutory holidays, on parts of regular working days, or on any leave duly authorized under the provisions of this Agreement or because of layoff lasting not more than 90 calendar days, or because of absence due to an industrial accident under the terms of the Workplace Safety and Insurance Act of Ontario and consistent with the terms of this Agreement.

2. Substantive Position

A substantive position is the regular ongoing position from which an employee's rights under the Collective Agreement are normally derived.



## ARTICLE 1

### **RECOGNITION/SCOPE**

- 1.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees of the Employer, including part-time, casual and temporary employees in accordance with the decision of the Ontario Labour Relations Board dated January 11, 2001, and the terms of the Memorandum of Agreement between the Ottawa Transition Board and all predecessor bargaining agents dated October 18, 2000, regarding bargaining unit scope.

See Appendix A.

## ARTICLE 2

### **MANAGEMENT RIGHTS**

- 2.1 The Union recognizes that, subject to the provisions of this Agreement, it is the function of the Employer:
- (i) to maintain order, discipline and efficiency;
  - (ii) to classify positions;
  - (iii) to hire, transfer and promote;
  - (iv) to suspend, discharge or otherwise discipline employees for proper cause subject to the right of the employee concerned to lodge a grievance under the orderly procedure outlined in Article 16.

## ARTICLE 3

### **RESPONSIBILITY OF THE EMPLOYER**

- 3.1 The Employer recognizes the Union as the sole collective bargaining agency for all employees coming within the scope of this Agreement.
- 3.2 The Employer agrees not to interfere with the rights of its employees designated within the scope of the Agreement, and there shall be no discrimination, interference, restraint and coercion by the Employer, against any employee because of Union membership, or against any Union

Representative because of Union activity within the provisions of this Collective Agreement.

- 3.3 The Employer agrees that during the life of this Agreement and during the period of negotiation of any revisions to this Agreement, or of a new agreement including the period of arbitration, there shall be no lockout.
- 3.4 The Employer agrees that every employee has a right to freedom from harassment in the workplace and to equal treatment with respect to employment without discrimination because of race, creed, colour, ancestry, age, sex, marital status, disability, sexual orientation, citizenship, place of origin, ethnic origin, record of offences, same-sex partnership status, family status in accordance with its Corporate Policy and the Ontario Human Rights Code. The Employer further agrees not to discriminate on the basis of political or religious affiliation, or place of residence.

The parties recognize that the transfer of employees from one work location to another does not constitute discrimination in accordance with Clause 3.4 above.

- 3.5 The Employer recognizes and accepts the provisions of this Agreement as binding upon itself and upon each of its authorized representatives and pledges that it and each of its duly authorized representatives will observe the provisions of this Agreement.
- 3.6 The Employer agrees that any public reports or recommendations to be made to any committee dealing with matters covered by this Agreement will be provided to the Secretary of the Union at the Union office, at the same time as they are sent to members of the Committee so as to afford the Union reasonable opportunity to consider them, and if necessary, to make its views known to the Committee and City Council. The Employer also agrees to provide the Union with all reports and recommendations to be dealt with by City Council at the same time as they are sent to the members of Council. Should the Union not make its views known prior to the Committee or Council dealing with the report or recommendation, this will not be construed as concurrence by the Union with the report or recommendation.
- 3.7 The Employer agrees to recognize the Union's Labour Representatives.

#### ARTICLE 4

#### **RESPONSIBILITY OF THE UNION**

- 4.1 The Union agrees that it will not intimidate or coerce employees into membership in the Union.
- 4.2 The Union agrees that membership solicitation and other Union activity not pertaining to this Agreement will not take place during working hours or on the premises of the Employer or on any work project the Employer may be engaged in.
- 4.3 The Union agrees that during the life of this Agreement and during the period of negotiation of any revision to this Agreement, or of any new agreement including the period of arbitration, there shall be no strike or other cessation of work.
- 4.4 The Union agrees that every employee has a right to freedom from harassment in the workplace and to equal treatment with respect to employment without discrimination because of race, creed, colour, ancestry, age, sex, marital status, disability, sexual orientation, citizenship, place of origin, ethnic origin, record of offences, same-sex partnership status, or family status in accordance with the Ontario Human Rights Code. The Union further agrees not to discriminate on the basis of political or religious affiliation, or place of residence.
- 4.5 The Union recognizes and accepts the provisions of this Agreement as binding upon itself, each of its duly authorized officers, representatives and employees represented by the Union, and pledges that it, and each of its duly authorized officers and representatives and employees represented by the Union, will observe the provisions of this Agreement.
- 4.6 The Union agrees that it will consider any reports or recommendations to the Council dealing with matters covered by the Agreement concerning the Union or its members and to express its opinion before the matter is to be dealt with by the Council when the Union deems it necessary to do so.

## ARTICLE 5

### HOURS OF WORK

#### 5.1 Reporting

Employees shall report for duty at the place directed by the person in charge and shall go to and from such place on their own time within the limits of the City of Ottawa.

#### 5.2 Standard Hours of Work (See Appendix E – Reference to Hours of Work)

The standard hours of work operative during the term of this agreement shall be as follows:

##### 5.2.1 35-Hour/Week Salaried Employees

- a) The standard daily working hours shall be seven (7) hours per day, scheduled in accordance with this agreement between the hours of 7:00 a.m. and 5:00 pm, with a maximum of one hour lunch in accordance with Clause 5.4
- b) The standard work week shall be five (5) days thirty-five (35) hours per week, Monday to Friday.

##### 5.2.2 Other Salaried Employees and Non-shift Wage Employees

- a) The standard daily working hours for non-shift wage employees and salaried employees not included in 5.2.1 above shall be eight (8) hours per day, scheduled in accordance with this agreement, between the hours of 7:00 am and 5:00 pm with a maximum of one hour for lunch in accordance with Clause 5.4.
- b) The standard work week shall be five (5) days forty (40) hours per week Monday to Friday. For non-shift employees it is recognized that Saturday and Sunday may form part of the standard five (5) day work week, providing that two (2) days off per week are scheduled consecutively.
- c) Except as provided in Article 5.3 and Appendix B all hours regularly worked on a Sunday shall be paid at the rate of one and one-quarter times the employees' hourly rate.

### 5.2.3 Fixed-Shift Employees

- (a) The standard daily working hours for shift employees shall be seven (7), seven and one half (7.5), or eight (8) hours per day with a maximum of one (1) hour lunch in accordance with Clause 5.4. A regular shift shall be defined as part of a sixteen (16) hour or greater operation and not part of a rotating shift schedule.
- (b) The standard weekly hours shall be thirty-five (35), thirty-seven and one half (37.5), or forty (40) hours, five (5) days per week, normally Monday to Friday. It is recognized that Saturday and Sunday may form part of the regular work week provided that the two days off are scheduled consecutively.

### 5.2.4 Rotating Shift Employees

The standard hours shall be an average of thirty-five (35), thirty-seven and one-half (37.5), or forty (40) hours per week on a 4 to 6 week cycle as the case may be with a maximum of one (1) hour lunch in accordance with Clause 5.4. Rotating shift shall be defined as part of a rotating shift schedule of a 16-hour or greater operation. The hours of starting and finishing of each shift shall be determined by the Employer. Normally an employee on a rotating shift will alternate through day, afternoon and night shifts as laid down in the shift schedule. Alternate arrangements in relation to the length of the cycle may be made by mutual agreement between the Employer and the Union.

### 5.2.5 Twelve hour Shift Operation

- (a) PCC and Water Filtration – See Article 38
- (b) Paramedic Service Employees– See Article 31
- \* (c) Coordinators and Customer Service Persons - First Response, Environmental Services Department – See Letter of Understanding #12

### 5.2.6 Employees Working in Surface Operations:

Alternate Hours or Scheduling (Emergencies)

Notwithstanding the above normal hours of work, in the Surface Operations department, alternate shift schedules may be implemented

without advanced notice or discussion due to winter emergencies (i.e. snow, ice storms, flooding) effective November 15 to April 15.

The Employer agrees that any change(s) in shift schedules shall continue to reflect the normal 8 hour day and 40 hour work week.

The Employer agrees that Article 5.9 shall continue to apply.

### 5.3 Exceptions to Standard Hours of Work above

#### (a) Employees in Long Term Care

The standard hours shall be seven and one-half (7.5) hours per day, with one-half (1/2) hour for lunch in accordance with clause 5.4, with two (2) consecutive days off every other weekend and will average seventy-five (75) hours bi-weekly.

For employees in Dietary, Laundry and Housekeeping the daily hours shall be worked between 6 a.m. and 10 p.m. For Activity Workers, the daily hours shall be worked between 8 a.m. and 10 p.m. For Rehab Assistants, the daily hours shall be worked between 7 a.m. and 7 p.m. For employees in Nursing, the daily hours shall consist of a regular day, afternoon, or night shift of seven and one-half (7.5) hours.

#### (b) Traffic Computer Operations

A five (5) day work week, Monday to Friday, eight (8) hours per day to be worked between the hours of 6 am and 7 pm with a maximum of one (1) hour for lunch in accordance with Clause 5.4.

#### (c) Sign Night Shift

For employees assigned to the sign night shift, the hours will be Monday to Friday, eight (8) hours per day to be worked between the hours of 10 pm and 7 am with a one half (1/2) hour meal break in accordance with Clause 5.4.

#### (d) Day Care Centres (Teachers, Assistants and Supervisors)

A five (5) day week, Monday to Friday, seven (7) hours per day, thirty-five (35) hours per week to be worked between the hours of 7 am and 6 pm with one (1) hour for lunch in accordance with Clause 5.4.

- (e) Parks, Recreation and Culture Department, Parks and Recreation Staff – Program Staff and Program Coordinators

A five (5) day, forty (40) hour week, normally eight (8) hours per day which will provide for two (2) consecutive days off. It is recognized that daily hours may vary from the eight (8) hours but Article 6, Clause 6.1 shall apply only to the extent that the Employment Standards Act provisions are met or eighty (80) hours in a bi-weekly pay period are exceeded or the five (5) days per week are exceeded.

The hours of work to be determined by the Employer.

- (f) Animal Control Officers

A five (5) day week, seven (7) hours per day providing for two (2) consecutive days off with up to one (1) hour unpaid lunch period.

The hours of starting and finishing of each shift shall be determined by the Employer.

- (g) Market Staff

A five (5) day week, Monday to Friday, eight (8) hours per day between the hours of 7:00 am and 5:00 pm with a maximum of one (1) hour for lunch. It is recognized that Saturday and Sunday may be scheduled by the Employer as a regular working day, part of the five (5) day week, providing the two (2) days off per week are scheduled consecutively.

#### 5.4 Eating Period

- (a) Eating period, as specified in this Article, is outside the limitation of the hours to be worked as imposed in the sections and is not paid time.
- (b) Employees who are not permitted to leave the work location and who are required by the Employer to be available for work during the eating period will receive a one half (1/2) hour paid lunch period within the specified hours of work.

#### 5.5 Rest Periods

Employees shall be entitled to a fifteen (15) minute rest period for each uninterrupted work period of three (3) hours, non-cumulative.

#### 5.6 Daily working hours referred to in this Article are to be worked consecutively.

- 5.7 (a) The Parties to this Agreement recognize that the Employer may be required to alter the hours of work in relation to various operations.
- (b) Where the Employer wishes to introduce a new shift operation, which shall require the starting and quitting times to be other than those specified in the Collective Agreement, the Employer will notify and discuss the new shifts with the Union.

#### 5.8 Alterations to Standard Hours of Work

- (a) During the term of the Collective Agreement, should the Employer wish to amend specific standard hours of work, the Employer shall discuss the matter in detail with the Union. The Parties to the Agreement shall meet with the employees affected on the Employer's time (at a mutually agreeable time) to explain the proposal. After the explanation, the Employer's representatives shall leave and the Union shall be given the opportunity to meet with the members for purposes of discussion and to conduct a secret ballot.

Provided that more than 50% of the employees affected agree, the standard hours of work shall be amended on a trial basis until the end of the term of the Collective Agreement.

"Employees affected" shall be defined as those employees directly affected in the work unit who are members of the bargaining unit.

The Union and the Employer may jointly agree to end the trial on some other mutually agreeable date.

- (b) The Employer and an individual employee may mutually agree to a change in standard hours of work for that individual employee. The parties shall confirm such agreement in writing. Such agreements shall be authorized by the Union, however, the Union agrees that such authorization shall not be unreasonably withheld.

#### \* (c) Hours of Work During a Declared State of Emergency or Pandemic

Subject to the Union's approval, the Department Head, Director or Manager may adjust the normal hours of work set out in the collective agreement on a temporary basis during a National, Provincial or Municipal declared state of emergency or pandemic. Any such adjustment to normal hours of work shall not derogate from the overtime



or premium provisions of the collective agreement. The union will not unreasonably deny a request made pursuant to this section.

#### 5.9 (a) Posting of Shift

The Employer agrees that, where possible, a schedule reflecting the changed hours of work for any employee shall:

- (i) Be posted at least one week (five (5) working days) prior to the commencement of the shift.
- (ii) Be five (5) consecutive days scheduled within a seven (7) calendar day period.

#### (b) Change of Posted Shift

- (i) Where an employee's shift has been changed and the notice of change of shift is less than one week, the Employer shall pay four (4) hours at straight time rates of the employee's regular salary in lieu of notice.
- (ii) An employee required to work a changed shift or who is ordered by the Employer to return to his/her regular day shift shall, for the balance of that week, receive or continue to receive seven percent (7%) premium pay.

### 5.10 Alternative Work Arrangements

#### 5.10.1 Flexible Working Hours/Week

- (a) During the life of this Agreement flexible working hours may be introduced in part or in whole provided that:
  - (i) The normal daily working hours for all employees except regular shift and part-time, fall between the hours of 7 a.m. to 9 p.m.
  - (ii) They be consecutive and do not exceed the number of daily working hours provided for in this Agreement.
  - (iii) They be mutually agreed upon between the employees and the Employer.

- \* (b) The Employer will provide the Union with a copy of the agreement with the employee.

#### 5.10.2 Compressed Work Week

Notwithstanding the provisions of clause 5.2, upon request of an employee and the concurrence of the Employer and the Union, an employee may complete his or her weekly hours of employment in a period other than five (5) full days provided that over a period of twenty-eight (28) calendar days the employee works an average of between thirty-five (35) and forty-two (42) hours per week as the case may be. Attendance reporting shall be mutually agreed between the employee and the Employer. In every twenty-eight (28) calendar day period such an employee shall be granted days of rest on such days as are not scheduled as a normal workday for the employee. The Employer will provide the Union with a copy of the agreement with the employee.

#### 5.10.3 Reduced Work Week and Job Sharing

The City of Ottawa and CUPE Local 503 agree to the introduction of reduced work week option and job sharing within the City of Ottawa. These alternative work arrangements shall be governed in accordance with the terms detailed below. The parties agree to consult as required regarding the application and implementation of these provisions. The Employer will provide a report to the Union annually of all employees on reduced work week or job sharing and those employees who have been on reduced work week or job sharing during the previous twelve (12) months.

##### (a) Reduced Work Week

It is agreed and understood that subject to operational requirements, the City of Ottawa may offer to its employees a reduced work week arrangement whereby employees can work a minimum of 80% and a maximum of 95% of weekly hours of work of a comparable full time employee.

All reduced work week arrangements shall be subject to operational requirements and the approval of the Employer and must be confirmed in writing to the employee prior to the commencement of such an arrangement.

All reduced work week arrangements shall last for twelve (12) months and employees wishing to renew such arrangements must make application in writing to the Employer one month prior to the date of renewal. The parties make no commitment that the reduced work week arrangement will be renewed.

The employee or the Employer may terminate any reduced work week arrangement during the term with thirty (30) days' notice.

(b) Job Share

For the purposes of this agreement job sharing is defined as two permanent salaried employees sharing one full-time position equally, on a renewable twelve (12) month basis. All job share arrangements shall be subject to the approval of the Employer and must be confirmed in writing to the employee prior to the commencement of such an arrangement.

All job share arrangements shall last for twelve (12) months and employees wishing to renew such arrangements must make application in writing to the Employer on or before the end of the eleventh (11th) month of the job share arrangement. The parties make no commitment that job share arrangements will be renewed.

Employees must be at the same salary group as the job they are to share and must have the qualifications and ability to perform the duties of the job they are to share.

The job left open as a result of the job sharing arrangement shall be advertised and filled in accordance with the provisions of the collective agreement.

Job sharing employees and all other transferred, promoted or acting shall return to their former positions upon expiration of the agreement.

The parties make no commitment to accumulate service related benefits without adjustments.

Where a party to a job share arrangement wishes to terminate the arrangement prior to the expiration date, the employee shall provide his/her job share partner, the City with as much

advance notice as possible but not less than thirty (30) days' notice. The City may terminate any job share during the term on the basis of operation/service concerns with thirty (30) days' notice to the employees affected.

- (c) Employees on a reduced work week or job share shall be entitled to the terms and conditions of the main Collective Agreement except as modified below:

#### Leaves

All leave entitlements, except bereavement leave, shall be prorated to reflect the employee's weekly hours of work in relation to the normal full-time hours of work (e.g., an employee working four (4) days per week or 80% of the full-time hours, shall receive 80% of the respective vacation entitlement; i.e., four (4) days per entitled week).

Bereavement leave is not prorated and employees remain entitled to the number of days as described in Article 7 factored by their daily hours of work.

#### OMERS

The Employer and employee contributions are reduced to reflect the modified earnings of the employee. All other pension conditions are in accordance with the OMERS rules.

#### Insured Benefits

The Employer shall continue to share the cost of the benefit programs as described in Article 19. Long Term disability benefits will be reduced to reflect the employee's modified earnings although all other benefits remain unchanged.

#### Statutory Holidays

Employees shall be paid 4.4% of their regular earnings in lieu of statutory holidays.

#### Overtime

Overtime shall be defined as the hours worked before or after a normal work week of a comparable full-time employee.

### Seniority

Employees will continue to accumulate full seniority without adjustment for the first twelve months worked in a job share and prorated seniority thereafter.

### Service

Except as modified in this article, Employees will continue to accumulate full service for service-related benefits for the first twelve months and accumulate pro-rated service thereafter.

## ARTICLE 6

### PREMIUMS AND OVERTIME

- 6.1.1 (a) No employee shall work overtime unless authorized by the employee's manager or a person delegated by the manager. Overtime shall be defined as time worked before or after a normal work day or normal work week as well as time worked in excess of the normal hours of work.
- (b) No employee shall be required to work in excess of sixteen (16) hours in any twenty-four (24) hour period, or to exceed thirty-two (32) overtime hours in any bi-weekly pay period. It is recognized, however, that the limitation of thirty-two (32) overtime hours may be exceeded in those situations where it is deemed that an emergency exists which requires the employee to exceed the overtime limit.
- 6.1.2 All employees who are required to work overtime shall be paid as follows:
- (a) All overtime hours, with the exception of those worked on statutory or declared holidays, shall be paid at the rate of one and one-half (1 1/2) times the employee's hourly rate. For salaried employees, the hourly rates shall be determined by dividing the employee's bi-weekly salary by the number of regular bi-weekly hours. For wage employees, the hourly rate shall be the rate applicable for the work performed in accordance with the wage schedules set out in the Collective Agreement.
- \* (b) All overtime hours worked on statutory or declared holidays, shall be paid at the rate of two (2) times the employee's hourly rate. The

appropriate hourly rate shall be calculated in the same manner as set out in (a) above.

\* 6.1.3 Overtime Meal Allowance

- (a) Subject to (c) below, all employees required to work unscheduled overtime in excess of three (3) hours contiguous with their regular or normal work day shall be provided with a meal allowance of eight dollars (\$8.00), and for each additional five (5) hours, shall be provided with a further meal allowance of eight dollars (\$8.00).
- (b) If an employee is placed On Call, and is called in to work and works for greater than 11 consecutive hours s/he shall be provided with the meal allowance.
- (c) Where a meal is provided by the Employer at no cost to the employee, the overtime meal allowance shall not be applicable.

6.1.4 All employees required to work on a statutory or declared holiday shall be paid one day's pay for the statutory or declared holiday and for the hours worked at time and one-half (1 1/2) except employees of Long Term Care as outlined in Article 7.10 (b).

6.1.5 All shift employees whose day off falls on a statutory or declared holiday, shall receive an additional day's pay, while the employees who are working shall receive two and one-half (2 1/2) times the daily pay as well as two (2) times the hours worked in excess of the regular or normal daily hours except employees of Long Term Care as outlined in Article 7.10 (b).

6.1.6 Time Off In Lieu of Overtime

- (a) On each occasion that an employee works overtime the employee shall elect to either be paid in cash or to bank the overtime to a maximum in the year of one hundred (100) hours straight time for the purpose of having time off in lieu of overtime.

Overtime will be paid in accordance with the overtime provisions if the employee does not elect time off in lieu. Requests in relation to overtime hours must be made to the employee's immediate supervisor and must be dated and signed.

- b) Overtime hours which are banked for the purposes of time off in lieu as per 6.1.6 (a) are to be recorded and disposed of in the following manner:

- (i) Each overtime hour banked will be recorded as one and one-half (1 1/2) straight time hours.
  - (ii) Time off in lieu of overtime is subject to a maximum of one hundred (100) straight time hours per calendar year. Such time off shall be at a mutually agreeable time and such requests for time off shall not be unreasonably withheld.
  - (iii) Recorded time off in lieu of overtime not used in the calendar year in which it was earned shall, at the employee's request:
    - (1) be carried over into the following year, or
    - (2) be paid for at the employee's official hourly rate.
  - (iv) Should the employee choose to carry these overtime hours into the following year, the employee shall only be entitled to bank sufficient further hours to provide time off to a maximum of one hundred (100) straight time hours in the new calendar year.
  - (v) An employee may accumulate or opt to be paid or utilize the accumulated hours in his/her overtime bank at any time in a calendar year provided that his/her overtime bank never exceeds 100 straight time hours per year as set out in 6.1.6 (a).
- (c) In recognition of certain operational requirements, the Union and the Employer may mutually agree to:
- (i) exceed the maximum annual bank of overtime hours set out in (a) and (b) above; and
  - (ii) utilize a different twelve month operational period for accumulation and liquidation of overtime hours.
- All time off in lieu in excess of (a) and (b) above accrued pursuant to this clause 6.1.6(c) must be taken prior to the next twelve month period as agreed upon between the parties.
- (d) All overtime and time off in lieu shall be liquidated at the rate of pay at which it was earned.

## 6.2 On-Call

### 6.2.1 On Call (Except Public Health Inspectors)

- (a) On Call Pay shall be defined as pay received by an employee as a result of the employee being available on a stand-by basis outside of the employee's normal working hours.
- (b) The period of On Call shall be construed as being from 5 p.m. to 7 a.m. the following morning. On Saturday the period of On Call shall be 7 a.m. Saturday to 7 a.m. Sunday, and on Sunday the period of On Call shall be from 7 a.m. Sunday to 7 a.m. Monday. In the case of a Statutory Holiday or declared holiday the period of On Call shall be as on Sunday, that is from 7 a.m. on the morning of the holiday until 7 a.m. on the following day.
- (c) Any employee placed On Call from Monday through Friday shall be entitled to receive two hours pay at straight time rates for each period of On Call and if called shall be paid at time and one-half (1-1/2) his/her regular rate plus any shift bonus applicable. The minimum payment for any call out shall be one hour in terms of the pay to be received.
- (d) An employee placed On Call on Saturday or Sunday shall be entitled to receive three hours pay at straight time rates for the period of On Call. This arrangement will also apply in the case of Statutory Holidays. If the employee is called he/she shall be entitled to receive payment for the hours worked at the rate of time and one-half his/her rate, including any shift bonus or other premium. The minimum payment shall be for one hour in terms of the pay to be received.
- (e) All employees whose names are posted On Call shall be paid the On Call rates. An employee who is called and works, but whose name has not been posted, shall receive the On Call pay as though his/her name had been posted.

#### 6.2.2. On Call – Public Health Inspectors

- (a) On call pay shall be defined as pay received by an employee as a result of the employee being available on a stand-by basis outside of the employee's normal working hours.
- (b) The employee designated to be on call during the weekend will be paid eleven (11) hours at his/her regular hourly rate. In addition the employee designated to be on call may be scheduled for up to four consecutive hours work in total to be



worked per weekend at straight time rates. In addition, if called out employees shall be paid at one and one-half (1 ½) times, with the minimum payment to be one (1) hour in terms of the pay to be received per call out. For purposes of this agreement, a weekend is defined as a period between work-end Friday night and work commencement Monday morning.

- (c) Any employee placed on call between Monday and Thursday inclusive except on statutory or declared holidays shall be entitled to receive two (2) hours pay at straight time rates for each period of on call and if called out shall be paid at time and one-half (1 ½) his/her regular rate for each call out, with the minimum payment for any call out being one (1) hour in terms of the pay to be received. The period of on call from Monday to Thursday shall be construed as being from 5 p.m. to 7 a.m. the following morning.
- (d) In cases of a statutory or declared holiday the period of on call shall be from 7 a.m. on the morning of the holiday until 7 a.m. on the following day. Any employee placed on call on a statutory or declared holiday shall be entitled to receive four (4) hours pay at straight time rates for each period of on call. In addition, if an employee is called out he/she shall be entitled to receive payment for the hours worked at the rate of time and one-half his/her rate. The minimum payment shall be for one (1) hour in terms of the pay to be received.

## 6.3 Premium Pay

### 6.3.1 Rotating Shift Employees

Any employee on the rotating shift schedule required to work on a rotating shift basis, will receive a premium of seven per cent (7%) of his/her regular rate for all shifts.

6.3.2 Rotating shift employees who do not rotate through day, afternoon and night shifts shall not receive the seven per cent (7%) per hour premium.

6.3.3 Where the Standard Hours of Work requires any employee to work hours between 7 p.m. and 7 a.m., the employee shall be paid the seven per cent (7%) premium for all regular hours worked provided that 50% or more of those regular hours fall between 7 p.m. and 7 a.m.

#### 6.3.4 Work on Saturday and Sunday

All hours which fall within an employee's regular work hours or work week, which fall on Saturday and/or Sunday shall be subject to a seven per cent (7%) premium for all hours worked.

#### 6.3.5 Parks, Recreation and Culture Department

Premium pay provisions do not apply to these employees.

#### 6.4 Reporting Pay

In the event of an employee reporting for work in the ordinary course of his/her employment and not being able to perform his/her regular work because of inclement weather, he/she shall be provided with work to the end of the half shift or pay in lieu thereof.

### ARTICLE 7

#### LEAVES

##### 7.1 Vacation Leave

##### 7.1.1 Vacation shall be earned and granted to employees as follows:

- \* (a) Three (3) weeks per year, which is earned at the rate of one and one-quarter (1 1/4) working days for each completed month of continuous service, if the employee has completed less than seven (7) years of continuous employment.

Effective January 1, 2013, three (3) weeks per year, which is earned at the rate of one and one-quarter (1 ¼) working days for each completed month of continuous service, if the employee has completed less than six (6) years of continuous employment.

- \* (b) Four (4) weeks per year, which is earned at the rate of one and two-thirds (1 2/3) working days for each completed month of continuous service, if the employee has completed seven (7) years but less than sixteen (16) years of continuous employment.

Effective January 1, 2013, four (4) weeks per year, which is earned at the rate of one and two-thirds (1 2/3) working days for each

completed month of continuous service, if the employee has completed six (6) years but less than sixteen (16) years of continuous employment.

- (c) Five (5) weeks per year, which is earned at the rate of two and one-twelfth ( $2 \frac{1}{12}$ ) working days for each completed month of continuous service, if the employee has completed sixteen (16) but less than twenty-two (22) years of continuous employment.
- (d) Six (6) weeks per year which is earned at the rate of two and one-half ( $2 \frac{1}{2}$ ) working days for each completed month of continuous service, if the employee has completed twenty-two (22) years but less than thirty (30) years of continuous employment.
- (e) Seven (7) weeks per year which is earned at the rate of two and nine-tenths ( $2 \frac{9}{10}$ ) working days for each completed month of continuous service, if the employee has completed thirty (30) or more years of continuous employment.
- (f) An employee earns but is not entitled to receive vacation leave with pay during his/her probationary period.
- (g) After the first year of continuous employment an employee may be granted vacation leave in excess of the earned credits to the extent of credits that would accumulate to the end of that year.
- (h) Vacation leave shall be taken at a time mutually agreed upon by the employee and his/her manager. Vacation will be scheduled in accordance with the section's vacation selection process. In the event of multiple employees requesting vacation in the same timeframe, seniority shall be the tie-breaker.
- (i) Excess Carry Over of Vacation Leave
  - a) Managers must notify employees by September 1<sup>st</sup> if they are in a position of excess carry over of vacation leave. Employees who are notified must submit leave requests by September 30<sup>th</sup> to utilize the excess on or before December 31<sup>st</sup>. Employees who have submitted vacation leave requests, shall be given priority by their Manager to ensure that excess leave will be utilized on or before December 31<sup>st</sup>. Failure by the Manager to permit the scheduling of the excess leave by December 31<sup>st</sup> will result in the payout of the excess leave in January the following year.

- b) Consideration for such priority leave requests in (a) above will be granted in accordance with seniority.
- (j) If, in any year the Employer has been unable to grant all of the vacation leave earned by the employee in that year, the unused portion of vacation leave shall be carried over into the following year.
- (k) Employees are not permitted to carry over more vacation leave into the following year than the number of days of leave earned by them in that year.
- (l) If an employee has taken more leave than they have earned at the time when the employee's services are terminated for a reason other than redundancy, layoff, or death, the salary over-payment resulting from the use of unearned vacation leave shall be recovered from the employee by the Employer. The Employer shall be deemed to be authorized pursuant to the Employment Standards Act, 2000 to make deductions from the employee's pay cheque in order to recover the overpayment, provided the employee has agreed in writing to a reasonable re-payment schedule.
- (m) When the employment of an employee terminates for any reason and the employee has earned, but, unused vacation leave, the employee or the estate of the deceased employee shall be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation leave by the daily rate of pay applicable to the employee immediately prior to the termination of employment. When any employee retires, he/she shall be deemed to have earned vacation leave for the full year in which he/she retires. Refer to LOU #11 – Retiree Benefits for former RMOC and City of Ottawa employees.

7.1.2 Wage employees shall be paid the rate of pay of their substantive position while on vacation leave.

7.1.3 Twelve-hour shift employees are entitled to the same annual hours of annual leave as are eight (8) hour employees. However, for simplicity, deduction shall be translated into twelve (12) hour days.

An employee with three (3) weeks, times forty (40) hours of entitlement shall be credited with two (2) weeks of sixty (60) hours entitlement for deduction purposes. Deduction from such credit will be at twelve (12) hours for each such day taken.

\* 7.1.4 Where during the vacation period an employee experiences a loss that would otherwise qualify for bereavement leave under article 7.4, s/he will be entitled to substitute bereavement leave to a maximum of the allowable time under 7.4 for the equivalent value of the vacation credits taken, upon the employee's request and with the provision of reasonable documentation to substantiate the request. The period of vacation that is converted to bereavement leave may be added to the vacation period if mutually agreed upon between the employee and the Employer. In the event that there is no agreement, the vacation credits shall be reinstated to the vacation bank for use at a later date in accordance with the vacation leave provisions in this agreement.

It is understood all provisions of 7.4 apply to the bereavement leave.

\* 7.1.5 In the event that an employee experiences a serious illness or injury while on vacation, the Employer shall substitute income protection for some or all of the vacation leave taken so long as the serious illness or injury lasts for five (5) or more consecutive days and the remainder of this Article is satisfied.

The employee will be required to submit a satisfactory medical certificate by a qualified medical practitioner that, in addition to any other requirements for a medical certificate that the Employer may reasonably require in the circumstances, confirms that the illness or injury negatively impacted the Employee's vacation leave and significantly restricted planned activities.

The employee must notify their manager at the commencement of the serious illness or injury or in exceptional circumstances where this is not possible, as soon as possible thereafter and apply for reinstatement of his or her vacation leave credits.

## 7.2 Income Protection Plan

7.2.1 (a) All employees who are unable to perform their duties due to an illness or injury, other than one for which Workplace Safety and Insurance benefits are payable, shall be entitled to income protection in accordance with the following schedule:

<u>Length of Service</u>	<u>Full Salary (Weeks)</u>	<u>2/3's Salary (Weeks)</u>
Less than 3 months	1	0
3 months but less than 6 months	1	1
6 months but less than 12 months	1	16
1 year but less than 2 years	2	15

2 years but less than 3 years	3	14
3 years but less than 4 years	4	13
4 years but less than 5 years	5	12
5 years but less than 6 years	7	10
6 years but less than 7 years	9	8
7 years but less than 8 years	11	6
8 years but less than 9 years	13	4
9 years but less than 10 years	15	2
10 years or over	17	0

- (b) An employee's entitlement to any particular level of benefit in accordance with the schedule set out in (a) shall be based on his/her length of service with the Employer. The employee's anniversary date shall be the date on which the benefit level changes.
- (c) Wage employees shall be paid the rate of pay of their substantive position while on income protection.
- (d) Occurrence of Statutory or Declared Holidays during an employee's absence on the Income Protection Plan shall not reduce the number of days of income protection eligibility.
- (e) Where possible, employees who are absent from work due to illness or injury must notify their immediate supervisor of such absence no later than the employee's normal starting time on the day the employee begins his/her absence.
- (f) Employees who are entitled to leave of absence on account of non-occupational illness or injury may obtain it on production of satisfactory application to the employee's manager.
- (g) Each employee who is absent for a period of more than four (4) consecutive working days shall file with the application a satisfactory certificate from a qualified, medical practitioner. Each employee shall be allowed, if qualified, to apply for this leave of up to four (4) consecutive working days without a doctor's certificate provided that the total number of such uncertified days in any calendar year shall not exceed eight (8) days.
- \* (h) Employees, including employees absent as a result of an industrial illness or injury, will be required to produce any medical certificate necessary within the first ten (10) days

(effective January 1, 2013, within the first fifteen (15) days) of absence. It will be necessary to renew such certificate(s) every twenty (20) days (effective January 1, 2013, every twenty-five (25) days) thereafter, unless the employee's manager is satisfied with the initial certificate indicating the total period of absence and probable date of return to work.

- \* (i) A qualified medical practitioner shall include but is not limited to a general practitioner, nurse practitioner, medical specialist, psychiatrist, registered clinical psychologist, physiotherapist, dentist, oral surgeon, midwife, or chiropractor.
- \* 7.2.2 (a) In the case of an unrelated claim the potential seventeen (17) week period of income protection shall be reinstated provided the employee has returned to active employment and completed one regular day of work. It is understood that "one regular day of work" in the case of medical accommodations with reduced hours or modified work equates to the number of hours or the nature of the work agreed upon by the Employer for the duration of the accommodation.
- (b) In the case of a claim which is related to a previous claim the potential seventeen (17) week period of income protection shall be reinstated provided:
  - (i) thirty (30) calendar days have elapsed from the cessation of the previous claim and the commencement of the related claim; and
  - (ii) the employee and the employee's medical advisor(s) are complying with the requests of the Employer and the Employer's medical advisor(s) made pursuant to the Employer's duty to accommodate. Failure to comply with the above will result in the immediate cessation of income protection. Income protection will resume when the employee and/or the employee's advisor(s) provides medical documentation satisfactory to the Employer.
- (c) It is understood that the applicable number of days of 100% income protection shall only be available once in any calendar year.

7.2.3 If it should appear to the Employer that any employee is making too frequent application for this leave, or that the correctness of a

certificate is questionable, the matter shall be referred to the Employee Health and Wellness for investigation and report.

7.2.4 The President of the Union may request that the Employer give special consideration to an employee in a situation where income protection is not available.

7.2.5 Advance of IPP Credits Pending LTDI or WSIB decisions

Where an employee is awaiting a decision on a claim or on an appeal from the WSIB or the LTDI carrier as to that employee's entitlement to long term disability benefits or WSIA payments, the Employer may advance IPP benefits to the employee continuously notwithstanding that thirty (30) days have not elapsed from the cessation of the previous claim on the following conditions:

- a) the employee continues to provide medical certification satisfactory to the Employer that the employee continues to be unable to perform the duties of their position due to illness or injury;
- b) where the employee's claim is allowed, the Employer will be entitled to be reimbursed from the employee's WSIB or LTDI payments the amount of IPP benefits advanced and may require the employee to sign whatever authorizations or directions are required to permit WSIB or the LTDI carrier to make such reimbursement directly to the Employer.
- c) Where the employee's claim is not allowed, the Employer will be entitled to be reimbursed firstly from the employee's future IPP entitlements. Only where absolutely necessary the Employer shall be deemed to be authorized pursuant to the Employment Standards Act to make deductions from the employee's pay cheque in order to recover the overpayment.

### 7.3 Special Leave

Special leave is a provision which is designed to enable an employee to be absent from his/her employment with full pay for the following reasons:

- (i) Professional appointments such as medical, dental, legal and optical for the employee and/or his/her child and/or his/her aging parent.



- (ii) The unexpected or sudden illness of the employee's spouse or child and/or his/her aging parent which prevents the employee from reporting to duty.
- (iii) Emergency situations which prevent the employee from reporting to duty.

Special leave is to be utilized solely for the purposes as specified in (i), (ii) and (iii) above.

To qualify for special leave the employee must have:

- (a) completed the probationary period as specified in this Agreement;
- (b) notified his/her department at least 48 hours in advance of the date and required time off.

In the event of an emergency situation (b) above shall waived.

Special leave is limited to a maximum of four (4) days per annum, non-cumulative, and may be taken on an hourly basis and in minimum units of one hour. Time required in excess of one (1) day may be extended by the employee's manager.

Application for special leave beyond one day will be considered on an individual basis and authorization shall be solely at the discretion of the employee's manager.

Employees who have taken special leave may be required to produce satisfactory evidence.

For employees working twelve (12) hours per day, a day of special leave shall be twelve (12) hours. The maximum of such leave is thirty-two (32) hours per year.

Any time taken as Special Leave shall be counted as time taken as 'Emergency Leave' pursuant to the Employment Standards Act.

#### 7.4 Bereavement Leave

The Employer shall grant leave of absence with full pay, of five (5) working days, to any employee on the following basis:

Death of mother, father, spouse, child, person standing in loco parentis, sister, brother, grandchild.

The Employer shall grant leave of absence with full pay, of three (3) working days, to any employee on the following basis:

- \* Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the employee's spouse or the spouse of the employee's brother or sister. Grandparent is to be defined as the father or mother of the employee's father or mother.

The Union recognizes that Bereavement Leave is intended to be used at the time of the death and/or funeral. The Employer recognizes that there may be situations when part or all of an employee's entitlement may be requested and shall be granted at a later date in order to attend to matters related to the bereavement.

In special cases when an extension of leave under Article 7.4 may be required application shall be made to the Director of Employee Services.

For twelve-hour shift employees, bereavement leave will be based on four (4) twelve-hour days entitlement.

Any time taken as Bereavement Leave shall be counted as time taken as 'Emergency Leave' pursuant to the Employment Standards Act.

## 7.5 Pregnancy and Parental Leave

Pregnancy and Parental Leave shall be granted in accordance with the Employment Standards Act, 2000 except where amended by this provision.

### 7.5.1 Pregnancy Leave

A pregnant employee who has completed 13 weeks of service with the Employer shall, upon written request to their Manager, be granted a leave of absence without pay for a maximum of 17 weeks. The timing and notices related to this leave shall be as set out under the Employment Standards Act, 2000.

### 7.5.2 Parental Leave

An employee who has completed 13 weeks of service with the Employer and who is the parent of a child shall, upon written request to their Manager, be granted a leave of absence without pay following the birth of the child or the coming of the child into the employee's custody, care and control for the first time. This leave shall span to a maximum of 35 weeks, if the employee has taken pregnancy leave and to a maximum of 37 weeks if he/she has not taken pregnancy leave. The timing and notice provisions relating to this leave shall be as stipulated under the Employment Standards Act, 2000.

\* 7.5.3 Topping Up

- (a) An employee on pregnancy leave with a minimum of six (6) months of service shall be entitled to receive ninety three percent (93%) of their normal wage for the two (2) week waiting period for Employment Insurance, and a topping up of their Employment Insurance Benefits to a maximum of ninety three percent (93%) of their normal wage for a maximum of fifteen (15) weeks of such leave.
- (b) An employee on parental leave with a minimum of six (6) months of service shall be entitled to receive a topping up of their Employment Insurance Benefits to a maximum of ninety three percent (93%) of their normal wage for a maximum of twelve (12) weeks of such leave.
- (c) In order to receive the entitlements described in (a) or (b) above, the employee must qualify for Employment Insurance as well as be in receipt of Employment Insurance benefits after the two (2) week waiting period.
- (d) The topping up arrangements described in (a), (b) and (c) above are subject to the approval of Human Resources Development Canada.

7.5.4 Benefit Entitlements During Pregnancy/Parental Leave

Employees who are eligible for Pregnancy and/or Parental leave as defined above, shall:

- (a) continue to accumulate service and seniority for the duration of the leave;
- (b) retain their increment date;

- (c) retain their enrolment in the following Benefit Plans provided the employees make necessary arrangements to pay their share of the premium costs, where applicable:
  - i. Extended Health Care
  - ii. Dental Insurance
  - iii. Semi-Private Hospital Coverage
  - iv. Group Life Insurance
  
- (d) The employee shall be entitled to return to his/her job upon the completion of Pregnancy or Parental Leave, in the same manner as provided by the Employment Standards Act for an employee on Pregnancy or Parental Leave under this legislation.

7.5.5 It is understood and agreed that an employee is not entitled to income protection plan benefits while on pregnancy or parental leave. Where an employee is not eligible to receive employment insurance benefits for parental leave due to their particular circumstance, the President of the Union may request that the Employer give special consideration to granting benefits under clause 7.2.

#### 7.6 Leave For Collective Bargaining

The Employer shall grant Leave of Absence with pay to a maximum of six (6) employees elected or appointed by the membership to represent the Union in negotiations with the Employer.

#### 7.7 Leave of Absence for Union Activity

- (a) Leave to attend Union Conventions

The Employer shall grant Leave of Absence with pay to union delegates to the following:

Canadian Labour Congress;  
Canadian Union of Public Employees;  
Ontario Division of C.U.P.E.  
Ontario Federation of Labour

The Union will attempt to notify the employee's manager of each delegate at least twenty (20) days prior to the date that delegates will be leaving to attend the convention. A copy of this notification will be provided by the Union to the Employee Services Branch.

(b) Leave for Union Business

The Employer shall grant reasonable leaves of absence with pay to representatives of the Union from within the bargaining unit elected or appointed by the membership to a maximum total of two hundred and ten (210) working days in a pay year. Individual use of such leave shall be capped at 30 days and applications for such leave shall be submitted in a businesslike and timely fashion. The individual cap may be exceeded at the discretion of the Employer upon application from the President. This leave relates solely to the affairs of the Union. Leave to attend at grievance hearings will not be included in the above-mentioned totals.

(c) Reimbursement By The Union

The Union shall reimburse the Employer for the costs of such absences as set forth in subsections (a) and (b) above.

7.8 Leave of Absence Without Pay

- (a) Salaried and wage employees who desire leave of absence without pay shall make application to the Head of the employee's Department or designate.
- (b) Under special circumstances, two (2) employees who are elected or selected for a full-time position with the Union or any body with which the Union is affiliated may apply to the Employer for leave of absence without loss of seniority, and, while the granting of such leave and its duration are at the sole discretion of the Employer, such leave will not be unreasonably withheld.
- (c) Except where otherwise provided, when an employee is on authorized leave of absence without pay in excess of twenty (20) consecutive working days, the employee's seniority date, increment date and all benefits enjoyed by the employee immediately prior to the commencement of such leave of absence without pay shall be suspended. When the employee returns to full time employment with pay, the employee's seniority date, increment date and the benefits, shall resume at the level at which they were when he/she absented himself/herself, recognizing any negotiated changes.

- (d) It is understood that arrangements may be made between the employee and the City for continuation of any of the insured benefits while on such leave of absence without pay.

#### 7.9 Armed Forces Summer Camp

The Employer shall grant one week's holiday with pay to any salaried employee who has completed one year of service and to any wage employee who has worked 244 days during a period of 52 weeks to enable him/her to attend Reserve Armed Forces Summer Camp on the production of required evidence from military authorities that he/she will be attending it. This provision is in addition to any vacation leave as set forth in Clause 7.1.

#### 7.10 Statutory Holidays

- a) The following days shall be statutory and declared holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (August)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

In addition to those set out in the preceding sub-paragraph, any day proclaimed by the Governor General in Council or the Lieutenant Governor in Council for the Province of Ontario shall be a statutory holiday.

Employees who have worked the scheduled day previous to and subsequent to the above mentioned holidays, and those on authorized leave with pay or authorized leave of absence without pay of less than five (5) days duration shall be entitled to the above mentioned statutory holidays with no reduction in their normal pay.

Any holiday falling on a Saturday shall be celebrated on the following Monday and any holiday falling on a Sunday shall be celebrated on the following Monday except that shift employees (other than shift

employees – Long term care) who work a shift schedule that regularly includes work on Saturday and Sunday shall celebrate the Statutory and Declared holidays on the actual day of the holiday.

When Christmas and Boxing Day fall on Saturday and Sunday, or when Christmas falls on Sunday, Christmas and Boxing Day shall be celebrated on the following Monday and Tuesday, except that shift employees (other than shift employees – Long term care) who work a shift schedule that regularly includes work on Saturday and Sunday shall celebrate Christmas and Boxing Day on the actual days on which they fall.

Payment shall be calculated on the basis of the employee's rate excluding overtime, on the last day worked prior to the holiday. If an employee is to receive a salary increment on the day of the holiday, payment shall be calculated on the basis of his/her rate including salary increment.

b) Statutory and Declared Holidays – Shift Employees Long Term Care

In lieu of the statutory or declared holidays as defined in the Agreement, all shift personnel shall be entitled to 12 days leave with pay in addition to vacation leave entitlement.

Leave credits, in lieu of statutory or declared holidays, may be taken concurrent with vacation leave, or regular days off.

Within six (6) weeks of the holiday the employee shall exercise one of the following options:

- (1) receive payment; or
- (2) take the leave with pay at a mutually agreeable time.

Should the employee not exercise either option within the time limit set out above, the Employer may assign the date of the leave with pay. Such assignment shall not be made in an unreasonable manner.

All Long Term Care shift personnel who may, as a result of their shift schedule, be on duty on the actual day of the statutory or declared holiday as defined above shall, in addition to the time off with pay specified in this section, receive one and one-half (1 ½) times the hourly rate of pay for all time worked during the shift for the hours falling on the statutory or declared holiday.

Any employee who separates from employment during the calendar year shall only be entitled to those statutory or declared holidays which were celebrated up to the date of separation, and any lieu day credits used in excess of the employee's entitlement shall be repaid to the Employer.

It is agreed that shift employees in Long Term Care shall not be required to work both Christmas Day and New Year's Day, but shall alternate from one to the other from one year to the next as may be required.

#### 7.11.1 Jury and Witness Duty Leave

An employee who is called upon to:

- (i) Serve on a jury or,
- (ii) Attend as a witness by subpoena or summons or by providing proof satisfactory to the Employer of being required to attend as a witness in any proceeding held in or under the authority of any court in Canada, or before any legislative committee authorized to compel the attendance of witnesses before it or any person or body of persons authorized by law to compel the attendance of witnesses before it shall be allowed leave of absence with full pay.

#### 7.11.2 Court Duty

An employee on authorized vacation leave who is required to testify or is subpoenaed as a witness to give evidence on behalf of the Employer shall have his/her vacation leave entitlement restored for the periods of time required to attend court or any legal proceeding and will, in addition, for the hours so required to attend will receive twice his/her regular or normal salary.

#### 7.12 Time off for Voting

The Employer shall grant time off for voting in a manner consistent with the Canada Elections Act, the Ontario Election Act and the Municipal Elections Act, as may be amended from time to time.

#### 7.13 Blood Donors

The Employer agrees to allow the necessary time off with no loss of pay to employees who are called upon to donate blood to the Canadian Blood Services.



#### 7.14 Isolation Leave

Where the Medical Officer of Health determines that an employee must be isolated from the public, the employee shall be granted leave with pay.

#### 7.15 Self-funded Leave

Sabbatical Leave – Employees may apply to take a sabbatical in accordance with the City policy.

### ARTICLE 8

#### **WORKPLACE SAFETY AND INSURANCE**

- 8.1 Every employee who is absent from duty as a result of illness or injury arising from his/her employment within the meaning of the Workplace Safety and Insurance Act (WSIA), will be provided with medical care and treatment as provided in the WSIA and shall comply with Clause 7.2.1 (h) of this Agreement.
- 8.2 Every probationary employee who is absent from duty as a result of illness or injury arising out of and in the course of his/her employment (within the meaning of the Workplace Safety and Insurance Act), shall receive compensation from this Employer to the level provided under the WSIA effective from the date of disability. Where a claim has been disallowed by the Workplace Safety and Insurance Board (WSIB) all payments made by the Employer will be recovered from the employee's Income Protection Plan, subject to Article 7.2.
- 8.3 Every employee who has completed his/her probationary period, and who is absent from duty as a result of illness or injury arising out of and in the course of his/her employment (within the meaning of the WSIA) shall be entitled to the following:
- (a) Payment of salary or earnings by the Employer to the maximum allowable under the WSIA and the Employer will also pay to the employee, where applicable, the difference between the maximum allowable under the WSIA and the actual amount equal to the employee's salary or regular wage. It is recognized that:

The combined effect of the employee's entitlement under the WSIA and the top-up payment shall not exceed the employee's pre-injury net pay after tax and legislated deductions.

- (b) In addition, the Employer will pay on behalf of the employee the total payment of premiums for the following plans:
  - (i) pension,
  - (ii) medical plans as specified in the Agreement,
  - (iii) life insurance,
  - (iv) long term disability,
  - (v) dental plan

provided that in any calendar month the employee is absent ten (10) working days.

- (c) When the employee returns to full and regular duties, he/she shall be returned to a position equal to the one which he/she held prior to his/her compensable injury and the benefits specified in (a) and (b) above shall cease. When the employee is able to return to modified duties the benefits specified in (a) and (b) above shall cease.

- 8.4 Should an employee be off work in excess of ten (10) consecutive months without any regular pay for work done, the employee shall not accumulate leave credits for this period of time.
- 8.5 In the event that an employee is able to return to light or modified duties as determined by the Workplace Safety and Insurance Board of Ontario, the Employer shall attempt to provide such work and the employee shall continue to receive the hourly rate of pay or bi-weekly salary he/she was receiving prior to the date of his/her accident until a final determination is made by the Workplace Safety and Insurance Board as to the appropriate work assignment consistent with that employee's restrictions.
- 8.6 Any employee who returns to modified or light duties shall be assessed on an on-going basis by the Workplace Safety and Insurance Board. In the event such assessments determine that the employee is able to return to full and regular duties, 8.3 (c ) shall apply. In the event the employee's condition is assessed as deteriorating, the Employer shall provide rehabilitation as recommended by the Workplace Safety and Insurance Board for employment with the Employer or other Employers. In this case, the Employer will make a reasonable effort to offer the employee on-going alternate employment. In any case, when the employee returns to light or

modified duties, the Employer shall be guided by the assessment of the Workplace Safety and Insurance Board.

- 8.7 The Union recognizes that reassignment of a permanently partially disabled employee to alternate employment may necessitate a change of classification and pay.
- 8.8 It is recognized that where the employee has been reassigned or offered, and accepts alternate employment with the Employer, the employee shall be entitled to any lump sum payment or permanent award payable as determined by the Workplace Safety and Insurance Board of Ontario, and such payments will not reduce the wage or salary the employee will be receiving.
- 8.9 In the event that WSIA benefits should become taxed as normal income, the Employer and the Union agree that the employee receiving WSIA benefits shall not receive less than the payments outlined in Articles 8.2, 8.3, 8.6 or 8.8, as the case may be. The details of such rearrangement shall be negotiated between the Union and the Employer at the time of such change in the legislation.
- 8.10 If the Employer has overpaid an employee under Article 8 and the employee does not qualify to have the Employer's payments recovered from the employee's Income Protection Plan under Article 8.2, the overpayment may be recovered from the employee by the Employer. Such recovery will be deemed authorized under the Employment Standards Act, 2000 to make deductions from the employee's pay cheque to cover the overpayment, provided that the Union and the employee have agreed in writing to a reasonable repayment schedule. Failing agreement, the parties will use an expedited process to determine the repayment schedule.
- 8.11 (a) The Employer shall notify the Union every 6 months of the names of any employees represented by the Union who are off work as a result of illness or injury arising from his/her employment within the meaning of the Workplace Safety and Insurance Act.
- (b) The Employer agrees to provide the employee with a copy of the Workplace Safety Insurance Board Form 7 upon request.

## ARTICLE 9

### PROBATIONARY PERIOD

- 9.1 New employees shall be on a probationary period normally not exceeding six (6) consecutive calendar months. During the probationary period, an employee may have his/her employment terminated without recourse to the grievance procedure, save and except where the termination is arbitrary, discriminatory, or in bad faith.
- 9.2 The Employer may, with the approval of the Union, extend the probationary period as specified above an additional three (3) months but, in all cases, the request and confirmation must be made in writing.
- \* 9.3 For the purpose of this Article, six (6) consecutive calendar months shall be defined as being employed with pay without a break in service. It is understood that for the purpose of this article a break in service will occur where an employee requests and is granted leave of absence without pay for a period in excess of 20 consecutive working days or is laid-off for a period in excess of 20 consecutive working dates.
- \* 9.4 A probationary employee shall not be permitted to accept temporary assignments save and except for seasonal wage employees who are required to work in more than one (1) seasonal assignment to complete the full duration of their probation.

## ARTICLE 10

### SENIORITY

- 10.1 Seniority, as referred to in this agreement, shall mean the length of continuous service of an employee within the Bargaining Unit.
- 10.2 Seniority shall commence from the first day of continuous employment provided that the employee has completed the probationary period.
- 10.3 Seniority shall accumulate under the following circumstances:
- (a) when the employee is on the active payroll of the Employer;

- (b) when the employee is off the payroll due to an authorized lay-off of twelve (12) months or less;
- (c) when the employee is off the payroll due to illness or injury and when the employee is receiving compensation under the Workplace Safety and Insurance Act, and when the employee has not accepted employment with another Employer;
- (d) when the employee is off the payroll on any leave of absence authorized by the Employer and/or under the provisions of this agreement except in those situations covered by 7.8 (c).

10.4 An employee shall retain but not accumulate seniority when off the payroll of the Employer, as follows:

- (a) When the employee is on authorized leave of absence without pay in the situations covered by 7.8(c).
- (b) When the employee is on authorized lay-off for an additional twelve (12) months beyond that specified in Article 10.3 (b).

10.5 An Employee shall lose his/her seniority and be deemed to be terminated when he/she:

- (a) voluntarily resigns in writing and five (5) working days have elapsed from the date of the resignation; or
- (b) is discharged and not reinstated; or
- (c) is off the payroll for a continuous period of more than twenty-four (24) months as a result of a lay-off, provided the Employer has so advised the employee in writing by registered mail six (6) months in advance and sent a copy to the Union; or
- (d) is absent from work without authorization for a period in excess of five (5) working days after the Employer has provided written notice to the employee with a copy to the Union that his/her continued absence from work without a reasonable explanation will result in the employee's employment being deemed terminated and that the employee has five (5) further working days within which to seek independent legal advice or counsel from the Union concerning the effect of this deemed termination at law. A certified medical absence for the period concerned does not constitute absence from work

without reasonable explanation. Where the certificate is questionable the matter shall be referred to the Employee Health and Wellness for investigation and report.

10.6 In the event an employee covered by this Agreement is transferred to a position outside the scope of this Agreement and at a later period, returns to a position within the scope of this Agreement, the employee shall retain the seniority which the employee held at the time of transfer but shall not accumulate any additional seniority for the period during which the employee held a position outside the scope of this Collective Agreement.

#### 10.7 Seniority Lists

- (a) The Employer shall provide the Union with quarterly seniority lists in seniority order and in alphabetical order detailing the employees' names, classifications, Departments and seniority dates.
- (b) The Employer shall publish the up-to-date quarterly seniority lists on the Employer's intranet.
- (c) The Employer shall ensure up-to-date seniority lists are posted every six months in all major work locations so that they are normally accessible to the employees. (The parties shall meet to identify the appropriate locations.)
- (d) Copies of all lay-off notices shall be sent to the Union and shall contain the employee's name, seniority date, classification and department.

### ARTICLE 11

#### **JOB POSTINGS AND SELECTION**

\* Job postings may be viewed on Internet at [w3.ottawa.ca](http://w3.ottawa.ca)

##### 11.1.1 Salaried Positions Other than those covered in Clause 11.1.3

- (a) All vacancies and new positions of a permanent nature and temporary assignments lasting more than six (6) months within the Bargaining Unit within this category shall be posted for a period of not less than five (5) working days throughout the Employer's premises.

- \* (b) Appointment shall be made of the applicant having the greatest seniority and the required qualifications, academic or otherwise for the position available, and in the case of a tradesman, demonstrated ability to carry out the work of the Employer, and competence in the trade. It is understood that the Employer has a right to establish the qualifications for the required vacancy or new position. These qualifications shall be those that are actually required to perform the normal functions of the position. The employee's past record and ability to perform the work of the Employer shall be considered. The employee's absenteeism may be considered where appropriate. Should the successful candidate be from within the bargaining unit, such selection where possible shall be made within four (4) weeks from the initial date of posting.
  
- (c) A successful applicant from within the bargaining unit shall be placed on trial for a period of three (3) months. The purpose of the trial is so that the employee can ascertain whether the work of the position is suitable to him/her and so that the Employer can determine if the employee is suitable and capable of performing the work of the position. While on such trial the employee shall receive the salary or wage to which an employee is entitled on promotion. As well, should the employee be confirmed in the position, this trial period will not delay the employee's increment. Should the employee find the work suitable and should the Employer find the employee suitable and capable of performing the work of the position, after three months, the Employer shall confirm the employee in the position. However, should the employee find the work unsuitable and/or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be returned to his/her former position and salary or wage rate. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to his/her former position and salary or wage rate.

It is understood that "suitable" and "unsuitable" above refers to the performance of work.

#### 11.1.2 All Wage Positions Except Those Covered by Clause 11.1.3

- (a) All ongoing vacancies shall be posted throughout the Employer's premises for a period of not less than five (5) working days.
  
- \* (b) Selection shall be made of the applicant having the greatest seniority and the qualifications required to perform the normal functions of the job. The employee's past record and ability to perform the work of

the Employer shall also be considered. The employee's absenteeism may be considered where appropriate.

- (c) Any temporary vacancies shall be filled by the most senior employee qualified to perform the normal functions of the job from within the work unit who is interested in the opening. The work unit shall be defined as those employees who regularly report to the same geographic work location or those employees who regularly work within the same Section, Division or Branch as may be applicable.
- (d) Employees shall be trained on equipment and provided with on the job training in accordance with their seniority, with a view to the need of the Employer at the time, and such training shall be on the Employer's time. The Employer agrees that where possible it will attempt to train present employees for vacancies or new jobs that occur before recruiting from outside the bargaining unit. Employees who want such training may make application to their Manager in writing. A written reply will be provided.
- (e) The current Master Assignment Board process will be used to fulfil the obligations under Article 11.1.2 for specified wage positions. Should the parties wish to extend this, or a modified Master Assignment Board, beyond the Surface Operations Sector to other specified wage positions, they may do so by mutual agreement during the life of this agreement.

\* 11.1.3 All Salaried vacancies and new positions of a permanent nature and temporary assignments lasting more than six (6) months at Pay Grade 15 and above, and salaried positions at Pay Grade 12, 13 and 14 with a Supervisory Q6 rating of 31 and above, and the specific positions listed in Appendix C.

- \* (a) These vacancies shall be posted for a period of not less than five (5) working days throughout the Employer's premises.
- \* (b) Appointment shall be made of the qualified applicant who meets the required qualifications and level of competency at a standard determined by the Employer for the position. Such standard shall not be established in an arbitrary or discriminatory manner. The employee's past record and ability to perform the work of the Employer shall be considered. The employee's absenteeism may be considered where appropriate.



- (c) The qualifications required in order to be screened into the selection process for the position must be those actually required to perform the normal functions of the job and shall consist of the following:
  - (i) Education
  - (ii) Experience
  - (iii) Knowledge
  - (iv) Ability/Skills
- (d) The standard that a screened in candidate is required to meet to be appointed to the position shall be determined in advance of the competition. Such information will be provided to the Union upon request.
- (e) Each applicant may be tested and ranked through a point ranking system. The determination of the points received by each employee will be made through an impartial interview or testing process or other procedure as determined by the Employer in which each candidate is ranked independently based on the pre-determined standard set out in (c) above.
- (f) In the event that two or more applicants are relatively equal, the most senior of these applicants shall be appointed.
- (g) A successful applicant from within the bargaining unit shall be placed on trial for a period of three (3) months. The purpose of the trial is so that the employee can ascertain whether the work of the position is suitable to him/her and so that the Employer can determine if the employee is suitable and capable of performing the work of the position. While on such trial the employee shall receive the salary or wage to which an employee is entitled on promotion. As well, should the employee be confirmed in the position, this trial period will not delay the employee's increment. Should the employee find the work suitable and should the Employer find the employee suitable and capable of performing the work of the position, after three (3) months, the Employer shall confirm the employee in the position. However, should the employee find the work unsuitable and/or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be returned to his/her former position and salary or wage rate. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to his/her former position and salary or wage rate.

It is understood that "suitable" and "unsuitable" above refers to the performance of work.

- (h) All employees in any competition shall be treated in a reasonable, just and equitable manner.
- (i) Posting of qualifications as per Article 11.3.

11.2 The names of successful candidates will be posted on Ozone.

11.3 All job vacancy notices shall contain the following information: job title, qualifications, required knowledge and education, skills, the requirement for shift work, and where possible the specific shift, salary range or wage rate, as well as the work location at the time of the posting. Such qualifications may not be established in an arbitrary or discriminatory manner.

## ARTICLE 12

### LAY-OFF AND RECALL

12.1 For the purposes of this Article, a lay-off is a temporary cessation of work instituted by the Employer because of lack of work.

12.2 The provisions of this Article do not apply to temporary full-time or temporary part-time employees or casual employees, except as indicated below.

12.3 Any employee being laid off who has standing to his/her credit an entitlement to vacation leave or time off in lieu of overtime may elect to take either during the period of lay-off but his/her recall to work shall be governed by the provisions set forth in this Article.

12.4 The Employer will notify employees two weeks prior to a lay-off.

12.5 No new employee will be hired to perform work which those employees laid off could perform until those employees who have been laid off have been given an opportunity of recall subject to the conditions of recall set forth in this Agreement.

12.6 (a) Subject to the conditions of recall for seniority employees set forth in this Agreement, probationary employees shall be recalled in order of their original date of hire, on a bargaining unit wide basis to their

previously held position/job, or to a position/job equal to or lower than the position/job they occupied at the time of lay-off provided they have the knowledge, ability and qualifications to do the position/job. Probationary employees are not required to accept recall opportunities into lower rated positions/jobs.

- (b) The provisions of 12.7.9, 12.7.10 and 10.5 (c) apply to probationary employees.
- (c) Except as specifically stated herein, probationary employees do not enjoy any other rights or entitlements under Article 12 until they have completed their probationary period set out in Article 9.

## 12.7 Layoff and Recall Procedures – Seniority Employees

12.7.1 In the event of layoff, employees shall be laid off in the reverse order of their seniority provided the remaining employees have the knowledge, ability and qualifications to do the position/job.

12.7.2 In the event of a layoff employees shall, where positions/jobs are available, be given the opportunity to revert to a vacant position/job, provided employees have the knowledge, ability, and qualifications to do the position/job, and provided such positions/jobs are at the same rate of pay. The exercising of this right by the employee shall be first within the employee's section, next within the employee's division, next within the employee's branch, next within the employee's department, and finally bargaining unit wide. In the event no such vacant positions/jobs are available at the same rate of pay, the employee shall be given the opportunity to revert to vacant positions/jobs at a lower rate of pay in the same sequence as set out above although it is recognized that an employee may choose to exercise his/her rights under Clause 12.7.3 rather than take a vacancy at a lower rate of pay. In both cases, it is recognized that there may be a period of familiarization.

12.7.3 In the event a laid off employee is not placed in accordance with 12.7.2 above, the employee shall be given the opportunity to bump, in accordance with his/her seniority, employees whose positions /jobs are at the same or a lower rate of pay, provided the laid off employee has the knowledge, ability and qualifications to do the position/job. The exercising of this right by the employee shall be first within the employee's section, next within the employee's division, next within the employee's

branch, next within the employee's department, and finally bargaining unit wide. It is recognized that there may be a period of familiarization.

- 12.7.4 Notwithstanding the above, the exercising of seniority rights for salaried employees shall be within the salary positions and for wage employees within the wage positions/jobs.
- 12.7.5 A position/job shall be equal to or less than another position/job if the maximum rates of pay for the former position/job are equal to or less than those for the latter position/job.
- 12.7.6 Employees who have been displaced as a result of employees exercising their seniority rights as set out in clause 12.7.3 above, may exercise their seniority rights in a like manner, and such employees shall be given five (5) days notice, provided the Employer has provided all relevant information necessary to enable the displaced employee to exercise his/her rights under this Article.
- 12.7.7 For a period of twelve (12) months from the date of layoff, employees on layoff shall be recalled in the order of their seniority, on a bargaining unit wide basis to their own position/job, or to a position/job equal to or lower than the position/job they occupied at the time of layoff provided they have the knowledge, ability and qualifications to do the position/job. When the employee in on authorized lay-off for an additional twelve (12) months beyond that specified above employees shall be recalled in order of their seniority, on a bargaining unit wide basis to a position/job equal to or lower than the position/job they occupied at the time of layoff provided they have the knowledge, ability and qualifications to do the job. It is recognized that there may be a period of familiarization. Employees are not required to accept recall into lower-rated positions/jobs.
- 12.7.8 For a period of twelve (12) months from the date of layoff, if an employee's former position/job becomes available and the employee has bumped into a vacancy or another position/job, or has been recalled and accepted another position/job, such employee will be given first priority for reinstatement to his/her former position/job (recognizing there may be a period of familiarization) unless the employee notifies the Employer in

writing, that he/she is no longer interested in being recalled to his/her former position/job.

- 12.7.9 It is the responsibility of every employee to notify the Employer promptly of any changes of address and telephone number. If an employee fails to make this notification to the Employer, the Employer shall not be responsible for the failure of notice of recall to reach the employee. In any case the Employer shall notify all employees of recall by registered letter whether the employee exercised their seniority rights or not. The Union shall also be provided copies of all layoff and recall notices when they are sent.
- 12.7.10 An employee who fails to report to work after having been notified of a recall to work following a layoff, pursuant to the procedure set out in 10.5 (d), shall be deemed terminated, unless the employee provides the Employer with a satisfactory explanation.

## ARTICLE 13

### **PENSION**

- 13.1 The Ontario Municipal Employees' Retirement Systems (OMERS) shall be administered in accordance with the guidelines, regulation and legislation related to OMERS.

## ARTICLE 14

### **RETIREMENT**

- 14.1 (a) The effective date of retirement of an employee is the first day of the month following the month in which the employee retires under the Ontario Municipal Employees' Retirement Systems (OMERS).
- (b) The retiring employee's position shall be considered vacated on the effective date of retirement or on the date the employee starts retirement leave.

## ARTICLE 15

### UNION REPRESENTATION

- 15.1 The Employer acknowledges the right of the Union to appoint or otherwise select employees as stewards.
- 15.2 There shall be one (1) steward appointed for every sixty (60) employees. Any change in the ratio of stewards to employees will be the subject of consultation between the Employer and the Union.
- 15.3 The Union will notify the Employer in writing of the name of its stewards and will advise promptly of any change made to the list. The Employer shall not be required to recognize any steward until it has been so notified.
- 15.4 (a) The Union recognizes that each steward is employed full time by the Employer and that he/she will not leave his/her work during working hours to perform his/her duties as a steward except in accordance with the Collective Agreement.
- (b) No steward shall leave his/her work to perform his/her duties as a steward without obtaining the permission of his/her immediate supervisor. The steward shall inform his/her immediate supervisor of the reason for the request, the location and estimated duration of the leave. Such permission shall not be unreasonably withheld and will be given within an hour unless an emergency situation requires the employee to continue his/her work for the Employer, in which case the steward shall be permitted to immediately contact the Union office. Where practicable, the representative will report back to his or her supervisor, or the person in charge, before resuming his or her normal duties.
- (c) The Union recognizes that a steward shall not use such time away from his/her work except to perform his/her duties as a steward.
- 15.5 Where management or its designate intends to interview any employee for disciplinary purposes, the employee shall be notified in advance of the purpose of the interview in order that the employee may contact his/her Union Representative or Steward to be present at the interview. The Employer may suspend the employee with pay, pending the interview, in an emergency. The unavailability of a Union Representative or Steward shall not delay the meeting more than seventy-two hours. The Employer may

designate a Union Representative or Steward to attend if that becomes necessary to meet the 72-hour limit.

Apart from the above, an employee shall have the right to request the presence of a Union Representative or Steward at any discussion which the employee believes might be the basis of disciplinary action. The Employer may designate a Union Representative or Steward to attend if the employee's choice or choices are not available within the time prescribed by the Employer.

## ARTICLE 16

### GRIEVANCE PROCEDURE

16.1 For the purposes of this Agreement, a grievance is a complaint which has been reduced to writing respecting the meaning and/or application of the provisions of this Agreement and all matters pertaining thereto. A grievance may concern a difference arising between an employee and the Employer or the Union and the Employer.

#### Complaint Step

16.2 The Parties to this Agreement share a desire to adjust employee complaints as quickly as possible. An employee shall discuss his/her complaint with his/her immediate supervisor within ten (10) days of the occurrence giving rise to the complaint, where possible, so as to afford the supervisor an opportunity to resolve the complaint. The employee may be accompanied by a representative of the Union when the complaint is being discussed with the supervisor.

16.3 It is agreed that an employee shall not file a grievance until he/she has discussed his/her complaint with his/her supervisor in accordance with Clause 16.2.

16.4 When an employee has presented his/her complaint to his/her supervisor, and the complaint has not been resolved to his/her satisfaction within ten (10) days of the meeting, he/she may file a grievance with the Union Grievance Committee. The grievance must be signed and dated by the employee within thirty (30) days of the day on which he/she was notified or became aware of the incident giving rise to the grievance or within ten (10) days of the receipt by him/her of his/her supervisor's reply to his/her complaint, whichever shall last occur.

## Step 1

16.5 Where an employee has filed a grievance with the Union Grievance Committee, the Union may, within ten (10) days from the date thereof, present the grievance to the Director or designate, with a copy to the Manager of Labour Relations. The Director or designate, with whom the grievance has been filed, or designate, shall meet with the grievor and the Union representative within ten (10) days from the day on which it was received and date-stamped by his/her office and shall, within ten (10) days from the meeting, render his/her decision in writing.

16.6 If the Director or designate:

- (i) fails to meet the grievor and the Union representative; or
- (ii) fails to render his/her decision to the grievor and the Union representative within the time prescribed in Clause 16.5, or
- (iii) The decision is not acceptable to the grievor and the Union representative;

the Union Grievance Committee may forward a copy of the grievance to the Deputy City Manager or designate, with a copy to both the Manager, Labour Relations, within thirty (30) days from the day on which the grievance was received and date-stamped by the office of the Director or designate, or ten (10) days following the meeting or the grievance response, whichever occurs last.

## Step 2

16.7 The Deputy City Manager or designate shall, within twenty (20) days of the date the grievance was received and date-stamped in his/her office, meet with the grievor and the Union representative, and shall within ten (10) days of the meeting, notify the Union in writing of his/her decision with regard to the grievance.

16.8 In the event the decision of the Deputy City Manager or designate is not acceptable to the Union, the Union may notify the Manager of Labour Relations of the Union's desire to submit the grievance to arbitration for final disposition in accordance with the procedure for arbitration of grievances contained in this Agreement, within twenty (20) days of the receipt and date-stamp by the Union office of the decision.



## 16.9 Employer Grievance

In the event that the Chief Corporate Services Officer, Corporate Service Department or designate is unable to resolve a matter referred by the Employer to the Union Grievance Committee, the Chief Corporate Services Officer or designate may notify the Chair of the Union Grievance Committee within ten (10) days of the receipt and date-stamp by the office of the Chief Corporate Services Manager or designate, of the decision of the Chair of the Union Grievance Committee that the Employer desires to submit the grievance to arbitration for final disposition, in accordance with the procedure for arbitration of grievances contained in this Agreement.

## 16.10 Discharge Grievance

Where a grievance relates to the discharge of an employee, the grievance procedure shall start with the Deputy City Manager or designate, with a copy to the Manager of Labour Relations in accordance with Step 2 (Clause 16.7).

## \* 16.11 Policy Grievance

Where a policy grievance is initiated by the Union, the grievance procedure shall start with the Manager, Litigation and Labour Relations or designate.

16.12 At any stage in the grievance procedure the grievor may be present and shall be represented by the Union in the presentation of their complaint or grievance.

\* 16.13 The time limits expressed in this Article are working days and may only be extended by mutual agreement between the Union and the Manager, Litigation and Labour Relations or designate.

## ARTICLE 17

### **ARBITRATION PROCEDURE**

17.1 Any dispute or grievance concerning the interpretation or alleged violation of this Agreement including any question as to whether a matter is arbitrable which having passed through the grievance procedure outlined in Article 16 still remains unresolved, may be submitted to arbitration. Either party to the Agreement desirous of exercising this provision shall give notice of intention to

the other party and at the same time appoint its member to the Board of Arbitration. The other party shall, within a period of seven (7) working days, appoint its member to the Board of Arbitration. The two members thus appointed shall confer jointly in an endeavour to select a third member who shall be the Chair of the Board. The parties may mutually agree to use a single arbitrator in lieu of a Board.

- 17.2 If within ten (10) working days the two (2) members have not reached agreement, the matter shall be referred to the Minister of Labour of the Province of Ontario who shall appoint a Chair. The decision of the Board of Arbitration shall be final and binding on both parties to the Agreement as well as upon the employee or employees involved in the dispute.
- 17.3 The Board of Arbitration or single Arbitrator shall not have any power to alter or change any provision in this agreement or to substitute any new provision for an existing provision nor to render any decision inconsistent with the terms and content of this Agreement.
- 17.4 Each party shall bear the expenses of its own member and shall bear equally the expense of the Chair or the single Arbitrator and all other expenses of the arbitration.
- 17.5 In the case of an employee who has been found to be unjustly suspended or discharged, he/she shall be reinstated and have all rights and benefits restored.
- 17.6 Nevertheless, in any situation where the Board of Arbitration or the single Arbitrator determines that there is cause for discipline, suspension or discharge, it shall have the power to modify any penalty imposed by the Employer and to take whatever other action is just and equitable in the circumstances.

17.7 List of Arbitrators

The Union and the Manager of Labour Relations shall, by mutual agreement, establish a list of "agreed to" arbitrators, who may be used as determined by the parties sitting as single arbitrators or as members of Arbitration Boards as described in 17.1.

(See letter of Understanding #5 – Alternative Dispute Resolution.)

ARTICLE 18

## **UNION SECURITY**

- 18.1 The Employer shall deduct from the pay cheques of present members of the Union and all future employees represented by the Union all normal dues chargeable by the Union and shall remit the same to the Secretary/Treasurer of the Union bi-weekly. "Normal dues" shall include special assessments levied by the Union. Following the negotiation of a new Collective Agreement, the dues retroactively owed by members, if any, shall be deducted from the members' retroactive pay-cheques and remitted to the Secretary-Treasurer of the Union.
- 18.2 The Employer shall supply a dues check-off list to the Union on a bi-weekly basis. The list shall set out the employees' names in alphabetical order, along with their most recent addresses and the amount of dues they have paid during the preceding month and on a year-to-date basis. Should the address change the Employer will advise the Union that it is a changed address.
- 18.3 The Employer shall supply the following information to the Secretary Treasurer on a once-a-month basis:
- (a) the dollar amount of the full time regular C.U.P.E. Local 503 bargaining unit payroll for all their regular hours;
  - (b) the dollar amount of the part-time regular C.U.P.E. Local 503 bargaining unit payroll for all their regular hours.

## **ARTICLE 19**

### **INSURANCE**

- 19.1 Except where the Employer is self-insured (with or without an administrative services agreement):
- (a) the Employer's obligation is restricted to contracting with Insurer(s) and payment of its portion of the premiums necessary to provide the employees the specific benefits and entitlements set out in this Article.

- (b) Any dispute as to an employee's entitlement to benefits provided under the contract is between the employee and the Insurer, and the Employer shall have no obligation.

For the purposes of this Article an administrative services agreement is one in which the Employer is the self-insurer for a benefit and contracts out the analysis of and payment of benefit claims for that benefit under this Article on its behalf.

19.2 Employees shall be eligible for benefit coverage after completion of the probation period set out in Article 9.

19.3 The Employer shall deduct from the employee's pay the employee's share of the premium costs (if any).

- \* Premiums are subject to change based on any negotiated plan changes, the annual January 1<sup>st</sup> renewal, and any other legislated requirements, as applicable.

19.4 Extended Health Care

- (a) The Employer shall pay 100% of the premium cost for each employee and dependent coverage in the Extended Health Care Plan, including Semi-Private coverage, Vision Care, and Para-medical Services.

- (b) Para-medical package: para-medical services above the amount covered by any provincial plan, including psychologist, physiotherapist, chiropractor, osteopath, chiropodist, podiatrist, naturopath, speech therapist, masseur, acupuncturist to a combined maximum of \$1,250 per person per calendar year.

- (c) Extended Health Care Plan: a deductible of \$2.00 per prescription will apply; a drug card with 90% reimbursement; orthotics to a maximum of \$300 per person per calendar year; registered nurse in your home to a maximum of \$25,000 in any calendar year; certain other prescribed medical supplies and services to specified maximums; and hearing aid coverage of up to \$1,000 per claimant per seven (7) year period.

- \* (d) Vision Care Plan: up to \$350 net per claimant every twenty-four (24) months including one claim to the 24 month maximum eligible amount for elective laser vision correction procedures. This claim can only be made once per procedure. Coverage for eye examinations with a maximum of \$ 80 every 24 months.

- \* (e) Effective 1 October 2012, in order for massage therapy to be eligible for reimbursement pursuant to Article 19.4(b), a physician's certificate must be provided on an annual basis.

## 19.5 Dental Plan

- (a) The Employer shall provide a dental plan and shall pay 75% of the premium cost of this plan.
- (b) Effective 1 January 2010, the Employer shall ensure that the coverage is such that it provides full payment in accordance with the current O.D.A. schedule of fees.
- (c) Eligibility for enrollment shall be upon the completion of the probation period set out in Article 9.
- (d) Coverage will include:
  - 90% reimbursement for Basic Services;
  - 80% reimbursement for Dentures;
  - 50% reimbursement for Major Restorative Services such as crowns and bridges;
  - Maximum reimbursement of basic and major restorative services, including dentures, combined at \$1,500 per calendar year;
  - 50% reimbursement for Orthodontics with a \$3,000 lifetime maximum per claimant.

## 19.6 Basic Life Insurance and Accidental Death and Dismemberment

- (a) The Group Life Insurance Plan shall provide coverage at the level of two (2) times regular salary with a minimum coverage of \$100,000 per employee. The Employer shall pay 100% of the premium cost of this plan.
- \* (b) The Basic Accidental Death and Dismemberment Insurance shall provide coverage at the level of two (2) times regular salary with a minimum coverage of \$100,000 per employee. The Employer shall pay 100% of the premium cost of this plan.

(c) Employees shall be insured upon the completion of the probation period set out in Article 9.

(d) Optional Life Insurance

The Employer agrees to provide coverage for purchase by employees for insurance for employees and their eligible dependant spouse in units of \$10,000 to a maximum of \$700,000 per covered individual provided the employee pays the full premium.

(e) Voluntary Accidental Death and Dismemberment Insurance

The Employer agrees to provide Voluntary Accidental Death and Dismemberment Insurance for purchase by employees for accident insurance in units of \$10,000 to a maximum of \$250,000 and for an employee's dependants as a percentage of his/her coverage provided the employee pays the full premium.

(f) Optional Critical Illness

Effective 1 November 2012, the Employer will offer the Optional Critical Illness plan with coverage in units of \$5,000 up to \$150,000 for employees and eligible spouse. There will also be an optional flat amount of \$10,000 for dependent children. Approval for coverage is at the sole discretion of the insurance carrier and medical evidence may be required. Rates for Optional Critical Illness insurance are established by the insurance carrier. Premiums will be 100% paid by the employee.

#### 19.7 Long Term Disability Plan

(a) The Employer agrees to pay 100% of the premium cost for a Long Term Disability Plan which provides the following:

(i) Benefits of 75% of the employee's salary or wage earned on the date of disability;

(ii) Benefits shall commence seventeen (17) weeks after the initial date of disability;

(iii) The Long Term Disability benefits will be increased annually to the CPI index to a maximum of 4%;

(iv) While the employee is in receipt of Long Term Disability Benefits, the Employer agrees to pay 100% of the premium cost of the following benefits:

- (a) Extended Health Care including Vision Care, Paramedical package, and Semi-Private Coverage
- (b) Group Life Insurance
- (c) Dental Insurance

(b) Eligibility for enrollment shall be upon the completion of the probation period set out in Article 9.

(c) Definition of Total Disability

Totally disabled means that, during the qualifying period and the 24 month period immediately following it, the member has a medical impairment due to injury or disease which prevents him/her from performing the essential duties of the occupation in which he/she participated just before the total disability started.

After the 24 months, totally disabled and total disability means that the member is unable, because of medical impairment, to perform the essential duties of any occupation for which he/she has at least the minimum qualifications and would earn more than 75% of his/her indexed pre-disability monthly earnings.

\* (d) An employee's position may be declared vacant even though the employee may be receiving Long Term Disability benefits, after the expiry of two (2) years from the initial date of disability. The Employer shall provide the Union with a copy of all notices declaring a position vacant pursuant to this section.

(e) Should a person who has been on L.T.D. benefits wish to return to work the Employer will endeavor to secure suitable employment consistent with the employee's education, qualifications, training and ability and consistent with the Employer's duty to accommodate disabled employees.

(f) Accumulation of Vacation while on LTDI

Vacation leave shall only accumulate for the first twelve (12) months while an employee is in receipt of LTDI.

## ARTICLE 20

### **UNION/MANAGEMENT CONSULTATION COMMITTEE**

- 20.1 A committee known as the Union/Management Consultation Committee shall consist of an equal number of representatives from the Union and the Employer.
- 20.2 The committee shall meet as soon as possible at the request of either party. It shall meet at least once every two (2) months at a time mutually agreed upon between the parties.
- 20.3 The purpose of such meetings shall be to discuss issues relating to the workplace which affect the parties.

## ARTICLE 21

### **EMPLOYEE REVIEW AND EMPLOYEE FILES**

#### 21.1 Performance Reviews

When a formal assessment of an employee's performance is made, the employee concerned must be given an opportunity to discuss and then sign the assessment form in question upon its completion to indicate that its contents have been disclosed. A copy of the assessment form will be provided to the employee at that time. An employee's signature on his or her assessment form will be considered to be an indication only that its contents have been read and shall not indicate the employee's concurrence with the statements contained on the form. An employee has the right to make written comments to be attached to the performance review form and included in the personnel file of the employee.

#### 21.2 Access

An employee shall have the right upon sufficient notice to have access to his/her personnel file and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record. With the written permission of the employee, a Union Representative or Shop Steward shall also have the right of access to an employee's personnel file.



\* 21.3 Discipline

Notices of disciplinary action including any correspondence in relation to such discipline which may have been placed in the personnel file of an employee shall be removed after not more than eighteen (18) months of employment (leaves of two (2) or more consecutive months will be carved out of this timeline) have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded. Notwithstanding this Article, both parties acknowledge the Employer's obligations under Bill 168.

\* 21.4 Letters of Instruction and/or Expectation

While the Employer may provide a written statement to counsel, communicate and identify or clarify expected behaviour in performance of job duties to an employee in non-disciplinary letters of instruction and/or expectation, the Employer may not disguise discipline in the form of a letter of instruction and/or expectation.

## ARTICLE 22

### CONTRACTING OUT

22.1 Contracting out will be defined as the carrying out of work by a firm or a private contractor which work was formerly done by the Employer itself utilizing its own regular staff and work crew.

22.2 The Employer agrees that persons not covered by the terms of this Agreement will not perform duties normally assigned to persons in the bargaining unit, except for purposes of instruction, experimentation, or an emergency when regular employees are not readily available, or as may otherwise be mutually agreed by the Parties in writing.

This clause is not however intended to restrict the use by the Employer of volunteers or family members providing additional care for residents of Long Term Care or volunteers involved in the provision of normal recreational and cultural services to the community.

22.3 In order to provide job security for members of the bargaining unit, the Employer will not contract out work usually performed by members of the bargaining unit if as a result of any contracting out of services, a layoff or reduction of hours of work of any employee, (other than casual employees)

follows. Nor will an employee remain on layoff or reduced hours of work if that employee can perform the normal requirements of the work which has been contracted out. The contracting out to an Employer who is party to a collective agreement and who will employ the employees of the bargaining unit who would otherwise be laid off is not a breach of this provision.

- 22.4 a) The Union agrees that the work which has been contracted out by the former ROC and City of Ottawa prior to 1986, and any work which the union and the Employer may mutually agree in writing is not feasible for the Employer to consider carrying out using its own resources may be contracted out at the Employer's sole discretion.
- b) The Union agrees that work which has been contracted out by any predecessor municipality in accordance with the relevant provisions of the applicable predecessor collective agreement may continue to be contracted out on a "grandparented" basis for the duration of this collective agreement provided the Employer provides the Union with all relevant and available information concerning the "grandparented" contracts or any renewal thereof over the life of this Collective Agreement so that the Union and Employer will be in a position to discuss and compare the efficiency, cost and availability of resources between performing the work in-house or continuing to contract out all or some of the work in question.
- c) In all other cases, where the Employer intends to contract out work that would otherwise be bargaining unit work to a firm or private contractor instead of carrying out the work itself using its own employees, the Employer will provide the Union with two (2) months notice and all relevant and available information, specifications, costings and rationale concerning the proposed contracting out so as to allow the Union the opportunity to submit a detailed written proposal to the Director responsible for the work or services. Upon receipt, the Director will give due consideration to the Union's proposal and afford the Union an opportunity to discuss, explain or amend its proposal in response to questions or concerns of the Employer. Where the Union elects not to submit a proposal and so long as no breach of article 22.3 occurs, the Employer may contract out such work at its sole discretion.
- 22.5 Subject to the foregoing, all work of the bargaining unit presently being performed by them shall continue to be performed by members of the bargaining unit.

## ARTICLE 23

### HEALTH AND SAFETY

- 23.1 (a) The Employer and the Union shall endeavour to provide a safe and healthful environment for employees through their Joint Occupational Health and Safety Committee.
- (b) The City of Ottawa shall provide Occupational Health and Safety education and training to its employees to ensure that they are aware of and engage in safe work practices to minimize the risk of occupational injury and illness. The Corporate Health and Safety Committee, which includes union representation, shall review the City of Ottawa's training and education programs on an ongoing basis to ensure that they are satisfactory.
- 23.2 (a) The Employer and the Union acknowledge that a joint health and safety program can only be successful when both parties are committed to fostering and developing a safety culture within the City, and ensuring that their responsibilities under the Occupational Health and Safety Act of Ontario are carried out.
- (b) The Employer and the Union agree to cooperate in ensuring that terms of reference are established for Occupational Health and Safety Committees with bargaining unit member participation.
- (c) Training for Occupational Health and Safety Committee members, mandated by the Terms of Reference, shall be delivered jointly where possible. The Employer shall consult with the Union regarding the choice of outside training resources.
- (d) The Employer shall forward copies of all joint Employer and CUPE Local 503 Occupational Health and Safety Committee Minutes, as identified within the Terms of Reference, to the offices of CUPE Local 503, in a timely manner.
- 23.3 Should there be a need for leave for special programs, initiatives or training requirements identified through the Terms of Reference, the Director of Employee Services shall consider such a request from the President of the Union. If the President's request is agreed to by the Director of Employee Services, the President of the Union shall designate one or more Union Health and Safety representatives and the representative(s) shall be entitled to paid leave with full benefits for the duration of the fulfillment of the request.

Such paid time off shall not exceed thirty-two (32) days per year in total and individual usage shall not exceed one day per month unless mutually agreed by the parties. The period of leave under this Article shall not be considered part of the time available to the Union for Union business under Article 7 of the Collective Agreement.

## ARTICLE 24

### SALARIES AND WAGES

- 24.1 (a) The salaries and wages to be paid to employees covered by this agreement shall be in accordance with the official schedule of salaries and wages of the Employer as agreed to by the Employer and the Union.
- (b) When new salary or wage schedules are required as a result of negotiations or arbitration, the Employer will provide a copy to the Union prior to implementation.
- 24.2 (a) All employees shall be paid bi-weekly for services rendered at the rate in the salary range of the classification to which he/she has been appointed by the Employer.
- (b) If during a period of re-negotiation of salary schedules, an employee is appointed at a level within the range other than the minimum rate and, if the employee at the time of his/her appointment or prior thereto, has been notified in writing that the negotiated increase will not be applicable to his/her salary, the employee shall receive the rate in the adjusted scale equal to or next higher to the salary rate at which he/she has been hired.
- (c) An employee who is promoted to a position having a higher salary scale, or whose position has been classified upward, shall be paid at the salary rate next higher to the rate he/she received prior to his/her promotion, provided that his/her salary rate represents a minimum of 104% of the remuneration which the employee would have received had no promotion taken place. The effective date of the promotion will become the date for establishing the date of implementation of future salary increments.
- \* (d) For employees holding two seasonal positions who are being promoted into a year-round position having a higher salary scale, the promotional

formula in (c) above shall apply to the higher of the two seasonal salaries provided that the employee has completed one (1) season in the higher paying seasonal position.

\*(e) Under no circumstances will a promotion result in a salary that exceeds the maximum of the new salary range.

- 24.3 The normal effective date for the implementation of an employee's salary increment within a pay range, shall be the Annual (or semi-annual, where this is provided within the pay schedule) anniversary of the employee's appointment, subject to the provisions of 7.8 (c).
- 24.4 Except as provided in subsections 24.5 and 24.6, every employee shall be granted salary increments on his/her salary increment date until he/she reaches the maximum rate in the range of rates for the classification level to which he/she is appointed.
- 24.5 The Employer may deny a salary increment to an employee if it is dissatisfied with the employee's performance. Where the Employer intends to deny a salary increment to an employee, the Employer shall, at least two (2) weeks, but not more than six (6) weeks before the due date for the salary increment of the employee, give the employee the reason for the denial in writing.
- 24.6 Where the Employer has denied a salary increment to an employee on his/her increment date, it shall then grant the salary increment on the first day of any pay period prior to the employee's next increment date, and the employee shall retain his/her increment date.
- 24.7 Wage employees working in Public Works and Services Department, Surface Operations Branch, shall have his/her substantive position determined through the Master Assignment Board Process. All other wage employees shall be paid the rate of pay of their substantive position. A wage employee who is assigned to act in a higher wage position/job shall be paid the rate of pay of the position/job while acting in such assignment. Probationary employees shall be paid five percent (5%) less than the rate of pay for the work being performed.
- 24.8 Salary Protection on Downward Reclassification

When a position has been reclassified downward the employee (present incumbent only) in the reclassified position will be fitted into the new classification (at a level not less than the employee's current earnings) provided the employee's earnings do not exceed the maximum of the salary for the new classification. In this circumstance, the employee's increment

date will not change and the employee shall receive the negotiated increases as well.

Should the employee's salary be in excess of the salary for the new classification such salary will be frozen as of the date of the reclassification save and except any increases negotiated by the Parties.

- \* 24.9 Salaries and wages, as set forth in this agreement, shall be effective on the effective date of the negotiated increase.

## ARTICLE 25

### **ORGANIZATIONAL OR TECHNOLOGICAL CHANGE**

25.1 When the Employer is proposing the introduction or implementation of organizational or technological change which may result in employees/positions being declared surplus/redundant, the Employer agrees to notify the Union when its intentions are known and to update such information as new developments arise and modifications are made. Where possible such notice shall be at least six (6) months in advance.

25.2 (a) Placement into an equal level position

The incumbent in any position which has been declared surplus/redundant, as a result of organizational or technological change, shall be placed in a vacancy in which he/she is interested for which he/she has the qualifications and ability actually required to perform the normal duties of the position. In such cases it is recognized there may be a period of familiarization of up to four (4) to six (6) weeks. Such employee shall be placed in a position without competition. Employees shall have priority rights to permanent vacancies under this clause for six (6) months from the date of redundancy, unless the employee accepts a temporary assignment.

(b) Temporary Assignment

It is understood that redundant employees will also be considered for temporary vacancies which may occur so as best to ensure their placement into vacant permanent positions in accordance with this clause. Where no permanent positions are available and an employee accepts or is placed into a temporary assignment, they will continue to have priority rights for vacancies for which he/she is interested and for which he/she has the qualifications and ability actually required to

perform the normal duties of the position. However, the period of the temporary assignment shall interrupt the six (6) month priority job search time frame set out in this clause such that all redundant employees shall be entitled to a cumulative entitlement for six (6) months priority placement and job search for permanent positions

(c) Placement into a higher level position

Generally, the parties acknowledge and agree that redundant employees' priority placement to vacancies relates to positions which become available and are equivalent or comparable in terms of compensation level. However, the parties further acknowledge and agree that there are exceptional cases where vacancies may arise at a higher compensation level for which the employee has the qualifications and ability actually required to perform the normal duties of the position within a period of up to four to six (4 – 6) weeks. In such cases, such employees shall be placed in these positions without competition but if within the ninety (90) day time frame, should the employee find the work unsuitable or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be entitled to further consideration for priority placement under Clause 25.2 (a) and such period of placement into the higher level position shall be treated as if it was a temporary assignment in accordance with the provisions of that clause.

(d) Retraining

If a vacancy exists for which the employee can be retrained by the Employer within a period of six (6) months, the Employer shall offer such retraining to the employee for the position. This option shall be subject to the agreement of the employee.

(e) Should a redundant/surplus employee choose not to exercise his/her rights to Clauses 25.2, 25.3, 25.4 25.5 and 25.6, but instead choose to leave his employment, the employee shall be entitled to the provisions of Clause 25.9. Such election shall be made in writing within thirty (30) calendar days from the date of the notice of the redundancy and his/her termination of employment shall be effective two (2) weeks from the date of such election.

25.3 (a) If no placement is possible under Clause 25.2, and the Employer determines within a further period of three (3) months, that a vacancy exists for which the employee has the qualifications and ability actually required to perform the normal duties of the position such that

they would be deemed to be "job ready" to perform the normal duties of the position within a familiarization period of four to six (4 - 6) weeks, then the Employer may place the employee in such vacancy, without competition for the four to six (4 - 6) week familiarization period, without the agreement of the employee.

At the end of the four to six (4 - 6) week familiarization period, should the employee demonstrate that the work is unsuitable or the Employer find the employee unsuitable or incapable of performing the work of the position, the employee shall be afforded the remaining rights or entitlements set out in this Article.

- (b) Should the employee refuse an assignment pursuant to this option, the Employer shall have no further obligation to provide any further options or entitlement under Article 25 and the employee shall be deemed to have quit or terminated their employment in accordance with the provisions of Article 10.5(a) of this Collective Agreement.

25.4 An employee not successful in obtaining a position in the manner set out in Clause 25.2 or 25.3 above, may be reassigned to another job including one which may be a lower classification/paygrade with the agreement of the employee. If the employee opts not to accept the reassignment he/she may utilize the provisions of Clause 25.6 or 25.9 as applicable.

25.5 Employees shall continue to receive their regular salary, exclusive of premiums, during the period of reassignment and/or retraining. However, upon entering the position as described in 25.2, 25.3 or 25.4 above, the employee will be slotted into the salary range of the position which he/she has newly entered. If the salary of the employee exceeds the maximum range of the position the employee enters, the employee will maintain his/her present salary, with half (1/2) of any future negotiated increases for a period of three years from placement into the position at which time the employee will no longer be entitled to any future negotiated increases until such time as the employee can be slotted into the salary range of the new position.

25.6 If an employee is not placed as per Clause 25.2, 25.3 or 25.4 above, the employee may exercise his/her seniority rights. A redundant employee who elects to bump shall be entitled to bump departmentally first and then bargaining unit wide into a position at an equal or lower classification/paygrade for which he/she has the qualifications and ability actually required to perform the normal duties of the position or may elect to take severance in accordance with Clause 25.9 below.

25.7 Rights of Displaced Employees



- (a) Employees who have been displaced as a result of employees exercising their seniority rights under Article 25.6 above, shall be placed into vacancies in accordance with Article 25.2 (a), (b) and (c) and 25.3 but such rights shall not exceed a total cumulative period of two (2) months from the date of displacement.
- (b) A displaced employee not successful in obtaining a position in the manner set out above in Clause 25.7 (a) may exercise his/her seniority bumping rights or take severance in accordance with clause 25.6 or 25.9, respectively.

25.8 Employees displaced or redundant in accordance with the provision of this Article do not have a right to recall.

25.9 Where a redundant or displaced employee chooses not to exercise his/her rights under the clauses above, or has not found or been placed into a position by exercising his/her rights, then the employee shall be entitled to the severance allowance as outlined below and any other applicable entitlements outlined in this Collective Agreement.

- (i) One (1) year but less than three (3) years of service - two (2) months;
- (ii) Three (3) years but less than five (5) years of service -three (3) months;
- (iii) Five (5) years but less than ten (10) years of service - four and one-half (4 1/2) months;
- (iv) Ten (10) years but less than sixteen (16) years of service - seven (7) months;
- (v) Sixteen (16) years but less than twenty (20) years of service - ten (10) months;
- (vi) Twenty (20) years but less than twenty-five (25) years of service - fourteen (14) months;
- (vii) Twenty-five (25) or more years of service - eighteen (18) months.

Payment shall be made at the rate of pay the employee was earning when the position became redundant or the employee was displaced.

It is agreed that the severance payments outlined in this Collective Agreement incorporates any pay in lieu of notice and/or severance pay provided under the Employment Standards Act.

25.10 No new employee will be hired into vacancies in the bargaining unit until bargaining unit employees have been dealt with under this clause.

## ARTICLE 26

### JOINT JOB EVALUATIONS

- 26.1 The provisions of the Joint Job Evaluation/Pay Equity Program, between the former Region of Ottawa-Carleton and CUPE, Local 503, date of full implementation July 1, 1989, outlined in the Memorandum of Implementation, the Memorandum on the Manual of Maintenance Procedures, and the Memorandum of Understanding Re: Job Evaluation, shall govern all matters referred to therein. Should either party wish to amend the job evaluation/pay equity program as provided for the in the Memorandum of Understanding/Manual of Maintenance Procedures above and the parties are unable to agree to the new plan, the parties will mutually agree to a third party to resolve the impasse.
- 26.2 Job Rating Reviews can be requested, where there has been a material change to the duties, and/or responsibilities, and/or job requirements, or where there is a new and unique permanent or temporary position. Such reviews are not subject to the grievance and arbitration process set out in Article 16 and 17, but instead are handled in accordance with the Job Rating Review Procedure, which includes the Referee Procedure, as set out in the Manual of Maintenance Procedures of the Joint Job Evaluation/Pay Equity Program.

## ARTICLE 27

### ACTING PAY

#### 27.1 Salaried Employees

Salaried employees assigned by the City to temporarily perform the full duties of a salaried position in a classification having a higher salary range shall be paid acting pay, provided the assignment is for a period in excess of five (5) continuous working days.

All acting assignments in Plan 2 at pay grade 14 and below lasting less than six (6) months will first be offered by seniority to qualified employee(s) reporting to the manager/supervisor where the assignment occurs.

In such cases, the employee shall be paid acting pay from the first (1st) day of such assignment. (It is recognized that "duties" refers to the normal duties of the position at the time of acting).

The acting pay received for assignments as set out in Article 27.1 shall provide for the greater of:

- (a) the first year rate in the position in which such employee is acting; or
- (b) the equivalent to a placement in the new salary range which will give the employee at least 104% of the employee's present normal salary, and shall be paid for the period in which acting on such assignment. In no case, however, shall such acting pay exceed the maximum of the applicable salary range.

If the replacement situation will require one or more employees to be acting in a position for more than six (6) months, the Employer will consult with the Union to determine whether or not the acting assignment should be extended.

Absent an agreement with the Union to extend an acting salaried assignment, no acting salaried assignment may continue longer than six (6) months without being posted and filled, subject to the rights of the incumbent to return to his/her position in accordance with this agreement.

## 27.2 Wage Employee Acting in a Salaried Position

A wage employee assigned by the Employer to temporarily perform the full duties of a salaried position having a higher salary range than the employee's normal hourly wage shall be paid acting pay, provided the assignment is for a period in excess of five (5) continuous working days.

All acting assignments in Plan 2 at pay grade 14 and below lasting less than six (6) months will first be offered by seniority to qualified employee(s) reporting to the manager/supervisor where the assignment occurs.

In such cases, the employee shall be paid acting pay from the first (1st) day of such assignment. (It is recognized that "duties" refers to the normal duties of the position at the time of acting).

The acting pay received for assignments as set out in 27.2 shall provide for the greater of:

- (a) the first year rate in the position in which such employee is acting; or

- (b) the equivalent to a placement in the salary range which will give the employee at least 104% of the employee's present normal hourly rate, and shall be paid for the period in which acting on such assignment. In no case, however, shall such acting pay exceed the maximum of the applicable salary range.

If the replacement situation will require one or more employees to be acting in a position for more than six (6) months, the Employer will consult with the Union to determine whether or not the acting assignment should be extended.

Absent an agreement with the Union to extend an acting salaried assignment, no acting salaried assignment may continue longer than six (6) months without being posted and filled, subject to the rights of the incumbent to return to his/her position in accordance with this agreement.

### 27.3 Salary Increment While Acting

Should an employee act in a position for one (1) year or more, the employee so acting shall be eligible to receive an increment in the salary scale in which he/she is acting, provided that he/she is not already at the maximum of that salary scale. It is recognized that upon return from acting to the employee's position, the employee's increment date remains unchanged and the employee will be returned to the salary scale of his/her position at the increment level to which he/she is entitled in accordance with Article 24.

### 27.4 Increment Date Upon Appointment

Should an employee, acting in a position, be officially appointed to that position the date the employee commenced acting duties shall be the employee's new increment date.

### 27.5 Promotional Increase from an Acting Appointment

- (a) The salary placement of an employee, who has been continuously acting in one or more position(s) or assignment(s) for more than six (6) months, who is promoted or assigned to another position or assignment having a higher salary/wage range than the salary/wage range of the acting assignment, shall be based upon the higher of the employee's acting salary or the employee's substantive salary at the date of the promotion.
- (b) In all other cases, the salary placement of an employee who is promoted or assigned to another position or assignment in a higher salary/wage range, shall be based upon the employee's substantive salary.

## 27.6 Wage Employees Acting in Wage Positions

Provided he/she has the necessary qualifications, a wage employee, may be assigned in an acting capacity to replace another wage employee who is absent on any leave authorized under this agreement, for a maximum period of six (6) months.

Such assignments shall be filled by the most senior employee who is qualified to perform the functions of the job, first from within the work unit, next from within the section, and next from within the branch.

Any vacancy needed to be "back-filled" as a result of this acting assignment may be filled in accordance with Clause 12.6. It is expressly understood and agreed that where there are no qualified seniority employees or probationary employees available under Article 12.6, then the Employer may hire a new probationary employee for the term of the replacement situation. Such hiring will not constitute a breach or abuse of the probationary period so long as such new probationary employee is afforded the recall rights set out in Article 12.6.

In such cases, the employee shall be paid acting pay from the first (1<sup>st</sup>) day of such assignment.

If the replacement situation will require one or more employees to be acting in a position for more than six (6) months, the Employer will consult with the Union to determine whether or not the acting assignment should be extended.

Absent an agreement with the Union to extend an acting wage assignment, no acting wage assignment may continue longer than six (6) months without being posted and filled, subject to the rights of the incumbent to return to his/her position in accordance with this Agreement.

- 27.7 The provisions in respect of acting pay shall not derogate from the provisions in respect of vacancies and new positions.

## ARTICLE 28

### **ARBITRATION RESPECTING AMENDMENTS TO THE AGREEMENT OR TERMS OF A NEW AGREEMENT**

- 28.1 If by January 31<sup>st</sup> following notification of the desire to seek amendments or a new agreement the Parties have failed to reach a satisfactory agreement, the Parties may mutually agree to request the Minister of Labour of the

Province of Ontario to provide the services of an Officer of Conciliation. Failing this or in the event that no agreement is reached either Party may demand that matters still in disagreement be submitted to arbitration and shall give notice in writing to the other Party detailing the points still at issue.

- 28.2 The Board of Arbitration shall consist of three (3) members to be appointed within thirty (30) days of the demand for arbitration and shall consist of one (1) member appointed by the Employer and one (1) member appointed by the Union who within seven (7) days of their appointment shall meet together for the purpose of selecting a third member who shall act as Chairman.
- 28.3 In the event of disagreement and a selection not being made within seven (7) days after the date on which the two members first meet, either of the members may on not less than two days' notice in writing to the other member, apply to the Minister of Labour of the Province on Ontario to appoint a Chairman.
- 28.4 The decision of the Board of Arbitration shall be final and binding on both parties.
- 28.5 The parties shall each bear the expense of its own arbitrator, and shall bear equally the expense of the Chairman and all other expenses of the arbitration.

## ARTICLE 29

### **DURATION OF AGREEMENT**

- \*29.1 This agreement shall remain in force and effect from January 1, 2012 (except where a clause otherwise provides) to December 31, 2013, and thereafter from year to year.
- 29.2 Should either Party to the Agreement wish to seek amendments to or modifications of the Agreement or to terminate the Agreement and negotiate a new Agreement, it shall give notice to the other Party not later than thirty (30) days before the expiration of the Agreement.
- 29.3 Within thirty (30) days of the receipt of this notice the Parties shall meet for the purpose of considering the proposed amendments or terms of a new agreement.

## ARTICLE 30

### **ALLOWANCES/REIMBURSEMENTS AND PROTECTION**

#### 30.1 Pre-Existing Conditions of Employment

It is agreed that no right, benefit or privilege enjoyed or possessed but not set down in this agreement, which has been confirmed through the arbitration awards set out in Appendix D shall be altered or revoked without consent of the Union.

It is further agreed that no right, benefit or privilege enjoyed or possessed but not set down in this Agreement or as otherwise agreed in writing between the parties, shall be altered or revoked without prior consultation with the Union.

#### 30.2 Legal Protection

The Employer agrees to provide legal protection, including judgement costs, to employees in those situations arising directly from the responsible discharge of official duties by the employee or resulting from the carrying out of an official order or orders.

For the purposes of this clause, an employee who feels there is a conflict between his or her interests and that of the Employer may request the appointment of separate counsel of the employee's choice. If such request is approved by the Employer, the Employer shall be responsible for the reasonable fees and disbursements of the appointed counsel. The Employer's approval shall not be unreasonably denied.

#### 30.3 Transportation

- (a) The Union acknowledges the general right of the Employer to establish and modify its policies with respect to parking at City facilities.
- (b) Reimbursement for parking costs will be limited to expenses incurred in the authorized use of a personal vehicle for business purposes. The Employer reserves the discretion to reimburse the cost of a monthly parking pass, if one is available.
- (c) The Employer acknowledges that there are a number of employees who currently enjoy free parking as a result of an arbitration award or

a condition of employment. The Employer agrees to continue to provide free parking under the conditions outlined below:

(i) where the parking benefit was attached to the position, the employee will continue to receive free parking until such time that he/she applies for and is the successful candidate for an alternate position.

or

(ii) where the parking benefit was received as a condition of employment, the employee will continue to receive free parking until such time that they cease to be a member of the bargaining unit.

(d) Where the Employer determines that an employee must have available an automobile for business purposes, such employee(s) will be reimbursed for use of such vehicles when on authorized municipal business as follows:

\* (i) Effective on 13 June 2012, \$0.52 cents (and effective January 1, 2013, \$0.53 cents) for all kilometers driven on municipal business. However, the minimum payment for such employees will be \$75.00 per month while the requirement noted above remains a condition of employment.

(ii) Employees who receive the allowance set out above will, upon request, be provided with an accurate signed form T2200 (Revenue Canada) confirming the automobile use as a work requirement.

(iii) Employees who do not require, as a condition of employment, to have available an automobile, but who may be authorized to use their own vehicle shall be reimbursed at the rate specified in (i) above but with no minimum guarantee.

(e) In order to encourage the use of public transport by employees, an employee may elect in writing by December 1, for the forthcoming calendar year, to acquire a monthly OC Transpo Ecopass, in which event the Employer will subsidize or reimburse such employee 25% of the cost of each card for the forthcoming year. This clause remains in effect until the "go-live" date of the Presto Card.



Effective "go live" date of the Presto Card, in order to encourage the use of public transport by employees, an employee may register for a PRESTO Smartcard to purchase OC Transpo monthly pass products and be entitled to a once annual 25% reimbursement of the total annual amount of OC Transpo monthly passes purchased on his or her PRESTO Smartcard provided that:

- (i) The employee signs a yearly declaration affirming that the purpose of the OC Transpo pass through their PRESTO Smartcard is for their personal use only, and
- (ii) The employee provides their PRESTO Transit Usage Report showing the number and cost of monthly passes purchased during the year. Such proof must be submitted with their claim for reimbursement between January 1 and January 31 of the year immediately following the calendar year being claimed.

The eligibility criteria for sign up for the PRESTO Smartcard reimbursement shall be the same as the criteria that was applicable to the OC Transpo Ecopass on December 4, 2007 (Interest Arbitration Decision).

#### 30.4 Protective Clothing And Footwear

- \* a) Subject to the eligibility requirements set out in c) below, employees who are required by the Employer to wear protective footwear shall receive an annual allowance towards the purchase of such footwear. Employees entitled to receive a footwear allowance shall receive an annual allowance in the amount of \$185 for employees required by the Employer to wear "green patch" footwear and \$130 for employees required to wear safety footwear of a lower "patch" level.
- b) Notwithstanding the above, "Tree Climbers" will not receive a footwear allowance however, the appropriate protective footwear will be supplied by the Employer.

For purposes of clarification, this serves to confirm that "green patch" footwear refers to certified grade 1 footwear that withstands 125 joules and has a puncture resistant steel plate sole as well as footwear with a sole resistant to electric shock commonly referred to as footwear with an omega sign.

Safety footwear of a lower "patch" level refers to all other safety footwear with a lower grade toe cap.

It is recognized that there are circumstances (e.g., work related accidents, nature of work) where consideration should be given for additional replacement other than mentioned above. Such requests must be made in writing to the Employer.

c) Eligibility

Employees must be on the active payroll of the Employer, have completed the probationary period and been at work for at least six (6) continuous months in the twelve (12) months prior to the issuance.

\* 30.5 Tool Allowance/Provision Of Tools

Effective January 1, 2012, the Employer agrees to reimburse all recognized tradespersons whose job descriptions require them to hold a license and who are required to use their own tools in the Employer's business, up to \$450 (effective January 1, 2013 \$460) per year pro-rated on a monthly basis. The Employer also agrees that such payment shall be made on the last cheque in each calendar year, or upon termination of employment as applicable. Exclusive of the normal tools referred to above, the Employer agrees to make available the necessary tools required for the repair of equipment or machinery, as may be required. All tools issued by the Employer shall remain the property of the Employer.

30.6 Aquatic Program Workers

Aquatic Program Workers who have completed their probationary period and who are required to work in the pool on a regular basis shall be provided with a \$90 per year allowance for the purpose of bathing suits.

\*30.7 The Employer shall pay to all employees who work in the stock room and audio visual equipment areas \$75 per annum for the cleaning of their clothes and to make available a lab coat/equivalent for their use. This entitlement shall be calculated on a prorated basis for each full calendar month not worked by the employee and shall be paid out annually.

\*30.8 The Employer shall pay to each Supervisor, Public Health Inspection, Public Health Inspector and Public Health Inspector Trainee \$175.00 per annum for cleaning of their clothing. This allowance will apply only to employees who are required to conduct inspections in a calendar month.

\*30.9 Membership and Professional Fees will be reimbursed in accordance with the City's Membership and Professional fee Policy.

## ARTICLE 31

### PARAMEDIC SERVICE EMPLOYEES

All paramedic employees (Advance Care Paramedics, Primary Care Paramedics, Equipment and Supply Technicians, Equipment and Supply Supervisor, Paramedic Superintendent (Logistics) and Biomedical Engineering Technologist) falling within the scope of this Agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article.

\* 31.1 (a) Hours of Work – Rotating Shift Employees

- i) For those employees assigned to a rotating shift the standard hours of work shall be an eight (8), ten (10) and/or twelve (12) hour shift over a seven (7) day week with weekly hours of no more than forty (40) or forty-two (42) hours averaged over a two (2) week period.
- ii) For those employees assigned to rotating eight (8), ten (1) and/or twelve (12) hour shift, Clause 6.3.1 (a) is applicable. Rotating shift employees who do not rotate through the day and night shift shall not receive the seven percent (7%) per hour premium as per Clause 6.3.2. It is understood that the provisions of Clause 6.3.3 apply.

(b) Hours of Work – Fixed Shift Employees

- i) For those employees assigned to a fixed shift the standard hours of work shall be an eight (8), ten (10) or twelve (12) hour shift over a seven (7) day week with weekly hours of not more than forty (40) or forty-two (42) hours averaged over a two (2) week period.
  - ii) The Employer agrees to maintain a minimum of ten (10) Paramedics assigned to eight (8), ten (10) and/or twelve (12) hour fixed day shifts Monday to Friday.
- (c) Employees shall receive a period of at least eight (8) consecutive hours free from performing work in each day.

31.2 (a) Exchange of Shifts

Employees may exchange shifts with other employees by mutual consent provided no payment of overtime shall result and provided that the designated supervisor authorizes, in writing, in advance such exchanges. Such authorization shall not be unreasonably withheld.

(b) Replacement Shifts

Employees eligible for replacement shift assignments will communicate their availability in writing to the Employer and will be expected to notify the Employer or a designate of any changes in their availability not less than twelve (12) hours in advance of such change.

\* (c) Eating Period

This section is agreed to further to O.Reg. 491/06 *Terms and Conditions of Employment in Defined Industries-Ambulance Services* under the *Employment Standards Act, 2000*.

(i) The City shall continue efforts to enable Advanced Care Paramedics, Primary Care Paramedics and Equipment Controllers assigned to a twelve hour shift to receive two (2) thirty (30) minute paid eating periods during each shift. All other Paramedic Service employees assigned to a twelve (12) hour shift shall be entitled to two (2) thirty (30) minute unpaid eating periods.

(ii) The City shall continue efforts to enable Advanced Care Paramedics, Primary Care Paramedics and Equipment Controllers assigned to an eight (8) or ten (10) hour shift to receive one (1) thirty (30) minute paid eating period. All other Paramedic Service employees assigned to an eight (8) or ten (10) hour shift shall be entitled to one (1) thirty (30) minute unpaid eating period.

(iii) It is recognized that there may be occasions where it is not possible for Paramedics to be provided with one or more eating periods, where an eating period may be interrupted, or where eating periods will be at intervals that are shorter or longer than are required by s.20 of the *Employment Standards Act, 2000*. As such all full-time Paramedics delivering paramedic care shall be entitled to an eating period allowance of a maximum of \$300 annually. This entitlement shall be calculated on a prorated basis for each week delivering paramedic care and shall be paid out annually.

It is understood that this section of the Collective Agreement applies to the City and Advanced Care Paramedics and Primary Care Paramedics instead of s.20 of the *Employment Standards Act, 2000*.

Employees who are required to work during their unpaid eating period shall receive compensation for any one-half hour period during which they are required to work.

### 31.3 Vacation Leave

- (a) Twelve (12) hour shift employees are entitled to the same annual hours of annual leave as are eight (8) hour employees. However, for simplicity, deductions will be translated into twelve (12) hour days.

An employee with three (3) weeks, times forty (40) hours of entitlement, will be credited with two (2) weeks of sixty (60) hours' entitlement for deduction purposes. Deduction from such credit shall be at twelve (12) hours for each such day taken.

- (b) Every paramedic employee shall give notice in writing to his/her supervisor by the 15<sup>th</sup> of March in each year of his/her preferred vacation days for the period of 1 May through 31 October. Upon receipt of such notice, the supervisor will confirm vacation days by the 15<sup>th</sup> of April of each year. Should the employee not submit notice of their preferred vacation days for the period of 1 May through 31 October by the 15<sup>th</sup> of April, the Employer may schedule its use.
- (c) Every paramedic employee shall give notice in writing to his/her supervisor by the 15<sup>th</sup> of September in each year of his/her preferred vacation days for the period of 1 November through 30 April. Upon receipt of such notice, the supervisor will confirm vacation days by the 15<sup>th</sup> of October of each year. Should the employee not submit notice of their preferred vacation days for the period of 1 November through 30 April by the 15<sup>th</sup> of October, the Employer may schedule its use.

#### 31.4 Work for Other Paramedic Services

Each employee shall advise the Employer in writing if he/she is working full or part-time as a paramedic at any other ambulance service in the Province of Ontario. The employee shall further provide the Employer with information respecting any mandatory or voluntary training received as a result of this employment.

#### 31.5 Service Commitment and Training

- (a) Paramedics who are the recipient of significant investment from the Employer as in the case of training as outlined in subsection (i) below, shall commit to a length of service with the Employer so that the Employer may derive benefit from the investment. The length of such commitment shall be based on the value of the investment pursuant to the formula set out below.
- (b) Employees who leave the service of the Ottawa Paramedic Service prior to the completion of the prescribed commitment period, shall be required to repay the Employer a prescribed amount of money. The amount of money prescribed shall be determined in accordance with the formula set out in subsection (ii) below and shall be repaid for each month or part-months remaining in the commitment period at the time of termination.
- (c) It is recognized that circumstances may occur which, while beyond the control of the employee, serve to prevent him or her from completing the required service commitment. The Employer agrees that in such circumstances, the required period of service may be waived.

- (i) Training Courses Include:

- Advanced Care Paramedic Training (ACP)
- Pre-hospital Trauma Life Support (PHTLS)
- Tactical Medic Training
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Neonatal Resuscitation Provider (NRP)
- Can-bike II
- Critical Care Paramedic (CCP)

Training Courses may be added to this schedule with the agreement of the Union and the Employer.

- (ii) The value of the training program shall be determined as follows:

Value = Tuition cost + Direct expenses to EMS + (0.5 x basic rate of pay for all working hours lost due to training).

Prescribed payment = Value/24

- (d) Subject to the above, the Employer agrees to pay the fees for any job-related course or seminar deemed beneficial to the Employer upon successful completion of such course or seminar provided the application and approval for Employer reimbursement is made prior to the Employee taking such course or seminar.
- (e) The Employer agrees that where, in the interests of increased efficiency and/or effectiveness, in-service training courses are deemed desirable, the Employer will provide such courses at the Employer's expense.

### 31.6 Trial Period

The parties agree that the trial period set out in clause 11.1.1(c) shall not apply to those employees who apply for and receive Advanced Care Paramedic Training (ACP) at the Employer's expense.

### 31.7 Uniforms

The Union and the Employer agree to the creation of a joint Union/Management uniform committee.

All full-time paramedical employees covered by these terms and conditions of employment shall be entitled to a uniform cleaning allowance of a maximum of \$500 annually. This entitlement shall be calculated on a prorated basis for each week actually worked by the employee and shall be paid out bi-weekly.

Uniforms are the property of the Employer and must be returned upon termination of employment. Should uniform items not be returned, the value of the unreturned items will be assessed and recovered from the employee.

31.8 Casual paramedic employees shall not be permitted to bank overtime in accordance with clause 6.1.4.

\* 31.9 Statutory Holidays

Effective on 1 November 2012, an employee who is scheduled and works on a statutory holiday, as set out in clause 7.10(a), shall have the option of banking the hours earned for the statutory holiday.

The banked hours may be scheduled no more than three (3) months after the statutory holiday has occurred and such scheduling must follow the normal leave requesting provisions of the Ottawa Paramedic Service. Leave in lieu of statutory holidays that has not been taken within the three (3) month period mentioned above shall be automatically paid out. Such payment will be at the employee's rate of pay in effect on the date that the statutory holiday was earned.

\* 31.10 Notification – Illness or Injury Absence

Employees who are absent from work due to illness or injury must make every reasonable effort to notify their immediate supervisor of such absence no later than two (2) hours prior to the employee's normal starting time on the day the employee begins his/her absence.

## ARTICLE 32

### **PERMANENT PART-TIME EMPLOYMENT**

All permanent part-time employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article.

- \* 32.1 (a) Part-time employment is defined as regularly scheduled work of twenty-four (24) hours per week or less averaged over two bi-weekly pay periods but exclusive of replacement situations provided such replacement situations do not exceed thirty (30) consecutive working days.
- (b) Part-time employees who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a bi-weekly basis except as outlined below:
- (i) Part-time employees in the Long Term Care Branch who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a monthly basis, no later than the second Friday of every month, unless otherwise mutually



agreed between the Employer and the Union. Employees are required to update their availability should it change prior to accepting a shift.

- (ii) Part-Time employees in Social Housing who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a monthly basis, no later than the second Friday of every month, unless otherwise mutually agreed between the Employer and the Union. Employees are required to update their availability should it change prior to the Employer posting the schedule.
- (c) Part-time employees shall accumulate all hours worked outside their schedule, or in temporary positions, for all part-time seniority and continuous service purposes.
- (d) A part-time employee who is assigned to a full-time temporary assignment lasting less than twelve (12) consecutive months shall continue to be covered under the provisions of this Article. Where an employee has worked in a full-time temporary assignment lasting twelve (12) consecutive months or more, he/she may elect in writing to be enrolled in the benefit plans, including Income Protection Plan and vacation leave under Article 34, while continuing to work in a full-time temporary assignment provided the full-time temporary assignment is expected to continue to last at least an additional twelve (12) months. Where an employee does not make an election, he/she shall continue to be paid the percentage in lieu as outlined in this Article and not entitled to benefit plans, including Income Protection Plan and vacation leave under Article 34.

### 32.2 Hours of Work

- (a) The regularly scheduled work of part-time employees shall be posted a minimum of two weeks in advance and such work schedules shall be consistent with the standard hours of work set out in article 5 or under Appendix B, Localized Hours of Work Practices for full-time employees performing such work.
- (b) An eating period is only provided if the employee works five (5) consecutive hours or as per the Employment Standards Act, whichever is most favourable.

### 32.3 Premiums and Overtime

- (a) No part-time employee shall work overtime unless authorized by the employee's manager or a person delegated by the manager. Overtime shall be defined as time worked in excess of the normal hours of work for a full-time employee performing the same work as set out in Article 5 or under Appendix B, Localized Hours of Work Practices.
- (b) Where management requires a part-time employee to regularly work outside the standard hours of work, set out in Article 5 for full-time employees or under Appendix B, Localized Hours of Work Practices and these hours have not been altered in accordance with Article 5, overtime premiums will apply to hours worked by part-time employees before or after a normal work day.
- (c) No employee shall be required to work in excess of sixteen (16) hours in any twenty-four (24) hour period, or to exceed thirty-two (32) overtime hours in any bi-weekly pay period. It is recognized, however, that the limitation of thirty-two (32) overtime hours may be exceeded in those situations where it is deemed that an emergency exists which requires the employee to exceed the overtime limit.
- (d) Where an employee's part-time shift has been changed and the notice or change of shift is less than one week, the Employer shall pay two (2) hours at straight time rates of the employee's regular hourly rate in lieu of notice.
- (e) In the event of a part-time employee reporting for work in the ordinary course of his employment and not being able to perform his regular work because of inclement weather, he shall be provided with work for half of his/her scheduled shift or pay in lieu thereof.
- (f) Qualified permanent part-time employees who have advised the Employer of their availability beyond their scheduled hours shall be offered any additional hours at their work location within their classification in order of seniority, prior to the utilization of casual employees or temporary employees, and provided that no overtime premium is thereby incurred. Qualified permanent part-time employees shall be offered full-time temporary assignments within their classification at their work location in order of seniority prior to the utilization of casual employees to fulfil the temporary assignment. This does not apply to shift extensions which will first be offered, by seniority, to those persons in the classification working the shift to be extended.

#### 32.4 Vacation Pay

- (a) In lieu of vacation leave, vacation pay based on gross earnings and paid bi-weekly shall be provided to all part-time employees in accordance with the following schedule:
  - (i) Employees with less than seven (7) years' continuous service to be paid 6%.
  - (ii) Employees with seven (7) but less than sixteen (16) years' continuous service to be paid 8%.
  - (iii) Employees with sixteen (16) but less than twenty-two (22) years' continuous service to be paid 10%.
  - (iv) Employees with twenty-two (22) but less than 30 years' continuous service to be paid 12%.
  - (v) Employees with thirty (30) or more years' continuous service to be paid 14%.
- (b) An employee's service shall be considered continuous except in the event the employee loses seniority as outlined in Article 10, Clause 10.5.
- (c) An employee shall be entitled to take, at a mutually agreeable time, a leave of absence without pay of up to an amount of time equal to one week for each 2% vacation pay entitlement per year.
- (d) "Years" as used in (a) above refers to length of service with the Employer including predecessor municipal Employers (anniversary date).

### 32.5 Sick Leave Credits

Part-time employees regularly scheduled to work at least fourteen (14) hours bi-weekly shall accumulate sick leave credits at the rate of 7% of the scheduled hours worked. It is understood that this is exclusive of any hours worked on a casual basis outside of regular scheduled hours.

- (i) Employees accumulate sick leave credits from the initial date of hire but can't utilize such credits for the first three (3) months of employment.
- (ii) Any sick leave taken during the first 624 hours is at 2/3 salary.

- (iii) A medical certificate may be required by the Employer for any absence where the Employer feels circumstances are such that it is warranted and an employee shall be informed of such requirements in advance. However it is understood that a medical certificate will be required for any absence beyond four (4) consecutive days.
- (iv) Where possible, employees who are absent from work due to illness or injury must notify their immediate supervisor of such absence no later than the employee's normal starting time on the day the employee begins his/her absence.
- (v) Employees who are entitled to leave of absence on account of non-occupational illness or injury may obtain it on production of satisfactory application to the employee's manager.
- (vi) It is understood that there will be no pay-out of sick credits on termination.

### 32.6 Special Leave

Special Leave is a provision which is designed to enable an employee to be absent from his/her employment with full pay for the following reasons:

- (i) When an employee is unable to schedule professional appointments outside of such employee's scheduled working hours, the employee may make application for Special Leave.
- (ii) The unexpected or sudden illness of the employee's spouse or child and/or his/her aging parent which prevents the employee from reporting to duty.
- (iii) Emergency situations which prevent the employee from reporting to duty.

Special Leave is to be utilized solely for the purposes specified in (i), (ii) and (iii) above.

To qualify for Special Leave the employee must have:

- (a) Completed the probationary period as specified in this Agreement;
- (b) Notified his department at least 48 hours in advance of the date and required time off.

In the event of an emergency situation (b) above shall be waived.

- \* Special Leave is limited to a maximum of twenty (20) hours per annum, non-cumulative, and may be taken on an hourly basis and in minimum units of one hour. Any hours required in excess of one (1) shift may be granted by the employee's manager.

Application beyond the one day will be considered on an individual basis and authorization shall be solely at the discretion of the employee's manager.

Employees who have taken Special Leave may be required to produce satisfactory evidence regarding the reason for the leave.

Any time taken as Special Leave shall be counted as time taken as 'Emergency Leave' pursuant to the Employment Standards Act.

### 32.7 Bereavement Leave

The Employer shall grant leave of absence with full pay of five (5) working days (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of mother, father, spouse, child, person standing in loco parentis, sister, brother, grandchild.

The Employer shall grant a leave of absence with full pay of three (3) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

- \* Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the employee's spouse or the spouse of the employee's brother or sister.

- \* Any time taken as bereavement leave shall be counted as time taken as Emergency Leave pursuant to the *Employment Standards Act*.

### 32.8 Pregnancy Leave Top-Up

Applicable after twelve (12) months' continuous service provided the employee has completed the probationary period applicable to permanent part-time employees.

### 32.9 Parental Leave Top-Up

Applicable after twelve (12) months' continuous service provided the employee has completed the probationary period applicable to permanent part-time employees.

### 32.10 Pension

Applicable only to eligible part-time employees as governed by the Ontario Municipal Employees Retirement System.

### 32.11 Probationary Period

- (a) Newly hired permanent part-time employees shall be on a probationary period normally not exceeding 624 consecutive hours worked. During the probationary period, an employee may have his/her employment terminated without recourse to the grievance procedure, save and except where the termination is arbitrary, discriminatory, or in bad faith.

The Employer may, with written approval of the Union, extend the probationary period as specified above an additional 244 consecutive working hours, but in all cases, the notice must be made in writing and include the reasons for the extension.

- \* (b) A probationary employee shall not be permitted to accept temporary assignments save and except for seasonal wage employees who are required to work in more than one (1) seasonal assignment to complete the full duration of their probation.

### 32.12 Seniority

The seniority calculation shall be on the basis of all paid hours and hours accumulated in accordance with the provisions of clause 10.3, provided no employee is credited with more than the equivalent of full-time annual hours in any anniversary year.

### 32.13 Benefits and Insurance

Upon completion of the probationary period, permanent part-time employees shall receive 12% added onto their hourly rate for all paid hours in lieu of benefits received by full-time employees, including compensation for statutory holidays.

#### 32.14 Salaries and Wages

- (a) The normal effective date for the implementation of an employee's salary increment within a pay range shall be the first day of the bi-weekly pay period following the appropriate salary increment date. The normal salary increment date shall be after 1500 paid hours. However, a part-time employee, except in accordance with (b) below, is not to receive an increment unless twelve months has elapsed from:
  - (i) the initial date of hire or
  - (ii) the date of the employee's increment, whichever is applicable.
- (b) The parties agree to the carrying over of any paid hours above 1500 but recognizing that there will not be more than 1 increment per year on average.

#### 32.15 Organizational or Technological Change

For part-time employees the provisions of Article 25 apply to part-time positions only.

#### 32.16 Layoff and Recall

A permanent part-time employee who has completed his/her probationary period is entitled to the provisions of Article 12 and shall be considered for permanent part-time positions only.

#### 32.17 Workplace Safety and Insurance

Article 8 applies, however advances are only to a maximum of available sick leave credits.

### ARTICLE 33

#### **TEMPORARY PART-TIME EMPLOYMENT**

All temporary part-time employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article.

- 33.1 (a) The hiring of temporary employees shall not derogate from the requirement to fill vacancies and new positions of a permanent nature as set out in Article 11 or the provisions of Article 9, Probationary Period.
- (b) All temporary employees shall pay Union dues from their initial date of employment.
- (c) A temporary employee shall be entitled to apply for salary or wage competitions in the same manner as any employee of the Corporation.
- (d) The word "service", when used in this Article, refers to actual paid time worked with the Employer.
- (e) This Article applies to salaried positions only. However, the parties acknowledge that there may be specific wage replacement situations where the replacement procedures set out in Article 27.6 and 12.6 will not adequately address the need for a replacement employee. In these circumstances the Employer may hire a new temporary probationary wage employee in accordance with Clause 27.6 and 12.6.

- \*33.2 (a) Temporary employees are employed for a specified period of time for any of the following reasons:
- (i) to replace an employee who is absent from their substantive position on any leave authorized under this agreement for a period in excess of thirty (30) days;
  - (ii) to replace an employee who is absent from their substantive position temporarily in order to fill a temporary assignment under the terms of this Article;
  - (iii) to work in a specific time limited project of an experimental nature so the Employer can determine if such work or project should be continued on an ongoing basis;
  - (iv) to provide short-term limited assistance to the regular work force for extraordinary or peak workload requirements provided the peak workload requirement itself will not exceed six (6) months.
  - (v) to fill vacancies for up to 18 months in those affected positions of which the Union has received notice of the introduction or implementation of organizational or technological change in



accordance with Article 25.

- (b) Part-time employment is defined as regularly scheduled work of twenty-four (24) hours per week or less averaged over two bi-weekly pay periods but exclusive of replacement situations provided such replacement situations do not exceed thirty (30) consecutive working days.
- \* (c) Part-time employees who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a bi-weekly basis except as outlined below:
  - (i) Part-time employees in the Long Term Care Branch who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a monthly basis unless otherwise mutually agreed between the Employer and the Union, no later than the second Friday of every month. Employees are required to update their availability should it change prior to accepting a shift.
  - (ii) Part-Time employees in Social Housing who wish to be considered for work outside their regular schedule shall advise the Employer of their availability on a monthly basis unless otherwise mutually agreed between the Employer and the Union, no later than the second Friday of every month. Employees are required to update their availability should it change prior to the Employer posting the schedule.
- (d) Temporary part-time employees will have a defined end date for their employment.
- (e) Part-time employees shall accumulate all hours worked outside their schedule, for all part-time seniority for continuous service related benefits and entitlements.

33.3 If the Employer considers that a temporary requirement will last six (6) months or more, it will be posted as a temporary position and filled in accordance with Article 11 of the Collective Agreement.

- (a) If filled by an existing full-time permanent or part-time permanent employee, such employee shall be eligible to return to his/her former position either:
  - (i) at the expiry of the term of the assignment; or

- (ii) at any time prior to completing three (3) months in the assignment (as per trial period - outlined in Article 11.1.1 (c)).
  - (b) If there are no qualified bargaining unit applicants, then the position can be posted externally and filled with a temporary employee.
- 33.4 (a) If the temporary requirement is considered to last less than six (6) months, the Employer shall first attempt to use the Acting Pay provision if an employee capable of performing the work is available within the bargaining unit. If such is not the case, the position may be posted externally and filled with a temporary employee.
- (b) If a temporary requirement situation becomes an established part of the Employer workforce, the position shall be posted in accordance with Article 11.

### 33.5 Secondary Temporary Requirements

When a temporary employment requirement is filled in accordance with Article 11, the Employer shall fill the resulting opening by first attempting to use the Acting Pay provision. If such is not the case, the position may be posted externally and filled with a temporary employee.

### 33.6 Hours of Work

- (a) The regularly scheduled work of part-time employees shall be posted a minimum of two weeks in advance and such work schedules shall be consistent with the standard hours of work set out in article 5 or under Appendix B, Localized Hours of Work Practices for full-time employees performing such work.
- (b) An eating period is only provided if the employee works five (5) consecutive hours or as per the Employment Standards Act, whichever is most favourable.

### 33.7 Premiums and Overtime

- (a) No part-time employee shall work overtime unless authorized by the employee's manager or a person delegated by the manager. Overtime shall be defined as time worked in excess of the normal hours of work for a full-time employee performing the same work as set out in Article 5 or under Appendix B, Localized Hours of Work Practices.

- (b) Where management requires a part-time employee to regularly work outside the standard hours of work, set out in Article 5 for full-time employees or under Appendix B, Localized Hours of Work Practices, and these hours have not been altered in accordance with Article 5, overtime premiums will apply to hours worked by part-time employees before or after a normal work day.
- (c) No employee shall be required to work in excess of sixteen (16) hours in any twenty-four (24) hour period, or to exceed thirty-two (32) overtime hours in any bi-weekly pay period. It is recognized, however, that the limitation of thirty-two (32) overtime hours may be exceeded in those situations where it is deemed that an emergency exists which requires the employee to exceed the overtime limit.
- (d) Where an employee's part-time shift has been changed and the notice or change of shift is less than one week, the Employer shall pay two (2) hours at straight time rates of the employee's regular hourly rate in lieu of notice.
- (e) In the event of a part-time employee reporting for work in the ordinary course of his employment and not being able to perform his regular work because of inclement weather, he shall be provided with work for half of his/her scheduled shift or pay in lieu thereof.

### 33.8 Vacation Pay

- (a) Vacation pay based on gross earnings and paid biweekly shall be provided to all temporary employees in accordance with the following schedule:
  - (i) Employees with less than seven (7) years' continuous service to be paid 6%.
  - (ii) Employees with seven (7) but less than sixteen (16) years' continuous service to be paid 8%.
  - (iii) Employees with sixteen (16) but less than twenty-two (22) years' continuous service to be paid 10%.
  - (iv) Employees with twenty-two (22) but less than 30 years' continuous service to be paid 12%.
  - (v) Employees with thirty (30) or more years' continuous service to be paid 14%.

- (b) An employee shall be entitled to take, at a mutually agreeable time, a leave of absence without pay of up to an amount of time equal to one week for each 2% vacation pay entitlement per year.
- (c) "Years" as used in (a) above refers to length of service with the Employer including predecessor municipal Employers (anniversary date) so long as there is no break in service of ninety (90) consecutive calendar days or more.

### 33.9 Sick Leave Credits

Part-time employees regularly scheduled to work at least fourteen (14) hours bi-weekly shall accumulate sick leave credits at the rate of 7% of the scheduled hours worked. It is understood that this is exclusive of any hours worked on a casual basis outside of regular scheduled hours.

- (i) Employees accumulate sick leave credits from the initial date of hire, so long as there is no break in service of ninety (90) consecutive calendar days or more, but can't utilize such credits for the first three (3) months of employment.
- (ii) Any sick leave taken during the first 624 hours is at 2/3 salary.
- (iii) A medical certificate may be required by the Employer for any absence where the Employer feels circumstances are such that it is warranted and an employee shall be informed of such requirements in advance. However it is understood that a medical certificate will be required for any absence beyond four (4) consecutive days.
- (iv) It is understood that there will be no pay-out of sick credits.

### 33.10 Special Leave

Special Leave is a provision which is designed to enable an employee to be absent from his/her employment with full pay for the following reasons:

- (i) When an employee is unable to schedule professional appointments outside of such employee's scheduled working hours, the employee may make application for Special Leave.
- (ii) The unexpected or sudden illness of the employee's spouse or child and/or his/her aging parent which prevents the employee from reporting to duty.

- (iii) Emergency situations which prevent the employee from reporting to duty.

Special Leave is to be utilized solely for the purposes specified in (i), (ii) and (iii) above.

To qualify for Special Leave the employee must have:

- (a) Completed 12 months' service in one of more temporary assignments with no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 624 hours;
- (b) Notified his department at least 48 hours in advance of the date and required time off.

In the event of an emergency situation (b) above shall be waived.

- \* Special Leave is limited to a maximum of twenty (20) hours per annum, non-cumulative, and may be taken on an hourly basis and in minimum units of one hour. Any hours required in excess of one (1) shift may be granted by the employee's manager.

Application beyond the one day will be considered on an individual basis and authorization shall be solely at the discretion of the employee's manager.

Employees who have taken Special Leave may be required to produce satisfactory evidence regarding the reason for the leave.

Any time taken as Special Leave shall be counted as time taken as 'Emergency Leave' pursuant to the Employment Standards Act.

### 33.11 Bereavement Leave

The Employer shall grant leave of absence with full pay of five (5) working days (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of mother, father, spouse, child, person standing in loco parentis, sister, brother, grandchild.

The Employer shall grant a leave of absence with full pay of three (3) working days, (providing the employee has been scheduled to work and

providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

\*Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the employee's spouse or the spouse of the employee's brother or sister.

\* Any time taken as bereavement leave shall be counted as time taken as Emergency Leave pursuant to the Employment standards Act.

33.12 Pregnancy Leave Top-Up – Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 624 hours.

33.13 Parental Leave Top-Up -- Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days so long as the employee has worked at least 624 hours.

33.14 Workplace Safety and Insurance

(a) Less than one year of temporary employment

A temporary part-time employee with less than one year of temporary employment is paid by WSIB and receives compensation to the level provided under the *WSIA*.

(b) More than one year of temporary employment

A temporary part-time employee with more than one year of temporary employment shall be entitled to Article 8 with advances payable to a maximum of the employee's sick leave credits.

\* 33.15 Probationary Period and Permanent Status

A temporary part-time employee shall achieve permanent seniority status within the bargaining unit when they apply for and successfully get a job that has been posted in accordance with Article 11 provided that they successfully complete a probationary period equal to the probationary period of a permanent employee or when a temporary part-time employee has been continuously employed in one or more related temporary part-time assignments for a period of twenty-four (24) months.

### 33.16 Seniority

Seniority will be calculated in accordance with the provisions of Article 10 but will only be recognized for purposes of job postings. In the event the employee is the successful applicant, the employee will be subject to the three (3) month trial period if applicable.

Such successful employee will be immediately enrolled in the benefit plans subject to any waiting period specified in the individual plans.

A temporary employee who has worked for six (6) consecutive months in one or more temporary assignments shall achieve seniority status vis-à-vis other temporary employees in related positions. Such employee, upon completion of a temporary assignment, shall have the right to subsequent future temporary assignments in related positions prior to another temporary employee who has less seniority provided he/she is qualified to perform the work. Seniority for temporary employees shall be based on their last date of hire.

### 33.17 Layoff and Recall – not applicable

Where an employee's temporary assignment ends prior to the anticipated end date of the assignment due to layoff, the employee will be considered for other temporary part-time assignments within their work unit from the date of layoff to the anticipated end date of their assignment.

### 33.18 Benefits and Insurance

- (a) A temporary part-time employee shall be entitled to the 12% in lieu of benefits, including compensation for statutory holidays, provided he/she has worked 624 hours with no break in service of more than ninety (90) consecutive calendar days.

### 33.19 Salaries and Wages

- (a) The normal effective date for the implementation of an employee's salary increment within a pay range shall be the first day of the bi-weekly pay period following the appropriate salary increment date. The normal salary increment date shall be after 1500 paid hours. However, a part-time employee, except in accordance with (b) below, is not to receive an increment unless twelve months has elapsed from:

- (i) the initial date of hire so long as there is no break in service of ninety (90) consecutive days or more or
  - (ii) the date of the employee's increment, whichever is applicable.
- (b) The parties agree to the carrying over of any paid hours above 1500 but recognizing that there will not be more than 1 increment per year on average.
- (c) When a current temporary employee accepts a new temporary assignment in a position of a higher pay grade then the temporary employee's new rate of pay shall be the greater of:
- (i) The first year rate in the new position; or
  - (ii) The equivalent to a placement in the new salary range which will give the employee at least 104% of their last rate of pay received and shall be paid for the period of the new temporary assignment.

In no case however shall such pay exceed the maximum of the applicable salary range.

33.20 Organizational or Technological Change – does not apply

33.21 Acting Pay – does not apply

## ARTICLE 34

### TEMPORARY FULL-TIME EMPLOYEES

All full-time temporary employees falling within the scope of this agreement shall be entitled to the rights, benefits, and working conditions of the Collective Agreement except as modified by this Article.

- 34.1 (a) The hiring of temporary employees shall not derogate from the requirement to fill vacancies and new positions of a permanent nature as set out in Article 11 or the provisions of Article 9, Probationary Period.
- (b) All temporary employees shall pay Union dues from their initial date of employment.



- (c) A temporary employee shall be entitled to apply for salary or wage competitions in the same manner as any employee of the Corporation.
- (d) The word "service", when used in this Article, refers to actual paid time worked with the Employer.
- (e) This Article applies to salaried positions only. However, the parties acknowledge that there may be specific wage replacement situations where the replacement procedures set out in Article 27.6 and 12.6 will not adequately address the need for a replacement employee. In these circumstances the Employer may hire a new temporary probationary wage employee in accordance with Clause 27.6 and 12.6.

\*34.2 Temporary employees are employed for a specified period of time for any of the following reasons:

- (i) to replace an employee who is absent from their substantive position on any leave authorized under this agreement for a period in excess of thirty (30) days;
- (ii) to replace an employee who is absent from their substantive position temporarily in order to fill a temporary assignment under the terms of this Article;
- (iii) to work in a specific time limited project of an experimental nature so the Employer can determine if such work or project should be continued on an ongoing basis;
- (iv) to provide short-term limited assistance to the regular work force for extraordinary or peak workload requirements provided the peak workload requirement itself will not exceed six (6) months.
- (v) to fill vacancies for up to 18 months in those affected positions of which the Union has received notice of the introduction or implementation of organizational or technological change in accordance with Article 25.

34.3 If the Employer considers that a temporary requirement will last six (6) months or more, it will be posted as a temporary position and filled in accordance with Article 11 of the Collective Agreement.

- (a) If filled by an existing full-time permanent or part-time permanent employee, such employee shall be eligible to return to his/her former position either:
  - (i) at the expiry of the term of the assignment; or

- (ii) at any time prior to completing three (3) months in the assignment (as per trial period - outlined in Article 11.1.1 (c))
  - (b) If there are no qualified bargaining unit applicants, then the position can be posted externally and filled with a temporary employee.
- 34.4 (a) If the temporary requirement is considered to last less than six (6) months, the Employer shall first attempt to use the Acting Pay provision if an employee capable of performing the work is available within the bargaining unit. If such is not the case, the position may be posted externally and filled with a temporary employee.
- (b) If a temporary requirement situation becomes an established part of the Employer workforce, the position shall be posted in accordance with Article 11.

#### 34.5 Secondary Temporary Requirements

When a temporary employment requirement is filled in accordance with Article 11, the Employer shall fill the resulting opening by first attempting to use the Acting Pay provision. If such is not the case, the position may be posted externally and filled with a temporary employee.

#### 34.6 Vacation Leave

- (a) In lieu of vacation leave, vacation pay based on gross earnings and paid biweekly shall be provided to temporary employees in accordance with the Employment Standards Act. Effective May 29, 2009, in lieu of vacation leave, vacation pay based on 6% of gross earnings and paid bi-weekly shall be provided to all temporary employees.
- (b) Upon completion of one (1) year of temporary employment without a break in service of ninety (90) consecutive calendar days employees shall then be entitled to vacation leave in accordance with the main body of this agreement and the payment in lieu above will cease.
- (c) Prior to the completion of one (1) year of temporary employment without a break in service of ninety (90) consecutive calendar days, a temporary full-time employee shall be entitled to take, at a mutually agreeable time, a leave of absence without pay of up to an amount of time equal to one week for each 2% vacation pay entitlement per year.

#### \* 34.7 Sick Leave

Following a waiting period of three (3) months of service in one or more temporary assignments with no break in employment of more than ninety (90) days, an employee shall be entitled to 4 ½ sick leave days for future use and will accumulate at the rate of one and one-half (1 ½) days for each completed month of service thereafter which is not eligible for pay out. In the event an employee has a break in employment of more than 90 days, sick leave accumulation ceases and the balance is deleted.

Upon completion of one (1) year of temporary employment without a break in service of ninety (90) consecutive calendar days, sick leave accumulation shall cease and the balance deleted, and the employee shall then be eligible for the Income Protection Plan (IPP), beginning at the one (1) year level of the IPP schedule.

#### 34.8 Special Leave

Temporary employees are entitled to Special Leave in accordance with Article 7 following completion of six (6) months service in one or more temporary assignments with no break in employment greater than 90 consecutive days.

#### 34.9 Bereavement Leave

The Employer shall grant leave of absence with full pay of five (5) working days (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

Death of mother, father, spouse, child, person standing in loco parentis, sister, brother, grandchild.

The Employer shall grant a leave of absence with full pay of three (3) working days, (providing the employee has been scheduled to work and providing the days fall within a seven (7) calendar day period following the death) to any employee on the following basis:

\* Death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent.

For the purposes of definition, brother-in-law and sister-in-law shall be the brother or sister of the employee's spouse or the spouse of the employee's brother or sister.

\* Any time taken as bereavement leave shall be counted as time taken as Emergency Leave pursuant to the *Employment Standards Act*.

34.10 Pregnancy Leave Top-Up Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days.

34.11 Parental Leave Top-Up Applies after 12 months continuous employment provided no break in employment greater than 90 consecutive calendar days.

34.12 Workplace Safety and Insurance

(a) Less than one year of temporary employment

A temporary employee with less than one year of temporary employment is paid by WSIB and receives compensation to the level provided under the *WSIA*.

(b) More than one year of temporary employment

A temporary full-time employee with more than one year of temporary employment shall be entitled to Article 8.

34.13 Probationary Period and Permanent Status)

A full-time temporary employee shall achieve full-time permanent status within the bargaining unit when they apply for and successfully get a job that has been posted in accordance with Article 11 provided that they successfully complete a probationary period in that job of at least three (3) months or when a temporary employee has been continuously employed in one or more related full-time temporary assignments for a period of twenty-four (24) months. The probationary period may be adjusted upwards only to the extent that the total period of service with the Employer is at least six (6) months.

34.14 Seniority

Seniority will be calculated in accordance with the provisions of Article 10 but will only be recognized for purposes of job postings. In the event the employee is the successful applicant, the employee will be subject to the three (3) month trial period if applicable.

Such successful employee will be immediately enrolled in the benefit plans subject to any waiting period specified in the individual plans.

A temporary employee who has worked for six (6) consecutive months in one or more temporary assignments shall achieve seniority status vis-à-vis other temporary employees in related positions. Such employee, upon completion of a temporary assignment, shall have the right to subsequent future temporary assignments in related positions prior to another temporary employee who has less seniority provided he/she is qualified to perform the work. Seniority for temporary employees shall be based upon their last date of hire.

#### 34.15 Layoff and Recall – not applicable

Where an employee's temporary assignment ends prior to the anticipated end date of the assignment due to layoff, the employee will be considered for other temporary part-time assignments within their work unit from the date of layoff to the anticipated end date of their assignment.

#### 34.16 Benefits and Insurance

Upon completion of six (6) months service in one or more temporary assignments with no break in employment of more than ninety (90) days, temporary employees will receive 8% added onto their hourly rate for all paid hours in lieu of benefits.

Upon completion of one (1) year of temporary employment without a break in service of ninety (90) consecutive calendar days, the employee shall then be enrolled in the benefit plans, and shall be entitled to all benefit entitlements provided for in the Collective Agreement including placement into the vacation leave schedule and the payment in lieu in accordance with Clause 34.6 above will cease.

#### 34.17 Salaries and Wages

- (a) The normal effective date for the implementation of an employee's salary increment within a pay range shall be the Annual anniversary of the employee's assignment, subject to the provisions of 7.8(c) first day of the bi-weekly pay period following the appropriate salary increment date.
- (b) When a current temporary employee accepts a new temporary assignment in a position of a higher pay grade then the temporary employee's new rate of pay shall be the greater of:
  - (i) The first year rate in the new position; or

- (ii) The equivalent to a placement in the new salary range which will give the employee at least 104% of their last rate of pay received and shall be paid for the period of the new temporary assignment.

In no case however shall such pay exceed the maximum of the applicable salary range.

34.18 Organizational or Technological Change – does not apply

34.19 Acting Pay – Does not apply

## ARTICLE 35

### CASUAL EMPLOYEES

#### \*35.1 (a) Definition

A casual employee shall be defined as an employee who does not regularly work a predetermined schedule but is used to cover unforeseen or intermittent work requirements lasting not longer than thirty (30) consecutive working days.

#### (b) Scheduling

Except as outlined in (c) below as it relates to casual employees in Long Term Care or Social Housing, casual employees shall advise the Employer of their availability or non availability on a bi-weekly basis availability or non-availability for work on specified days of the next two (2) week period.

#### (c) Scheduling – Long Term Care or Social Housing

Casual employees in the Long Term Care Branch or Social Housing shall declare their availability or non-availability for work on specified days on a monthly basis, no later than the second Friday of every month, unless otherwise mutually agreed between the Employer and the Union.

#### (d) Availability

Casual employees are required to update their availability or non-availability should it change prior to accepting a shift or the Employer posting the schedule as applicable based on the process in place in their respective work locations.

(e) Entitlements

All casual employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions as provided in clauses 35.2 to 35.23 below.

35.2 Preamble – Applicable

35.3 Recognition/Scope – Applicable

35.4 Responsibility of Employer – Applicable

35.5 Responsibility of the Union – Applicable

35.6 Premiums and Overtime

Overtime shall be defined as time worked in excess of eight (8) hours per day or 40 hours per week.

The shift premiums set out in Article 6 are payable where applicable.

35.7 Vacation Leave

Vacation pay will be paid as per the part-time provision (clause 32.4) but a year represents 1500 paid hours. However, in no event should casual employees receive an increase in vacation pay entitlement unless the applicable number of calendar years required to generate such an increase have been met (as specified in Article 32).

35.8 Special Leave

Applicable as per part-time provision contained in clause 32.6 provided employee has been scheduled in advance to work.

35.9 Bereavement Leave

Applicable as per part-time provision contained in clause 32.7 provided employee has been scheduled in advance to work.

### 35.10 Pregnancy/Parental Leave

Applicable, but top-up not applicable.

### 35.11 Time Off for Voting - Applicable.

### 35.12 Workplace Safety and Insurance

Applicable as per Workplace Safety and Insurance Act.

### 35.13 Articles 9, 10 and 11

Employees hired on a casual basis and who work more than 976 cumulative hours with no break in service of more than 90 consecutive calendar days, unless such break in service is due to certified illness, shall have completed the waiting period which shall entitle such employees to the following:

- (i) priority over other casual employees with less than 976 cumulative hours for purposes of work assignment opportunities within specified geographical work locations, provided such employees have the required qualifications which may include specific knowledge of a particular function or work area, provided such is necessary.
- (ii) Seniority will be calculated on the basis of hours worked but will only be recognized in accordance with (iii) below.
- (iii) Such employees shall be entitled to compete for any position in accordance with Article 11. The employee will be subject to the three (3) month trial period, if applicable. Such successful employee will be immediately enrolled in the benefit plans (recognizing any time lag specified in the individual benefit plans).

### 35.14 Union Representation - Applicable

### 35.15 Grievance Procedure - Applicable

### 35.16 Arbitration Procedure - Applicable

### 35.17 Union Security - Applicable

### 35.18 Benefits and Insurance



Upon completion of the waiting period, such employees shall receive 12% added to their hourly rate for all hours worked in lieu of benefits received by full-time employees, including compensation for Statutory Holidays.

35.19 Personnel Files – Applicable

35.20 Article 24

Applicable on the basis that one (1) year represents 1500 paid hours and with the following understandings:

- (a) The normal increment date shall be after 1500 paid hours. However, a casual employee, except in accordance with (b) below, is not to receive an increment unless 12 months has elapsed from:
  - (i) the initial date of hire; or
  - (ii) the date of the employee's increment, whichever is applicable.
- (b) The parties agree to the carrying over of any paid hours above 1500 but recognizing that there will not be more than one increment per year on average.

35.21 Health and Safety – Applicable

35.22 Article 28 – Applicable

35.23 Article 29 – Applicable

Note re: Article 30 (30.03 & 30.04)

Note re: Article 30 (30.03d)

## ARTICLE 36

### **CURBSIDE WASTE COLLECTION EMPLOYEES**

#### PREAMBLE

- \* This Article sets out the terms and conditions applying to employees performing the work related to solid waste collection and recycling. All curbside employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article and the Memorandum dated 18 August 2011 (as modified from time to time by the parties).

CUPE Local 503 acknowledges that such work has not been previously performed by members of the Ottawa-Carleton Public Employees' Union, CUPE Local 503 and is not work of the bargaining unit as defined under the main body of the Collective Agreement.

CUPE Local 503 further agrees that in the event the City of Ottawa decides to have this work performed by a third party contractor, in part or in whole, following the performance of said work under the terms of this Article, no grievance, complaint or action of any kind will be filed by CUPE Local 503 or any of its members claiming a violation of any provision of the Collective Agreement or related employment legislation alleging a restriction on the Employer's right to have such services performed under contract, based on or in relation to the performance of said work under this Article.

In recognition of the essential nature of these services to the community, the parties agree to establish a Union/Management Committee for this work site which shall meet monthly (or more frequently if warranted) to discuss operation or workplace issues with a goal to resolving them expeditiously. Minutes of said meetings shall be copied to the CUPE Local 503. The Committee shall not have authority to amend or alter any terms and conditions of this Article without the written consent of the parties. This Committee shall include a Waste Collection Operator, the Field Supervisor, the Operations Manager and may include a union representative and a labour relations officer.

The City shall also encourage future Employer(s) to consider hiring these employees.

#### Hours of Work

The standard hours of work shall be scheduled between Monday to Saturday on a four 10 hour day cycle between 7 a.m. and 6 p.m. Although employees may have expressed their interest in particular routes, route and truck assignment are at the discretion of the Employer. Where statutory holidays affect collection services, the schedule shall be moved forward into Saturday in order to provide service. The parties agree to review the holiday adjustment if in the future council should direct an alternative approach.

Employees shall be scheduled for 30 minute unpaid meal breaks during their shift and be provided with two (2) fifteen (15) minute paid rest breaks.

### Premiums and Overtime

#### Overtime

Overtime shall be paid at time and one-half of the regular rate after 40 hours per week or 10 hours per day.

Premiums - Not applicable.

Reporting Pay - Not applicable.

#### Income Protection Plan

After three (3) months of continuous service, employees hired under the terms of this Article shall be eligible to use 4.5 days of paid sick leave and shall accumulate thereafter 1.5 days for each month of full service thereafter.

#### Job Postings

- (a) Selection of new employees shall be based upon standard qualifications, experience and ability to perform the work, including a physical assessment of suitability, as established by the Employer. Candidate selection is not on the basis of sufficient ability.
- (b) Where staffing complements are insufficient to cover the daily routes due to staff absences, the Employer shall be permitted to hire casual employees from outside employment agencies to cover staffing deficiencies. The Employer will also consider qualified laid off employees for such temporary cover off assignments and the terms and conditions of this appendix shall govern their employment while in said assignments. Selection of such candidates shall be in accordance with this appendix.

(c) Employees covered by this Article shall have access to compete for positions in accordance with Article 11 of the main body of the collective agreement.

\* Article 12 – Applicable in the event of a temporary cessation of work because of a lack of work unrelated to the end of the waste collection contract. Bumping and recall rights shall commence at pay grade 9, plan 1 or below.

### Salaries and Wages

The rates of pay for the positions are set out in Annex A of this Article. Notwithstanding the Job Evaluation/Pay Equity agreements between the parties, these special program assignments shall be deemed to have “out of scale” rates and there shall not be adjustments made to the rates agreed upon under the terms of this Article as set out in Annex A.

Job Descriptions and Classifications - Not applicable.

Acting Pay - Not applicable.

Organizational and Technological Change – Not applicable.

\* Employment Opportunities:

In the event the City of Ottawa decides to have this work, in part or in whole, performed once again by a third party contractor, employees performing the work under this Article who are not employed by the third party contractor as the successor employer, shall be given the opportunity for re-employment with the City, subject to the following process, which shall be exercised in the order it appears in (a), (b) and (c) below:

- (a) They shall be considered for placement into a vacant position at pay grade 9, plan 1 or below for which the employee is suited by education, training and work experience, subject to the employee meeting the job qualifications and having the ability to do the work with a 4-6 week familiarization period.
- (b) If the employee cannot be placed into a vacant position they may bump into a position at pay grade 9, plan 1 or below for which the employee is suited by education, training and work experience, subject to the employee meeting the job qualifications and having the ability to do the work with a 4-6 week familiarization period, provided the incumbent has less than 12 months’ service and is less senior than the bumping employee. It is understood that the employee will assume the rate of pay of the position they bump into at the time they enter the position.

- (c) If the employee cannot bump, they will be laid-off in accordance with Article 12.

Reimbursement for Use of Private Vehicle - Not applicable.

\* Provision of Safety Footwear

Safety footwear allowance for staff who are employed as and performing the duties of Waste Collection Operator, Senior Waste Collection Operator and Field Supervisor will be entitled to \$193.09 paid twice annually in recognition of exceptional circumstances due to nature of the work performed and prolonged exposure to extreme weather conditions. Employees are required by the Employer to wear green patch footwear.

Tool Allowance/Provision of Tools - Not applicable.

Categories of Employees

Part-Time - Not applicable

Temporary Employees - Not applicable.

Casual Employees - Not applicable

\* ANNEX A - RATES OF PAY

Waste Collection Operator	Hourly Rate
1 January 2012	\$22.405
1 January 2013	\$22.833

	Effective 1 Jan 2012	Effective 1 Jan 2013
Field Supervisor	\$29.482	\$30.045
<i>Curbside Waste, Operations Clerk</i>	\$24.126	\$24.587
Senior Waste Collection Operator**	\$22.921	\$23.359

\*\*Senior Waste Collection Operator and associated rates of pay – hourly rate of pay to be 2.3% greater than the Waste Collection hourly rate of pay.

## ARTICLE 37

### HOME HELPERS

37.1 All Home Helpers falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions as provided below.

The intent of this agreement is to allow Home Support participants to enter the programme fully aware of it as being a re-entry programme. This will start with 25 days training without becoming members of Local 503 (CUPE). This training period will provide an opportunity for individual assessment of long term work potential. When training is completed they will be assigned to “on-the-job work practice” for a two year period during which time they will be union members.

37.2 Intake criteria

Participants entering the programme will have to meet specific criteria: They must:

- (a) be in need of pre-employment counselling to become job ready;
- (b) be able to complete the 25 training days;
- (c) be willing to participate in a two year programme;
- (d) have the potential for long term employment upon completion of this programme.

37.3 Terms of employment for work practice

During the period following training and while on work practice and performing duties as assigned, participants will be members of CUPE 503:

- (a) All participants in the programme will regularly be scheduled in advance for work and must be prepared to work a minimum 12 hours weekly.

- (b) Because of the uniqueness of the programme, participants must be willing to accept the opportunity as being of two years duration only. When deemed job ready, participants must actively seek employment outside of Home Support.

Extension beyond the two (2) years (24 months) would be considered individually and only by mutual agreement between the Home Helper, programme managers, and CUPE 503. This would only be considered when deemed necessary to achieve job readiness.

- (c) Subject to their agreement as per clause 37.3(a) above all employees presently on strength will continue to work for Home Support Services as members of CUPE 503, and retain their rights of seniority and benefits, providing they are available for regularly scheduled work to a minimum of 12 hours weekly.
- (d) The pay scale for Home Helpers will have two levels only. The level will be slightly less than the starting wage paid by the Visiting Homemakers Association of Ottawa-Carleton.

Level A (employees with less than 416 hours)

Level B (employees with 416 hours or more)

Level	2012	2013
A	\$11.532	\$11.752
B	\$11.454	\$12.692

- (e) Seniority will be calculated on the basis of hours worked but may only be utilized for a period of one year following the completion of the Home Helper Program to compete for any position in accordance with Article 11. If appointed to a position, the employee will be subject to a probationary period.

37.4 The Terms and Conditions of this Program are Without Prejudice and Precedent and may not be raised in respect to any other matter between the parties before the Ontario Labour Relations Board, an Interest Board of Arbitration or a Rights Board of Arbitration except insofar as the raising of these terms and conditions are in relation to implementation of these terms and conditions.

37.5 The Parties recognize that schedules will fluctuate on a regular basis and last minute scheduling adjustments will be required with no penalty. However if the hours fall below nine (9) hours on a bi-weekly basis for two (2)

consecutive pay periods and such is not at the request of the employee, the Employer will consult with the Union at which time the reasons for such change will be explained in detail.

## ARTICLE 38

### **TWELVE HOUR SHIFT EMPLOYEES - P.C.C. AND WATER FILTRATION PLANTS**

All twelve hour shift employees working in P.C.C. and Water Filtration Plants falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article.

#### 38.1 SCHEDULING SHIFTS

Initially, shift schedules shall be:

Cycle 1 - 156 hours - 4 shifts

Cycle 2 - 156 hours - 4 shifts

Cycle 3 - 156 hours - 4 shifts

then Cycle 4 - 156 hours - A shift

168 hours - B shift

156 hours - C shift

168 hours - D shift

#### 38.2 AVERAGING

The hours set out for each four (4) week cycle are regular scheduled hours and hours worked in excess of that regular schedule are paid at the applicable overtime rate. Daily overtime is payable after 12 continuous hours and overtime for "regular shift operators" is payable for hours worked outside of the scheduled hours within a specific cycle. Overtime entitlement for relief operators is set out in 38.9.

#### NOTES:

- (i) Employees will continue to be paid eighty (80) hours bi-weekly at straight time rates for working the schedules set out.
- (ii) Any denial of a specific date to be the scheduled day off will normally be at the time the request is made.



(iii) If changes occur outside of (ii) notice will be one week in advance.

(iv) On 6 Month Trial Basis

If the employee requests a specific day to be a scheduled day off, the Employer will attempt to accommodate the employee's preference for the day off.

If the Employer cannot accommodate the employee's preference, the employee may submit two alternate days for consideration and the Employer will attempt to accommodate provided a relief operator is available. In the event the Employer cannot accommodate the employee's preference, the employee will be provided with those dates that the Employer could provide as alternate days off. In the event a mutual agreement is not reached as to the employee's day off, the Employer reserves the right to schedule the day off to accommodate staffing requirements.

If the employee feels that he/she was not given proper consideration in determining the day(s) off, the employee may request a review of the reasons by the applicable Division Head. Such review will be held as soon as possible after the request.

In the event the review is not completed until after the designated day off and the Director finds that a relief operator was available on one of the requested days and the employee should have been granted one of the requested days off, the employee will be granted the premium portion (1/2 time) for the day in question.

### 38.3 DAILY HOURS

The daily hours of work shall be:

Day Shift - 0600 hours to 1800 hours

Night Shift - 1800 hours to 0600 hours

Nothing in this schedule prevents employees from exchanging shifts with other employees by mutual agreement provided the designated Supervisor is so advised in writing, in advance where possible, and further provided that no payment of overtime shall result.

Employees may also continue the present practice of making mutual cover-off arrangements for early/late starts or quits provided no payment of overtime shall result.

#### 38.4 OVERTIME PAY FOR WORK ON THE ACTUAL STATUTORY/DECLARED HOLIDAY

- Payment for work on a statutory holiday at premium rates will only be for those hours actually worked on the statutory holidays.

A - For the shift working from 1800 hours of the day preceding the Holiday to 0600 hours on the day of the Holiday:

six (6) hours at time and one-half (1 1/2)

B - For the shift working from 0600 hours to 1800 hours on the day of the Holiday:

twelve (12) hours at time and one-half (1 1/2)

C - For the shift working from 1800 hours on the day of the Holiday to 0600 hours on the day following the Holiday:

six (6) hours at time and one-half (1 1/2).

- The overtime pay for shifts A and C immediately above is augmented by the straight time hours worked on the day which precedes or follows the hours worked on the Holiday.
- This does not replace any other entitlements, including any other overtime or shift premium to which an employee may be entitled.

#### 38.5 ENTITLEMENTS TO STATUTORY/DECLARED HOLIDAYS

- (a) Employees scheduled to work and who work on the statutory or declared holiday will receive their regular bi-weekly pay plus the applicable premium pay for hours worked on the actual holiday as set out in 38.4 above.
- (b) If a statutory or declared holiday falls on employees' scheduled day off and they do not work, such employees will receive their regular bi-weekly pay plus an additional eight hours pay for the holiday.

- (c) If a statutory or declared holiday falls on an employees' scheduled day off and they do work, such employees will be paid at premium rates for all hours worked on the statutory or declared holiday in addition to payment outlined in 38.5 (b).

#### 38.6 ELIGIBILITY FOR PAY FOR STATUTORY/DECLARED HOLIDAY

Where Article 7.10 of the Agreement requires an employee to work the day prior to and subsequent to a holiday (or on authorized leave with pay or authorized leave of absence without pay of less than 5 days) such stipulated days shall be the twelve (12) hour shift employee's last scheduled working day prior to and the first scheduled working day following the actual holiday.

#### 38.7 EMPLOYEE ON I.P.P. ON STATUTORY HOLIDAY

Occurrence of statutory or declared holiday during an employee's absence on the Income Protection Plan shall reduce an employee's number of days of income protection eligibility by .5 days (4 hours).

#### 38.8 ANNUAL LEAVE

Twelve (12) hour shift employees are entitled to the same annual hours of annual leave as are eight (8) hour employees. However, for simplicity, deductions will be translated into 12 hour days.

An employee with three (3) weeks, times 40 hours of entitlement, will be credited with two (2) weeks of sixty (60) hours entitlement for deduction purposes. Deduction from such credits shall be at twelve (12) hours for each such day taken.

#### 38.9 OVERTIME AND WEEKEND DEFINED FOR RELIEF OPERATORS AND ON CALL.

- (a) The Employer shall attempt to schedule no more than four (4) consecutive work days for relief operators. In the event an employee is scheduled (exclusive of (b) below) for more than four (4) consecutive days; then overtime will be paid after the fourth (4th) consecutive day.
- (b) The Employer reserves the right to reschedule relief operators any time without overtime premiums except for the defined weekend period (that is any time during the week). Change of shift premium in such cases will be applicable.
- (c) A weekend for on call purposes shall be from 1800 hours Friday to 0600 hours Monday.

### 38.10 BEREAVEMENT LEAVE

Bereavement leave will be based on four (4) 12 hour days entitlement.

### 38.11 SPECIAL LEAVE

A day of Special Leave shall be twelve (12) hours. The maximum such leave is 32 hours per year.

### 38.12 UNCERTIFIED INCOME PROTECTION PLAN ENTITLEMENT

Employees will be entitled to five (5) 12 hour days of uncertified sick leave per year in even numbered years and six (6) twelve hour uncertified days in odd numbered years.

### 38.13 ALL OTHER RIGHTS AND BENEFITS

All other rights and benefits set out in the Collective Agreement shall continue to apply to those involved in the twelve (12) hour shift operations. It is recognized that either Party reserves the right to discuss the other rights and benefits if there is uncertainty as to the applicability to the twelve (12) hour shift employees.

38.14 If the Employer or Union, at the end of any calendar year is not satisfied with the efficiency and/or economics of the 12 hour shift, it may request consultation with the Union or Employer and in the absence of resolving the outstanding issue(s), it may revert to an eight (8) hour shift schedule provided six (6) months notice of such discontinuation of the twelve (12) hours shift is given.

## ARTICLE 39

### **\*SUMMER STUDENTS WORKING IN THE FORMER PUBLIC WORKS AND SERVICES DEPARTMENT**

#### PREAMBLE

This Article sets out the terms and conditions applying to employees who are Students Working in the Public Works and Services Department. Employees falling within the scope of this article shall only be entitled to the rights, benefits and working conditions of the Collective Agreement as specified by this Article. If an article from the main body of the agreement is not referenced in this article it does not apply.

CUPE Local 503 acknowledges that such work has not been previously performed by members of the Ottawa-Carleton Public Employees' Union, CUPE Local 503 and is not work of the bargaining unit as defined under the main body of the Collective Agreement.

Definitions – applicable

Recognition – applies as agreed

Definition of Student:

A person hired by the City of Ottawa under the Summer Student Program Guidelines to work in the PWS department for the period between April 1<sup>st</sup> and Labour Day each year.

Management Rights – applies

Responsibility of the Employer – applies

Responsibility of the Union – applies

Hours of Work:

A five (5) day work week, Monday to Sunday, eight (8) hours per day and forty (40) hours per week.

Students may be assigned alternate hours of work to match those of the Business Unit to which they are assigned.

\* Traffic Management and Operational Support – Traffic Counters, Senior Traffic Counters and Traffic Counter Supervisors Hours of Work:

Students will be scheduled, when weather permits, between the hours of 0645 and 2100 hours for a shift to be comprised of not more than a total of ten (10) paid hours. Work may be scheduled Monday to Saturday and may include a split shift. It is understood that there is no guarantee of a minimum number of hours of work.

Eating and Rest Period (Clause 5.4 and 5.5) – applies

\* Premium and Overtime:

No employee shall work overtime unless authorized by the employee's manager or a person delegated by the manager. Overtime shall be defined as time worked in excess of the normal work day or work week.

Leaves:

Employees will receive 4% vacation pay on each cheque.

Bereavement Leave – applies

Workplace Safety and Insurance:

Applicable as per the Workplace Safety and Insurance Act – applies

Probationary Period:

Newly hired students shall be on a probationary period not exceeding one season. During the probationary period, a student may have his or her employment terminated without recourse to the grievance procedure, save and except where the termination is arbitrary, discriminatory, or in bad faith.

Seniority:

Students shall be required to apply for any subsequent period of employment.

Students who apply to return, after successful completion of their probationary period, to the same classification will be re-employed based on seniority, subject to the availability of positions. Students returning to the same classification will be given priority over new applicants.

Students who apply to a different position, after successful completion of their probationary period, will be selected based on merit. If successful, the student will

be subject to a two (2) month trial period in the new position. If unsuccessful during the trial period, the student will be allowed to return to a vacant position in their former classification if a vacancy exists prior to the end of the season, otherwise the student may return the following season to the classification in which they completed their probationary period.

Students who refuse an offer of employment, who accept an offer of employment and then fail to report, or who choose to end their period of employment before completion (unless they have been granted an approved period of absence) shall not have any preferred standing with regards to re-employment.

Seniority will accumulate as of the first day worked but no earlier than April 1<sup>st</sup>, 2007.

Lay Off and Recall – applies within Student job classification only. The termination of employment at the normal end of the season does not constitute a lay-off.

Union Representation – applies

Grievance Procedure – applies

Arbitration Procedure – applies

Union Security – applies

Employee Review and Employee Files – applies

Contracting Out – applies

Health and Safety – applies

Arbitrations Respecting Amendments to the Collective Agreement – applies

Duration of Agreement – applies

Allowances/Reimbursements and Protection:

Students whose position requires travel within the City will be reimbursed in accordance with the City's policy on Local Transportation.

Clause 30.2 Legal Protection applies.

\* Clause 30.4 Protective Footwear

Summer students who return for a second consecutive summer season and who are required by the Employer to wear protective footwear shall be reimbursed for green patch footwear in the amount of one hundred dollars (\$100.00) during the second consecutive summer season.

Thereafter, reimbursement will occur every second summer season if the summer student returns for second consecutive summer seasons.

Allowance will be paid on the first pay period in August.

LOU #6: Alternative Dispute Resolution – applies

MOU re: duties of Students -- applies

Job Evaluation:

The City agrees to meet with the Union to discuss the results of the job evaluation review prior to finalization.

Hourly Rates of Pay:

	<u>Jan 1, 2012</u>	<u>Jan 1, 2013</u>
Pay Grade 3	\$11.551	\$11.772
Pay Grade 4	\$12.376	\$12.612
Pay Grade 5	\$13.202	\$13.454
Pay Grade 6	\$14.302	\$14.574
Pay Grade 7	\$15.402	\$15.696

## ARTICLE 40

### **CENTRAL AMBULANCE COMMUNICATION CENTRE**

#### PREAMBLE

This Article sets out the terms and conditions applying to employees performing work in the Central Ambulance Communication Centre (CACC). All CACC employees falling within the scope of this agreement shall be entitled to the rights, benefits and working conditions of the Collective Agreement except as modified by this Article. Unless stated otherwise, the modifications in this article replace the entire sub-article it references from the main body of this agreement as well as any other sub-article noted below as not being applicable to employees of the CACC.



CUPE Local 503 acknowledges that such work has not been previously performed by members of the CUPE Local 503.

CUPE Local 503 further agrees that in the event the Province of Ontario decides to have this work performed by a different third party contractor, in part or in whole, following the performance of said work under the terms of this Article, no grievance, complaint or action of any kind will be filed by CUPE Local 503 or any of its members claiming a violation of any provision of the Collective Agreement or related employment legislation alleging a restriction on the Employer's right to have such services performed under contract, based on or in relation to the performance of said work under this Article.

#### Hours of Work

The CACC is a twenty-four (24) hour service, seven (7) days per week.

Ambulance Communication Officers and Communications Supervisors will work a shift schedule of eight (8), ten (10) and/or twelve (12) hour shifts to a maximum of 80 hours in a pay period.

Administrative Support Staff will work thirty-five (35) hours per week, seven (7) hours per shift, Monday through Friday.

Employees shall be scheduled for one (1) thirty (30) minute unpaid meal break during their shift (if working a twelve (12) hour shift, employees shall be scheduled for two (2) thirty (30) minute unpaid meal breaks). All employees will receive two (2) fifteen (15) minute paid rest breaks.

This shift and vacation schedule for these employees shall be set in consultation with a scheduling working group which shall be established with similar terms of reference to the existing paramedic model.

Articles 5.2, 5.3, 5.7, 5.8 of the main body of the agreement do not apply.

Eating Period -- applies

## Premiums and Overtime

### Overtime

Overtime shall be paid at time and one-half of the regular rate after 70 hours per bi-weekly period for administrative support staff or 80 hours per bi-weekly period for Ambulance Communications Officers and Communications Supervisors or for hours worked before or after their scheduled shift.

### Premiums

Any employee required to work on a rotating shift basis, will receive a premium of 7% of the regular rate of pay for his/her classification for all shifts worked. Where the Employee works outside of 7am to 7pm the employee shall be paid the 7% premium for all regular hours worked provided that 50% or more of those regular hours fall between 7pm and 7am.

Those employees who are entitled to be in receipt of the 7% rotating shift premium are also entitled to that premium on operational overtime shifts. The premium does not apply to non-operational overtime. These paragraphs replace Clause 6.3.

Articles 6.1 (except 6.1.3), 6.2 and 6.3 apply.

### Leaves (All articles apply unless stated otherwise below)

Vacation -- Employees who were originally acquired from the Sisters of Charity may have a grandfathered entitlement to vacation. Otherwise, employees will accumulate vacation in accordance with the main body of this agreement.

\*Notification – Illness or Injury Absence - Employees who are absent from work due to illness or injury must make every reasonable effort to notify their immediate supervisor of such absence no later than two (2) hours prior to the employee's normal starting time on the day the employee begins his/her absence.

Probationary Period – applies however the probationary period for all new employees entering the bargaining unit shall be nine (9) months in recognition of the delays inherent in the formal training process as well as the need for significant on the job training for ambulance communication officers.

### Seniority

Seniority, as referred to in this Agreement, shall commence upon the date of hire with the City of Ottawa. Those employees who were originally acquired from the Sisters of Charity shall have a seniority date no earlier than December 1<sup>st</sup>, 2002.

The accumulation of seniority will be administered in accordance with the main body of this agreement.

### Job Postings and Selection

- (a) Selection of new employees shall be based upon Article 11.1.1 or Article 11.1.3 if applicable.
- (b) The trial period applies except the time period shall be a period of six (6) months.
- (c) The internal job postings relating to dispatch positions will expressly note the existence of different working terms and condition from those of the main unit.
- (d) Employees covered by this Article shall have access to compete for positions in accordance with Article 11 of the main body of the collective agreement.

Contracting Out – Not applicable

Salaries and Wages – Applies with below restrictions

The rates of pay for the positions are set out in the main body of this agreement. The rates of pay for the positions have been determined using the City of Ottawa's Job Evaluation/Pay Equity plan.

An employee hired as a Trainee Communication Officer will be trained to become a Communication Officer during a nine (9) month period. If the employee successfully completes the nine (9) month training period, the employee will be transferred to the position of Communication Officer and will be placed as step 1 of the pay grade of the Communication Officer.

Organizational or Technological Change: Applicable with the following restriction:

Employees exercising their bumping rights provided for in Article 25.6 can only be exercised in relation to other employees covered by these terms and conditions of employment in this article.

It is further agreed that the loss of the contract to operate the dispatch centre will not be deemed to trigger Article 25 entitlements.

Allowances/Reimbursements and Protection – Not applicable except as follows:

Transportation -- The Employer agrees to continue the existing practice of providing free parking to Employees where such parking is available free of charge to the Employer or at such cost as may be charged to the employer.

Mileage will be reimbursed as per the main body of this agreement.  
First aid/CPR training fees will be covered by the City and the training will be done during working hours.

Protective Clothing and Equipment -- applies

Paramedic Service Employees – Not applicable

Categories of Employees

Part-Time - Same as this Article save the following exceptions:

Hours of Work – Part-time employees will be scheduled for less than twenty-four (24) hours per week. Part-time employees who wish to be considered for work outside their regular shift shall advise the Employer of their availability on a bi-weekly basis.

Premiums - Where the Employee works outside of 7am to 7pm the employee shall be paid the 7% premium for all regular hours worked provided that 50% or more of those regular hours fall between 7pm and 7am.

Salaries and Wages - An employee hired as a Part-Time Trainee Communication Officer will be trained to become a Communication Officer during a twelve (12) month period. If the employee successfully completes the twelve (12) month training period, the employee will be transferred to the position of Communication Officer and will be placed as step 1 of the pay grade of the Communication Officer.

\* Acting Assignments

The Ambulance Communications Officers (ACO) assigned to temporarily perform the full duties of Communications Superintendents (Supervisors) shall be paid acting pay, provided the assignment is for a period of six (6) hours or more in a single shift. The acting pay would then be applicable to that entire shift only. This paragraph shall replace Article 27 (Acting Pay), Clause 27.1, paragraph 1 and the remainder of Article 27 shall apply.

The terms of the paragraph above shall remain in effect for as long as the Transfer Payment Agreement (TPA) between the Ministry of Health and Long Term Care (MOHLTC) and the Ottawa Paramedic Service exists. Should the TPA cease to exist,

the parties agree that clause 27.1, paragraph 1 would then apply.

The wearing of Communications Superintendents (Supervisors) epaulettes does not deem ACOs to be in an acting role, unless they are officially assigned the acting role. This assignment would be done on a per shift basis, as noted in the first paragraph above.

\*Uniforms

ACOs deemed qualified to act as Communications Superintendents (Supervisors) shall be required to wear Communications Superintendents (Supervisors) epaulettes at all times.

SIGNED AT OTTAWA, ONTARIO, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

**THE CITY OF OTTAWA**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

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## APPENDIX A

The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees of the Employer, including part-time, casual, and temporary employees save and except those persons specified below:

### EXCLUSIONS FROM SCOPE

1. All students except those covered in Article 39, employed during the school vacation period (April 1<sup>st</sup> to September 7<sup>th</sup>); \*
2. All persons employed in the Offices of the Mayor, Councilors and City Manager;
3. All persons employed in the Human Resources Department and Payroll Services;
4. One Administrative Assistant for each Deputy City Manager, General Manager, Director, City Clerk, City Treasurer, Chief Fire Services and Chief Ottawa Paramedic Services;
5. All persons who provide administrative and coordination support to Council, Boards and/or their Committees;
6. All budget analysts and budget officers involved in budget analysis related to labour relations issues;
7. All Volunteers; \* \*
8. Members of all other bargaining units at the City of Ottawa;
9. Any other persons excluded under the provisions of the Ontario Labour Relations Act.

#### Clarification Note:

Positions within the scope of this bargaining unit may:

- i) include responsibilities for supervision of activities of employees who report to the position and/or;

- ii) require employees to have professional memberships, degrees or equivalent credentials.

**Clarification note regarding volunteers:**

The parties agree that volunteers will not be used to replace or displace bargaining unit employees or otherwise, perform bargaining unit work; volunteers will not work as full or part-time paid staff equivalence nor will volunteers be deployed in any manner as replacement paid staff during any labour dispute which may occur between the Union and the Employer. Volunteers have a distinct but complimentary role to bargaining unit employees and will work collaboratively with the Union and the bargaining unit employees to fulfill that role.

**Clarification note regarding co-op students:**

Co-op students are excluded from the bargaining unit so long as they are employed pursuant to a recognized cooperative College or University, cooperative education program.

**Clarification Note:**

The Employer agrees that it will not move into the Professional bargaining unit, positions which are within the scope of this agreement or which fell within the scope of the CUPE Local 503 and 2187 bargaining units of the former City of Ottawa and Region of Ottawa-Carleton and which require employees to have elements of a “professional capacity”, unless otherwise agreed to by the parties, or unless there is a significant change to the scope of job responsibilities in the new city relating to the “professional capacity” of the position.

**Letter of Understanding:**

The parties agree that historically positions within the predecessor HR departments have been non-union and that the services provided by the new Employee Services Branch will include types of positions, which have been historically excluded. Accordingly, the parties agree that the type of position within the attached HR structure/services should be non-union.

However, if other non-historical HR services are added or transferred to Employee Services, the parties shall meet to review and agree upon the placement of such positions. If the parties cannot reach agreement, they will refer the issue to the Ontario Labour Relations Board for determination.

**Other Agreements on Scope:**



The parties agree that for new bargaining unit positions within the new City, or should the Employer propose to reclassify a union position within the new City and move the position from one bargaining unit to another, the Employer will provide all relevant information and a rationale for the proposed placement to the bargaining agents. Thereafter, the parties shall attempt to reach an agreement on the proposed placement.

If the parties are in agreement on the proposed placement, the position placement shall be confirmed and, where applicable, any affected incumbent employees notified of the position movement. In the circumstance where agreement is not reached regarding new positions or the proposed movement of a reclassified position, the Employer or either bargaining agent may make application to the OLRB under Section 99 for final position placement determination consistent with the terms and conditions of this agreement.

The parties agree that positions which are being proposed for movement will not be moved from the existing unit until the parties have reached agreement or appropriate placement of such position has been determined by the OLRB.

## APPENDIX B

### **LOCALIZED HOURS OF WORK PRACTICES**

Notwithstanding the provision of Article 6, the existing practices regarding the applicability of payment of premiums will continue for the following:

#### **Trail Road Landfill Site**

1. The standard daily working hours shall be eight (8) hours per day and scheduled between the hours of 6:30 am and 8 pm.
2. The standard work week shall be five (5) days scheduled between Monday and Saturday, except during the period between April and November the scheduled hours shall be between Monday and Sunday.
3. The Standard weekly hours shall be forty (40) hours per week.

#### **Employees working in Arenas, Pools, Community Centres and Community Halls within Real Property and Asset Management**

1. Schedules may include a four (4) day week, ten (10) hours per day, providing for 120 hours worked and nine (9) days off in a three-week period. Two of the three weeks will include consecutive days off.
2. Schedules may include a five (5) day week, eight (8) hours per day, providing for 120 hours worked and six (6) days off in a three-week period. Two of the three weeks will include consecutive days off.
3. Schedules may include a five (5) day week, eight (8) hours per day, providing for 80 hours worked and four (4) days off in a two-week period. At least one of the two weeks will include consecutive days off.
4. Employees' schedules may include both day and evening shifts, may include a half-hour lunch period, and that days off may vary in accordance with the shift schedule.
5. Saturday and Sunday may be scheduled by the Employer as normal working days.
6. The Employer will make all reasonable efforts to provide for two of the three weekends to include consecutive days off with Saturday and Sunday as the days of rest once in each three week cycle.

### **Lansdowne Park**

It is recognized that staggered working hours are necessary, varying the starting and quitting times within the park to meet the requirements of providing services and that it is agreed where staff is required to work for foreseeable events outside the normal working hours as defined in Article 5 such staggered working hours shall be mutually agreed upon by the Manager and the employees. However, no employee shall refuse to work staggered hours when requested to do so. All re-scheduled work which is to be performed on Saturday or Sunday or in which the majority of the hours worked falls between 7 pm to 7 am shall be subject to premiums as set out in Article 6.

### **Theatre Employees – Centrepointe, Cumberland and Shenkman Theatres**

The standard hours shall be an average of thirty-five (35) or forty (40) hours per week, with two consecutive days off. It is recognized that Saturday and Sunday may form part of the regular work week. Article 6, 6.1 shall apply only to the extent that the Employment Standards Act provisions are met.

### **Part-time Theatre Technicians – Orleans and Shenkman Theatre**

Part-time employees working as Theatre Technicians at the Orleans Theatre may work up to 35 hours per week, 70 hours averaged on a bi-weekly basis. Hours of work may be scheduled between the hours of 7:00 am and 12:00 am the following day. Overtime shall be defined as time worked in excess of ten (10) hours per day.

### **Stationary Engineers**

Certain Stationary Engineers work eight (8) hours per day while others work twelve (12) hours per day. Each will maintain their existing schedule.

### **Building Systems Technicians**

1. Standard hours of work for Building Systems Technicians is eighty (80) hours averaged over a bi-weekly period. Daily hours may include eight (8) hours per day or twelve (12) hours per day, or a combination thereof.
2. Eight (8) and twelve (12) hour shifts shall be paid at straight time.

### **Building System Technician, RPAM, 474 Elgin Street**

1. Standard hours of work shall be eight (8) hours per day, five (5) days per week and shall include four (4) twelve (12) hour day shifts every six weeks.
2. Twelve hour day shifts every six weeks shall be paid at straight time rates.

### **Part-time and Casual employees employed as Dental Assistants or Dental Receptionists**

The standard hours of work may be scheduled between 7:00 am and 9:00 pm., Monday to Friday and Saturday, between the hours of 8:30 a.m. to 4:30 pm.

### **Employees working in Employee and Financial Assistance – Youth Zone Jeunesse, 370 Catherine Street**

The standard hours of work are five (5) consecutive days per week, seven (7) hours per day, 35 hours per week between the hours of 7:00 am to 7:30 pm Monday to Friday and between the hours of 10:00 am to 6:00 pm on Saturday.

**Traffic and Parking Operations, Parking Operations Unit  
(Parking Meter Collectors, Meter Maintenance and Specialist, Automated Parking  
Systems)**

1. The standard daily working hours shall be eight (8) hours per day and scheduled between the hours of 6:00 am and 5:30 pm.
2. The standard work week shall be five (5) days scheduled normally between Monday and Friday. It is recognized that Saturday and Sunday may form part of the regular work week.
3. The Standard weekly hours shall be forty (40) hours per week.

**Drinking Water Services (Lemieux Island and Britannia)**

1. 40 hours per week employees

The standard weekly hours shall be forty (40) hours averaged over a two (2) week period.

2. 35 hours per week employees

The standard weekly hours shall be thirty-five (35) hours averaged over a two (2) week period.

**Traffic and Parking Operations, Signs and Pavement Markings, Painting Operation  
(Large Machine)**

1. An employee may be scheduled to work Monday to Friday. Schedules may include a four (4) day week, ten (10) hours per day or a five (5) day week, eight (8) hours per day.
2. Eight (8) and ten (10) hour shifts shall be paid at straight time.

**Parks, Recreation and Culture Department, Culture Branch Venues and Programs  
(Excluding Theatres)**

A five (5) day, thirty-five (35) or forty (40) hour week, seven (7) or eight (8) hours per day which will provide for two (2) consecutive days off. It is recognized that daily hours may vary but Article 6, Clause 6.1 shall apply only to the extent that the Employment Standards Act provisions are met or eighty (80) hours in a bi-weekly pay period are exceeded or the five (5) days per week are exceeded. The hours of work to be determined by the Employer.

**\*Public Health Department**

**Clinical Programs Branch, Sexual Health Center**

Program Assistants - The standard hours of work may be scheduled between the hours of 8 a.m. to 8 p.m. Monday to Friday and will average seventy (70) hours bi-weekly. At the Main Clinic (currently located at 179 Clarence St.) the standard hours of work may be amended to include Saturdays from 9am to 4:30pm. A scheduling rotational arrangement similar to the one being applied to determine the evening shifts at the Main Clinic will be applied to determine the schedule for Saturday Clinics. Should employees fail to agree on a scheduling arrangement for the Saturday Clinics, work will be assigned based on reverse order of seniority. The schedule shall include two (2) consecutive days off every other weekend unless mutually agreed otherwise between the Employer and the Union.

Laboratory Technicians - The standard hours of work may be scheduled between the hours of 8 a.m. to 9:30 p.m., 7 hours per day, 35 hours per week Monday to Friday with the exception of the Main Clinic (currently located at 179 Clarence St.). At the Main Clinic, the standard hours of work may be amended to include Saturdays from 9am to 4:30pm. The schedule shall include two (2) consecutive days off every other weekend unless mutually agreed otherwise between the Employer and the Union.

**\*Environmental Health Protection Branch, Communicable Disease Control and Outbreak Management Unit**

Program Assistants assigned to the School Immunization Clinics - Employees may be scheduled from 6:15 a.m. to 2:15 p.m. for three immunization clinic cycles per year. These cycles normally take place during the following months: September/October, November/December and April/May. The parties agree that the current practice of employees taking turns to work the early shift for about one (1) week during a cycle, for a total of about three (3) weeks annually, shall continue.

**\* Surface Water Management Services Branch, Laboratory Services Unit**

Laboratory Technologists 2 – The standard hours of work are 7 hours per day, 35 hours per week to be scheduled between the hours of 7 a.m. to 5 p.m. and may include Saturday and/or Sunday.

**\* Drinking Water Services Branch, Wastewater Services Branch and Business Services Branch** (Applicable to employees newly appointed to the below mentioned positions or employees who were notified of such hours of work requirements in their letter of offer or during the job competition process.)

- Customer Serviceperson – Meters
- Customer Serviceperson – First Response
- Supervisor First Response
- Sewer Operations Supervisor
- Sewer Foreperson
- Sewer Maintenance Worker
- Sewer Inspector

The standard hours of work are 8 hours per day, 40 hours per week to be scheduled between the hours of 7 a.m. to 11:00 p.m. and may include Saturday and/or Sunday.

## APPENDIX C

(a) Former Appendix 9 Positions:

- Cleaning Supervisor
- Therapeutic Equipment Foreperson
- Maintenance Foreperson
- Foreman II – Water

(b) As well as the following positions:

- Supervisor, Roads and Parks Maintenance
- Network Analyst
- Registered Medical Laboratory Technologist
- Collections Coordinator
- Senior Desk (Helpline) Analyst
- Coordinator, RIM Operations
- User Support Analyst

## APPENDIX D

- Lunch periods, I.G. Thorne, dated February 19, 1988
- One-half hour lunch, Macey, Mark et al, J. Emrich dated December 10, 1990
- Lunch Period, Osborne et al, W. Little dated December 15, 1986.

## APPENDIX E

### **REFERENCE TO HOURS OF WORK**

“Standard Hours of Work” shall be interchangeable with “Hours of Work”.

In relation to “working hours”; “working day”; “work day”; “work week”; the word “standard” shall be interchangeable with “normal”.

The following groups of employees who were uniquely identified in the former City of Ottawa and Regional Agreements now fall in the categories outlined below. All other employees shall be governed by Clauses 5.2 or Appendix B – Localized Hours of Work Practices.

\* 35-Hour/Week Salaried Employees

1. All Outside Salaried Office Day Staff (office staff whose function is associated directly with the administration of an outside operational function)

Other Salaried Employees and Non-shift Wage Employees

1. Recreation Branch (Program Staff)
2. Recreation Branch (Program Workers/Facility Assistants)
3. Parking Division – Operational Staff
4. Market Staff

Fixed-Shift Employees

1. Animal Control Officers; 7 hours per day.
2. License Inspectors who do not work a rotating shift; 7 hours per day.
3. Parking Control Officers who do not work a rotating shift; 7.5 hours per day.

Rotating Shift Employees

1. License Inspectors; 7 hours per day.
2. Parking Control Officers; 7.5 hours per day.

APPENDIX F

**PAY PLANS**

**Notes to Pay**

In relation to rate of pay the word “normal” will be interchangeable with the word “regular”.

**Salaries**

The hourly rate of pay is the official salary rate for all employees and the other rates of pay are for information purposes only.



- a) To calculate the bi-weekly rate of pay, multiply the hourly rate of pay by the standard weekly hours of work in accordance with Article 5.
- b) To calculate the daily rate of pay, multiply the hourly rate by the standard daily hours of work in accordance with Article 5.
- c) To calculate the four-weekly rate of pay, multiply the bi-weekly rate of pay by two (2).
- d) To calculate the annual rate of pay, multiply, the bi-weekly rate by twenty-six (26).

## APPENDIX G

### EQUIPMENT TABLES

#### Light Equipment (Pay Grade 7)

All terrain vehicles  
Asphalt grinders  
Asphalt saw – hand held  
Automobiles  
Passenger van  
Pickup truck (1/2, 3/4 or 1 ton, or crew cab) without attachment or trailers  
Walk behind asphalt saw  
Asphalt roller - walk behind  
Concrete/Asphalt – walk behind saw  
Walk behind sidewalk sweeper

#### Medium Equipment Operator (Pay Grade 9)

Pickup truck (1/2, 3/4 or 1 ton 4x4 or crew cab) with attachment or with trailer up to 1000 kgs  
Crew cab dump up to 1 ton without attachment or trailer  
Truck over 1 ton and up to 3 tons, without attachment or trailer  
Compactor- ride on  
Compressor and attachment  
Garbage compactor – rear entry  
Light duty fuel truck  
Motorized water craft  
Ride on mower – up to and including 72"  
Asphalt and landscape roller – ride on  
Sand cleaner  
Scissor man lift

#### Heavy Equipment Operator (Pay Grade 13)

Backhoe with loader attachment  
Boiler thawing machine  
Chipper  
Crew cab with trailer over 1000 kgs and up to 4600 kgs  
Crew cab dump over 1 ton without attachment or trailer  
Crew cab dump with attachment or with trailer up to 4600 kgs  
Tandem dump truck without attachment or trailer  
Truck over 1 ton, with attachment or with trailer up to 4600 kgs

Municipal tractor with or without attachment (bombardier, holder, trackless, farm tractor, etc.)  
Front end loader  
Garbage Compactor – driver  
Ride on Mower – Over 72" cut  
Plow truck or straight salt truck – single and tandem axle  
Sidewalk sweeper – ride on  
Single axle hoist truck  
Hot Box Operator – tow vehicle and propane license  
Flusher truck  
Water truck – 5 ton and over  
Roadway Sweeper – vacuum and mechanical

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### **Special Equipment (Pay Grade 15)**

Bucket truck  
Front End Loader with attachment plow, wing, blower  
Gradall and attachments  
Grader summer gravel road maintenance  
Grader winter – scraping residential streets & gravel roads, winging back, pulling snow  
Road Paint Truck  
Salt spreader combination unit – plow, wing and salt application  
Tandem crane truck  
Backhoe with bucket attachment – excavation of ditches, trenches or utility cuts  
Truck with trailer over 4600 kgs  
Wheeled snow blowers

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 1 JOB LIST**  
(BY PAY GRADE)

Pay Grade	Job Title	Position Type	Job Code
3	Child Care Housekeeper	Salary	10028056
3	Mtce Helper	Wage	10028688
6	Custodian	Wage	10028499
6	Housekeeping Food Srvc Attendant	Salary	10069318
6	Labourer	Wage	10028059
6	Labourer	Wage	10028058
7	Facilities Attendant	Wage	10028534
7	Labourer - Solid Waste	Wage	10028063
8	Asst, Traffic Control Devices Assembler	Wage	10028066
8	Mtce Worker, Signs & Pavement Marking	Salary	10071980
9	Billings Mtce & Grounds Worker	Wage	10065530
9	Driver/Messenger	Wage	10028069
9	Farm Hand	Wage	10028649
9	Food Srvc Attendant	Salary	10028073
9	Housekeeping Attendant	Salary	10028070
9	Ice Resurfacer Operator	Wage	10028634
9	Laundry Attendant	Salary	10028071
10	Lift Bridge Operator	Wage	10028057
10	Mtce Person I (Bldgs,Grounds & Chemicals)	Wage	10028061
11	Assistant Cook	Salary	10028096
11	Hairdresser	Salary	10028097
11	Mtce Worker 3	Wage	10028068
11	Parking Meter Collector	Wage	10028630
11	Relamper	Wage	10028078
11	Road Markings Painter	Wage	10028086
11	Sign Inventory Storekeeper	Wage	10028485
11	Storekeeper	Salary	10028090
11	Traffic Operations Technical Assistant	Wage	10028074
11	Water Meter Reader	Wage	10028075
12	Parking Meter Mtce Worker	Wage	10028065
12	Sign Screen Processor	Wage	10028417
12	Sr Water Meter Reader	Wage	10028089
12	Traffic Control Device Assembler	Wage	10028072
13	Crew Leader, Signs	Wage	10028087
13	Facilities Operator	Wage	10028535
13	Lansdowne Park HEO	Wage	10028495
13	Mtce Worker	Wage	10028118
13	Mtce Worker	Wage	10028471
13	Mtce Worker, Wastewater Pumping Stations	Wage	10028084
13	Sawmill Operator	Salary	10070984
13	Sewer Mtce Worker	Wage	10064690

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 1 JOB LIST**  
(BY PAY GRADE)

Pay Grade	Job Title	Position Type	Job Code
13	Trades Helper (Mech & Elec)	Wage	10028619
14	Asphalt Finisher	Wage	10058458
14	Equipment Repairer	Wage	10036830
14	Facilities Mtce & Inspection Assistant	Salary	10088846
14	Fleet Mtce Attendant	Salary	10058517
14	General Carpenter	Wage	10028109
14	Painter	Wage	10028092
14	Process Maintenance Worker	Salary	10094436
14	Reproduction Srvc Operator 3	Salary	10028108
14	Traffic Control Devices Mtce Worker	Salary	10059626
15	Concrete Finisher	Wage	10056993
15	Cook	Salary	10028111
15	Crew Leader, Line Markings Painter	Wage	10028491
15	Customer Serviceperson	Wage	10028463
15	Facilities Foreperson (RPAM)	Salary	10065963
15	Lead Hand, Traffic Control Devices	Wage	10028115
15	Lead Meter Collector	Salary	10064251
15	Leak Detector	Wage	10028472
15	Meter Laboratory Technician	Wage	10028475
15	Nursery Worker	Salary	10086140
16	Building System Technician	Salary	10028116
16	Mtce Operator	Salary	10065526
16	Parks Infra Inspector/Repairperson	Wage	10076801
16	Small Equipment Technician	Salary	10079344
16	Tree Worker	Wage	10028651
17	Crew Leader, Pavement Markings	Wage	10071984
17	Crew Leader, Roads & Parks	Wage	10028100
17	Facility Lead Hand	Wage	10028599
17	Foreperson	Wage	10028470
17	Foreperson Equestrian Park	Wage	10028650
17	General Carpenter	Wage	10060291
17	Lansdowne Facility Lead Hand	Wage	10028510
17	Sewer Foreperson	Wage	10028101
17	Utility Placement & Investigator	Wage	10066335
17	Welder	Wage	10028105
18	Crew Leader, Forestry	Salary	10056240
18	Crew Leader, Traffic Signals	Salary	10059708
18	Fleet Equipment Mechanic Welder	Salary	10058516
18	HVAC Technician (PBG Trades)	Wage	10060294
18	Hydrant Repair Shop Coordinator	Wage	10028121
18	Nursery Operator	Salary	10086315
18	Operator in Charge, Water Distribution	Wage	10077051
18	Plumber (g)	Wage	10054379

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 1 JOB LIST**  
(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
19	Crew Leader, Electrician	Wage	10065927
19	Crew Leader, Relamping	Salary	10069229
19	Electrician - Construction & Mtce	Wage	10028119
19	Electrician (PBG Trades)	Wage	10060292
19	Gas Fitter 1/Mtce Worker	Wage	10065269
19	Vehicle & Equipment Technician 1 - Fleet	Wage	10079295
19	Vehicle & Equipment Technician 2	Wage	10078216
20	Plumber/Steamfitter	Wage	10028122
21	Vehicle & Equipment Technician 3	Wage	10028123

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(BY PAY GRADE)

Pay Grade	Job Title	Position Type	Job Code
3	Filing Clerk	Salary	10028414
4	Administrative Clerk	Salary	10028694
4	General Support Clerk	Salary	10028129
5	Child Care Aide	Salary	10028512
5	Child Care Cook	Salary	10028140
5	Events Support Assistant	Salary	10055625
5	Parking Control Helper	Salary	10056425
5	Supply Teacher	Salary	10028139
6	Day Centre Assistant	Salary	10028461
6	Mail Clerk - 35 hrs	Salary	10028415
6	Mail Clerk - 40 hrs	Salary	10088655
7	Administrative Clerk	Salary	10028181
7	Clerk, Clinic Reception	Salary	10028393
7	Dental Assistant	Salary	10028396
7	Equipment & Supply Technician	Salary	10028525
7	Office Clerk	Salary	10028136
7	Personal Support Worker	Salary	10028165
7	Translation Intake Clerk	Salary	10028652
8	Accounts Clerk	Salary	10028198
8	Administrative Assistant	Salary	10028219
8	Administrative Assistant	Salary	10028696
8	Administrative Assistant	Salary	10028182
8	Administrative Clerk	Salary	10028436
8	Administrative Clerk	Salary	10028146
8	Administrative Clerk	Salary	10028201
8	Administrative Clerk	Salary	10028189
8	Administrative Clerk	Salary	10028518
8	Administrative/Mail Clerk	Salary	10028195
8	Assistant, Volunteer Srvc	Salary	10070193
8	Attendant, Central Reception U	Salary	10028404
8	Booking Srvc Clerk	Salary	10080149
8	Client Srvc Clerk	Salary	10028207
8	Customer Srvc/Booking Clerk	Salary	10028584
8	Data Clerk	Salary	10028427
8	Data Control Clerk	Salary	10028398
8	Dental Receptionist/Assistant	Salary	10028403
8	Division Clerk, Traffic Operations	Salary	10058871
8	Environmental Services Clerk	Salary	10094969
8	Family Visitor	Salary	10028450
8	GIS Data Technician	Salary	10028167
8	IRIS Data Clerk	Salary	10028395

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**

(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
8	LTC Support Clerk	Salary	10062219
8	Markets Clerk	Salary	10028655
8	Network Operations Technician	Salary	10028210
8	Prg Assistant	Salary	10028469
8	Receptionist/Clerk	Salary	10028131
8	Receptionist/Clerk, Purchasing	Salary	10028444
8	Resource Clerk	Salary	10028401
8	Scale Attendant - Solid Waste	Salary	10028177
8	Senior Mail Clerk	Salary	10090786
8	Sr Environmental Srvc Attendant	Salary	10069316
8	Technical Records Clerk	Salary	10028453
8	Traffic Collision Clerk	Salary	10028162
9	Accounts Payable Clerk	Salary	10087581
9	Administrative Assistant	Salary	10028215
9	Child Care Teacher I	Salary	10028248
9	Claims Administrative Clerk	Salary	10042013
9	Communications Assistant	Salary	10028425
9	Customer Srvc Clerk	Salary	10028516
9	Dental Claims Clerk	Salary	10086258
9	Finance Clerk	Salary	10028519
9	Fire Shift Scheduler	Salary	10081161
9	Inquiry Clerk (Day)	Salary	10028172
9	Inventory Control Clerk	Salary	10028511
9	Materials Mgmt Clerk	Salary	10028454
9	Operations Clerk	Salary	10067645
9	Operations Support Clerk	Salary	10028440
9	Permit Clerk	Salary	10028231
9	Prg Administrative Clerk	Salary	10028241
9	Prg Support Clerk, MMS & Payroll	Salary	10069190
9	Public Training Instructor	Salary	10083791
9	Purchasing/Stores Clerk	Salary	10028441
9	Reports Coord	Salary	10028666
9	Shelter Support Worker	Salary	10028164
9	Sr Administrative Clerk	Salary	10028255
9	Storekeeper - Materials	Salary	10028206
9	Surveys & Mapping Administrative Clerk	Salary	10028128
9	Surveys & Mapping Clerk	Salary	10028211
9	Team Lead, Print Production Srvc	Salary	10094757
9	Tech Clerk, Traffic Inquiry Mgmt System	Salary	10064785
10	311 Contact Centre Agent	Salary	10028173
10	Administrative Clerk	Salary	10028218
10	Administrative Clerk	Salary	10028153
10	Assistant, Patron Srvc	Salary	10038115



\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**

(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
10	Assistant, Records & Bus App Support	Salary	10090464
10	By-Law Srvc Assistant	Salary	10028533
10	Child Care Teacher II	Salary	10028272
10	Circulation Clerk	Salary	10028616
10	City Wide Allocations Clerk	Salary	10028607
10	Client Srvc Centre Representative	Salary	10028546
10	Client Srvc Clerk - POA	Salary	10028539
10	Clinical Secretary	Salary	10028428
10	Clk IT Infra or Clk Enterprise App Mgmt	Salary	10066162
10	Consolidations Clerk	Salary	10028617
10	Coord, Vaccine Prg	Salary	10066506
10	Customer Srvc Clerk	Salary	10028600
10	Customer Srvc Clerk	Salary	10028262
10	Dental Prg Assistant	Salary	10064777
10	Environmental Services Officer	Salary	10028613
10	Field Support Coord	Salary	10077055
10	Fleet Mtce Srvc Coord	Salary	10028608
10	Information Management Assistant	Salary	10028517
10	Information Mgmt Operations Clerk	Salary	10028593
10	Insurance Assistant	Salary	10042014
10	Insurance Clerk	Salary	10028447
10	Junior Inspector, Traffic Mgmt	Salary	10071867
10	Prg Administrative Assistant	Salary	10064307
10	Prg Support Clerk	Salary	10028554
10	Reference Room Assistant	Salary	10065531
10	Registered Practical Nurse (Health)	Salary	10028408
10	Right of Way, Technical Clk	Salary	10080528
10	Sewer Use Prg Clerk	Salary	10028601
10	Shift Scheduler	Salary	10028524
10	Sign Designer/Fabricator	Wage	10028261
10	Special Event Approvals Clerk	Salary	10072455
10	Specialist, Automated Parking Systems	Wage	10028627
10	Sr Purchasing Clerk	Salary	10028443
10	Srvc Desk Clerk	Salary	10028265
10	Support Assistant, Child Care Subsidy	Salary	10076652
10	Survey Technician 1	Salary	10028247
10	Team Leader, Mail Srvc	Salary	10082851
10	Tech Records Clk, Infra Mgmt	Salary	10079103
10	Technician, RF Water Meter Reading Syst	Salary	10086461
10	Traffic Signing Coord	Salary	10028099
10	Training Assistant	Salary	10036033
10	Utility Coord Administrator	Salary	10028138
10	Veterinary Technician	Salary	10028684

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**

(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
10	Weighscale Administrative Clerk	Salary	10028456
11	Accounting Clerk	Salary	10028168
11	Activities Coord - LTC	Salary	10028347
11	Administrative Asst/Training Coord	Salary	10071780
11	Administrator, Prg Support POA	Salary	10074070
11	Asst, ROW By-Law	Salary	10079489
11	By-Law Dispatch Officer	Salary	10060758
11	Circulation Clerk, Design Review	Salary	10080344
11	Clerk, Construction Srvc Div	Salary	10028196
11	Client Srvc Rep First Attendance Facility	Salary	10065200
11	Committee of Adjustment Technical Clerk	Salary	10028253
11	Contract Compliance Inspector	Salary	10074073
11	Control Clerk, Traffic Operations	Salary	10059711
11	Coord, Facilities Support	Salary	10028595
11	Coord, Small Move Prj	Salary	10059012
11	Coord, Warehouse	Salary	10028455
11	Drafting Technician	Salary	10028170
11	Emergency Mgmt Administrative Clerk	Salary	10028174
11	Facilities & Special Events Coord	Salary	10028191
11	Financial Srvc Technician	Salary	10028281
11	Fleet Inventory Control Clerk	Wage	10081943
11	Inspector	Wage	10028473
11	Intake Specialist, ASU	Salary	10058463
11	Laboratory Administrative Technician	Salary	10073532
11	Laboratory Sample Technician	Salary	10080901
11	Legal Administrative Clerk	Salary	10028157
11	Legal Assistant	Salary	10028185
11	Legislation Clerk	Salary	10028615
11	MH/OW Child Care Verification Specialist	Salary	10077676
11	Move Scheduler, ITS	Salary	10089879
11	Municipal Flt Commercial Repair Coord	Salary	10078458
11	Office Unit Leader	Salary	10028313
11	Officer, Real Estate Leasing & Valuation	Salary	10096060
11	Parking Control Officer	Salary	10028632
11	Parking Ops Control Clk	Salary	10078620
11	Program Clerk, Environmental Services	Salary	10073014
11	Public Health Inspector Trainee	Salary	10056846
11	Quality Improvement & Records Technician	Salary	10067844
11	Quality Improvement Technician	Salary	10028542
11	Registered Practical Nurse (LTC)	Salary	10028276
11	Registered Practical Nurse, Parks & Rec	Salary	10082202
11	Rehabilitation Assistant	Salary	10028280
11	Sr Accounts Clerk	Salary	10028235

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**

(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
11	Sr ISCIS Clerk	Salary	10055434
11	Staffing Coord, LTC	Salary	10028230
11	Systems & Resource Support Worker	Salary	10028190
11	Telecommunications Srvc Assistant	Salary	10066161
11	Weekend Team Lead	Salary	10028594
12	Advanced Public Training Instructor	Salary	10060756
12	Analyst, Telecommunications App's Supp	Salary	10073361
12	Analyst, Theatre Prg	Salary	10028586
12	Analyst, Traffic Monitor & Signal Ctrl Sys	Salary	10028318
12	Archives Assistant	Salary	10072403
12	Arts Comm & Graphics Asst	Salary	10078929
12	Assistant, Equipment Operator Trainer	Wage	10028693
12	Building Technical Clerk	Salary	10028678
12	Buyer	Salary	10028442
12	Communications Officer	Salary	10028597
12	Compliance Reports Officer 1	Salary	10053415
12	Coord, Booking Srvc	Salary	10057054
12	Digital Cartographic Designer	Salary	10028353
12	FDM-RMS Support Technician	Salary	10076770
12	Field Technician - Sewer Use Prg	Salary	10059595
12	Field Technician Water Supply	Salary	10028563
12	Finance Officer	Salary	10028457
12	Financial Specialist I, Revenue	Salary	10079578
12	Functional Planning Technologist	Salary	10028431
12	GIS Operations Technician	Salary	10088028
12	GIS Technician	Salary	10028426
12	Graphic Designer	Salary	10028449
12	Health Graphics Designer	Salary	10028464
12	Information Officer, Right of Way	Salary	10055361
12	Infrastructure Mapping Technician	Salary	10028307
12	Infrastructure Technician- Structures	Salary	10028314
12	IT Buyer & Asset Specialist	Salary	10028213
12	Junior Investigator	Salary	10028582
12	Officer, Development Information	Salary	10028543
12	Officer, Research & Tech Assistance	Salary	10028590
12	Officer, Traffic Operations Support	Salary	10058510
12	Operational Data Analyst	Salary	10090780
12	Operations Technician	Salary	10067647
12	Process Operator	Salary	10028203
12	Rent Supplement Agent	Salary	10028555
12	Securities Administrator	Salary	10028577
12	Spvr, Roads & Parks Mtce	Wage	10028381
12	Survey Data Technician	Salary	10028169

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**

(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
12	Systems Control Administrator	Salary	10028180
12	Team Lead POA/Court Srvc	Salary	10058520
12	Team Lead, Environmental Services	Salary	10085300
12	Team Lead, Purchasing	Salary	10057499
12	Technical Analyst - Data Srvc	Salary	10028484
12	Technologist, Monitoring & Evaluation	Salary	10028250
12	Title Searcher	Salary	10028142
12	Traffic Assessment Investigator	Salary	10028208
12	Verification Specialist	Salary	10028266
12	Visual Resource Officer	Salary	10028657
12	Water Quality Field Technician	Salary	10028238
12	Work Activity Coord	Salary	10028573
13	Analyst, Mtce Mgmt Support	Salary	10028611
13	Budget Officer	Salary	10072692
13	Building Official I	Salary	10028675
13	Communications Trainer & Officer	Salary	10067644
13	Coord, RF Water Meter Reading Systems	Salary	10086429
13	Coord, Spay/Neuter Clinic	Salary	10028692
13	Coord, Traffic Signal	Salary	10061039
13	Coord, Water System	Wage	10028480
13	CSSD Business Support Officer	Salary	10094306
13	Day Centre Coord	Salary	10028354
13	Departmental Accommodations Coord	Salary	10028407
13	Diesel Mechanic/Operator	Salary	10028126
13	Environmental Technologist	Salary	10028334
13	Equipment Operator Trainer	Salary	10028416
13	Event Srvc Coord	Salary	10028501
13	Financial Analyst	Salary	10028202
13	Food Srvc Spvr	Salary	10028344
13	Gas Fitter 1/Refrigeration Mechanic	Salary	10067832
13	Head Riding Instructor	Salary	10028641
13	Home Mgmt Counsellor	Salary	10028299
13	Home Visitor	Salary	10028243
13	Industrial Electrician/Operator	Salary	10028125
13	Industrial Millwright/Operator	Salary	10028120
13	Inspector/Contract Coord	Salary	10028257
13	Instrumentation Technician	Salary	10028301
13	Municipal Address/Sign Officer	Salary	10028557
13	Municipal Fleet Warranty Administrator	Salary	10055007
13	Opr/Elec/Mechanic - WWC	Salary	10028295
13	Parking Operations Inspector	Salary	10090240
13	Photographic Archives Officer	Salary	10028642
13	PRCS Business Support Officer	Salary	10085440

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(BY PAY GRADE)

Pay Grade	Job Title	Position Type	Job Code
13	Prg Coord, Community Arts	Salary	10028640
13	Primary Care Paramedic-40	Salary	10087250
13	Primary Care Paramedic-42	Salary	10028522
13	Process Operator/Mechanic/Electric	Salary	10028269
13	Public Health Business Support Clerk	Salary	10028564
13	Registered Medical Laboratory Tech	Salary	10034465
13	Remote Facilities Operator	Salary	10028095
13	Senior Accounts Payable Clerk	Salary	10090520
13	Sewer Inspector	Wage	10028258
13	Special Events Administrative Officer	Salary	10087560
13	Special Events Paramedic	Salary	10065267
13	Specialist Therapeutic Rec	Salary	10028646
13	Specialist, IT/IM Training	Salary	10055842
13	Spvr, Contracts & Traffic Ops	Salary	10079292
13	Spvr, On- Street and Lot Mtce	Wage	10028093
13	Sr By-Law Administrative Officer	Salary	10085414
13	Srvc Desk Analyst	Salary	10028568
13	Technical Coord, Printing Srvc	Salary	10055841
13	Technical/Computer Advisor	Salary	10028558
13	Telecommunications Analyst	Salary	10028424
13	Treasury Analyst	Salary	10028614
13	Zone Spvr, Traffic Operations	Wage	10028303
14	Building Controls Technician	Salary	10060295
14	Business Analyst, Auto Stores	Salary	10028562
14	By-Law Enforcement Officer	Salary	10028532
14	Case Coord	Salary	10028351
14	Children's Srvc's App Support Specialist	Salary	10076653
14	Compliance Reports Officer II	Salary	10036986
14	Coord, Building System Mtce	Salary	10028342
14	Coord, Child Care Subsidy	Salary	10076651
14	Coord, Departmental Fleet & Equipment	Salary	10096427
14	Coord, RIM Prg Support	Salary	10028592
14	Coord, Road Safety Data Systems	Salary	10028184
14	Coord, Technical Srvc Agreement	Salary	10058930
14	Drafting Technician	Salary	10028143
14	Employment Specialist	Salary	10036676
14	Eng Technologist - Prg & Tech Support	Salary	10097608
14	Engineering Technologist, Wastewater	Salary	10087835
14	Finance Specialist II	Salary	10028551
14	Financial Specialist II, Revenue	Salary	10079579
14	Flow Monitoring Technologist	Salary	10028466
14	Infrastructure Approvals Technologist	Salary	10028576
14	Inspector, Road Cut Reinstate	Wage	10028357

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**

(BY PAY GRADE)

Pay Grade	Job Title	Position Type	Job Code
14	Inspector, Road Rehab Prj	Salary	10069779
14	Instrumentation Technologist	Salary	10028300
14	Inventory Analyst Auto Stores	Salary	10028561
14	Legal Conveyancer	Salary	10028298
14	Network Analyst	Salary	10028589
14	Officer, Court Finance	Salary	10028536
14	Officer, Education/Interpret Prg	Salary	10028618
14	Ontario Works Child Care Coordinator	Salary	10077726
14	Paramedic Supt, Logistics	Salary	10028575
14	Parking Studies Technologist	Salary	10084724
14	PH Applications Support Specialist	Salary	10079640
14	Predictive Mtce Technologist	Salary	10028486
14	Programmer Analyst	Salary	10028291
14	QA Technician	Salary	10028239
14	RAI-MDS Application Support Specialist	Salary	10080536
14	Registrar, Collections	Salary	10084727
14	Resident Care Srvc Worker	Salary	10036806
14	Solid Waste Technologist	Salary	10028339
14	Specialist, Business Applications Support	Salary	10075776
14	Spvr, Production Srvc	Salary	10028660
14	Spvr, Purchasing/Stor	Salary	10028232
14	Spvr, Water Meter Reader	Salary	10028286
14	Structural Design Technologist	Salary	10028308
14	Survey & Mapping Technologist	Salary	10028439
14	Survey Technologist	Salary	10028355
14	System Analyst, Traffic Operations	Salary	10028297
14	Technologist, Transport Review & Design	Salary	10028679
14	Title Research Technologist	Salary	10052271
14	Traffic Assessment Technologist	Salary	10058228
14	Waste Mgmt Inspector	Salary	10028337
14	Wkg Spvr-Licensed Mechanic	Wage	10028127
15	Advanced Care Paramedic-40	Salary	10087249
15	Advanced Care Paramedic-42	Salary	10028523
15	Biomedical Engineer Technologist	Salary	10028547
15	BSI Trainer	Salary	10080619
15	Case Presenting Officer	Salary	10055758
15	Case Reviewer	Salary	10075985
15	Collections Officer	Salary	10028379
15	Compliance Officer Sewer - Use Prg	Salary	10028336
15	Contract Management Officer	Salary	10076657
15	Coord, Forestry Field Operations	Salary	10094594
15	Coord, Safety Improvement Prg	Salary	10028310
15	Coord, Traffic Information Data	Salary	10028256

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**

(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
15	Curator of Collections	Salary	10028644
15	Deputy Secretary-Treasurer	Salary	10052018
15	Design Technologist (Infrastructure Prj)	Salary	10028364
15	Electronic Control Systems Technologist	Wage	10028333
15	Engineering Technologist	Salary	10028540
15	Forestry Inspector	Salary	10028625
15	Group Lead - Srvc Desk	Salary	10028569
15	Insp, Drainage System Mtce & Operation	Salary	10077318
15	Inspector, Right-of-Way	Salary	10028621
15	Intermediate Claims Investigator	Salary	10028587
15	Laboratory Technologist 2	Salary	10028325
15	Law Clerk	Salary	10028289
15	Legal Risk Analyst	Salary	10095426
15	Maintenance Planner, ESD	Salary	10094945
15	Mtce Planner	Salary	10028521
15	Office Spvr	Salary	10028341
15	Paramedic Supt Communications	Salary	10028598
15	Prg Administrator, Special Needs	Salary	10028645
15	Prj Coord, Water Distribution	Salary	10076871
15	Prj Mgmt Srvc Technologist	Salary	10028292
15	Prj Mgmt Technician	Salary	10028374
15	Process Technologist	Salary	10028283
15	SCADA Systems Technologist	Salary	10028360
15	Shift Spvr, Call Centre	Salary	10028527
15	Sign Shop Spvr	Wage	10028264
15	Signal Design Technician	Salary	10028227
15	Spvr, Business Srvc	Salary	10028529
15	Spvr, Dental Support Srvc	Salary	10087372
15	Spvr, Patron Srvc	Salary	10028689
15	Spvr, Right of Way Permits & Appl	Salary	10028605
15	Spvr, Satellite Centre	Salary	10028528
15	Sr Drafting Technician	Salary	10028160
15	Sr Graphics Designer	Salary	10028448
15	Sr Operator Electrical/Mechanical	Salary	10028556
15	Sr Process Operator	Salary	10028251
15	Team Lead, Applications Screening Unit	Salary	10058067
15	Technical Assistant (Prj Officer)	Salary	10028371
15	Technologist, Communication and Video	Salary	10078132
15	Traffic Signal Plant Inspector	Salary	10028487
15	Water Quality Technologist	Salary	10028246
16	Accessibility Inventory Officer	Salary	10028588
16	Analyst, Financial/Budget	Salary	10062403
16	Construction Technician	Salary	10028624

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**

(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
16	Coord, Operations Construction	Wage	10028375
16	Coord, Road Rehab Prj	Salary	10069778
16	Coord, School Zone Traffic Safety Prg	Salary	10028226
16	Coord, Stormwater Facility Ops	Salary	10055431
16	Coord, Technical Srvc	Salary	10028477
16	Eng Technologist, Lateral Programs	Salary	10028623
16	Facilities Spvr	Salary	10028567
16	Functional Planning Tech 2	Salary	10028432
16	Legal Risk Officer	Salary	10081207
16	Mtce Spvr	Wage	10028361
16	Prj Coord, Municipal Drainage	Salary	10028574
16	Prj Coord, Street Lighting	Salary	10028566
16	Process Spvr	Salary	10028284
16	Property Standards/Zoning Officer	Salary	10028545
16	Prosecutor	Salary	10028538
16	Public Health Inspector	Salary	10028412
16	Recreation Spvr 1	Salary	10068439
16	Rehabilitation Technologist	Salary	10028193
16	Spvr, Child Care Center	Salary	10028376
16	Spvr, Family Residential Srvc	Salary	10028553
16	Spvr, Site & Admin Support Srvc	Salary	10079500
16	Spvr, Traffic Signals Installations	Wage	10028338
16	Sr Drafting Technologist	Salary	10028610
16	Traffic Operational Studies Officer	Salary	10079912
16	Zoning Plan Examiner	Salary	10028674
17	Building Code Enforcement Officer	Salary	10028669
17	Building Official II	Salary	10028671
17	Building Official Specialist	Salary	10052019
17	Coord, RIM Operations	Salary	10028565
17	Development Agreement Officer	Salary	10080447
17	Electronic Technologist Spvr	Wage	10028377
17	Electronic Technologist Spvr, Comm Video	Salary	10028340
17	Eligibility Review Officer	Salary	10028373
17	Family Support Worker	Salary	10028331
17	Officer, Planning Approvals	Salary	10028438
17	Quality Assurance Specialist	Salary	10028372
17	Recreation Spvr 2	Salary	10068440
17	Spvr, Building Systems Mtce	Salary	10079466
17	Spvr, Facilities Mgmt	Salary	10028580
17	Spvr, Permits & Data Srvc	Salary	10064689
17	Spvr, Water Treatment Mtce	Salary	10028596
17	Sr Laboratory Technologist	Salary	10028362
17	Sr Prj Coord	Salary	10028549



\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(BY PAY GRADE)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
17	Traffic Control System Technologist	Salary	10028335
17	Water Resource Analyst	Salary	10028252
18	Capital Financing Analyst	Salary	10028273
18	Spvr, By-Law Enforcement	Salary	10028633
18	Spvr, Drainage System Mtce & Operation	Salary	10073364
18	Spvr, First Response	Salary	10091998
18	Spvr, Landfill Operations	Salary	10077772
18	Spvr, Linear Systems	Salary	10091997
18	Spvr, Sewer Inspections	Salary	10028368
18	Spvr, WW Maintenance & Process	Salary	10091995
18	Sr Claims Investigator	Salary	10028572
18	Supt, Facilities (Sportsplex)	Salary	10052272
18	Zone Spvr	Salary	10028541
19	Building Official III	Salary	10028672
19	Collections Coord	Salary	10028620
19	Officer, Infrastructure Approvals	Salary	10028560
19	Officer, Right of Way Approvals	Salary	10028604
19	Spvr, Public Health Inspection	Salary	10069750
19	Spvr, Road Rehabilitation Prj	Wage	10028514
19	Spvr, Sewer Use Compliance	Salary	10088027
19	Spvr, Streetlighting Asset Mgmt	Salary	10063866
19	Spvr, Traffic Mgmt Inspections	Wage	10057032
19	Spvr, Wastewater Process Control	Salary	10091996
19	Spvr, Water Production	Salary	10091999
19	Structural Appraisal Technologist	Salary	10028332

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 1 JOB LIST**

(ALPHABETICAL LISTING)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
14	Asphalt Finisher	Wage	10058458
11	Assistant Cook	Salary	10028096
8	Asst, Traffic Control Devices Assembler	Wage	10028066
9	Billings Mtce & Grounds Worker	Wage	10065530
16	Building System Technician	Salary	10028116
3	Child Care Housekeeper	Salary	10028056
15	Concrete Finisher	Wage	10056993
15	Cook	Salary	10028111
19	Crew Leader, Electrician	Wage	10065927
18	Crew Leader, Forestry	Salary	10056240
15	Crew Leader, Line Markings Painter	Wage	10028491
17	Crew Leader, Pavement Markings	Wage	10071984
19	Crew Leader, Relamping	Salary	10069229
17	Crew Leader, Roads & Parks	Wage	10028100
13	Crew Leader, Signs	Wage	10028087
18	Crew Leader, Traffic Signals	Salary	10059708
6	Custodian	Wage	10028499
15	Customer Serviceperson	Wage	10028463
9	Driver/Messenger	Wage	10028069
19	Electrician - Construction & Mtce	Wage	10028119
19	Electrician (PBG Trades)	Wage	10060292
14	Equipment Repairer	Wage	10036830
7	Facilities Attendant	Wage	10028534
15	Facilities Foreperson (RPAM)	Salary	10065963
14	Facilities Mtce & Inspection Assistant	Salary	10088846
13	Facilities Operator	Wage	10028535
17	Facility Lead Hand	Wage	10028599
9	Farm Hand	Wage	10028649
18	Fleet Equipment Mechanic Welder	Salary	10058516
14	Fleet Mtce Attendant	Salary	10058517
9	Food Srvc Attendant	Salary	10028073
17	Foreperson	Wage	10028470
17	Foreperson Equestrian Park	Wage	10028650
19	Gas Fitter 1/Mtce Worker	Wage	10065269
14	General Carpenter	Wage	10028109
17	General Carpenter	Wage	10060291
11	Hairdresser	Salary	10028097
9	Housekeeping Attendant	Salary	10028070
6	Housekeeping Food Srvc Attendant	Salary	10069318
18	HVAC Technician (PBG Trades)	Wage	10060294
18	Hydrant Repair Shop Coordinator	Wage	10028121
9	Ice Resurfacers Operator	Wage	10028634

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 1 JOB LIST**  
(ALPHABETICAL LISTING)

Pay Grade	Job Title	Position Type	Job Code
6	Labourer	Wage	10028059
6	Labourer	Wage	10028058
7	Labourer - Solid Waste	Wage	10028063
17	Lansdowne Facility Lead Hand	Wage	10028510
13	Lansdowne Park HEO	Wage	10028495
9	Laundry Attendant	Salary	10028071
15	Lead Hand, Traffic Control Devices	Wage	10028115
15	Lead Meter Collector	Salary	10064251
15	Leak Detector	Wage	10028472
10	Lift Bridge Operator	Wage	10028057
15	Meter Laboratory Technician	Wage	10028475
10	Mtce Person I (Bldgs, Grounds & Chemicals)	Wage	10028061
3	Mtce Helper	Wage	10028688
16	Mtce Operator	Salary	10065526
13	Mtce Worker	Wage	10028118
13	Mtce Worker	Wage	10028471
11	Mtce Worker 3	Wage	10028068
8	Mtce Worker, Signs & Pavement Marking	Salary	10071980
13	Mtce Worker, Wastewater Pumping Stations	Wage	10028084
18	Nursery Operator	Salary	10086315
15	Nursery Worker	Salary	10086140
18	Operator in Charge, Water Distribution	Wage	10077051
14	Painter	Wage	10028092
11	Parking Meter Collector	Wage	10028630
12	Parking Meter Mtce Worker	Wage	10028065
16	Parks Infra Inspector/Repairperson	Wage	10076801
18	Plumber (g)	Wage	10054379
20	Plumber/Steamfitter	Wage	10028122
14	Process Maintenance Worker	Salary	10094436
11	Relamper	Wage	10028078
14	Reproduction Srvc Operator 3	Salary	10028108
11	Road Markings Painter	Wage	10028086
13	Sawmill Operator	Salary	10070984
17	Sewer Foreperson	Wage	10028101
13	Sewer Mtce Worker	Wage	10064690
11	Sign Inventory Storekeeper	Wage	10028485
12	Sign Screen Processor	Wage	10028417
16	Small Equipment Technician	Salary	10079344
12	Sr Water Meter Reader	Wage	10028089
11	Storekeeper	Salary	10028090
13	Trades Helper (Mech & Elec)	Wage	10028619
12	Traffic Control Device Assembler	Wage	10028072
14	Traffic Control Devices Mtce Worker	Salary	10059626

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 1 JOB LIST**  
(ALPHABETICAL LISTING)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
11	Traffic Operations Technical Assistant	Wage	10028074
16	Tree Worker	Wage	10028651
17	Utility Placement & Investigator	Wage	10066335
19	Vehicle & Equipment Technician 1 - Fleet	Wage	10079295
19	Vehicle & Equipment Technician 2	Wage	10078216
21	Vehicle & Equipment Technician 3	Wage	10028123
11	Water Meter Reader	Wage	10028075
17	Welder	Wage	10028105

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
10	311 Contact Centre Agent	Salary	10028173
16	Accessibility Inventory Officer	Salary	10028588
11	Accounting Clerk	Salary	10028168
8	Accounts Clerk	Salary	10028198
9	Accounts Payable Clerk	Salary	10087581
11	Activities Coord - LTC	Salary	10028347
8	Administrative Assistant	Salary	10028219
8	Administrative Assistant	Salary	10028696
8	Administrative Assistant	Salary	10028182
9	Administrative Assistant	Salary	10028215
11	Administrative Asst/Training Coord	Salary	10071780
4	Administrative Clerk	Salary	10028694
7	Administrative Clerk	Salary	10028181
8	Administrative Clerk	Salary	10028436
8	Administrative Clerk	Salary	10028146
8	Administrative Clerk	Salary	10028201
8	Administrative Clerk	Salary	10028189
8	Administrative Clerk	Salary	10028518
10	Administrative Clerk	Salary	10028218
10	Administrative Clerk	Salary	10028153
8	Administrative/Mail Clerk	Salary	10028195
11	Administrator, Prg Support POA	Salary	10074070
15	Advanced Care Paramedic-40	Salary	10087249
15	Advanced Care Paramedic-42	Salary	10028523
12	Advanced Public Training Instructor	Salary	10060756
16	Analyst, Financial/Budget	Salary	10062403
13	Analyst, Mtce Mgmt Support	Salary	10028611
12	Analyst, Telecommunications App's Supp	Salary	10073361
12	Analyst, Theatre Prg	Salary	10028586
12	Analyst, Traffic Monitor & Signal Ctrl Sys	Salary	10028318
12	Archives Assistant	Salary	10072403
12	Arts Comm & Graphics Asst	Salary	10078929
12	Assistant, Equipment Operator Trainer	Wage	10028693
10	Assistant, Patron Srvc	Salary	10038115
10	Assistant, Records & Bus App Support	Salary	10090464
8	Assistant, Volunteer Srvc	Salary	10070193
11	Asst, ROW By-Law	Salary	10079489
8	Attendant, Central Reception U	Salary	10028404
15	Biomedical Engineer Technologist	Salary	10028547
8	Booking Srvc Clerk	Salary	10080149
15	BSI Trainer	Salary	10080619
13	Budget Officer	Salary	10072692
17	Building Code Enforcement Officer	Salary	10028669

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

Pay Grade	Job Title	Position Type	Job Code
14	Building Controls Technician	Salary	10060295
13	Building Official I	Salary	10028675
17	Building Official II	Salary	10028671
19	Building Official III	Salary	10028672
17	Building Official Specialist	Salary	10052019
12	Building Technical Clerk	Salary	10028678
14	Business Analyst, Auto Stores	Salary	10028562
12	Buyer	Salary	10028442
11	By-Law Dispatch Officer	Salary	10060758
14	By-Law Enforcement Officer	Salary	10028532
10	By-Law Srvc Assistant	Salary	10028533
18	Capital Financing Analyst	Salary	10028273
14	Case Coord	Salary	10028351
15	Case Presenting Officer	Salary	10055758
15	Case Reviewer	Salary	10075985
5	Child Care Aide	Salary	10028512
5	Child Care Cook	Salary	10028140
9	Child Care Teacher I	Salary	10028248
10	Child Care Teacher II	Salary	10028272
14	Children's Srvc's App Support Specialist	Salary	10076653
10	Circulation Clerk	Salary	10028616
11	Circulation Clerk, Design Review	Salary	10080344
10	City Wide Allocations Clerk	Salary	10028607
9	Claims Administrative Clerk	Salary	10042013
7	Clerk, Clinic Reception	Salary	10028393
11	Clerk, Construction Srvc Div	Salary	10028196
10	Client Srvc Centre Representative	Salary	10028546
8	Client Srvc Clerk	Salary	10028207
10	Client Srvc Clerk - POA	Salary	10028539
11	Client Srvc Rep First Attendance Facility	Salary	10065200
10	Clinical Secretary	Salary	10028428
10	Clk IT Infra or Clk Enterprise App Mgmt	Salary	10066162
19	Collections Coord	Salary	10028620
15	Collections Officer	Salary	10028379
11	Committee of Adjustment Technical Clerk	Salary	10028253
9	Communications Assistant	Salary	10028425
12	Communications Officer	Salary	10028597
13	Communications Trainer & Officer	Salary	10067644
15	Compliance Officer Sewer - Use Prg	Salary	10028336
12	Compliance Reports Officer 1	Salary	10053415
14	Compliance Reports Officer II	Salary	10036986
10	Consolidations Clerk	Salary	10028617
16	Construction Technician	Salary	10028624
11	Contract Compliance Inspector	Salary	10074073

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
15	Contract Management Officer	Salary	10076657
11	Control Clerk, Traffic Operations	Salary	10059711
12	Coord, Booking Srvc	Salary	10057054
14	Coord, Building System Mtce	Salary	10028342
14	Coord, Child Care Subsidy	Salary	10076651
14	Coord, Departmental Fleet & Equipment	Salary	10096427
11	Coord, Facilities Support	Salary	10028595
15	Coord, Forestry Field Operations	Salary	10094594
16	Coord, Operations Construction	Wage	10028375
13	Coord, RF Water Meter Reading Systems	Salary	10086429
17	Coord, RIM Operations	Salary	10028565
14	Coord, RIM Prg Support	Salary	10028592
16	Coord, Road Rehab Prj	Salary	10069778
14	Coord, Road Safety Data Systems	Salary	10028184
15	Coord, Safety Improvement Prg	Salary	10028310
16	Coord, School Zone Traffic Safety Prg	Salary	10028226
11	Coord, Small Move Prj	Salary	10059012
13	Coord, Spay/Neuter Clinic	Salary	10028692
16	Coord, Stormwater Facility Ops	Salary	10055431
16	Coord, Technical Srvc	Salary	10028477
14	Coord, Technical Srvc Agreement	Salary	10058930
15	Coord, Traffic Information Data	Salary	10028256
13	Coord, Traffic Signal	Salary	10061039
10	Coord, Vaccine Prg	Salary	10066506
11	Coord, Warehouse	Salary	10028455
13	Coord, Water System	Wage	10028480
13	CSSD Business Support Officer	Salary	10094306
15	Curator of Collections	Salary	10028644
9	Customer Srvc Clerk	Salary	10028516
10	Customer Srvc Clerk	Salary	10028600
10	Customer Srvc Clerk	Salary	10028262
8	Customer Srvc/Booking Clerk	Salary	10028584
8	Data Clerk	Salary	10028427
8	Data Control Clerk	Salary	10028398
6	Day Centre Assistant	Salary	10028461
13	Day Centre Coord	Salary	10028354
7	Dental Assistant	Salary	10028396
9	Dental Claims Clerk	Salary	10086258
10	Dental Prg Assistant	Salary	10064777
8	Dental Receptionist/Assistant	Salary	10028403
13	Departmental Accommodations Coord	Salary	10028407
15	Deputy Secretary-Treasurer	Salary	10052018
15	Design Technologist (Infrastructure Prj)	Salary	10028364
17	Development Agreement Officer	Salary	10080447

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
13	Diesel Mechanic/Operator	Salary	10028126
12	Digital Cartographic Designer	Salary	10028353
8	Division Clerk, Traffic Operations	Salary	10058871
11	Drafting Technician	Salary	10028170
14	Drafting Technician	Salary	10028143
15	Electronic Control Systems Technologist	Wage	10028333
17	Electronic Technologist Spvr	Wage	10028377
17	Electronic Technologist Spvr, Comm Video	Salary	10028340
17	Eligibility Review Officer	Salary	10028373
11	Emergency Mgmt Administrative Clerk	Salary	10028174
14	Employment Specialist	Salary	10036676
14	Eng Technologist - Prg & Tech Support	Salary	10097608
16	Eng Technologist, Lateral Programs	Salary	10028623
15	Engineering Technologist	Salary	10028540
14	Engineering Technologist, Wastewater	Salary	10087835
8	Environmental Services Clerk	Salary	10094969
10	Environmental Services Officer	Salary	10028613
13	Environmental Technologist	Salary	10028334
7	Equipment & Supply Technician	Salary	10028525
13	Equipment Operator Trainer	Salary	10028416
13	Event Srvc Coord	Salary	10028501
5	Events Support Assistant	Salary	10055625
11	Facilities & Special Events Coord	Salary	10028191
16	Facilities Spvr	Salary	10028567
17	Family Support Worker	Salary	10028331
8	Family Visitor	Salary	10028450
12	FDM-RMS Support Technician	Salary	10076770
10	Field Support Coord	Salary	10077055
12	Field Technician - Sewer Use Prg	Salary	10059595
12	Field Technician Water Supply	Salary	10028563
3	Filing Clerk	Salary	10028414
9	Finance Clerk	Salary	10028519
12	Finance Officer	Salary	10028457
14	Finance Specialist II	Salary	10028551
13	Financial Analyst	Salary	10028202
12	Financial Specialist I, Revenue	Salary	10079578
14	Financial Specialist II, Revenue	Salary	10079579
11	Financial Srvc Technician	Salary	10028281
9	Fire Shift Scheduler	Salary	10081161
11	Fleet Inventory Control Clerk	Wage	10081943
10	Fleet Mtce Srvc Coord	Salary	10028608
14	Flow Monitoring Technologist	Salary	10028466
13	Food Srvc Spvr	Salary	10028344
15	Forestry Inspector	Salary	10028625



\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

Pay Grade	Job Title	Position Type	Job Code
16	Functional Planning Tech 2	Salary	10028432
12	Functional Planning Technologist	Salary	10028431
13	Gas Fitter 1/Refrigeration Mechanic	Salary	10067832
4	General Support Clerk	Salary	10028129
8	GIS Data Technician	Salary	10028167
12	GIS Operations Technician	Salary	10088028
12	GIS Technician	Salary	10028426
12	Graphic Designer	Salary	10028449
15	Group Lead - Srvc Desk	Salary	10028569
13	Head Riding Instructor	Salary	10028641
12	Health Graphics Designer	Salary	10028464
13	Home Mgmt Counsellor	Salary	10028299
13	Home Visitor	Salary	10028243
13	Industrial Electrician/Operator	Salary	10028125
13	Industrial Millwright/Operator	Salary	10028120
10	Information Management Assistant	Salary	10028517
10	Information Mgmt Operations Clerk	Salary	10028593
12	Information Officer, Right of Way	Salary	10055361
14	Infrastructure Approvals Technologist	Salary	10028576
12	Infrastructure Mapping Technician	Salary	10028307
12	Infrastructure Technician- Structures	Salary	10028314
9	Inquiry Clerk (Day)	Salary	10028172
15	Insp, Drainage System Mtce & Operation	Salary	10077318
11	Inspector	Wage	10028473
15	Inspector, Right-of-Way	Salary	10028621
14	Inspector, Road Cut Reinstate	Wage	10028357
14	Inspector, Road Rehab Prj	Salary	10069779
13	Inspector/Contract Coord	Salary	10028257
13	Instrumentation Technician	Salary	10028301
14	Instrumentation Technologist	Salary	10028300
10	Insurance Assistant	Salary	10042014
10	Insurance Clerk	Salary	10028447
11	Intake Specialist, ASU	Salary	10058463
15	Intermediate Claims Investigator	Salary	10028587
14	Inventory Analyst Auto Stores	Salary	10028561
9	Inventory Control Clerk	Salary	10028511
8	IRIS Data Clerk	Salary	10028395
12	IT Buyer & Asset Specialist	Salary	10028213
10	Junior Inspector, Traffic Mgmt	Salary	10071867
12	Junior Investigator	Salary	10028582
11	Laboratory Administrative Technician	Salary	10073532
11	Laboratory Sample Technician	Salary	10080901
15	Laboratory Technologist 2	Salary	10028325
15	Law Clerk	Salary	10028289

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

Pay Grade	Job Title	Position Type	Job Code
11	Legal Administrative Clerk	Salary	10028157
11	Legal Assistant	Salary	10028185
14	Legal Conveyancer	Salary	10028298
15	Legal Risk Analyst	Salary	10095426
16	Legal Risk Officer	Salary	10081207
11	Legislation Clerk	Salary	10028615
8	LTC Support Clerk	Salary	10062219
6	Mail Clerk - 35 hrs	Salary	10028415
6	Mail Clerk - 40 hrs	Salary	10088655
15	Maintenance Planner, ESD	Salary	10094945
8	Markets Clerk	Salary	10028655
9	Materials Mgmt Clerk	Salary	10028454
11	MH/OW Child Care Verification Specialist	Salary	10077676
11	Move Scheduler, ITS	Salary	10089879
15	Mtce Planner	Salary	10028521
16	Mtce Spvr	Wage	10028361
13	Municipal Address/Sign Officer	Salary	10028557
13	Municipal Fleet Warranty Administrator	Salary	10055007
11	Municipal Flt Commercial Repair Coord	Salary	10078458
14	Network Analyst	Salary	10028589
8	Network Operations Technician	Salary	10028210
7	Office Clerk	Salary	10028136
15	Office Spvr	Salary	10028341
11	Office Unit Leader	Salary	10028313
14	Officer, Court Finance	Salary	10028536
12	Officer, Development Information	Salary	10028543
14	Officer, Education/Interpret Prg	Salary	10028618
19	Officer, Infrastructure Approvals	Salary	10028560
17	Officer, Planning Approvals	Salary	10028438
11	Officer, Real Estate Leasing & Valuation	Salary	10096060
12	Officer, Research & Tech Assistance	Salary	10028590
19	Officer, Right of Way Approvals	Salary	10028604
12	Officer, Traffic Operations Support	Salary	10058510
14	Ontario Works Child Care Coordinator	Salary	10077726
12	Operational Data Analyst	Salary	10090780
9	Operations Clerk	Salary	10067645
9	Operations Support Clerk	Salary	10028440
12	Operations Technician	Salary	10067647
13	Opr/Elec/Mechanic - WWC	Salary	10028295
15	Paramedic Supt Communications	Salary	10028598
14	Paramedic Supt, Logistics	Salary	10028575
5	Parking Control Helper	Salary	10056425
11	Parking Control Officer	Salary	10028632
13	Parking Operations Inspector	Salary	10090240

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

Pay Grade	Job Title	Position Type	Job Code
11	Parking Ops Control Clk	Salary	10078620
14	Parking Studies Technologist	Salary	10084724
9	Permit Clerk	Salary	10028231
7	Personal Support Worker	Salary	10028165
14	PH Applications Support Specialist	Salary	10079640
13	Photographic Archives Officer	Salary	10028642
13	PRCS Business Support Officer	Salary	10085440
14	Predictive Mtce Technologist	Salary	10028486
10	Prg Administrative Assistant	Salary	10064307
9	Prg Administrative Clerk	Salary	10028241
15	Prg Administrator, Special Needs	Salary	10028645
8	Prg Assistant	Salary	10028469
13	Prg Coord, Community Arts	Salary	10028640
10	Prg Support Clerk	Salary	10028554
9	Prg Support Clerk, MMS & Payroll	Salary	10069190
13	Primary Care Paramedic-40	Salary	10087250
13	Primary Care Paramedic-42	Salary	10028522
16	Prj Coord, Municipal Drainage	Salary	10028574
16	Prj Coord, Street Lighting	Salary	10028566
15	Prj Coord, Water Distribution	Salary	10076871
15	Prj Mgmt Svc Technologist	Salary	10028292
15	Prj Mgmt Technician	Salary	10028374
12	Process Operator	Salary	10028203
13	Process Operator/Mechanic/Electric	Salary	10028269
16	Process Spvr	Salary	10028284
15	Process Technologist	Salary	10028283
11	Program Clerk, Environmental Services	Salary	10073014
14	Programmer Analyst	Salary	10028291
16	Property Standards/Zoning Officer	Salary	10028545
16	Prosecutor	Salary	10028538
13	Public Health Business Support Clerk	Salary	10028564
16	Public Health Inspector	Salary	10028412
11	Public Health Inspector Trainee	Salary	10056846
9	Public Training Instructor	Salary	10083791
9	Purchasing/Stores Clerk	Salary	10028441
14	QA Technician	Salary	10028239
17	Quality Assurance Specialist	Salary	10028372
11	Quality Improvement & Records Technician	Salary	10067844
11	Quality Improvement Technician	Salary	10028542
14	RAI-MDS Application Support Specialist	Salary	10080536
8	Receptionist/Clerk	Salary	10028131
8	Receptionist/Clerk, Purchasing	Salary	10028444
16	Recreation Spvr 1	Salary	10068439
17	Recreation Spvr 2	Salary	10068440

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

Pay Grade	Job Title	Position Type	Job Code
10	Reference Room Assistant	Salary	10065531
13	Registered Medical Laboratory Tech	Salary	10034465
10	Registered Practical Nurse (Health)	Salary	10028408
11	Registered Practical Nurse (LTC)	Salary	10028276
11	Registered Practical Nurse, Parks & Rec	Salary	10082202
14	Registrar, Collections	Salary	10084727
11	Rehabilitation Assistant	Salary	10028280
16	Rehabilitation Technologist	Salary	10028193
13	Remote Facilities Operator	Salary	10028095
12	Rent Supplement Agent	Salary	10028555
9	Reports Coord	Salary	10028666
14	Resident Care Srvc Worker	Salary	10036806
8	Resource Clerk	Salary	10028401
10	Right of Way, Technical Clk	Salary	10080528
15	SCADA Systems Technologist	Salary	10028360
8	Scale Attendant - Solid Waste	Salary	10028177
12	Securities Administrator	Salary	10028577
13	Senior Accounts Payable Clerk	Salary	10090520
8	Senior Mail Clerk	Salary	10090786
13	Sewer Inspector	Wage	10028258
10	Sewer Use Prg Clerk	Salary	10028601
9	Shelter Support Worker	Salary	10028164
10	Shift Scheduler	Salary	10028524
15	Shift Spvr, Call Centre	Salary	10028527
10	Sign Designer/Fabricator	Wage	10028261
15	Sign Shop Spvr	Wage	10028264
15	Signal Design Technician	Salary	10028227
14	Solid Waste Technologist	Salary	10028339
10	Special Event Approvals Clerk	Salary	10072455
13	Special Events Administrative Officer	Salary	10087560
13	Special Events Paramedic	Salary	10065267
13	Specialist Therapeutic Rec	Salary	10028646
10	Specialist, Automated Parking Systems	Wage	10028627
13	Specialist, IT/IM Training	Salary	10055842
14	Specialist, Business Applications Support	Salary	10075776
17	Spvr, Building Systems Mtce	Salary	10079466
15	Spvr, Business Srvc	Salary	10028529
18	Spvr, By-Law Enforcement	Salary	10028633
16	Spvr, Child Care Center	Salary	10028376
13	Spvr, Contracts & Traffic Ops	Salary	10079292
15	Spvr, Dental Support Srvc	Salary	10087372
18	Spvr, Drainage System Mtce & Operation	Salary	10073364
17	Spvr, Facilities Mgmt	Salary	10028580
16	Spvr, Family Residential Srvc	Salary	10028553

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
18	Spvr, First Response	Salary	10091998
18	Spvr, Landfill Operations	Salary	10077772
18	Spvr, Linear Systems	Salary	10091997
13	Spvr, On- Street and Lot Mtce	Wage	10028093
15	Spvr, Patron Srvc	Salary	10028689
17	Spvr, Permits & Data Srvc	Salary	10064689
14	Spvr, Production Srvc	Salary	10028660
19	Spvr, Public Health Inspection	Salary	10069750
14	Spvr, Purchasing/Stores	Salary	10028232
15	Spvr, Right of Way Permits & Appl	Salary	10028605
19	Spvr, Road Rehabilitation Prj	Wage	10028514
12	Spvr, Roads & Parks Mtce	Wage	10028381
15	Spvr, Satellite Centre	Salary	10028528
18	Spvr, Sewer Inspections	Salary	10028368
19	Spvr, Sewer Use Compliance	Salary	10088027
16	Spvr, Site & Admin Support Srvc	Salary	10079500
19	Spvr, Streetlighting Asset Mgmt	Salary	10063866
19	Spvr, Traffic Mgmt Inspections	Wage	10057032
16	Spvr, Traffic Signals Installations	Wage	10028338
19	Spvr, Wastewater Process Control	Salary	10091996
14	Spvr, Water Meter Reader	Salary	10028286
19	Spvr, Water Production	Salary	10091999
17	Spvr, Water Treatment Mtce	Salary	10028596
18	Spvr, WW Maintenance & Process	Salary	10091995
11	Sr Accounts Clerk	Salary	10028235
9	Sr Administrative Clerk	Salary	10028255
13	Sr By-Law Administrative Officer	Salary	10085414
18	Sr Claims Investigator	Salary	10028572
15	Sr Drafting Technician	Salary	10028160
16	Sr Drafting Technologist	Salary	10028610
8	Sr Environmental Srvc Attendant	Salary	10069316
15	Sr Graphics Designer	Salary	10028448
11	Sr ISCIS Clerk	Salary	10055434
17	Sr Laboratory Technologist	Salary	10028362
15	Sr Operator Electrical/Mechanical	Salary	10028556
17	Sr Prj Coord	Salary	10028549
15	Sr Process Operator	Salary	10028251
10	Sr Purchasing Clerk	Salary	10028443
13	Srvc Desk Analyst	Salary	10028568
10	Srvc Desk Clerk	Salary	10028265
11	Staffing Coord, LTC	Salary	10028230
9	Storekeeper - Materials	Salary	10028206
19	Structural Appraisal Technologist	Salary	10028332
14	Structural Design Technologist	Salary	10028308

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

Pay Grade	Job Title	Position Type	Job Code
5	Supply Teacher	Salary	10028139
10	Support Assistant, Child Care Subsidy	Salary	10076652
18	Supt, Facilities (Sportsplex)	Salary	10052272
14	Survey & Mapping Technologist	Salary	10028439
12	Survey Data Technician	Salary	10028169
10	Survey Technician 1	Salary	10028247
14	Survey Technologist	Salary	10028355
9	Surveys & Mapping Administrative Clerk	Salary	10028128
9	Surveys & Mapping Clerk	Salary	10028211
14	System Analyst, Traffic Operations	Salary	10028297
11	Systems & Resource Support Worker	Salary	10028190
12	Systems Control Administrator	Salary	10028180
12	Team Lead POA/Court Srvc	Salary	10058520
15	Team Lead, Applications Screening Unit	Salary	10058067
12	Team Lead, Environmental Services	Salary	10085300
9	Team Lead, Print Production Srvc	Salary	10094757
12	Team Lead, Purchasing	Salary	10057499
10	Team Leader, Mail Srvc	Salary	10082851
9	Tech Clerk, Traffic Inquiry Mgmt System	Salary	10064785
10	Tech Records Clk, Infra Mgmt	Salary	10079103
12	Technical Analyst - Data Srvc	Salary	10028484
15	Technical Assistant (Prj Officer)	Salary	10028371
13	Technical Coord, Printing Srvc	Salary	10055841
8	Technical Records Clerk	Salary	10028453
13	Technical/Computer Advisor	Salary	10028558
10	Technician, RF Water Meter Reading Syst	Salary	10086461
15	Technologist, Communication and Video	Salary	10078132
12	Technologist, Monitoring & Evaluation	Salary	10028250
14	Technologist, Transport Review & Design	Salary	10028679
13	Telecommunications Analyst	Salary	10028424
11	Telecommunications Srvc Assistant	Salary	10066161
14	Title Research Technologist	Salary	10052271
12	Title Searcher	Salary	10028142
12	Traffic Assessment Investigator	Salary	10028208
14	Traffic Assessment Technologist	Salary	10058228
8	Traffic Collision Clerk	Salary	10028162
17	Traffic Control System Technologist	Salary	10028335
16	Traffic Operational Studies Officer	Salary	10079912
15	Traffic Signal Plant Inspector	Salary	10028487
10	Traffic Signing Coord	Salary	10028099
10	Training Assistant	Salary	10036033
7	Translation Intake Clerk	Salary	10028652
13	Treasury Analyst	Salary	10028614
10	Utility Coord Administrator	Salary	10028138

\* APPENDIX H

**CUPE LOCAL 503 – PLAN 2 JOB LIST**  
(ALPHABETICAL LISTING)

<b>Pay Grade</b>	<b>Job Title</b>	<b>Position Type</b>	<b>Job Code</b>
12	Verification Specialist	Salary	10028266
10	Veterinary Technician	Salary	10028684
12	Visual Resource Officer	Salary	10028657
14	Waste Mgmt Inspector	Salary	10028337
12	Water Quality Field Technician	Salary	10028238
15	Water Quality Technologist	Salary	10028246
17	Water Resource Analyst	Salary	10028252
11	Weekend Team Lead	Salary	10028594
10	Weighscale Administrative Clerk	Salary	10028456
14	Wkg Spvr-Licensed Mechanic	Wage	10028127
12	Work Activity Coord	Salary	10028573
18	Zone Spvr	Salary	10028541
13	Zone Spvr, Traffic Operations	Wage	10028303
16	Zoning Plan Examiner	Salary	10028674

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2012

*1.91% Increase*

		<b>Probation (95% of step 1)</b>	<b>Step 1</b>
<b>PAY GRADE</b>			
<b>1</b>	<b>35 Hours/Week</b>		
	Annual	\$32,536.14	\$34,248.76
	Bi-weekly	\$1,251.39	\$1,317.26
	<b>40 Hours/Week</b>		
	Annual	\$37,184.16	\$39,141.44
	Bi-weekly	\$1,430.16	\$1,505.44
	<b>Hourly</b>	<b>\$17.877</b>	<b>\$18.818</b>
<b>2</b>	<b>35 Hours/Week</b>		
	Annual	\$33,560.80	\$35,326.20
	Bi-weekly	\$1,290.80	\$1,358.70
	<b>40 Hours/Week</b>		
	Annual	\$ 38,355.20	\$40,372.80
	Bi-weekly	\$1,475.20	\$1,552.80
	<b>Hourly</b>	<b>\$18.440</b>	<b>\$19.410</b>
<b>3</b>	<b>35 Hours/Week</b>		
	Annual	\$34,585.46	\$36,405.46
	Bi-weekly	\$1,330.21	\$1,400.21
	<b>40 Hours/Week</b>		
	Annual	\$39,526.24	\$41,606.24
	Bi-weekly	\$1,520.24	\$1,600.24
	<b>Hourly</b>	<b>\$19.003</b>	<b>\$20.003</b>
<b>4</b>	<b>35 Hours/Week</b>		
	Annual	\$35,610.12	\$37,484.72
	Bi-weekly	\$1,369.62	\$1,441.72
	<b>40 Hours/Week</b>		
	Annual	\$40,697.28	\$42,839.68
	Bi-weekly	\$1,565.28	\$1,647.68



\* APPENDIX I

CUPE LOCAL 503 – PLAN 1

Effective January 1, 2012

1.91% Increase

		Probation (95% of step 1)	Step 1
<b>PAY GRADE</b>			
	<b>Hourly</b>	<b>\$19.566</b>	<b>\$20.596</b>
<b>5</b>	<b>35 Hours/Week</b>		
	Annual	\$36,638.42	\$38,567.62
	Bi-weekly	\$1,409.17	\$1,483.37
	<b>37.5 Hours/Week</b>		
	Annual	\$39,255.45	\$41,322.45
	Bi-weekly	\$1,509.83	\$1,589.33
	<b>40 Hours/Week</b>		
	Annual	\$41,872.48	\$44,077.28
	Bi-weekly	\$1,610.48	\$1,695.28
	<b>Hourly</b>	<b>\$20.131</b>	<b>\$21.191</b>
<b>6</b>	<b>35 Hours/Week</b>		
	Annual	\$37,659.44	\$39,641.42
	Bi-weekly	\$1,448.44	\$1,524.67
	<b>37.5 Hours/Week</b>		
	Annual	\$40,349.40	\$42,472.95
	Bi-weekly	\$1,551.90	\$1,633.58
	Hourly	\$20.692	\$21.781
	<b>40 Hours/Week</b>		
	Annual	\$43,039.36	\$45,304.48
	Bi-weekly	\$1,655.36	\$1,742.48
	<b>Hourly</b>	<b>\$20.692</b>	<b>\$21.781</b>
<b>7</b>	<b>35 Hours/Week</b>		
	Annual	\$38,684.10	\$40,720.68
	Bi-weekly	\$1,487.85	\$1,566.18
	<b>40 Hours/Week</b>		
	Annual	\$44,210.40	\$46,537.92
	Bi-weekly	\$1,700.40	\$1,789.92

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2012

*1.91% Increase*

		Probation (95% of step 1)	Step 1
	<b>Hourly</b>	<b>\$21.255</b>	<b>\$22.374</b>
<b>8</b>	<b>35 Hours/Week</b>		
	Annual	\$39,710.58	\$41,799.94
	Bi-weekly	\$1,527.33	\$ 1,607.69
	<b>37.5 Hours/Week</b>		
	Annual	\$42,547.05	\$44,785.65
	Bi-weekly	\$1,636.43	\$1,722.53
	<b>40 Hours/Week</b>		
	Annual	\$45,383.52	\$47,771.36
	Bi-weekly	\$1,745.52	\$1,837.36
	<b>Hourly</b>	<b>\$ 21.819</b>	<b>\$ 22.967</b>
<b>9</b>	<b>35 Hours/Week</b>		
	Annual	\$40,742.52	\$42,886.48
	Bi-weekly	\$1,567.02	\$1,649.48
	<b>37.5 Hours/Week</b>		
	Annual	\$43,652.70	\$45,949.80
	Bi-weekly	\$1,678.95	\$1,767.30
	<b>40 Hours/Week</b>		
	Annual	\$46,562.88	\$49,013.12
	Bi-weekly	\$1,790.88	\$1,885.12
	<b>Hourly</b>	<b>\$22.386</b>	<b>\$23.564</b>
<b>10</b>	<b>35 Hours/Week</b>		
	Annual	\$41,763.54	\$43,962.10
	Bi-weekly	\$1,606.29	\$1,690.85
	<b>37.5 Hours/Week</b>		
	Annual	\$44,746.65	\$47,102.25
	Bi-weekly	\$1,721.03	\$1,811.63

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2012

*1.91% Increase*

		<b>Probation</b>	<b>Step 1</b>
<b>PAY GRADE</b>		<b>(95% of step 1)</b>	
	<b>40 Hours/Week</b>		
	Annual	\$47,729.76	\$50,242.40
	Bi-weekly	\$1,835.76	\$1,932.40
	<b>Hourly</b>	<b>\$22.947</b>	<b>\$24.155</b>
<b>11</b>	<b>35 Hours/Week</b>		
	Annual	\$42,790.02	\$45,041.36
	Bi-weekly	\$1,645.77	\$1,732.36
	<b>37.5 Hours/Week</b>		
	Annual	\$45,846.45	\$48,258.60
	Bi-weekly	\$1,763.33	\$1,856.10
	<b>40 Hours/Week</b>		
	Annual	\$48,902.88	\$51,475.84
	Bi-weekly	\$1,880.88	\$1,979.84
	<b>Hourly</b>	<b>\$23.511</b>	<b>\$24.748</b>
<b>12</b>	<b>35 Hours/Week</b>		
	Annual	\$43,818.32	\$46,124.26
	Bi-weekly	\$1,685.32	\$1,774.01
	<b>37.5 Hours/Week</b>		
	Annual	\$46,948.20	\$49,418.85
	Bi-weekly	\$1,805.70	\$1,900.73
	<b>40 Hours/Week</b>		
	Annual	\$50,078.08	\$52,713.44
	Bi-weekly	\$1,926.08	\$2,027.44
	<b>Hourly</b>	<b>\$24.076</b>	<b>\$ 25.343</b>
<b>13</b>	<b>35 Hours/Week</b>		
	Annual	\$44,841.16	\$47,201.70
	Bi-weekly	\$1,724.66	\$1,815.45

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2012

*1.91% Increase*

		<b>Probation</b>	<b>Step 1</b>
<b>PAY GRADE</b>		<b>(95% of step 1)</b>	
	<b>37.5 Hours/Week</b>		
	Annual	\$ 48,044.10	\$50,573.25
	Bi-weekly	\$1,847.85	\$1,945.13
	<b>40 Hours/Week</b>		
	Annual	\$51,247.04	\$53,944.80
	Bi-weekly	\$1,971.04	\$2,074.80
	<b>Hourly</b>	<b>\$24.638</b>	<b>\$25.935</b>
<b>14</b>	<b>35 Hours/Week</b>		
	Annual	\$45,862.18	\$48,275.50
	Bi-weekly	\$1,763.93	\$1,856.75
	<b>40 Hours/Week</b>		
	Annual	\$52,413.92	\$55,172.00
	Bi-weekly	\$2,015.92	\$2,122.00
	<b>Hourly</b>	<b>\$25.199</b>	<b>\$26.525</b>
<b>15</b>	<b>35 Hours/Week</b>		
	Annual	\$ 46,890.48	\$49,358.40
	Bi-weekly	\$1,803.48	\$ 1,898.40
	<b>37.5 Hours/Week</b>		
	Annual	\$50,239.80	\$52,884.00
	Bi-weekly	\$1,932.30	\$2,034.00
	<b>40 Hours/Week</b>		
	Annual	\$53,589.12	\$56,409.60
	Bi-weekly	\$2,061.12	\$2,169.60
	<b>Hourly</b>	<b>\$25.764</b>	<b>\$27.120</b>
<b>16</b>	<b>35 Hours/Week</b>		
	Annual	\$47,916.96	\$50,439.48
	Bi-weekly	\$1,842.96	\$1,939.98

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**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2012

*1.91% Increase*

		Probation (95% of step 1)	Step 1
<b>PAY GRADE</b>			
	<b>37.5 Hours/Week</b>		
	Annual	\$51,339.60	\$54,042.30
	Bi-weekly	\$1,974.60	\$2,078.55
	<b>40 Hours/Week</b>		
	Annual	\$54,762.24	\$57,645.12
	Bi-weekly	\$2,106.24	\$2,217.12
	<b>Hourly</b>	<b>\$26.328</b>	<b>\$27.714</b>
<b>17</b>	<b>35 Hours/Week</b>		
	Annual	\$48,941.62	\$51,516.92
	Bi-weekly	\$1,882.37	\$1,981.42
	<b>40 Hours/Week</b>		
	Annual	\$55,933.28	\$58,876.48
	Bi-weekly	\$2,151.28	\$2,264.48
	<b>Hourly</b>	<b>\$26.891</b>	<b>\$28.306</b>
<b>18</b>	<b>35 Hours/Week</b>		
	Annual	\$49,966.28	\$52,596.18
	Bi-weekly	\$1,921.78	\$2,022.93
	<b>40 Hours/Week</b>		
	Annual	\$57,104.32	\$60,109.92
	Bi-weekly	\$2,196.32	\$2,311.92
	<b>Hourly</b>	<b>\$27.454</b>	<b>\$28.899</b>
<b>19</b>	<b>35 Hours/Week</b>		
	Annual	\$50,992.76	\$53,677.26
	Bi-weekly	\$1,961.26	\$2,064.51
	<b>40 Hours/Week</b>		
	Annual	\$58,277.44	\$61,345.44
	Bi-weekly	\$2,241.44	\$2,359.44

\* APPENDIX I

CUPE LOCAL 503 – PLAN 1

Effective January 1, 2012

1.91% Increase

		Probation (95% of step 1)	Step 1
	<b>Hourly</b>	<b>\$28.018</b>	<b>\$29.493</b>
<b>20</b>	<b>35 Hours/Week</b>		
	Annual	\$52,017.42	\$54,754.70
	Bi-weekly	\$2,000.67	\$2,105.95
	<b>40 Hours/Week</b>		
	Annual	\$59,448.48	\$62,576.80
	Bi-weekly	\$2,286.48	\$2,406.80
	<b>Hourly</b>	<b>\$28.581</b>	<b>\$30.085</b>
<b>21</b>	<b>35 Hours/Week</b>		
	Annual	\$53,051.18	\$55,843.06
	Bi-weekly	\$2,040.43	\$2,147.81
	<b>40 Hours/Week</b>		
	Annual	\$60,629.92	\$63,820.64
	Bi-weekly	\$2,331.92	\$2,454.64
	<b>Hourly</b>	<b>\$29.149</b>	<b>\$30.683</b>
<b>22</b>	<b>35 Hours/Week</b>		
	Annual	\$54,075.84	\$56,922.32
	Bi-weekly	\$2,079.84	\$2,189.32
	<b>40 Hours/Week</b>		
	Annual	\$61,800.96	\$65,054.08
	Bi-weekly	\$2,376.96	\$2,502.08
	<b>Hourly</b>	<b>\$29.712</b>	<b>\$31.276</b>
<b>23</b>	<b>35 Hours/Week</b>		
	Annual	\$55,095.04	\$57,994.30
	Bi-weekly	\$2,119.04	\$2,230.55
	<b>40 Hours/Week</b>		
	Annual	\$62,965.76	\$66,279.20

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**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2012

*1.91% Increase*

		Probation (95% of step 1)	Step 1
	Bi-weekly	\$2,421.76	\$2,549.20
	<b>Hourly</b>	<b>\$30.272</b>	<b>\$31.865</b>
<b>24</b>	<b>35 Hours/Week</b>		
	Annual	\$56,125.16	\$59,079.02
	Bi-weekly	\$2,158.66	\$2,272.27
	<b>40 Hours/Week</b>		
	Annual	\$64,143.04	\$67,518.88
	Bi-weekly	\$2,467.04	\$2,596.88
	<b>Hourly</b>	<b>\$30.838</b>	<b>\$32.461</b>
<b>25</b>	<b>35 Hours/Week</b>		
	Annual	\$57,151.64	\$60,160.10
	Bi-weekly	\$2,198.14	\$2,313.85
	<b>40 Hours/Week</b>		
	Annual	\$65,316.16	\$68,754.40
	Bi-weekly	\$2,512.16	\$2,644.40
	<b>Hourly</b>	<b>\$31.402</b>	<b>\$33.055</b>
<b>26</b>	<b>35 Hours/Week</b>		
	Annual	\$58,172.66	\$61,233.90
	Bi-weekly	\$2,237.41	\$2,355.15
	<b>40 Hours/Week</b>		
	Annual	\$66,483.04	\$69,981.60
	Bi-weekly	\$2,557.04	\$2,691.60
	<b>Hourly</b>	<b>\$31.963</b>	<b>\$ 33.645</b>

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**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2013

*1.91% Increase*

		Probation (95% of step 1)	Step 1
<b>1</b>	<b>35 hours per week</b>		
	Annual	\$ 33,156.76	\$ 34,902.14
	Bi-weekly	\$ 1,275.26	\$ 1,342.39
	<b>40 hours per week</b>		
	Annual	\$ 37,893.44	\$ 39,888.16
	Bi-weekly	\$ 1,457.44	\$ 1,534.16
	<b>Hourly</b>	<b>\$ 18.218</b>	<b>\$ 19.177</b>
<b>2</b>	<b>35 hours per week</b>		
	Annual	\$ 34,201.44	\$ 36,001.42
	Bi-weekly	\$ 1,315.44	\$ 1,384.67
	<b>40 hours per week</b>		
	Annual	\$ 39,087.36	\$ 41,144.48
	Bi-weekly	\$ 1,503.36	\$ 1,582.48
	<b>Hourly</b>	<b>\$ 18.792</b>	<b>\$ 19.781</b>
<b>3</b>	<b>35 hours per week</b>		
	Annual	\$ 35,246.12	\$ 37,100.70
	Bi-weekly	\$ 1,355.62	\$ 1,426.95
	<b>40 hours per week</b>		
	Annual	\$ 40,281.28	\$ 42,400.80
	Bi-weekly	\$ 1,549.28	\$ 1,630.80
	<b>Hourly</b>	<b>\$ 19.366</b>	<b>\$ 20.385</b>
<b>4</b>	<b>35 hours per week</b>		
	Annual	\$ 36,290.80	\$ 38,199.98
	Bi-weekly	\$ 1,395.80	\$ 1,469.23
	<b>40 hours per week</b>		
	Annual	\$ 41,475.20	\$ 43,657.12
	Bi-weekly	\$ 1,595.20	\$ 1,679.12
	<b>Hourly</b>	<b>\$ 19.940</b>	<b>\$ 20.989</b>



\* APPENDIX I

**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2013

*1.91% Increase*

		<b>Probation</b>	<b>Step 1</b>
<b>Pay Grade</b>		<b>(95% of step 1)</b>	
<b>5</b>	<b>35 hours per week</b>		
	Annual	\$ 37,339.12	\$ 39,304.72
	Bi-weekly	\$ 1,436.12	\$ 1,511.72
	<b>37.5 hours per week</b>		
	Annual	\$ 40,006.20	\$ 42,112.20
	Bi-weekly	\$ 1,538.70	\$ 1,619.70
	<b>40 hours per week</b>		
	Annual	\$ 42,673.28	\$ 44,919.68
	Bi-weekly	\$ 1,641.28	\$ 1,727.68
	<b>Hourly</b>	<b>\$ 20.516</b>	<b>\$ 21.596</b>
<b>6</b>	<b>35 hours per week</b>		
	Annual	\$ 38,378.34	\$ 40,398.54
	Bi-weekly	\$ 1,476.09	\$ 1,553.79
	<b>37.5 hours per week</b>		
	Annual	\$ 41,119.65	\$ 43,284.15
	Bi-weekly	\$ 1,581.53	\$ 1,664.78
	<b>40 hours per week</b>		
	Annual	\$ 43,860.96	\$ 46,169.76
	Bi-weekly	\$ 1,686.96	\$ 1,775.76
	<b>Hourly</b>	<b>\$ 21.087</b>	<b>\$ 22.197</b>
<b>7</b>	<b>35 hours per week</b>		
	Annual	\$ 39,423.02	\$ 41,497.82
	Bi-weekly	\$ 1,516.27	\$ 1,596.07
	<b>40 hours per week</b>		
	Annual	\$ 45,054.88	\$ 47,426.08
	Bi-weekly	\$ 1,732.88	\$ 1,824.08
	<b>Hourly</b>	<b>\$ 21.661</b>	<b>\$ 22.801</b>
<b>8</b>	<b>35 hours per week</b>		
	Annual	\$ 40,469.52	\$ 42,598.92

\* APPENDIX I

CUPE LOCAL 503 – PLAN 1

Effective January 1, 2013

1.91% Increase

		Probation (95% of step 1)	Step 1
<b>Pay Grade</b>			
	Bi-weekly	\$ 1,556.52	\$ 1,638.42
	<b>37.5 hours per week</b>		
	Annual	\$ 43,360.20	\$ 45,641.70
	Bi-weekly	\$ 1,667.70	\$ 1,755.45
	<b>40 hours per week</b>		
	Annual	\$ 46,250.88	\$ 48,684.48
	Bi-weekly	\$ 1,778.88	\$ 1,872.48
	<b>Hourly</b>	<b>\$ 22.236</b>	<b>\$ 23.406</b>
<b>9</b>	<b>35 hours per week</b>		
	Annual	\$ 41,519.66	\$ 43,705.48
	Bi-weekly	\$ 1,596.91	\$ 1,680.98
	<b>37.5 hours per week</b>		
	Annual	\$ 44,485.35	\$ 46,827.30
	Bi-weekly	\$ 1,710.98	\$ 1,801.05
	<b>40 hours per week</b>		
	Annual	\$ 47,451.04	\$ 49,949.12
	Bi-weekly	\$ 1,825.04	\$ 1,921.12
	<b>Hourly</b>	<b>\$ 22.813</b>	<b>\$ 24.014</b>
<b>10</b>	<b>35 hours per week</b>		
	Annual	\$ 42,560.70	\$ 44,801.12
	Bi-weekly	\$ 1,636.95	\$ 1,723.12
	<b>37.5 hours per week</b>		
	Annual	\$ 45,600.75	\$ 48,001.20
	Bi-weekly	\$ 1,753.88	\$ 1,846.20
	<b>40 hours per week</b>		
	Annual	\$ 48,640.80	\$ 51,201.28
	Bi-weekly	\$ 1,870.80	\$ 1,969.28
	<b>Hourly</b>	<b>\$ 23.385</b>	<b>\$ 24.616</b>
<b>11</b>	<b>35 hours per week</b>		

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CUPE LOCAL 503 – PLAN 1

Effective January 1, 2013

1.91% Increase

		Probation (95% of step 1)	Step 1
<b>Pay Grade</b>	Annual	\$ 43,607.20	\$ 45,902.22
	Bi-weekly	\$ 1,677.20	\$ 1,765.47
	<b>37.5 hours per week</b>		
	Annual	\$ 46,722.00	\$ 49,180.95
	Bi-weekly	\$ 1,797.00	\$ 1,891.58
	<b>40 hours per week</b>		
	Annual	\$ 49,836.80	\$ 52,459.68
	Bi-weekly	\$ 1,916.80	\$ 2,017.68
	<b>Hourly</b>	<b>\$ 23.960</b>	<b>\$ 25.221</b>
<b>12</b>	<b>35 hours per week</b>		
	Annual	\$ 44,655.52	\$ 47,005.14
	Bi-weekly	\$ 1,717.52	\$ 1,807.89
	<b>37.5 hours per week</b>		
	Annual	\$ 47,845.20	\$ 50,362.65
	Bi-weekly	\$ 1,840.20	\$ 1,937.03
	<b>40 hours per week</b>		
	Annual	\$ 51,034.88	\$ 53,720.16
	Bi-weekly	\$ 1,962.88	\$ 2,066.16
	<b>Hourly</b>	<b>\$ 24.536</b>	<b>\$ 25.827</b>
<b>13</b>	<b>35 hours per week</b>		
	Annual	\$ 45,698.38	\$ 48,102.60
	Bi-weekly	\$ 1,757.63	\$ 1,850.10
	<b>37.5 hours per week</b>		
	Annual	\$ 48,962.55	\$ 51,538.50
	Bi-weekly	\$ 1,883.18	\$ 1,982.25
	<b>40 hours per week</b>		
	Annual	\$ 52,226.72	\$ 54,974.40
	Bi-weekly	\$ 2,008.72	\$ 2,114.40
	<b>Hourly</b>	<b>\$ 25.109</b>	<b>\$ 26.430</b>

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**CUPE LOCAL 503 – PLAN 1**

Effective January 1, 2013

*1.91% Increase*

		<b>Probation</b>	<b>Step 1</b>
<b>Pay Grade</b>		<b>(95% of step 1)</b>	
<b>14</b>	<b>35 hours per week</b>		
	Annual	\$ 46,737.60	\$ 49,198.24
	Bi-weekly	\$ 1,797.60	\$ 1,892.24
	<b>40 hours per week</b>		
	Annual	\$ 53,414.40	\$ 56,226.56
	Bi-weekly	\$ 2,054.40	\$ 2,162.56
	<b>Hourly</b>	<b>\$ 25.680</b>	<b>\$ 27.032</b>
<b>15</b>	<b>35 hours per week</b>		
	Annual	\$ 47,785.92	\$ 50,301.16
	Bi-weekly	\$ 1,837.92	\$ 1,934.66
	<b>37.5 hours per week</b>		
	Annual	\$ 51,199.20	\$ 53,894.10
	Bi-weekly	\$ 1,969.20	\$ 2,072.85
	<b>40 hours per week</b>		
	Annual	\$ 54,612.48	\$ 57,487.04
	Bi-weekly	\$ 2,100.48	\$ 2,211.04
	<b>Hourly</b>	<b>\$ 26.256</b>	<b>\$ 27.638</b>
<b>16</b>	<b>35 hours per week</b>		
	Annual	\$ 48,832.42	\$ 51,402.26
	Bi-weekly	\$ 1,878.17	\$ 1,977.01
	<b>37.5 hours per week</b>		
	Annual	\$ 52,320.45	\$ 55,073.85
	Bi-weekly	\$ 2,012.33	\$ 2,118.23
	<b>40 hours per week</b>		
	Annual	\$ 55,808.48	\$ 58,745.44
	Bi-weekly	\$ 2,146.48	\$ 2,259.44
	<b>Hourly</b>	<b>\$ 26.831</b>	<b>\$ 28.243</b>
<b>17</b>	<b>35 hours per week</b>		
	Annual	\$ 49,877.10	\$ 52,501.54
	Bi-weekly	\$ 1,918.35	\$ 2,019.29

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CUPE LOCAL 503 – PLAN 1

Effective January 1, 2013

1.91% Increase

Pay Grade		Probation (95% of step 1)	Step 1
	<b>40 hours per week</b>		
	Annual	\$ 57,002.40	\$ 60,001.76
	Bi-weekly	\$ 2,192.40	\$ 2,307.76
	<b>Hourly</b>	<b>\$ 27.405</b>	<b>\$ 28.847</b>
<b>18</b>	<b>35 hours per week</b>		
	Annual	\$ 50,919.96	\$ 53,600.82
	Bi-weekly	\$ 1,958.46	\$ 2,061.57
	<b>40 hours per week</b>		
	Annual	\$ 58,194.24	\$ 61,258.08
	Bi-weekly	\$ 2,238.24	\$ 2,356.08
	<b>Hourly</b>	<b>\$ 27.978</b>	<b>\$ 29.451</b>
<b>19</b>	<b>35 hours per week</b>		
	Annual	\$ 51,966.46	\$ 54,701.92
	Bi-weekly	\$ 1,998.71	\$ 2,103.92
	<b>40 hours per week</b>		
	Annual	\$ 59,390.24	\$ 62,516.48
	Bi-weekly	\$ 2,284.24	\$ 2,404.48
	<b>Hourly</b>	<b>\$ 28.553</b>	<b>\$ 30.056</b>
<b>20</b>	<b>35 hours per week</b>		
	Annual	\$ 53,011.14	\$ 55,801.20
	Bi-weekly	\$ 2,038.89	\$ 2,146.20
	<b>40 hours per week</b>		
	Annual	\$ 60,584.16	\$ 63,772.80
	Bi-weekly	\$ 2,330.16	\$ 2,452.80
	<b>Hourly</b>	<b>\$ 29.127</b>	<b>\$ 30.660</b>
<b>21</b>	<b>35 hours per week</b>		
	Annual	\$ 54,064.92	\$ 56,909.58
	Bi-weekly	\$ 2,079.42	\$ 2,188.83

\* APPENDIX I

CUPE LOCAL 503 – PLAN 1

Effective January 1, 2013

1.91% Increase

Pay Grade		Probation (95% of step 1)	Step 1
	<b>40 hours per week</b>		
	Annual	\$ 61,788.48	\$ 65,039.52
	Bi-weekly	\$ 2,376.48	\$ 2,501.52
	<b>Hourly</b>	<b>\$ 29.706</b>	<b>\$ 31.269</b>
<b>22</b>	<b>35 hours per week</b>		
	Annual	\$ 55,107.78	\$ 58,008.86
	Bi-weekly	\$ 2,119.53	\$ 2,231.11
	<b>40 hours per week</b>		
	Annual	\$ 62,980.32	\$ 66,295.84
	Bi-weekly	\$ 2,422.32	\$ 2,549.84
	<b>Hourly</b>	<b>\$ 30.279</b>	<b>\$ 31.873</b>
<b>23</b>	<b>35 hours per week</b>		
	Annual	\$ 56,147.00	\$ 59,102.68
	Bi-weekly	\$ 2,159.50	\$ 2,273.18
	<b>40 hours per week</b>		
	Annual	\$ 64,168.00	\$ 67,545.92
	Bi-weekly	\$ 2,468.00	\$ 2,597.92
	<b>Hourly</b>	<b>\$ 30.850</b>	<b>\$ 32.474</b>
<b>24</b>	<b>35 hours per week</b>		
	Annual	\$ 57,197.14	\$ 60,207.42
	Bi-weekly	\$ 2,199.89	\$ 2,315.67
	<b>40 hours per week</b>		
	Annual	\$ 65,368.16	\$ 68,808.48
	Bi-weekly	\$ 2,514.16	\$ 2,646.48
	<b>Hourly</b>	<b>\$ 31.427</b>	<b>\$ 33.081</b>
<b>25</b>	<b>35 hours per week</b>		
	Annual	\$ 58,243.64	\$ 61,308.52
	Bi-weekly	\$ 2,240.14	\$ 2,358.02
	<b>40 hours per week</b>		

\* APPENDIX I

CUPE LOCAL 503 – PLAN 1

Effective January 1, 2013

1.91% Increase

		Probation (95% of step 1)	Step 1
<b>Pay Grade</b>			
	Annual	\$ 66,564.16	\$ 70,066.88
	Bi-weekly	\$ 2,560.16	\$ 2,694.88
	<b>Hourly</b>	<b>\$ 32.002</b>	<b>\$ 33.686</b>
<b>26</b>	<b>35 hours per week</b>		
	Annual	\$ 59,284.68	\$ 62,404.16
	Bi-weekly	\$ 2,280.18	\$ 2,400.16
	<b>40 hours per week</b>		
	Annual	\$ 67,753.92	\$ 71,319.04
	Bi-weekly	\$ 2,605.92	\$ 2,743.04
	<b>Hourly</b>	<b>\$ 32.574</b>	<b>\$ 34.288</b>

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2012

1.91% Increase

PAY GRADE		1	2	3	4	5
<b>1</b>	<b>35 Hours/Week</b>					
	Annual	\$29,245.58	\$30,412.20	\$31,637.06	\$32,914.70	\$34,216.00
	Bi-weekly	\$1,124.83	\$1,169.70	\$1,216.81	\$1,265.95	\$1,316.00
	<b>40 Hours/Week</b>					
	Annual	\$33,423.52	\$34,756.80	\$6,156.64	\$37,616.80	\$39,104.00
Bi-weekly	\$1,285.52	\$1,336.80	\$1,390.64	\$1,446.80	\$1,504.00	
	<b>Hourly</b>	<b>\$16.069</b>	<b>\$16.710</b>	<b>\$17.383</b>	<b>\$18.085</b>	<b>\$18.800</b>
<b>2</b>	<b>35 Hours/Week</b>					
	Annual	\$31,258.50	\$32,505.20	\$33,810.14	\$35,178.78	\$36,572.90
	Bi-weekly	\$1,202.25	\$1,250.20	\$1,300.39	\$1,353.03	\$1,406.65
	<b>40 Hours/Week</b>					
	Annual	\$35,724.00	\$37,148.80	\$38,640.16	\$40,204.32	\$41,797.60
Bi-weekly	\$1,374.00	\$1,428.80	\$1,486.16	\$1,546.32	\$1,607.60	
	<b>Hourly</b>	<b>\$17.175</b>	<b>\$17.860</b>	<b>\$18.577</b>	<b>\$19.329</b>	<b>\$20.095</b>
<b>3</b>	<b>35 Hours/Week</b>					
	Annual	\$33,264.14	\$34,590.92	\$35,983.22	\$37,444.68	\$38,926.16
	Bi-weekly	\$1,279.39	\$1,330.42	\$1,383.97	\$1,440.18	\$1,497.16
	<b>40 Hours/Week</b>					
	Annual	\$38,016.16	\$39,532.48	\$41,123.68	\$42,793.92	\$44,487.04
Bi-weekly	\$1,462.16	\$1,520.48	\$1,581.68	\$1,645.92	\$1,711.04	
	<b>Hourly</b>	<b>\$18.277</b>	<b>\$19.006</b>	<b>\$19.771</b>	<b>\$20.574</b>	<b>\$21.388</b>
<b>4</b>	<b>35 Hours/Week</b>					
	Annual	\$35,284.34	\$36,682.10	\$38,159.94	\$39,701.48	\$41,275.78
	Bi-weekly	\$1,357.09	\$1,410.85	\$1,467.69	\$1,526.98	\$1,587.53
	<b>40 Hours/Week</b>					
	Annual	\$40,324.96	\$41,922.40	\$43,611.36	\$45,373.12	\$47,172.32
Bi-weekly	\$1,550.96	\$1,612.40	\$1,677.36	\$1,745.12	\$1,814.32	



\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2012

*1.91% Increase*

PAY GRADE		1	2	3	4	5
	<b>Hourly</b>	<b>\$19.387</b>	<b>\$20.155</b>	<b>\$20.967</b>	<b>\$21.814</b>	<b>\$22.679</b>
<b>5</b>	<b>35 Hours/Week</b>					
	Annual	\$37,288.16	\$38,769.64	\$40,334.84	\$41,967.38	\$43,629.04
	Bi-weekly	\$1,434.16	\$1,491.14	\$1,551.34	\$1,614.13	\$1,678.04
	<b>37.5 Hours/Week</b>					
	Annual	\$39,951.60	\$41,538.90	\$43,215.90	\$44,965.05	\$46,745.40
	Bi-weekly	\$1,536.60	\$1,597.65	\$1,662.15	\$1,729.43	\$1,797.90
	<b>40 Hours/Week</b>					
	Annual	\$42,615.04	\$44,308.16	\$46,096.96	\$47,962.72	\$49,861.76
	Bi-weekly	\$1,639.04	\$1,704.16	\$1,772.96	\$1,844.72	\$1,917.76
	<b>Hourly</b>	<b>\$20.488</b>	<b>\$21.302</b>	<b>\$22.162</b>	<b>\$23.059</b>	<b>\$23.972</b>
<b>6</b>	<b>35 Hours/Week</b>					
	Annual	\$39,301.08	\$40,871.74	\$42,507.92	\$44,224.18	\$45,976.84
	Bi-weekly	\$1,511.58	\$1,571.99	\$1,634.92	\$1,700.93	\$1,768.34
	<b>37.5 Hours/Week</b>					
	Annual	\$42,108.30	\$43,791.15	\$45,544.20	\$47,383.05	\$49,260.90
	Bi-weekly	\$1,619.55	\$1,684.28	\$1,751.70	\$1,822.43	\$1,894.65
	<b>40 Hours/Week</b>					
	Annual	\$44,915.52	\$46,710.56	\$48,580.48	\$50,541.92	\$52,544.96
	Bi-weekly	\$1,727.52	\$1,796.56	\$1,868.48	\$1,943.92	\$2,020.96
	<b>Hourly</b>	<b>\$21.594</b>	<b>\$22.457</b>	<b>\$23.356</b>	<b>\$24.299</b>	<b>\$25.262</b>
<b>7</b>	<b>35 Hours/Week</b>					
	Annual	\$41,306.72	\$42,961.10	\$44,682.82	\$46,493.72	\$48,335.56
	Bi-weekly	\$1,588.72	\$1,652.35	\$1,718.57	\$1,788.22	\$1,859.06
	<b>37.5 Hours/Week</b>					
	Annual	\$44,257.20	\$46,029.75	\$47,874.45	\$49,814.70	\$51,788.10
	Bi-weekly	\$1,702.20	\$1,770.38	\$1,841.33	\$1,915.95	\$1,991.85
	<b>40 Hours/Week</b>					
	Annual	\$47,207.68	\$49,098.40	\$51,066.08	\$53,135.68	\$55,240.64

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2012

1.91% Increase

PAY GRADE		1	2	3	4	5
	Bi-weekly	\$1,815.68	\$1,888.40	\$1,964.08	\$2,043.68	\$2,124.64
	<b>42 Hours/Week</b>					
	Annual	\$49,568.06	\$51,553.32	\$53,619.38	\$55,792.46	\$58,002.67
	Bi-weekly	\$1,906.46	\$1,982.82	\$2,062.28	\$2,145.86	\$2,230.87
	<b>Hourly</b>	<b>\$22.696</b>	<b>\$23.605</b>	<b>\$24.551</b>	<b>\$25.546</b>	<b>\$26.558</b>
<b>8</b>	<b>35 Hours/Week</b>					
	Annual	\$43,319.64	\$45,046.82	\$46,857.72	\$48,754.16	\$50,683.36
	Bi-weekly	\$1,666.14	\$1,732.57	\$1,802.22	\$1,875.16	\$1,949.36
	<b>37.5 Hours/Week</b>					
	Annual	\$46,413.90	\$48,264.45	\$50,204.70	\$52,236.60	\$54,303.60
	Bi-weekly	\$1,785.15	\$1,856.33	\$1,930.95	\$2,009.10	\$2,088.60
	<b>40 Hours/Week</b>					
	Annual	\$49,508.16	\$51,482.08	\$53,551.68	\$55,719.04	\$57,923.84
	Bi-weekly	\$1,904.16	\$1,980.08	\$2,059.68	\$2,143.04	\$2,227.84
	<b>Hourly</b>	<b>\$23.802</b>	<b>\$24.751</b>	<b>\$25.746</b>	<b>\$26.788</b>	<b>\$27.848</b>
<b>9</b>	<b>35 Hours/Week</b>					
	Annual	\$45,325.28	\$47,136.18	\$49,034.44	\$51,014.60	\$53,034.80
	Bi-weekly	\$1,743.28	\$1,812.93	\$1,885.94	\$1,962.10	\$2,039.80
	<b>37.5 Hours/Week</b>					
	Annual	\$48,562.80	\$50,503.05	\$52,536.90	\$54,658.50	\$56,823.00
	Bi-weekly	\$1,867.80	\$1,942.43	\$2,020.65	\$2,102.25	\$2,185.50
	<b>40 Hours/Week</b>					
	Annual	\$51,800.32	\$53,869.92	\$56,039.36	\$58,302.40	\$60,611.20
	Bi-weekly	\$1,992.32	\$2,071.92	\$2,155.36	\$2,242.40	\$2,331.20
	<b>Hourly</b>	<b>\$24.904</b>	<b>\$25.899</b>	<b>\$26.942</b>	<b>\$28.030</b>	<b>\$29.140</b>
<b>10</b>	<b>35 Hours/Week</b>					
	Annual	\$47,341.84	\$49,231.00	\$51,203.88	\$53,282.32	\$55,389.88
	Bi-weekly	\$1,820.84	\$1,893.50	\$1,969.38	\$2,049.32	\$2,130.38

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2012

1.91% Increase

PAY GRADE		1	2	3	4	5
	<b>37.5 Hours/Week</b>					
	Annual	\$50,723.40	\$52,747.50	\$54,861.30	\$57,088.20	\$59,346.30
	Bi-weekly	\$1,950.90	\$2,028.75	\$2,110.05	\$2,195.70	\$2,282.55
	<b>40 Hours/Week</b>					
	Annual	\$54,104.96	\$56,264.00	\$58,518.72	\$60,894.08	\$63,302.72
	Bi-weekly	\$2,080.96	\$2,164.00	\$2,250.72	\$2,342.08	\$2,434.72
	<b>Hourly</b>	<b>\$26.012</b>	<b>\$27.050</b>	<b>\$28.134</b>	<b>\$29.276</b>	<b>\$30.434</b>
<b>11</b>	<b>35 Hours/Week</b>					
	Annual	\$49,349.30	\$51,320.36	\$53,380.60	\$55,537.30	\$57,746.78
	Bi-weekly	\$1,898.05	\$1,973.86	\$2,053.10	\$2,136.05	\$2,221.03
	<b>37.5 Hours/Week</b>					
	Annual	\$52,874.25	\$54,986.10	\$57,193.50	\$59,504.25	\$61,871.55
	Bi-weekly	\$2,033.63	\$2,114.85	\$2,199.75	\$2,288.63	\$2,379.68
	<b>40 Hours/Week</b>					
	Annual	\$56,399.20	\$58,651.84	\$61,006.40	\$63,471.20	\$65,996.32
	Bi-weekly	\$2,169.20	\$2,255.84	\$2,346.40	\$2,441.20	\$2,538.32
	<b>Hourly</b>	<b>\$27.115</b>	<b>\$28.198</b>	<b>\$29.330</b>	<b>\$30.515</b>	<b>\$31.729</b>
<b>12</b>	<b>35 Hours/Week</b>					
	Annual	\$51,362.22	\$53,411.54	\$55,555.50	\$57,806.84	\$60,092.76
	Bi-weekly	\$1,975.47	\$2,054.29	\$2,136.75	\$2,223.34	\$2,311.26
	<b>37.5 Hours/Week</b>					
	Annual	\$55,030.95	\$57,226.65	\$59,523.75	\$61,935.90	\$64,385.10
	Bi-weekly	\$2,116.58	\$2,201.03	\$2,289.38	\$2,382.15	\$2,476.35
	<b>40 Hours/Week</b>					
	Annual	\$58,699.68	\$61,041.76	\$63,492.00	\$66,064.96	\$68,677.44
	Bi-weekly	\$2,257.68	\$2,347.76	\$2,442.00	\$2,540.96	\$2,641.44
	<b>Hourly</b>	<b>\$28.221</b>	<b>\$29.347</b>	<b>\$30.525</b>	<b>\$31.762</b>	<b>\$33.018</b>
<b>13</b>	<b>35 Hours/Week</b>					
	Annual	\$53,371.50	\$55,499.08	\$57,734.04	\$60,067.28	\$62,446.02

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2012

*1.91% Increase*

PAY GRADE		1	2	3	4	5
	Bi-weekly	\$2,052.75	\$2,134.58	\$2,220.54	\$2,310.28	\$2,401.77
	<b>37.5 Hours/Week</b>					
	Annual	\$57,183.75	\$59,463.30	\$61,857.90	\$64,357.80	\$66,906.45
	Bi-weekly	\$2,199.38	\$2,287.05	\$2,379.15	\$2,475.30	\$2,573.33
	<b>40 Hours/Week</b>					
	Annual	\$60,996.00	\$63,427.52	\$65,981.76	\$68,648.32	\$71,366.88
	Bi-weekly	\$2,346.00	\$2,439.52	\$2,537.76	\$2,640.32	\$2,744.88
	<b>42 Hours/Week</b>					
	Annual	\$64,045.80	\$66,598.90	\$69,280.85	\$72,080.74	\$74,935.22
	Bi-weekly	\$2,463.30	\$2,561.50	\$2,664.65	\$2,772.34	\$2,882.12
	<b>Hourly</b>	<b>\$29.325</b>	<b>\$30.494</b>	<b>\$31.722</b>	<b>\$33.004</b>	<b>\$34.311</b>
<b>14</b>	<b>35 Hours/Week</b>					
	Annual	\$55,378.96	\$57,590.26	\$59,903.48	\$62,325.90	\$64,797.46
	Bi-weekly	\$2,129.96	\$2,215.01	\$2,303.98	\$2,397.15	\$2,492.21
	<b>37.5 Hours/Week</b>					
	Annual	\$59,334.60	\$61,703.85	\$64,182.30	\$66,777.75	\$69,425.85
	Bi-weekly	\$2,282.10	\$2,373.23	\$2,468.55	\$2,568.38	\$2,670.23
	<b>40 Hours/Week</b>					
	Annual	\$63,290.24	\$65,817.44	\$68,461.12	\$71,229.60	\$74,054.24
	Bi-weekly	\$2,434.24	\$2,531.44	\$2,633.12	\$2,739.60	\$2,848.24
	<b>42 Hours/Week</b>					
	Annual	\$66,454.75	\$69,108.31	\$71,884.18	\$74,791.08	\$77,756.95
	Bi-weekly	\$2,555.95	\$2,658.01	\$2,764.78	\$2,876.58	\$2,990.65
	<b>Hourly</b>	<b>\$30.428</b>	<b>\$31.643</b>	<b>\$32.914</b>	<b>\$34.245</b>	<b>\$35.603</b>
<b>15</b>	<b>35 Hours/Week</b>					
	Annual	\$57,393.70	\$59,685.08	\$62,076.56	\$64,589.98	\$67,152.54
	Bi-weekly	\$2,207.45	\$2,295.58	\$2,387.56	\$2,484.23	\$2,582.79
	<b>40 Hours/Week</b>					
	Annual	\$65,592.80	\$68,211.52	\$70,944.64	\$73,817.12	\$76,745.76

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2012

1.91% Increase

PAY GRADE		1	2	3	4	5
	Bi-weekly	\$2,522.80	\$2,623.52	\$2,728.64	\$2,839.12	\$2,951.76
	<b>42 Hours/Week</b>					
	Annual	\$68,872.44	\$71,622.10	\$74,491.87	\$77,507.98	\$80,583.05
	Bi-weekly	\$2,648.94	\$2,754.70	\$2,865.07	\$2,981.08	\$3,099.35
	<b>Hourly</b>	<b>\$31.535</b>	<b>\$32.794</b>	<b>\$34.108</b>	<b>\$35.489</b>	<b>\$36.897</b>
<b>16</b>	<b>35 Hours/Week</b>					
	Annual	\$59,399.34	\$61,768.98	\$64,251.46	\$66,854.06	\$69,500.34
	Bi-weekly	\$2,284.59	\$2,375.73	\$2,471.21	\$2,571.31	\$2,673.09
	<b>37.5 Hours/Week</b>					
	Annual	\$63,642.15	\$66,181.05	\$68,840.85	\$71,629.35	\$74,464.65
	Bi-weekly	\$2,447.78	\$2,545.43	\$2,647.73	\$2,754.98	\$2,864.03
	<b>40 Hours/Week</b>					
	Annual	\$67,884.96	\$70,593.12	\$73,430.24	\$76,404.64	\$79,428.96
	Bi-weekly	\$2,610.96	\$2,715.12	\$2,824.24	\$2,938.64	\$3,054.96
	<b>Hourly</b>	<b>\$32.637</b>	<b>\$33.939</b>	<b>\$35.303</b>	<b>\$36.733</b>	<b>\$38.187</b>
<b>17</b>	<b>35 Hours/Week</b>					
	Annual	\$61,412.26	\$63,863.80	\$66,430.00	\$69,116.32	\$71,851.78
	Bi-weekly	\$2,362.01	\$2,456.30	\$2,555.00	\$2,658.32	\$2,763.53
	<b>40 Hours/Week</b>					
	Annual	\$70,185.44	\$72,987.20	\$75,920.00	\$78,990.08	\$82,116.32
	Bi-weekly	\$2,699.44	\$2,807.20	\$2,920.00	\$3,038.08	\$3,158.32
	<b>Hourly</b>	<b>\$33.743</b>	<b>\$35.090</b>	<b>\$36.500</b>	<b>\$37.976</b>	<b>\$39.479</b>
<b>18</b>	<b>35 Hours/Week</b>					
	Annual	\$63,425.18	\$65,951.34	\$68,608.54	\$71,374.94	\$74,212.32
	Bi-weekly	\$2,439.43	\$2,536.59	\$2,638.79	\$2,745.19	\$2,854.32
	<b>40 Hours/Week</b>					
	Annual	\$72,485.92	\$75,372.96	\$78,409.76	\$81,571.36	\$84,814.08
	Bi-weekly	\$2,787.92	\$2,898.96	\$3,015.76	\$3,137.36	\$3,262.08

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2012

*1.91% Increase*

PAY GRADE		1	2	3	4	5
	<b>Hourly</b>	<b>\$34.849</b>	<b>\$36.237</b>	<b>\$37.697</b>	<b>\$39.217</b>	<b>\$40.776</b>
<b>19</b>	<b>35 Hours/Week</b>					
	Annual	\$65,709.28	\$68,310.06	\$71,058.26	\$73,935.68	\$76,867.70
	Bi-weekly	\$2,527.28	\$2,627.31	\$2,733.01	\$2,843.68	\$2,956.45
	<b>40 Hours/Week</b>					
	Annual	\$75,096.32	\$78,068.64	\$81,209.44	\$84,497.92	\$87,848.80
	Bi-weekly	\$2,888.32	\$3,002.64	\$3,123.44	\$3,249.92	\$3,378.80
	<b>Hourly</b>	<b>\$36.104</b>	<b>\$37.533</b>	<b>\$39.043</b>	<b>\$40.624</b>	<b>\$42.235</b>
<b>20</b>	<b>35 Hours/Week</b>					
	Annual	\$68,310.06	\$71,058.26	\$73,912.02	\$76,900.46	\$79,943.50
	Bi-weekly	\$2,627.31	\$2,733.01	\$2,842.77	\$2,957.71	\$3,074.75
	<b>40 Hours/Week</b>					
	Annual	\$78,068.64	\$81,209.44	\$84,470.88	\$87,886.24	\$91,364.00
	Bi-weekly	\$3,002.64	\$3,123.44	\$3,248.88	\$3,380.24	\$3,514.00
	<b>Hourly</b>	<b>\$37.533</b>	<b>\$39.043</b>	<b>\$40.611</b>	<b>\$42.253</b>	<b>\$43.925</b>
<b>21</b>	<b>35 Hours/Week</b>					
	Annual	\$70,949.06	\$73,777.34	\$76,734.84	\$79,863.42	\$83,004.74
	Bi-weekly	\$2,728.81	\$2,837.59	\$2,951.34	\$3,071.67	\$3,192.49
	<b>40 Hours/Week</b>					
	Annual	\$81,084.64	\$84,316.96	\$87,696.96	\$91,272.48	\$94,862.56
	Bi-weekly	\$3,118.64	\$3,242.96	\$3,372.96	\$3,510.48	\$3,648.56
	<b>Hourly</b>	<b>\$38.983</b>	<b>\$40.537</b>	<b>\$42.162</b>	<b>\$43.881</b>	<b>\$45.607</b>
<b>22</b>	<b>35 Hours/Week</b>					
	Annual	\$73,589.88	\$76,520.08	\$79,588.60	\$82,797.26	\$86,080.54
	Bi-weekly	\$2,830.38	\$2,943.08	\$3,061.10	\$3,184.51	\$3,310.79
	<b>40 Hours/Week</b>					
	Annual	\$84,102.72	\$87,451.52	\$90,958.40	\$94,625.44	\$98,377.76
	Bi-weekly	\$3,234.72	\$3,363.52	\$3,498.40	\$3,639.44	\$3,783.76

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2012

*1.91% Increase*

PAY GRADE		1	2	3	4	5
	Hourly	\$40.434	\$42.044	\$43.730	\$45.493	\$47.297

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2013

1.91% Increase

PAY GRADE		1	2	3	4	5
1	<b>35 Hours/Week</b>					
	Annual	\$29,804.32	\$30,992.78	\$32,241.30	\$33,542.60	\$34,869.38
	Bi-weekly	\$1,146.32	\$1,192.03	\$1,240.05	\$1,290.10	\$1,341.13
	<b>40 Hours/Week</b>					
	Annual	\$34,062.08	\$35,420.32	\$36,847.20	\$38,334.40	\$39,850.72
	Bi-weekly	\$1,310.08	\$1,362.32	\$1,417.20	\$1,474.40	\$1,532.72
	<b>Hourly</b>	<b>\$16.376</b>	<b>\$17.029</b>	<b>\$17.715</b>	<b>\$18.430</b>	<b>\$19.159</b>
2	<b>35 Hours/Week</b>					
	Annual	\$31,855.46	\$33,125.82	\$34,456.24	\$35,850.36	\$37,271.78
	Bi-weekly	\$1,225.21	\$1,274.07	\$1,325.24	\$1,378.86	\$1,433.53
	<b>40 Hours/Week</b>					
	Annual	\$36,406.24	\$37,858.08	\$39,378.56	\$40,971.84	\$42,596.32
	Bi-weekly	\$1,400.24	\$1,456.08	\$1,514.56	\$1,575.84	\$1,638.32
	<b>Hourly</b>	<b>\$17.503</b>	<b>\$18.201</b>	<b>\$18.932</b>	<b>\$19.698</b>	<b>\$20.479</b>
3	<b>35 Hours/Week</b>					
	Annual	\$33,899.32	\$35,251.58	\$36,671.18	\$38,159.94	\$39,670.54
	Bi-weekly	\$1,303.82	\$1,355.83	\$1,410.43	\$1,467.69	\$1,525.79
	<b>40 Hours/Week</b>					
	Annual	\$38,742.08	\$40,287.52	\$41,909.92	\$43,611.36	\$45,337.76
	Bi-weekly	\$1,490.08	\$1,549.52	\$1,611.92	\$1,677.36	\$1,743.76
	<b>Hourly</b>	<b>\$18.626</b>	<b>\$19.369</b>	<b>\$20.149</b>	<b>\$20.967</b>	<b>\$21.797</b>
4	<b>35 Hours/Week</b>					
	Annual	\$35,957.74	\$37,382.80	\$38,887.94	\$40,460.42	\$42,063.84
	Bi-weekly	\$1,382.99	\$1,437.80	\$1,495.69	\$1,556.17	\$1,617.84
	<b>40 Hours/Week</b>					
	Annual	\$41,094.56	\$42,723.20	\$44,443.36	\$46,240.48	\$48,072.96
	Bi-weekly	\$1,580.56	\$1,643.20	\$1,709.36	\$1,778.48	\$1,848.96



\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2013

1.91% Increase

PAY GRADE		1	2	3	4	5
	<b>Hourly</b>	<b>\$19.757</b>	<b>\$20.540</b>	<b>\$21.367</b>	<b>\$22.231</b>	<b>\$23.112</b>
<b>5</b>	<b>35 Hours/Week</b>					
	Annual	\$37,999.78	\$39,510.38	\$41,104.70	\$42,768.18	\$44,462.60
	Bi-weekly	\$1,461.53	\$1,519.63	\$1,580.95	\$1,644.93	\$1,710.10
	<b>37.5 Hours/Week</b>					
	Annual	\$40,714.05	\$42,332.55	\$44,040.75	\$45,823.05	\$47,638.50
	Bi-weekly	\$1,565.93	\$1,628.18	\$1,693.88	\$1,762.43	\$1,832.25
	<b>40 Hours/Week</b>					
	Annual	\$43,428.32	\$45,154.72	\$46,976.80	\$48,877.92	\$50,814.40
	Bi-weekly	\$1,670.32	\$1,736.72	\$1,806.80	\$1,879.92	\$1,954.40
	<b>Hourly</b>	<b>\$20.879</b>	<b>\$21.709</b>	<b>\$22.585</b>	<b>\$23.499</b>	<b>\$24.430</b>
<b>6</b>	<b>35 Hours/Week</b>					
	Annual	\$40,050.92	\$41,652.52	\$43,319.64	\$45,068.66	\$46,855.90
	Bi-weekly	\$1,540.42	\$1,602.02	\$1,666.14	\$1,733.41	\$1,802.15
	<b>37.5 Hours/Week</b>					
	Annual	\$42,911.70	\$44,627.70	\$46,413.90	\$48,287.85	\$50,202.75
	Bi-weekly	\$1,650.45	\$1,716.45	\$1,785.15	\$1,857.23	\$1,930.88
	<b>40 Hours/Week</b>					
	Annual	\$45,772.48	\$47,602.88	\$49,508.16	\$51,507.04	\$53,549.60
	Bi-weekly	\$1,760.48	\$1,830.88	\$1,904.16	\$1,981.04	\$2,059.60
	<b>Hourly</b>	<b>\$22.006</b>	<b>\$22.886</b>	<b>\$23.802</b>	<b>\$24.763</b>	<b>\$25.745</b>
<b>7</b>	<b>35 Hours/Week</b>					
	Annual	\$42,094.78	\$43,781.92	\$45,536.40	\$47,381.88	\$49,258.30
	Bi-weekly	\$1,619.03	\$1,683.92	\$1,751.40	\$1,822.38	\$1,894.55
	<b>37.5 Hours/Week</b>					
	Annual	\$45,101.55	\$46,909.20	\$48,789.00	\$50,766.30	\$52,776.75
	Bi-weekly	\$1,734.68	\$1,804.20	\$1,876.50	\$1,952.55	\$2,029.88
	<b>40 Hours/Week</b>					
	Annual	\$48,108.32	\$50,036.48	\$52,041.60	\$54,150.72	\$56,295.20

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2013

1.91% Increase

PAY GRADE		1	2	3	4	5
	Bi-weekly	\$1,850.32	\$1,924.48	\$2,001.60	\$2,082.72	\$2,165.20
	<b>42 Hours/Week</b>					
	Annual	\$50,513.74	\$52,538.30	\$54,643.68	\$56,858.26	\$59,109.96
	Bi-weekly	\$1,942.84	\$2,020.70	\$2,101.68	\$2,186.86	\$2,273.46
	<b>Hourly</b>	<b>\$23.129</b>	<b>\$24.056</b>	<b>\$25.020</b>	<b>\$26.034</b>	<b>\$27.065</b>
<b>8</b>	<b>35 Hours/Week</b>					
	Annual	\$44,147.74	\$45,907.68	\$47,753.16	\$49,686.00	\$51,651.60
	Bi-weekly	\$1,697.99	\$1,765.68	\$1,836.66	\$1,911.00	\$1,986.60
	<b>37.5 Hours/Week</b>					
	Annual	\$47,301.15	\$49,186.80	\$51,164.10	\$53,235.00	\$55,341.00
	Bi-weekly	\$1,819.28	\$1,891.80	\$1,967.85	\$2,047.50	\$2,128.50
	<b>40 Hours/Week</b>					
	Annual	\$50,454.56	\$52,465.92	\$54,575.04	\$56,784.00	\$59,030.40
	Bi-weekly	\$1,940.56	\$2,017.92	\$2,099.04	\$2,184.00	\$2,270.40
	<b>Hourly</b>	<b>\$24.257</b>	<b>\$25.224</b>	<b>\$26.238</b>	<b>\$27.300</b>	<b>\$28.380</b>
<b>9</b>	<b>35 Hours/Week</b>					
	Annual	\$46,191.60	\$48,037.08	\$49,971.74	\$51,988.30	\$54,048.54
	Bi-weekly	\$1,776.60	\$1,847.58	\$1,921.99	\$1,999.55	\$2,078.79
	<b>37.5 Hours/Week</b>					
	Annual	\$49,491.00	\$51,468.30	\$53,541.15	\$55,701.75	\$57,909.15
	Bi-weekly	\$1,903.50	\$1,979.55	\$2,059.28	\$2,142.38	\$2,227.28
	<b>40 Hours/Week</b>					
	Annual	\$52,790.40	\$54,899.52	\$57,110.56	\$59,415.20	\$61,769.76
	Bi-weekly	\$2,030.40	\$2,111.52	\$2,196.56	\$2,285.20	\$2,375.76
	<b>Hourly</b>	<b>\$25.380</b>	<b>\$26.394</b>	<b>\$27.457</b>	<b>\$28.565</b>	<b>\$29.697</b>
<b>10</b>	<b>35 Hours/Week</b>					
	Annual	\$48,246.38	\$50,171.94	\$52,181.22	\$54,299.70	\$56,447.30
	Bi-weekly	\$1,855.63	\$1,929.69	\$2,006.97	\$2,088.45	\$2,171.05
	<b>37.5 Hours/Week</b>					

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2013

1.91% Increase

PAY GRADE		1	2	3	4	5
	Annual	\$51,692.55	\$53,755.65	\$55,908.45	\$58,178.25	\$60,479.25
	Bi-weekly	\$1,988.18	\$2,067.53	\$2,150.33	\$2,237.63	\$2,326.13
	<b>40 Hours/Week</b>					
	Annual	\$55,138.72	\$57,339.36	\$59,635.68	\$62,056.80	\$64,511.20
	Bi-weekly	\$2,120.72	\$2,205.36	\$2,293.68	\$2,386.80	\$2,481.20
	<b>Hourly</b>	<b>\$26.509</b>	<b>\$27.567</b>	<b>\$28.671</b>	<b>\$29.835</b>	<b>\$31.015</b>
<b>11</b>	<b>35 Hours/Week</b>					
	Annual	\$50,292.06	\$52,301.34	\$54,399.80	\$56,598.36	\$58,849.70
	Bi-weekly	\$1,934.31	\$2,011.59	\$2,092.30	\$2,176.86	\$2,263.45
	<b>37.5 Hours/Week</b>					
	Annual	\$53,884.35	\$56,037.15	\$58,285.50	\$60,641.10	\$63,053.25
	Bi-weekly	\$2,072.48	\$2,155.28	\$2,241.75	\$2,332.35	\$2,425.13
	<b>40 Hours/Week</b>					
	Annual	\$57,476.64	\$59,772.96	\$62,171.20	\$64,683.84	\$67,256.80
	Bi-weekly	\$2,210.64	\$2,298.96	\$2,391.20	\$2,487.84	\$2,586.80
	<b>Hourly</b>	<b>\$27.633</b>	<b>\$28.737</b>	<b>\$29.890</b>	<b>\$31.098</b>	<b>\$32.335</b>
<b>12</b>	<b>35 Hours/Week</b>					
	Annual	\$52,343.20	\$54,432.56	\$56,616.56	\$58,911.58	\$61,241.18
	Bi-weekly	\$2,013.20	\$2,093.56	\$2,177.56	\$2,265.83	\$2,355.43
	<b>37.5 Hours/Week</b>					
	Annual	\$56,082.00	\$58,320.60	\$60,660.60	\$63,119.55	\$65,615.55
	Bi-weekly	\$2,157.00	\$2,243.10	\$2,333.10	\$2,427.68	\$2,523.68
	<b>40 Hours/Week</b>					
	Annual	\$59,820.80	\$62,208.64	\$64,704.64	\$67,327.52	\$69,989.92
	Bi-weekly	\$2,300.80	\$2,392.64	\$2,488.64	\$2,589.52	\$2,691.92
	<b>Hourly</b>	<b>\$28.760</b>	<b>\$29.908</b>	<b>\$31.108</b>	<b>\$32.369</b>	<b>\$33.649</b>
<b>13</b>	<b>35 Hours/Week</b>					
	Annual	\$54,390.70	\$56,558.32	\$58,836.96	\$61,213.88	\$63,638.12
	Bi-weekly	\$2,091.95	\$2,175.32	\$2,262.96	\$2,354.38	\$2,447.62

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2013

1.91% Increase

PAY GRADE		1	2	3	4	5
	<b>37.5 Hours/Week</b>					
	Annual	\$58,275.75	\$60,598.20	\$63,039.60	\$65,586.30	\$68,183.70
	Bi-weekly	\$2,241.38	\$2,330.70	\$2,424.60	\$2,522.55	\$2,622.45
	<b>40 Hours/Week</b>					
	Annual	\$62,160.80	\$64,638.08	\$67,242.24	\$69,958.72	\$72,729.28
	Bi-weekly	\$2,390.80	\$2,486.08	\$2,586.24	\$2,690.72	\$2,797.28
	<b>42 Hours/Week</b>					
	Annual	\$65,268.84	\$67,869.98	\$70,604.35	\$73,456.66	\$76,365.74
	Bi-weekly	\$2,510.34	\$2,610.38	\$2,715.55	\$2,825.26	\$2,937.14
	<b>Hourly</b>	<b>\$29.885</b>	<b>\$31.076</b>	<b>\$32.328</b>	<b>\$33.634</b>	<b>\$34.966</b>
<b>14</b>	<b>35 Hours/Week</b>					
	Annual	\$56,436.38	\$58,689.54	\$61,048.26	\$63,516.18	\$66,035.06
	Bi-weekly	\$2,170.63	\$2,257.29	\$2,348.01	\$2,442.93	\$2,539.81
	<b>37.5 Hours/Week</b>					
	Annual	\$60,467.55	\$62,881.65	\$65,408.85	\$68,053.05	\$70,751.85
	Bi-weekly	\$2,325.68	\$2,418.53	\$2,515.73	\$2,617.43	\$2,721.23
	<b>40 Hours/Week</b>					
	Annual	\$64,498.72	\$67,073.76	\$69,769.44	\$72,589.92	\$75,468.64
	Bi-weekly	\$2,480.72	\$2,579.76	\$2,683.44	\$2,791.92	\$2,902.64
	<b>42 Hours/Week</b>					
	Annual	\$67,723.66	\$70,427.45	\$73,257.91	\$76,219.42	\$79,242.07
	Bi-weekly	\$2,604.76	\$2,708.75	\$2,817.61	\$2,931.52	\$3,047.77
	<b>Hourly</b>	<b>\$31.009</b>	<b>\$32.247</b>	<b>\$33.543</b>	<b>\$34.899</b>	<b>\$36.283</b>
<b>15</b>	<b>35 Hours/Week</b>					
	Annual	\$58,489.34	\$60,824.40	\$63,261.38	\$65,823.94	\$68,435.64
	Bi-weekly	\$2,249.59	\$2,339.40	\$2,433.13	\$2,531.69	\$2,632.14
	<b>40 Hours/Week</b>					
	Annual	\$66,844.96	\$69,513.60	\$72,298.72	\$75,227.36	\$78,212.16
	Bi-weekly	\$2,570.96	\$2,673.60	\$2,780.72	\$2,893.36	\$3,008.16
	<b>42 Hours/Week</b>					

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2013

1.91% Increase

PAY GRADE		1	2	3	4	5
	Annual	\$70,187.21	\$72,989.28	\$75,913.66	\$78,988.73	\$82,122.77
	Bi-weekly	\$2,699.51	\$2,807.28	\$2,919.76	\$3,038.03	\$3,158.57
	<b>Hourly</b>	<b>\$32.137</b>	<b>\$33.420</b>	<b>\$34.759</b>	<b>\$36.167</b>	<b>\$37.602</b>
<b>16</b>	<b>35 Hours/Week</b>					
	Annual	\$60,533.20	\$62,948.34	\$65,478.14	\$68,131.70	\$70,827.12
	Bi-weekly	\$2,328.20	\$2,421.09	\$2,518.39	\$2,620.45	\$2,724.12
	<b>37.5 Hours/Week</b>					
	Annual	\$64,857.00	\$67,444.65	\$70,155.15	\$72,998.25	\$75,886.20
	Bi-weekly	\$2,494.50	\$2,594.03	\$2,698.28	\$2,807.63	\$2,918.70
	<b>40 Hours/Week</b>					
	Annual	\$69,180.80	\$71,940.96	\$74,832.16	\$77,864.80	\$80,945.28
	Bi-weekly	\$2,660.80	\$2,766.96	\$2,878.16	\$2,994.80	\$3,113.28
	<b>Hourly</b>	<b>\$33.260</b>	<b>\$34.587</b>	<b>\$35.977</b>	<b>\$37.435</b>	<b>\$38.916</b>
<b>17</b>	<b>35 Hours/Week</b>					
	Annual	\$62,584.34	\$65,083.20	\$67,698.54	\$70,435.82	\$73,224.06
	Bi-weekly	\$2,407.09	\$2,503.20	\$2,603.79	\$2,709.07	\$2,816.31
	<b>40 Hours/Week</b>					
	Annual	\$71,524.96	\$74,380.80	\$77,369.76	\$80,498.08	\$83,684.64
	Bi-weekly	\$2,750.96	\$2,860.80	\$2,975.76	\$3,096.08	\$3,218.64
	<b>Hourly</b>	<b>\$34.387</b>	<b>\$35.760</b>	<b>\$37.197</b>	<b>\$38.701</b>	<b>\$40.233</b>
<b>18</b>	<b>35 Hours/Week</b>					
	Annual	\$64,637.30	\$67,210.78	\$69,918.94	\$72,738.12	\$75,630.10
	Bi-weekly	\$2,486.05	\$2,585.03	\$2,689.19	\$2,797.62	\$2,908.85
	<b>40 Hours/Week</b>					
	Annual	\$73,871.20	\$76,812.32	\$79,907.36	\$83,129.28	\$86,434.40
	Bi-weekly	\$2,841.20	\$2,954.32	\$3,073.36	\$3,197.28	\$3,324.40
	<b>Hourly</b>	<b>\$35.515</b>	<b>\$36.929</b>	<b>\$38.417</b>	<b>\$39.966</b>	<b>\$41.555</b>
<b>19</b>	<b>35 Hours/Week</b>					
	Annual	\$66,965.08	\$69,615.00	\$72,415.98	\$75,348.00	\$78,336.44

\* APPENDIX I

**CUPE LOCAL 503 – PLAN 2**

Effective January 1, 2013

1.91% Increase

PAY GRADE		1	2	3	4	5
	Bi-weekly	\$2,575.58	\$2,677.50	\$2,785.23	\$2,898.00	\$3,012.94
	<b>40 Hours/Week</b>					
	Annual	\$76,531.52	\$79,560.00	\$82,761.12	\$86,112.00	\$89,527.36
	Bi-weekly	\$2,943.52	\$3,060.00	\$3,183.12	\$3,312.00	\$3,443.36
	<b>Hourly</b>	<b>\$36.794</b>	<b>\$38.250</b>	<b>\$39.789</b>	<b>\$41.400</b>	<b>\$43.042</b>
<b>20</b>	<b>35 Hours/Week</b>					
	Annual	\$69,615.00	\$72,415.98	\$75,324.34	\$78,369.20	\$81,470.48
	Bi-weekly	\$ 2,677.50	\$2,785.23	\$2,897.09	\$3,014.20	\$3,133.48
	<b>40 Hours/Week</b>					
	Annual	\$79,560.00	\$82,761.12	\$86,084.96	\$89,564.80	\$93,109.12
	Bi-weekly	\$3,060.00	\$3,183.12	\$3,310.96	\$3,444.80	\$3,581.12
	<b>Hourly</b>	<b>\$38.250</b>	<b>\$39.789</b>	<b>\$41.387</b>	<b>\$43.060</b>	<b>\$44.764</b>
<b>21</b>	<b>35 Hours/Week</b>					
	Annual	\$72,304.96	\$75,186.02	\$78,199.94	\$81,388.58	\$84,589.96
	Bi-weekly	\$2,780.96	\$2,891.77	\$3,007.69	\$3,130.33	\$3,253.46
	<b>40 Hours/Week</b>					
	Annual	\$82,634.24	\$85,926.88	\$89,371.36	\$93,015.52	\$96,674.24
	Bi-weekly	\$3,178.24	\$3,304.88	\$3,437.36	\$3,577.52	\$3,718.24
	<b>Hourly</b>	<b>\$39.728</b>	<b>\$41.311</b>	<b>\$42.967</b>	<b>\$44.719</b>	<b>\$46.478</b>
<b>22</b>	<b>35 Hours/Week</b>					
	Annual	\$74,994.92	\$77,981.54	\$81,108.30	\$84,378.84	\$87,724.00
	Bi-weekly	\$2,884.42	\$2,999.29	\$3,119.55	\$3,245.34	\$3,374.00
	<b>40 Hours/Week</b>					
	Annual	\$85,708.48	\$89,121.76	\$92,695.20	\$96,432.96	\$100,256.00
	Bi-weekly	\$3,296.48	\$3,427.76	\$3,565.20	\$3,708.96	\$3,856.00
	<b>Hourly</b>	<b>\$41.206</b>	<b>\$42.847</b>	<b>\$44.565</b>	<b>\$46.362</b>	<b>\$48.200</b>

**\* LETTER OF UNDERSTANDING #1**

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Summer Hours**

1. The parties agree that effective 2004 summer hours are no longer an entitlement under the collective agreement.
2. Summer hours will continue to apply to those salaried employees of the predecessor municipalities who benefited from this entitlement as at January 1, 2001 except for those salaried employees referred to in paragraph 3.
3. Wage employees of the predecessor municipalities and those salaried employees currently working in shift operation as:
  - (i) Animal Control Officers
  - (ii) By-law Officers
  - (iii) License Inspectors
  - (iv) Client Service Centre Staff
  - (v) Water Distribution, Process Operators and Senior Plant Operators
  - (vi) Water Treatment, Process Technologistswho previously enjoyed summer hours will no longer be entitled to summer hours effective Summer 2004. These employees will receive an additional four days leave in lieu.  
  
In addition, salaried employees who are currently working as:
  - (i) Child Care Cook, Child Care Teacher I, Child Care Teacher II, Supervisor, Child Care Centre
  - (ii) Forestry Inspector
  - (iii) Facility Supervisorswho previously enjoyed summer hours will no longer be entitled to summer hours. These employees will receive an additional four days leave in lieu.
4. The parties agree that this entitlement will only apply so long as the employee is a member of the bargaining unit.

5. All summer hours must be taken by December 31<sup>st</sup> of the year in which they are accrued and shall be taken at a time mutually agreed upon by the employee and his/her manager.
6. Under no circumstances will a summer hours bank be carried over to the next calendar year or cashed out. Any summer hours which are not taken in the year accrued will be deleted from the employee's leave bank effective December 31<sup>st</sup> of that year.
7. Employees who are absent from work on an unpaid leave of absence, pregnancy/parental leave, long term disability, unauthorized leave or unpaid suspension for the entire period or partial period commencing June 1<sup>st</sup> and ending Labour Day, shall have his/her leave in lieu of summer hours pro-rated. Should the employee have already taken more summer hours leave than their pro-rated entitlement, the Employer will deduct the missing hours entitlement from their annual leave bank.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding



LETTER OF UNDERSTANDING #2

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Superior Vacation Leave Entitlements**

The parties agree that employees who enjoyed superior vacation leave entitlements under their collective agreements with former municipalities will continue to accrue vacation and advance through the vacation plateaus as per their former collective agreement, so long as those plateaus are superior to those contained in this Collective Agreement.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #3

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Discontinuation of Sick Leave and Severance Pay Programs**

1. There will be no further accumulation of sick leave credits and any and all predecessor sick leave programs shall be discontinued. Employees who had sick leave credits at the date of the discontinuance of the former cumulative sick leave plans may utilize those credits in the following manner:
  - (a) An employee may use these credits to top up the 2/3's salary portion of the Income Protection Plan to full salary. This topping up shall be on the basis of one third of a day credit for each day topped up.
  - (b) On termination, an employee who has five (5) or more years' continuous service shall be entitled to a pay out equal to one-half ( $\frac{1}{2}$ ) the number of days of unused sick leave credits to a maximum of one hundred and thirty (130) days' pay at the employee's daily rate of pay as at the date of award (September 8, 2003).
  - (c) On termination by reason of death or retirement without actuarial reduction, an employee or the estate of the employee shall be entitled to the number of unused sick leave credits to a maximum of one hundred and thirty (130) days' pay at the employee's daily rate of pay as at the date of award (September 8, 2003).
  - (d) Employees who had in excess of 130 sick leave days credit as at the date of award (September 8, 2003) may apply to the Employer for permission to use days in excess of 130 as pre-retirement leave.
  - (e) Employees who opt to utilize their credits as outlined in 9d) may:
    - (i) Take pre-retirement leave at the September 8, 2003 rate of pay; or
    - (ii) Have their hours in excess of 130 days prorated in accordance with the following formula:

# of hours to be utilized X September 8, 2003 hourly rate

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Current hourly rate

= Reduced # of hours to be taken as pre-retirement leave

2. There will be no further accumulation of severance pay credits and any and all predecessor severance pay programs shall be discontinued. Employees who had severance pay credits at the date of the discontinuance of the former cumulative severance pay plans may utilize those credits in the following manner:
  - (a) An employee may use these credits to top up the 2/3's salary portion of the Income Protection Plan to full salary. This topping up shall be on the basis of one third of a day credit for each day topped up.
  - (b) On termination, an employee who has five (5) or more years' continuous service shall be entitled to a pay out equal to one-half ( $\frac{1}{2}$ ) the number of days of unused severance pay credits to a maximum of one hundred and thirty (130) days' pay at the employee's daily rate of pay as at the date of award (September 8, 2003).
  - (c) On termination by reason of death or retirement an employee or the estate of the employee shall be entitled to the number of unused severance pay credits to a maximum of one hundred and thirty (130) days' pay at the employee's daily rate of pay as at the date of the award (September 8, 2003).

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #4

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Longevity Pay**

The Parties agree that employees of predecessor municipalities who are a member of the CUPE 503 Bargaining Unit as of date of award (September 8, 2003), who had an entitlement to longevity pay will continue to enjoy such entitlement and plateau progression while an employee remains an active CUPE 503 member without break in CUPE 503 service.

The Parties agree that longevity pay is no longer an entitlement under the collective agreement.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #5

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Alternative Dispute Resolution**

The parties agree that the expeditious resolution of workplace disputes is mutually beneficial. The parties will continue to hold pre-arbitration meetings on a regular basis to schedule grievances referred to arbitration under Article 17 for either arbitration or to a mediation/arbitration process agreed to between the parties. The parties commit to working in good faith toward Alternative Dispute Resolution processes in an effort to resolve grievances referred to arbitration under Article 17 of the Collective Agreement within a maximum of one year from the date of that referral.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #6

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Bilingualism Policy**

The parties acknowledge that the rights of unilingual employees in the Local 503 CUPE bargaining unit are those as established by City Council Policy, Bilingualism Policy, dated May 9, 2001, revised January 23, 2003. In the event City Council negatively amends this Policy the rights of unilingual CUPE 503 employees will remain as stated in that policy until the expiry of this Collective Agreement.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #7

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Temporary Employees working full-time hours in  
Employment and Financial Assistance Branch**

A temporary employee who works in the Employment and Financial Assistance Branch who has worked for six (6) consecutive months in one or more temporary assignments shall achieve seniority status vis-à-vis other temporary employees in related positions.

The only positions to be considered related are listed in line with the position they relate to bellow:

- a. Case Co-Cordinator and Employment Specialist and BASS are related.
- b. Verification Specialist, Supplemental Aid Clerk, Intake Screeners, SRSW, and OUL are related.

A temporary employee who has achieved seniority status vis-à-vis other temporary employees in related positions shall upon completion of a temporary assignment have the right to subsequent temporary assignments in related positions prior to another temporary employee who has less seniority or may displace another temporary employee in related positions provided the duration of the temporary assignment remaining is at least three (3) months in duration.

Seniority for temporary employees shall be based upon their first date of hire so long as there is no break in service of over 90 consecutive calendar days.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #8

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Former Health Department Employees**

The parties hereby agree that all employees of the former Health Department who had a grandfathered entitlement and who are active on the date of signing of the collective agreement shall maintain their previous entitlement to the following rights as a grandfathered benefit while they remain employed in positions within the bargaining unit:

Four (4) hours paid holiday on the employee's last working day prior to Christmas and New Years and shall be provided for in the same manner as all other holidays under Statutory and Declared Holidays.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.



LETTER OF UNDERSTANDING #9

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Retirement Pension for Paramedics**

The parties agree that during the life of this collective agreement, they will engage in meaningful discussion regarding normal retirement age for paramedics.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #10

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Internship, Apprenticeship  
and Legislated Training Programs**

The parties agree that during the life of this collective agreement, they will engage in meaningful discussion regarding internship, apprenticeship and legislated training programs.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #11

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**Retiree Benefits**

Effective January 1, 2009, the Employer agrees to continue to pay 50% of the cost of these plans to former RMOC and City of Ottawa employees on their retirement while the terms of this collective agreement remain in effect. This will not affect the current cost sharing arrangement for former employees currently in receipt of retiree benefits.

The following sentence of Article 7.1.1 (m) does not apply to an employee who elects to receive retiree benefits pursuant to this Letter:

When any employee retires, he/she shall be deemed to have earned vacation leave for the full year in which he/she retires.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #12

**BETWEEN  
CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION LOCAL 503 CUPE**

**\*Business Services Branch, Environmental Services Department**

**For 12-hour shift – Coordinators and Customer Service Persons**

1. The standard daily working hours shall be 12 hours per day and scheduled between the hours of 6 am and 6 pm or 6 pm and 6 am.

**12-hour days (6 am to 6 pm)**

Coordinator, Water System (g)  
Coordinator, Water System (g)  
Customer Service Person  
Maintenance Worker (g)

**12-hour nights (6 pm to 6 am)**

Coordinator, Water System (g)  
Coordinator, Water System (g)  
Customer Service Person  
Maintenance Worker (g)

2. The above-noted operation is a 24-hour and 7-day per week operation.
3. The standard weekly hours are as follows:
  - (a) 84 hours bi-weekly
  - (b) 24 hours x 7 days = 168 hours, divided by 2 shifts = 84 hours each
  - (c) 4 hours of overtime bi-weekly

Example: in one week employees work (3 x 12 = 36 hours) and the next week they work 4 days (4 x 12 = 48 hours). On average standard weekly hours are 42 hours per week.

4. This letter of understanding in no way limits the Employer's ability to change the shift or hours of work in accordance with the terms of the collective agreement.

5. It is recognized that the Employer, the Union or the employees may choose to end the 12-hour shift and revert to an 8-hour shift operation with 3 months' notice.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

\* LETTER OF UNDERSTANDING #13

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Construction Technicians – Compensation for Mileage**

In accordance with Minutes of Settlement signed October 9, 2008 the parties hereby agree that all Construction Technicians currently employed by the City of Ottawa shall be considered to be driving on municipal business when traveling between the job site and home at the beginning and end of the working day.

Payment shall be calculated based on the lesser of the distance between the Construction Technician's designated home base administrative building (currently understood to be 100 Constellation, Sheffield) or the Construction Technician's home and the first job site of the day, plus the lesser of the distance between the Construction Technician's last job site and the Construction Technician's designated home based administrative building (currently understood to be 100 Constellation, Sheffield) or the Construction Technician's home.

This is in addition to kilometers driven for municipal business purposes during the working day.

*This Letter of Understanding and entitlement to "to-from" mileage shall expire on December 31, 2013 at which point all Construction Technicians' mileage entitlements shall be determined in accordance with the mileage provisions of the main body of the collective agreement and any applicable City policies.*

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #14

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**OMERS Waiting Period**

The parties agrees the following remains in effect for those employees who served a waiting period prior to September 1978:

Any wage employee who has completed the probationary period shall have his/her superannuation governed by the Ontario Municipal Employees' Retirement System (OMERS). Upon the completion of this waiting period, any wage employee may opt to buy back service for this waiting period, and the Employer shall pay the normal contributions plus interest as assessed by OMERS for that period with the employee paying his/her normal contributions plus interest as assessed by OMERS for that period.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #15

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Red-circling Protection**

Recognizing that certain former City of Ottawa employees were red-circled pursuant to the Mitchnick and Albertyn awards, the parties agree to continue to apply their red-circling protection. Effective December 31, 2009, employees shall have their red-circled rate frozen with no economic increases until such time as the employee can be slotted into the salary range of their position.

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- \* Effective date of ratification, unless otherwise stated in this Letter of Understanding.



LETTER OF UNDERSTANDING #16

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Out-of-Schedule Rate**

The parties agree that, where either party notices a difficulty recruiting in a particular sector or a significant wage disparity with other municipalities, it may schedule a meeting to discuss the establishment of a wage adjustment.

The parties agree to ensure that any such wage adjustment will comply with the Pay Equity Guidelines.

The formula to establish any wage adjustment will be determined by reviewing the market rates available in comparable sectors or as otherwise agreed upon between the parties.

Following the termination of an "out-of-schedule" rate, the incumbent shall be red-circled for a period of twelve (12) months after which time they will be placed into the salary schedule for the position.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

\* LETTER OF UNDERSTANDING #17

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Accommodation**

It is the desire of the parties to assist employees in need of permanent accommodation to return to, or continue, meaningful employment and an active role in the workplace in accordance with the Ontario Human Rights Code.

As such, where an employee cannot be accommodated in their substantive position but who are medically certified as capable of performing work, the parties agree to meet for the purpose of reviewing and recommending appropriate individual strategies towards the safe and successful return of disabled workers to the workplace as soon as possible.

\*The parties agree to meet, review and amend accordingly the "Memorandum For Trial Joint Accommodation Committee" signed on May 18, 2010.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

\* LETTER OF UNDERSTANDING #18

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Ottawa Paramedic Service Specialty Teams**

\*The parties agree to the following:

In recognition of the recruitment and retention concerns for specialty teams within the Ottawa Paramedic Service, employees who are assigned to specialty teams will be entitled to a specialty team allowance as outlined in the table below. This entitlement shall be calculated on a prorated basis for which the employee is assigned to the specialty team and shall be paid out on the 1<sup>st</sup> pay of December of each year.

Employees who are assigned to specialty teams are eligible for the allowance as follows:

Specialty Teams	Maximum Annual Amount
Bike	\$200.00
Marine	\$200.00
Tactical	\$700.00
CBRNE	\$325.00
Paramedic Support Unit	\$100.00
Urban Search and Rescue	\$200.00

Effective January 1, 2013

Specialty Teams	Maximum Annual Amount
Bike	\$225.00
Marine	\$225.00
Tactical	\$750.00
Paramedic Support Unit	\$200.00
Urban Search and Rescue	\$100.00

In discussion at UMAC the parties may agree to additional special teams and to appropriate amount for allowance.

The Union acknowledges that employees will be required from time to time to retest and requalify for the above mentioned specialty teams. Specialty teams assignments are not considered to be promotions and the employee's substantive position shall remain the same throughout the assignment. Employees assigned to specialty teams are not guaranteed to remain in the assignment indefinitely.

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- \* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

LETTER OF UNDERSTANDING #19

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Curbside Waste Employees**

Where an employee has a DZ license and submits an application for a temporary vacancy to work in Surface Operations, he/she shall be considered. Selection shall be made of the applicant having the greatest seniority and the qualifications required to perform the normal functions of the job. If appointed to the temporary vacancy and successfully completes a season within Surface Operations, he/she shall then be permitted to access vacancies in accordance with the Master Assignment Board process.

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- \* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

\* LETTER OF UNDERSTANDING #20

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Further to Job Postings and Selection – Article 11**

The parties hereby agree to meet within 90 days of ratification and during the life of the Collective Agreement to discuss jobs at Pay Grade 15 with a Supervisory Q6 rating below 31 for possible exclusion from Article 11.1.3. During these discussions, the parties may agree to discuss wage jobs with a Supervisory Q6 rating of 31 and above for possible inclusion in appendix C.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

\* LETTER OF UNDERSTANDING #21

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Reciprocal Seniority Agreement between the Inside/Outside Bargaining Unit and the  
Part-Time Recreation and Culture Bargaining Unit**

1. Employees falling within the scope to the Inside/Outside bargaining unit shall have the right to apply for vacancies posted in accordance with article 10.4 of the Part Time Recreation and Culture collective agreement. These employees shall be considered in the same manner as employees falling under the scope of the Part Time Recreation and Culture collective agreement, provided the employee submits an application and has the required qualifications for the vacant or new position. For this purpose seniority earned under the Inside/Outside agreement shall be recognized and if the employee is successful in his/her application, shall be transferred in full.
2. The transfer of seniority points will apply when an employee moves directly from the Inside/Outside bargaining unit to the Part Time bargaining unit for a permanent position. Effective the start date of their new position into the Part Time Recreation and Culture bargaining unit, their Inside/Outside seniority will be transferred and joined with any existing seniority points from the Part Time bargaining unit they may have previously accrued.
3. The transfer of seniority points will apply when an employee moves directly from the Part Time bargaining unit to the Inside/Outside bargaining unit for a temporary, permanent or acting position. Effective the start date of their new position into the Inside/Outside bargaining unit, their Part-time Recreation and Culture seniority will be transferred and joined with any existing seniority points from the Inside/Outside bargaining unit they may have previously accrued.
4. Following a staffing movement as outlined in this Letter of Understanding, from Inside/Outside bargaining unit to Part Time Recreation and Culture bargaining unit or from Part Time Recreation and Culture bargaining unit to Inside/Outside bargaining unit where the seniority points are transferred and where applicable joined, any seniority points accumulated under either the

Inside/Outside bargaining unit or Part Time Recreation and Culture bargaining unit will be retained and transferred with the employee for any staffing movements thereafter between Inside/Outside bargaining unit or Part Time Recreation and Culture bargaining unit.

5. The transferring and joining of seniority points will only be initiated by a staffing movement as described above and until such staffing movement occurs article 10.6 of the Inside/Outside collective agreement and article 9.5 of the Part Time Recreation and Culture collective agreement continue to apply. It is understood that for the purpose of this Letter of Understanding, a rehire will not constitute a staffing movement.
6. In the event of a conflict between this Letter of Understanding and either the Part Time Recreation and Culture or Inside/Outside collective agreement, this Letter of Understanding will prevail.

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\* Effective date of ratification by both CUPE 503 Inside/Outside and CUPE 503 Part-Time Recreation and Culture bargaining units.



\* LETTER OF UNDERSTANDING #22

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Performance Factors arising out of Long term Care Service Accountability  
Agreement (LSAA)**

The parties agree to meet to discuss performance factors and staffing consistency requirements arising out of the LSAA and their potential impact on the collective agreement.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

\* LETTER OF UNDERSTANDING #23

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Working Group On Heavy Equipment Operator Qualifications in Public Works**

The Parties agree that beginning no later than ninety (90) days from the latest date of ratification of the collective agreement, they will convene a Working Group to jointly review the qualifications requirement for Heavy Equipment Operators within Public Works.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

\* LETTER OF UNDERSTANDING #24

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Staffing and Use of Temporary Employees in Social Services**

The Parties agree to meet within ninety (90) days of ratification and during the life of the collective agreement to discuss the staffing and use of temporary employees in Social Services.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.

\* LETTER OF UNDERSTANDING #25

**BETWEEN  
THE CITY OF OTTAWA**

**AND**

**OTTAWA-CARLETON PUBLIC EMPLOYEES UNION, LOCAL 503**

**Employees Working Beyond Age Sixty-five (65)**

1. Full-time permanent employees working beyond age sixty-five (65) will be entitled to the following modified benefit coverage\*\*:

- Extended health care without “Out of Country coverage” and “Drug coverage”
  - For an eligible spouse and dependent under sixty-five (65), Extended Health care without “Out of Country Coverage” but including “Drug coverage”
  - Dental insurance including coverage for an eligible spouse and dependents
  - \$25,000 life insurance
  - Optional Life including coverage for an eligible spouse
  - Optional Critical Illness including coverage for an eligible spouse and dependents
  - A maximum of seventeen (17) weeks of short term sick leave (Income Protection Plan) annually. This entitlement will be subject to the provisions of article 7.
- a) Coverage details for benefits provided in paragraph 1 above will be as defined in the Benefits Plan Document.
- b) Cost sharing for the benefits plan will be in accordance with the formula contained in this article.
- c) Employees will no longer be covered for the following benefits from age sixty-five (65):
- Accidental Death and Dismemberment (AD&D) for employee & family
  - Long Term Disability (LTD) benefits.
- d) The benefit coverage described in (a) will take effect the first of the month following the month the employee turns sixty-five (65).

e) All benefits will cease at the end of the month in which the employee attains age sixty-nine (69).

2. Benefits for Permanent Part-Time Employees Working Beyond Age Sixty Five (65)\*\*

- a) Permanent part-time employees will receive 6% in lieu of benefit coverage.
- b) The percentage in lieu will be reduced to 4.4% when the employee reaches sixty-nine (69) years of age. This payment of 4.4% will compensate employees for statutory holidays.

3. Benefits for Temporary Part-Time Employees Working Beyond Age Sixty Five (65)\*\*

- a) Temporary part-time employees will receive 6% in lieu of benefit coverage.
- b) The percentage in lieu will be reduced to 4.4% when the employee reaches sixty-nine (69) years of age. This payment of 4.4% will compensate employees for statutory holidays.

4. Benefits for Temporary Full-Time Employees Working Beyond Age Sixty Five (65)\*\*

- a) Temporary full-time employees will receive 6% in lieu of benefit coverage. When they become eligible to be enrolled in the benefit plans, it is understood that they will be eligible for the same coverage as full-time employees described above.

5. Benefits for Casual Employees Working Beyond Age Sixty Five (65)\*\*

- a) Casual employees will receive 6% in lieu of benefit coverage.
- b) The percentage in lieu will be reduced to 4.4% when the employee reaches sixty-nine (69) years of age. This payment of 4.4% will compensate employees for statutory holidays.

\*\*Completion of any applicable probationary or waiting period is required in order to qualify for benefits under this memorandum.

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\* Effective date of ratification, unless otherwise stated in this Letter of Understanding.