

COLLECTIVE AGREEMENT

BETWEEN:

THE CORPORATION OF THE TOWN OF COCHRANE
(Hereinafter called the "Employer")

PARTY OF THE FIRST PART

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 71, CLC
(Hereinafter called the "Union")

PARTY OF THE SECOND PART

JANUARY 1, 2018

To

DECEMBER 31, 2021

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Article 1 - Preamble

- 1.01 Whereas it is the desire of both Parties to this Agreement:
- 1.01.1 To maintain and improve the harmonious relations and settled conditions of employment between the Employer and the Union;
 - 1.01.2 To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, and services;
 - 1.01.3 To encourage efficiency of operation;
 - 1.01.4 To promote the morale, well-being and security of all the employees in the Bargaining Unit of the Union;
 - 1.01.5 To maintain a high standard of care for children and promoting their intellectual, physical and emotional development.
- 1.02 And whereas, it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the Employees be drawn up in an Agreement;

Now therefore, the Parties agree as follows:

Article 2 - Scope

- 2.01 The Employer recognises the Canadian Union of Public Employees and its Local 71 as the sole and exclusive bargaining agent for all of its Employees save and except Chief Administrative Officer, Clerk, Deputy Clerk, Treasurer, Municipal Engineer, Director of Operations, Assistant Director of Operations, Provincial Offences Act Manager, Fire Chief, Foreman, those persons above the rank of Foreman; the Cochrane Child Care Administrator and persons above the rank Administrator, Deputy-Treasurer, Community Services Manager, Executive Assistant to the Community Services Manager, Civil Engineering Manager, By-Law Enforcement Officer/Building Inspector, HR Manager, Director of Protective Services, Director of Community Services, Director of Infrastructure Services, Director of Corporate Services and Economic Development Officer.
- 2.02 Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit provided that the act of performing the aforementioned operations, in itself, does not reduce the hours of work or pay for any employee.
- 2.03 It is agreed that Students employed during their normal school vacation periods (from April 1st to September 15th) shall be excluded from the provisions of the Agreement. It is understood that students will not work overtime where there are available employees to perform such overtime.

- 2.04 The Employer hereby consents and agrees to negotiate with the Union, or any of its authorised committees concerning all matters affecting the relationship between the Parties of this Agreement, looking toward a peaceful and amicable settlement of any differences that may arise between them.
- 2.05 The use of trades cooperative students and/or youth interns under government sponsored programs, on a limited basis is agreed to by the parties. Both trades cooperative students and youth interns shall be excluded from provisions of the Agreement. Trades cooperative students will be paid the labourer rate within the specific department as per the Agreement.

If an intern position becomes a full time position, it will be reviewed by the Labour Management Committee to determine bargaining unit status.

Article 3 - Recognition

- 3.01 The Employer hereby recognises the Union as the sole and exclusive bargaining agent for all employees covered by Article 2 of this Agreement, with respect to hours of work, wages and working conditions, and all other matters pertaining to this Agreement.
- 3.02 The Union shall be notified of all promotions, demotions, hiring, layoffs, transfers, recalls, resignations, retirements, deaths or other terminations of employment which affect employees within the bargaining unit, within ten (10) working days. The Employer shall forward all correspondence to the Chief Steward of the Local, at P.O. Box 1778, Cochrane, Ontario P0L 1C0
- 3.03 Whenever the singular, masculine, or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the contexts of the party or parties hereto so require.

Article 4 - No Discrimination

- 4.01 The Parties agree there should be no discrimination exercised or practiced as outlined in the current Human Rights Legislation with respect to any employee nor by reason of past, present, or future membership or activity in the Union.

Article 5 - Management Rights

- 5.01 The Union agrees that the Employer has and shall retain the exclusive right to manage and direct its operations in all matters, which are not specifically restricted by this Agreement.
- 5.02 The Employer agrees that these functions shall be in conjunction with all conditions and provisions of this Agreement, and further that they will be exercised in a manner consistent with the general purpose and intent of this Agreement and subject to the employee's right to lodge a grievance as set forth herein.

Article 6 - No Strikes or Lockouts

- 6.01 In view of the orderly procedure established herein for the disposition of employees' complaints and grievances, the Employer agrees that it will cause or direct no lockouts of its employees for the duration of this Agreement.
- 6.02 The Union agrees that there will be no strikes or picketing, slowdowns or stoppage of work or collective action, which will stop or interfere with the functioning of the Employer's services for the duration of this Agreement. The Employer shall have the right to discharge or otherwise discipline employees who take part in, or instigate a strike, picketing, stoppage or slowdown, but claim of unjust discharge or treatment may be the subject of a grievance and dealt with as provided in Article 8, Grievance Procedure.

Article 7 – Check-off of Union Dues

- 7.01 The Employer shall deduct from every employee, on every pay period of each month, any dues or assessments levied in accordance with the Union's request.
- 7.02 Deductions shall be forwarded to the National Secretary-Treasurer of the Union, no later than the 10th day of the month following in which the dues were deducted, accompanied by a list of the names of all employees from whose wages the deductions have been made, showing any deletions or additions.
- 7.03 The Employer agrees to indicate on the Income Tax (T-4) slips, the amount of union dues paid by each employee in the previous calendar year.
- 7.04 The Employer agrees to hand out a copy of this Agreement to new employees, and a copy to all employees each time the Agreement is renewed.
- 7.05 The Union shall save the Employer harmless with respect of any deductions and/or remittances made pursuant to Article 7.

Article 8 - Grievance Procedure

- 8.01 In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint or elect a reasonable number of Stewards, who shall be employees of the Employer, whose duty shall be to assist any employee which the Stewards represent, in preparing and in presenting his grievance in accordance with the grievance procedure.
- 8.02 The Union shall notify the Employer in writing of the name of each Steward before the Employer shall be required to recognize him.
- 8.03 The stewards so selected shall constitute the Grievance Committee so long as they remain employees or until their successors are chosen.

- 8.04 The Employer agrees that Stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties, while investigating disputes and presenting adjustments as provided in this Article.

The Union understands and agrees that each Steward is employed to perform full time work for the Employer and that he will not leave his work during working hours except to perform his duties under this Agreement. A request for such leave shall be made at least two (2) days in advance in order to provide proper notice to the Employer. Therefore, no Steward shall leave his work without obtaining the permission of his supervisor; a decision shall be given within a reasonable time.

- 8.05 A Grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Agreement or any dispute between the Employer and any employee(s) of the Union.
- 8.06 Grievances may be submitted provided that not more than five (5) working days have elapsed since the discovery of the alleged grievance.
- 8.07 Grievances and replies to grievances shall be in writing at all stages. An earnest effort shall be made to settle any grievance fairly and promptly in the following manner:

Step #1

The aggrieved employee(s) shall submit the grievance to his Steward.

Step #2

If the Union Steward considers the grievance to be justified, the employee(s) concerned, together with the Steward, shall first seek to settle the dispute with the Employee's Department Head.

Step #3

Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step #2, the employee(s) concerned or the Grievance Committee may submit the grievance to the HR Department or the CAO or its designated representative. The HR Department or the CAO or a designated representative shall render a decision within seven (7) days after receipt of such notice.

Step #4

Failing a satisfactory settlement being reached in Step #3, the Employer or the Union may, within a period of fourteen (14) working days from the date of receipt of the reply, refer the dispute to Arbitration.

- 8.08 The Employer agrees that the employee(s) shall have the right to assistance from a Union Representative at Step #3 and thereafter. Such Representatives shall have access to the Employer's premises in order to investigate and assist in the settlement of a grievance. It is understood that such Representatives shall obtain consent from the Employer prior to having access to the Employer's premises. Request for consent shall be made at least forty-eight (48) hours in advance in order to provide proper notice to the Employer.

- 8.09 If an employee is discharged or laid-off without just cause, he can have his grievance taken up under the Grievance Procedure, starting at Stage 2 if presented in writing within seven (7) days after the date of his discharge or layoff. If it should be settled finally in his favour, he shall be reinstated and paid his wages at his regular rate, retroactive to the time of the discharge or layoff.

Article 9 - Arbitration

- 9.01 When either Party requests that a grievance be submitted to Arbitration, the request shall be made by Registered Mail and addressed to the other Party of the Agreement, indicating the name of its Nominee on an Arbitration Board. Within five (5) days thereafter the other Party shall answer by Registered Mail indicating the name and address of its nominee to the Arbitration Board. The two Arbitrators shall then select an impartial Chairperson.
- 9.02 Notwithstanding Clause #9.01, if both Parties are agreeable, they may elect to appoint an impartial person who shall serve as an Arbitrator in accordance with this Article.
- 9.03 If the recipient of the notice fails to appoint an Arbitrator, or if the two (2) nominees fail to agree upon a Chairperson within seven (7) calendar days of the appointment, the appointment shall be made by the Ministry of Labour, upon request of either Party.
- 9.04 The Board may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations to it. It shall hear and determine the difference or allegation and render a decision.
- 9.05 The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final and binding and enforceable on all Parties. In no event shall the Board of Arbitration have the power to change this Agreement or to alter, modify or amend any of its provisions. However, the Board shall have the power to dispose of any discharge, suspension or discipline grievance by an arrangement which in its opinion, it deems just and equitable.
- 9.06 Each Party shall pay:
9.06.1 The fees and expenses of the Nominee it appoints.
9.06.2 One-half (1/2) the fees and expenses of the Chairperson.
- 9.07 The time limits in both the Grievance and Arbitration Procedure may be extended by consent of the Parties to this Agreement.
- 9.08 At Arbitration Procedure, the Parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses and all reasonable arrangements will be made to permit the conferring parties or the Arbitrator(s) to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

- 9.09 An employee(s) requested by the Union to attend at Arbitration Hearings shall be granted necessary leave of absence with pay for the purpose of attending at the Hearing. The employee (s) must submit a request for Leave of Absence to the Employer no less than five (5) working days in advance to provide proper notice to the Employer.
- 9.10 Upon mutual consent, the Parties may agree to discuss the use of mediation services to help resolve any outstanding grievances. The Parties will mutually agree to the selection of the mediator and equally share all costs.

Article 10 - Union Committees

- 10.01 The Union shall have the right to appoint or otherwise select Stewards and all members of its Committees provided they are Town Employees in the Bargaining Unit. The Parties will advise each other of their representatives to Committees and shall notify in writing of any changes in the appointments.
- 10.02 The Union shall have the right at any time to have the assistance of Representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer.
- 10.03 The Parties agree that negotiations are to be held during working hours without loss of remuneration to Committee members. The Committee may be comprised of not more than five (5) members from the bargaining unit and the National Representative. An employee who is on a regular day off shall receive another day off in lieu for his time at the bargaining table.
- 10.04 The Parties agree to the formation of a Labour Management Committee. The purpose of the Committee is to foster effective and productive communications between the parties and the promotion of constructive and harmonious relationships.

Article 11 - Seniority

- 11.01 Seniority is defined as the length of service in the bargaining unit based on the established Full-Time hiring date and shall be used by Full-Time employees in determining preference or priority for promotions, transfers, demotions, layoffs and recalls. Seniority shall operate on a bargaining-unit-wide basis. In the event of a dispute, employees hired upon the same date will have their seniority date determined by a random draw of numbers. Seniority shall be effective from the original date of employment after completion of the probationary period.
- 11.02 A seniority list of all employees covered by this Agreement shall be posted twice yearly. This list will show all employees in order of seniority, and the date of latest entry into the employ of the Employer. Copies of the seniority list will be posted on all applicable bulletin boards and copies shall be supplied to the Union.

11.03 Protests regarding seniority standing must be submitted within thirty (30) days of the date of posting. Employees absent from work on an approved leave of absence will be allowed thirty (30) days from their return to work to submit an objection to the seniority list.

11.04 Seniority rights shall cease and employment shall be terminated for any of the following reasons:

11.04.1 Employee is discharged for just cause and is not reinstated;

11.01.2 Employee voluntarily resigns in writing;

11.04.3 Employee is absent from work in excess of three (3) working days without notifying the Employer;

11.04.4 Employee fails to return to work within fourteen (14) calendar days following a layoff and after being notified by Registered Mail to do so. It shall be the responsibility of the Employee to keep the Employer informed of his current address. The refusal of an employee to accept recall to such employment will not result in termination of seniority and will not prejudice his right to recall in the twelve (12) month period from date of a layoff.

11.04.5 Employee is laid off for a period longer than twelve (12) consecutive months;

11.04.6 Employee is found consuming alcohol or drugs while on duty or reports for work under the influence of alcohol or non-prescribed drugs.

11.04.7 Seniority shall cease if an employee is absent for any reason for a period of twenty-four (24) consecutive months.

11.04.8 Employee retires.

11.05 Employee Categories

The following definitions will apply with respect to defining the following employee categories:

11.05.1 Probationary Employee:

is a person hired with a view of becoming a Full Time employee who will serve a probationary period up to six (6) months with the Employer.

During the probationary period, a probationary employee shall be entitled to, after three (3) months of probation, all rights and privileges of this Agreement, except with respect to discharge. The probationary employee may be terminated at any time during the probationary period without recourse to the Grievance Procedure.

11.05.2 Full Time Employee:

is a person who has completed the probationary period and regularly works more than twenty-four (24) hours per week and makes a commitment to be available on a pre-scheduled basis as required.

11.05.3 Temporary Employee:

is a person hired for a limited duration, not to exceed one (1) year or longer unless agreed upon between the Parties.

11.05.4 Part-time Employee:

is a person who regularly works not more than twenty four (24) hours, and who makes a commitment to be available on a prescheduled basis as required.

11.05.4.1 Temporary and Part-time employees shall not be entitled to any of the rights or privileges accruing to full time employees, other than what are provided for in this Article 11.05.

11.05.4.2 Temporary and Part-time employees shall be covered under Article 7. - Check-off of Union Dues and Article 15 Hours of Work and clauses 22.01 and 22.02 and be paid in accordance with their job classifications in Appendices "A", "B", "C", "D" and "E" attached hereto.

11.05.4.3 Temporary and Part-time employees shall be paid for all paid holidays as described in Article 19.01, providing the employee meets the eligibility requirements of the Employment Standards Act.

11.05.4.4 Temporary and Part-time employees shall receive annual vacations in accordance with the Employment Standards Act.

11.05.4.5 In lieu of benefits a Temporary and Part-time employee shall receive four percent (4%) calculated on his gross pay per pay period.

11.05.4.6 Temporary and Part-time employees shall not work overtime when Full-time employees are available to perform the work.

11.05.4.7 The Employer shall not use Temporary and Part-time employees as a means of not filling full time vacancies.

11.05.4.8 Work performed by Temporary and Part-time employees shall not reduce the hours of work for full-time employees.

- 11.05.4.9 Should a Temporary or Part-time employee become a full time employee his seniority date shall be the original date of hire on a pro-rated basis. The conversion rate will either be eight (8) hours or seven (7) hours per day depending on the job classification.

Article 12 - Job Postings and Staff Changes

- 12.01 All new positions which are created and all vacancies which the Employer intends to fill within the Bargaining Unit shall be posted so that full time employees will know about the vacancy or new position and will have an opportunity to apply. In filling new positions and vacancies from within the bargaining unit by full time employees, where the capabilities and qualifications of candidates are equal, the most senior employee shall be selected to fill the vacancy.

The employer agrees to notify all full time employees who are on a leave of absence, vacation, sick leave, WSIB, LTD or absent from work for more than five (5) consecutive days.

- 12.02 Filling of new positions, vacancies as per the above, the Employer shall follow this posting order:

- 12.02.1 Full-Time employees; and no one is qualified, you move to two (2)
12.02.2 Part-time employees; and no one is qualified, you move to three (3)
12.02.3 Outside advertising.

- 12.03 A job posting shall contain the information described in the job description, such as nature of position, qualifications, rate of pay, and the estimated probable duration.

- 12.04 A job posting shall be posted for a minimum of seven (7) calendar days.

- 12.05 Notice of appointments from within the bargaining unit shall be made within four (4) weeks of the posting.

- 12.06 Trial Period

The successful applicant shall be placed on trial for a period not to exceed three (3) months unless the Employer and Union mutually agree to extend the period not to exceed six (6) months. If at any time during the trial period the successful applicant wishes to return to the employees former position, the employee will do so within ten (10) working days and the Employer during this trial period may have the applicant return to employees previous position after (10) working days. Conditional on satisfactory service, such trial promotion shall become regular after the period of (3) months or the agreed extended period. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the employee finds himself unable or unwilling to perform the duties of the new job classification, he shall be returned to his former position without loss of seniority and wage or salary rate for that position.

Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to his former position without loss of seniority and wage or salary rate for the position.

12.07 Job Training

The Employer shall inaugurate and maintain a system of "on the job" training so that every employee shall have the opportunity of receiving training and qualifying for promotions. Accordingly, senior employees with the employer's consent, shall be allowed opportunities to learn the work of such positions during regular working hours, without affecting the employees regular rate of pay.

12.08 A temporary vacancy due to an accident, injury, sickness, vacations, leave of absence, temporary transfer, suspension, or a need for additional temporary staff, all for a period not to exceed thirty (30) working days, shall not be posted and shall be filled at the Employer's discretion.

12.09 When an Employee is promoted into a job vacancy, the employee will be placed into the progression grid that provides for an increase in pay from the current regular rate of pay in the previous position.

Article 13 - Layoffs and Recalls

13.01 Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in the reverse order of their bargaining-unit-wide seniority, providing they are qualified to do the work. An employee about to be laid off may bump an employee with less seniority, providing the employee exercising the right is qualified to perform the work of the employee with less seniority.

13.02 No new employees shall be hired until those laid off have been given an opportunity of re-employment.

13.03 The Employer shall notify all employees who are to be laid off in accordance with provisions of The Employment Standards Act.

13.04 Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a recall, employees shall be recalled in the order of their bargaining-unit-wide seniority, providing they are qualified to do the work.

13.05 No employee of the Employer hired prior to December 31, 2007 shall be laid off because of contracting out. This Article does not apply to the Cochrane Child Care Centre Employees.

Article 14 - Relieving in Higher Grades

- 14.01 The job classifications, rates of pay, hours of work and provisions for overtime shall be set out in Appendices "A", "B", "C", "D" and "E", which shall be attached to this Agreement and which shall become an integral part thereof.
- 14.02 When an Employee is assigned to relieve in a management position, the employee shall be paid a ten (10%) percent premium above this current regular rate of pay while so assigned.
- 14.02.1 When an employee is assigned to a bargaining unit position of higher rating, he shall receive the rate for the position in which he is assigned for the full period of the assignment.
- 14.03 When an employee is assigned to a bargaining unit position of a lower rating, he shall maintain his regular rate of pay while so assigned.
- 14.04 When a Teacher's Aid replaces in a Teacher's position, her Rate of Pay will be the Teacher's start rate, while relieving.

Article 15 - Hours of Work

- 15.01 Operations Department
- 15.01.1 The normal workweek shall consist of five (5) consecutive eight (8) hour working days for a total of forty (40) hours per week between 0700 hours and 1530 hours, Monday to Friday. No eight (8) hour shifts shall be spread over a period longer than eight and one half (8.5) hour, with one half (1/2) hour off for lunch in any twenty-four (24) hour day. Every employee shall be allowed two (2) consecutive rest days per week.
- The Operations Clerk normal workweek shall consist of five (5) eight (8) hour shifts Monday to Friday inclusive between 0700 hours and 1530 hours.
- The Equipment Operator (waste and recycle) normal workweek shall consist of four (4) ten (10) hour shifts Monday to Thursday inclusive between 0700 hours and 1730 hours.
- 15.01.2 The employer shall prepare and post a work schedule for a change of normal hours of work with not less than two (2) weeks notice prior to the start of shift work. A change in work schedule may occur due to the following: Spring Cleanup, Cochrane clean up challenge, hydrant flushing program and valve exercising program. Additional, special projects and/or programs will be discussed at a Labour Management Committee Meeting.

- 15.01.3 Employees called upon to perform their scheduled duties on Easter Sunday shall be compensated at the rate of one and one half (1.5) times their regular rate of pay plus a regular day's pay.
- 15.01.4 Employees scheduled to work between 1600 hours and 0600 hours between Monday and Friday shall receive a shift differential of one dollar and twenty-five cents (\$1.25) per hour, for all hours worked, over and above his regular hourly pay. Shift differential applies to clause 15.01.2
- 15.01.5 Between October 1 and April 30, two (2) employees (Coordinators or Alternates) will be required to be on stand-by on a rotational basis from 0700 Monday until 0700 of the following Monday.

Employees on stand-by and taking trouble calls shall receive two hundred and fifteen dollars (\$215.00) for each week of standby, two hundred and twenty dollars (\$220.00) effective January 1, 2018; two hundred and twenty-five dollars (\$225.00) effective January 1, 2020; and two hundred and thirty dollars (\$230.00) effective January 1, 2021.

If the employee can rectify a trouble call remotely in a timely manner (less than 15 minutes), a two (2) hour call out at regular straight time pay will apply.

15.02 Recreation Department

- 15.02.1 Employees assigned to work for the Recreation Department during the summer season (May 1st to August 31st) shall work eight (8) hour shifts between 0700 to 1530 hours spread over a period of eight and a half (8.5) hour, with half (1/2) hour for lunch, Monday to Friday inclusive.

If scheduled by the Employer to work on the weekend for pool checks during this period, an Employee will be paid two (2) hours at straight time for each pool check. If work exceeds one (1) hour, the employee will be paid the greater of the overtime worked or the two (2) hours pay.

Part-time Shift:

When required, a shift from 1530 up to 2400 hours will be done by part-time employees.

- 15.02.2 Employees assigned to work for the Recreation Department during the winter season (September 1st to April 30th) shall work ten (10) hour shifts spread over a period of nine and a half (9.5) hour, with half (1/2) hour for lunch. The ten (10) hour shifts will be between 6 am and 12 am.

- 15.02.3 The Employer shall prepare and post a work schedule for normal hours of work no less than three (3) weeks prior to the start of shift work.
- 15.02.4 Employees called upon to perform their scheduled duties on Easter Sunday shall be compensated at the rate of one and one half (1.5) times their regular rate of pay plus a regular day's pay.
- 15.02.5 Employees scheduled to work between the hours of 1600 hours and 0600 hours between Monday and Friday shall receive a shift differential of one dollar and twenty-five cents (\$1.25) per hour, for all hours worked, over and above his regular hourly pay.
- 15.02.6 An employee shall receive one dollar and twenty-five cents (\$1.25) per hour, over and above his regular rate of pay for every hour worked on Saturday and/or Sunday, or at overtime rates, whichever applies. Shift differential applies to clause 15.02.3

15.03 Municipal Law Enforcement Assistant

The normal workweek shall consist of five (5) eight (8) hour shifts for a total of forty (40) hours per week with two (2) consecutive rest days off per week.

15.04 Hours of Work for Inside Workers

The following are considered normal or straight time hours for office employees:

- From 8:00 a.m. to 4:30 p.m.
- Monday to Friday inclusive for a total of thirty-five (35) hours per week, discounting holidays.

The Employer reserves the right to schedule the noon-hour period.

15.05 Cochrane Child Care Hours of Work

The normal workweek of the Cochrane Child Care Centre Day Care Programs shall be Monday to Friday between the hours of 7:00 a.m. to 6:00 p.m. The normal work week shall consist of five (5) consecutive eight (8) hour shifts for a total of not more than forty (40) hours per week. The above hours of work may be varied by the employer based on program needs without any increase in cost provided two (2) weeks notice prior to the change is given.

When an employee is absent, their shift shall be assigned to qualified employees on a rotational basis.

- 15.06 Staff meetings for the Cochrane Child Care Centre shall be held during normal office hours.

15.07 Water and Sewer Department

- 15.07.1 The normal work week shall be Monday to Friday inclusive, between the hours of 0700 and 1530 hours, with one-half (1/2) hour off for lunch for a total of forty (40) hours per week
- 15.07.2 The Employer shall prepare and post a work schedule for a change of normal hours of work with not less than two (2) weeks notice prior to the start of shift work. A change in work schedule may occur due to the following: Spring Cleanup, Cochrane clean up challenge, hydrant flushing program and valve exercising program. Additional, special projects and/or programs will be discussed at a Labour Management Committee Meeting.
- 15.07.3 Employees scheduled to work between 1530 hours and 0700 hours between Monday and Friday shall receive a shift differential of one dollar and twenty-five cents (\$1.25) per hour, for all hours worked, over and above his regular hourly pay.
- 15.07.4 It is understood that there shall be one (1) employee from the water and wastewater department who will be required to be on standby and duty rotation.

When on standby and duty rotation the operator shall work seven (7) consecutive days followed by three (3) days as a regular operator. The operator will then have four (4) consecutive rest days.

Employees on such a standby and duty rotation shall be on call from 0700 on Monday until 0700 the following Monday.

Employees on Stand-By and taking trouble calls shall do so at the prevailing overtime rates provided in this Agreement, and, in addition, receive two hundred and fifteen dollars (\$215.00) for each week of standby, two hundred and twenty dollars (\$220.00) effective January 1, 2018; two hundred and twenty-five dollars (\$225.00) effective January 1, 2020; and two hundred and thirty dollars (\$230.00) effective January 1, 2021.

If the employee can rectify a trouble call remotely in a timely manner (less than 15 minutes) a two (2) hour call out at regular straight time pay will apply.

15.08 Provisions for Overtime:

- 15.08.1 All hours of work in excess of the normal or straight time hours shall be classed as overtime and shall be paid for at the rate of one and one-half (1 1/2 X) times the employee's regular rate of pay per hour, calculated in units of fifteen (15) minutes.

- 15.08.2 All employees required to perform work on rest days, as outlined in Article 15, shall be paid at the rate of two times (2 X) the employee's regular rate of pay per hour.
- 15.08.3 It is understood that employees shall be entitled to a minimum overtime call of four (4) hours at straight time or at overtime rates of pay, whichever is the greater.
- 15.09 Overtime shall be distributed as equitably as possible among employees who are qualified and are willing to work. The parties agree that overtime worked during the Winter operations defined by the parties as being from October 1st to April 30th shall be distributed as equitably as possible amongst employees qualified and that normally perform the work. Overtime offered to employees available to do the work but refused will be counted as time worked for the purpose of the calculations. Overtime distribution will be posted on a quarterly basis, reviewed periodically and adjustments made if necessary.
- 15.10 Notwithstanding any other Article in this Agreement, a shift differential will not apply where overtime rates apply. Overtime and shift differential shall not pyramid under any circumstances.
- 15.11 When assigned by the Employer, a lead hand is one (1), who over and above his regular work supervises two (2) or more employees, but remains under the supervision of the department supervisor or alternate. A lead hand shall receive an additional one dollar (\$1.00) per hour over and above his regular rate of pay.
- 15.12 All employees shall be permitted a fifteen (15) minute rest period in the first and second half of the shift.

Article 16 - Leave of Absence

- 16.01 An employee elected or appointed as a salary representative of the Union shall be granted a leave of absence without pay for a period not to exceed six (6) months at any one time without loss of seniority. It is understood that during this period, the employee may pay monthly payments themselves to maintain benefits coverage.
- 16.02 Subject to the approval of the Employer, representatives of the Union shall be granted necessary leave of absence with pay for the purpose of meeting with the supervisory personnel of the Employer for the purpose of investigation, consideration and adjustment of grievances and negotiations.
- 16.03 Subject to operational needs, duly appointed delegates not to exceed a total of two (2) employees from the same departments shall be granted leave of absence without pay to attend conventions, conferences or workshops of the union upon fifteen (15) day written notice to the employer.

- 16.04 Employees, at the discretion of the Employer, may be granted up to three (3) months' leave of absence without pay and without loss of seniority. Permission is to be obtained in writing. Such leave may be extended by the consent of the Employer. Leave of absence will not be granted for the purpose of engaging in work outside the Employer's services.
- 16.05 An employee who has been outside the Bargaining Unit for three (3) or more months shall have his name removed from the seniority list. Any such employee returning to the Bargaining Unit shall be considered as a new employee. This provision shall not apply where the leave is extended by mutual consent of the Union and the Employer.
- 16.06 An employee on an authorized leave of absence without pay greater than three (3) months shall cease to accumulate seniority after three (3) months.
- 16.07 Maternity leave and parental leave will be granted in accordance with the provisions of the Employment Standards Act, as amended, Ontario Labour and Employment Legislation.

Article 17 - Bulletin Boards

- 17.01 It is agreed by the parties hereto that the Union shall have the right to use space on bulletin boards supplied by the Employer to post notices of meetings and such other notices as may be of interest to the employees concerned.

Article 18 - Employee Benefits

- 18.01 In addition to the Canada Pension Plan, every full-time employee and eligible part-time employee based on current legislation shall join the Ontario Municipal Employees Retirement System. The Employer and the Employee shall make contributions in accordance with the provisions of the Plan. OMERS deductions shall not be made on overtime earnings.
- 18.02 The Employer shall pay one hundred percent (100%) of the premiums for the following plans to the insurers for all full-time employees and their dependants to the age twenty-one (21) or to the age of twenty-five (25) provided they are enrolled in a full-time program at a post secondary educational institution, i.e., Community College or University or a full time correspondence/online program offered by a recognized Community College or University.
- 18.02.1 Ontario Health Tax or a replacement Plan introduced by the Ontario Government

18.02.2 Extended Health Care Plan (with no deductible)

Vision Care: every twenty-four (24) months

January 1, 2018 - \$425.00

January 1, 2019 - \$425.00

January 1, 2020 - \$450.00

January 1, 2021 - \$450.00

Vision care to include eyeglasses, lenses and/or contacts lenses per the terms and conditions of the Master Agreement.

Laser eye surgery up to \$1,000.00 per employee (lifetime amount) and up to vision care amount per spouse and dependants (lifetime amount).

Basic Dental Plan: plus fifty percent (50%) denture coverage to a maximum of \$750 once every five (5) years, plus orthodontic care at fifty percent (50%) to a maximum of \$1,500 per lifetime for dependants up to age 19.

There shall be no co-insurance by the employer on dentures and orthodontics.

Basic Chiropractic Services of up to \$15.00 per visit to a maximum of \$500.00 per family/single coverage per year.

Drug Plan: Prescribed drugs in accordance with the Municipal benefit plan, pay-direct drug card, mandatory generic drugs (doctor approved), mandatory co-ordination of benefits.

18.02.3 Group Life Insurance Plan & Accidental Death and Dismemberment
2x annual salary basic life – minimum of \$50,000.00
Premium for additional (optional) life insurance to be paid by the Employee through payroll deduction

18.02.4 Spousal/Dependant Life: \$10,000 for spouse
\$ 5,000 for each dependant child

18.02.5 Weekly Indemnity Plan: (1-4-17)
Seventy-five percent (75%) of the Employee's basic wage, at the time of disability as per terms and conditions of Master Agreement.
First day hospitalisation, fourth day sickness, seventeen weeks benefit period.

18.02.6 Long Term Disability Plan:
Seventy-five percent (75%) of the Employee's basic wage, at the time of disability as per terms and conditions of Master Agreement.

18.02.7 Employee and family assistance program:
Coverage for this benefit will extend to all full-time employees.

Taxability of any benefit or claim will be dependent of legislation.

18.03 While off on disability, the Employer agrees to continue in force all benefits without cost for a period of six (6) months, or in accordance with legislation. The employee can choose to pay the premium cost for selected benefits for an additional twelve (12) months.

18.04 An employee prevented from performing his regular work with the Employer on account of an occupational accident that is covered by the Workplace Safety Insurance Board shall receive from the Employer the difference between the amount payable by the Workplace Safety Insurance Board and his regular rate of pay. Pending a settlement of the insurable claim, the employee shall continue to receive the full pay and benefits of this Agreement.

18.05 The Employer shall cover all costs associated with the filling of forms by a physician, if required by the Employer. With respect to insurance claims, the forms remain the claimant's responsibility, as they are required by the Insurer, not the Employer. However, the Employer agrees to reimburse the Employee for the cost of the second (2nd), third (3rd) and fourth (4th) forms to a maximum of twenty-five dollars (\$25) per form. The Employee shall be responsible for costs for additional or subsequent forms required by the Insurer.

Sick Leave Provision

18.06 Sick leave means the period of time a full-time employee is permitted to be absent from work with full pay by virtue of being sick or disabled, or because of an accident for which compensation is not payable under the Workplace Safety Insurance Board.

18.06.1 The Employer shall credit every full-time employee, on the first day of January in every year, five (5) days sick leave. These days are not cumulative from one year to the next. One half (1/2) of any unused sick leave days will be paid to the employee at the employee's normal rate of pay as of December 31st of each year.

A new full-time employee will be credited sick leave prorated for the current year based on hire date.

18.06.2 Unused accumulated sick leave from the previous plan may be used to supplement the employee's income while collecting weekly indemnity payments, or any of the following provisions.

- 18.06.3 Sick leave with pay shall be granted on the production of satisfactory evidence of the inability of the employee to perform his duties, in the form of a medical certificate. Sick leave pay will be paid to the amount of accumulated sick leave credit.
- 18.06.4 On severance and/or termination, an employee having unused accumulated sick leave from the previous plan to his credit shall receive a salary grant in lieu thereof, equal to fifty percent (50%) of unused sick leave credits, to a maximum of six (6) months, at the rate of pay effective immediately prior to severance and/or termination. In the event of death, fifty percent (50%) of any unused accrued sick leave shall be paid in the form of a cash bonus to the employee's beneficiary.

Early Retirement Benefits

18.07 The Employer agrees to pay benefit premiums on early retirement at age fifty-five (55) when an employee has thirty (30) years service, on the following basis:

- (a) hundred percent (100%) of premiums for \$10,000 Life Insurance
- (b) hundred percent (100%) of premiums for vision, drugs and dental coverage.

This coverage shall be cancelled if the retiree:

- (a) obtains employment following retirement
- (b) if his spouse is covered through employment for these benefits
- (c) the employee attains the age of sixty-five (65)

Article 19 - Paid Holidays

19.01 The Employer agrees to grant and pay one (1) day's pay for the following holidays for all employees covered by this Agreement:

The last half (1/2) shift on the last working day before Christmas Day and New Year's Day.

New Year's Day	Good Friday
Family Day	Victoria Day
Thanksgiving Day	Labour Day
Remembrance Day (19.02)	January 2nd
Christmas Day	Boxing Day
Civic Holiday (1st Monday in August)	Canada Day
Easter Monday	

19.02 The Cochrane Child Care Centre will not be closed on Remembrance Day and therefore, Employees of the Centre shall be required to work. In lieu, Cochrane Child Care Centre Employees shall be entitled to take one (1) day annually, as a floater. Such floater shall not be cumulative from one year to the next and shall be taken at a time agreed to by the Cochrane Child Care Centre Administrator.

- 19.03 The Cochrane Child Care Centre and Town Hall shall be closed from December 24th at noon to January 2, inclusive. Employees shall be required to take the time off without pay save and except for statutory holidays, vacation and floater.
- 19.04 It is clearly understood and agreed upon, that employees shall not have their wages reduced by the observance of the aforementioned holidays, and if called upon to perform their duties on such holidays, then said employees shall be compensated at the rate of time and one-half (1½) their regular rate of pay, plus the day's pay for such holiday at straight time, with a guarantee of at least four (4) hours' pay for four (4) hours work or less.
- 19.05 In event of any of the above named holidays falling on a Saturday or Sunday, the day substituted by the federal, provincial or municipal governments shall be observed. Where the day is proclaimed to be observed on your day off, then the employee shall receive the day following in lieu of.
- 19.06 It is further agreed that should the Mayor of the municipality or the federal or provincial governments hereinafter declare a day or days to be celebrated as a holiday, then the Employer agrees to grant same with pay.
- 19.07 To qualify for holiday pay, the employee must work his normal shift before and after such holiday unless ill or properly excused by the Employer.

Article 20 - Annual Vacations

Employees hired after January 1, 2015, will achieve a three (3) weeks vacation threshold after three (3) years of service.

- 20.01 Less than 1 year of service - according to the Employment Standards Act
- | | | |
|-------------------------|---|---------------------------|
| After 3 year's service | - | 3 weeks vacation with pay |
| After 7 years' service | - | 4 weeks vacation with pay |
| After 15 years' service | - | 5 weeks vacation with pay |
| After 20 years' service | - | 6 weeks vacation with pay |
| After 25 years' service | - | 7 weeks vacation with pay |
| After 30 years' service | - | 8 weeks vacation with pay |
- 20.02 The Employer further agrees that should any of the aforementioned paid holidays fall during the employee's vacation period, then said employee shall be entitled to an extra day's vacation with pay.
- 20.03 Excluding all full-time recreation employees, all vacations must be submitted prior to May 1st and will be confirmed by the end of the following 3rd week. Requests of the individual employees will be considered and granted if practicable based on seniority and operational needs. When two (2) or more employees wish to take vacation at the same time and only one (1) from each classification can be spared, then the employee(s) with the greatest seniority shall be given preference in each classification.

All full-time recreation employees shall submit their summer vacation prior to May 1st and will be confirmed by the end of the following 3rd week.

- 20.04 Requests for vacation after the May 1st deadline will be granted on a first come first served basis.
- 20.05 Unused vacation by any employee will be administered by the Employer in accordance with the Employment Standards Act effective January 1st, 2015.
- 20.06 Employees may request vacations to be carried over to the following year, with an adequate reason which will be subject to the approval of the Employer.
- 20.07 Lost time for any reason beyond four (4) consecutive months in the same year will result in pro rating the vacation.

Where an employee returns to work and loses time due to the same or related causes, the lost time will be considered as a continuation of the previous lost time only if it occurs within six (6) weeks at the end of the previous lost time.

Note: Consecutive months is interpreted as including continuous partial work weeks or days containing unpaid time.

Article 21 - Special Leave

- 21.01 Special leave with pay shall be granted to employees who have the necessary special leave credit, for certain designated causes, but not continuously in excess of six (6) days, except with the approval of the Employer.
- 21.02 The Employer shall credit every full-time employee, on the first day worked of every calendar year, three (3) days special leave. Special leave credit shall have accumulated to a maximum of thirty (30) days, deduction there from being made for any period of special leave granted.

A new full-time employee will be credited special leave prorated for the current year based on hire date.

No employee, at any time, shall have more than thirty (30) days special leave to his credit.

An employee whom has reached a maximum of thirty (30) days, will be credited special leave credit up to 3 days if they have deductions, to replace special leave as used throughout the year.

- 21.03 No special leave with pay shall be granted to an employee with less than four (4) months' service except if the absence is required due to a quarantine or a severe snowstorm. The special leave credit, however, accumulates during this period.

21.04 Special leave shall be granted only on production of written application from the employee setting forth in detail the reasons why he considers that special leave should be allowed and supported by such evidence as the Employer may desire.

21.05 The Employer agrees to maintain proper and strict special leave records. Special leave summaries will be added to employee pay stubs.

Only reasons for special leave to be:

- i) illness in family (including medical appointment)
- ii) serious domestic difficulties

- family in i) above refers to and will be recognised as follows:
his or her parents, brother, sister, spouse, children, parents-in-law, grandparents, grandchildren, brother-in-law and sister-in-law.

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

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

Bereavement Leave

21.07 The employer will grant three (3) regular scheduled consecutive work days leave of absence with pay to full-time employees in the case of death of a spouse, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren and grand parents to attend the funeral.

21.07.1 Where the employee is required to travel over four hundred (400) kilometres one-way, and additional two (2) days leave with pay will be granted.

21.07.2 The employer will grant one (1) day's leave with pay to full-time employees in the case of death of an aunt, uncle, niece and nephew to attend the funeral.

21.07.3 In the event of a memorial service or interment separate from the leave above, an employee may save one of the days identified in 21.07 without loss of pay to attend the interment or service.

Article 22 - Supply of Safety Boots

- 22.01 The Employer shall reimburse the cost of safety boots up to two hundred and sixty dollars (\$260.00) January 1st, 2018, two hundred and sixty-five dollars (\$265.00) upon the second year, two hundred and seventy dollars (\$270.00) upon the third year and two hundred and seventy-five dollars (\$275.00) upon the fourth year, to those employees required to wear safety boots in the course of their duty.
- 22.02 Employees in the Operations Department shall be supplied with all appropriate gloves, coveralls and rain suits as required to perform their duties, at no cost to the employees.

Article 23 - Miscellaneous

- 23.01 A D-Z renewal fee can be applied to a class above license at the D-Z renewal term. The balance of the class above licensing fee, if any, shall be paid by the employee.
- 23.02 One (1) standard telephone and one (1) residential telephone line to include three (3) features only to be supplied free of charge to all full-time employees who are members of Local 71 and who are served the Municipal telephone exchange. Full-time employees live outside the Municipal telephone service area will be paid a lump sum of one hundred seventy-five dollars (\$175.00) per year starting January 1, 2007. This benefit will cease if and when the Employer ceases to be the Shareholder of the Cochrane Telecom Services Company.
- 23.03 Current internet services for Water and Wastewater Employees shall continue.

Article 24 - Term of Agreement

- 24.01 This Agreement shall be in effect from the 1st day of January, 2018 and shall remain in effect until the 31st day of December, 2021, and unless either Party gives to the other a written notice of termination or of a desire to amend this Agreement, then it shall continue in effect for a further year without change.
- 24.02 Notice that amendments are required or that either Party intends to terminate this Agreement may only be given within a period of not more than ninety (90) days and not less than thirty (30) days prior to the expiration date of the Agreement or any anniversary date of such expiration date.
- 24.03 If notice of amendment or termination is given by either Party, the other Party agrees to meet for the purpose of negotiations within twenty (20) days of the giving of such notice if requested to do so.

24.04 Both Parties shall adhere fully to the terms of this Agreement during the period of bona fide Collective Bargaining, and if negotiations extend beyond the anniversary date of the Agreement, any revision in terms, mutually agreed upon, shall, unless otherwise specified, apply retroactively to that date.

Article 25 - Wage Rates

25.01 Pay periods for all employees of the Employer shall be based on work periods of two (2) weeks and there shall be twenty-six (26) work periods per annum. All employees shall be paid on the fourth (4th) workday following the end of the work period as noted. In other words, the work period will end on Friday, and the employee will receive pay for that period on the following Thursday. This will result in a holdback of four (4) working days' pay for each employee.

DATED AT THE TOWN OF COCHRANE IN THE DISTRICT OF COCHRANE, ONTARIO,

This 20 day of November, 2017.

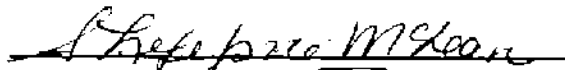
SIGNED ON BEHALF OF:

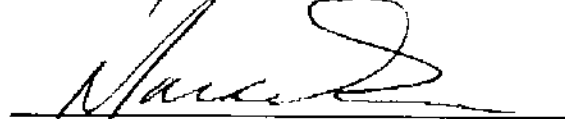
CORPORATION OF THE TOWN OF COCHRANE

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL #71, C.L.C.

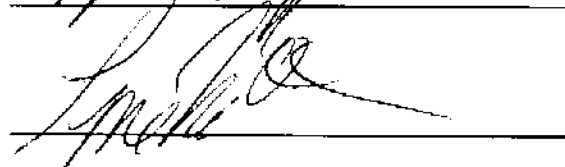
MAYOR

CLERK













THE CORPORATION OF THE
TOWN OF COCHRANE
Classifications and Wage Rates

January 1, 2017

January 1, 2018

Wage increase 1.50%

Job Position	January 1, 2017			January 1, 2018		
	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
Appendix "A"						
Rural Coordinator	31.31	31.92	32.53	31.78	32.40	33.02
Urban Coordinator	31.31	31.92	32.53	31.78	32.40	33.02
Mechanic	29.23	29.87	30.45	29.67	30.32	30.91
HVAC Technician				27.25	27.87	28.47
Equipment Operator, Mechanic Maintenance and Welder	25.64	26.25	26.86	26.02	26.64	27.26
Heavy Equipment Operator & Maintenance Operations Clerk	25.35	25.96	26.55	25.73	26.35	26.95
Arena Maintenance I	25.06	25.64	26.25	25.44	26.02	26.64
Arena Maintenance II	25.06	25.64	26.25	25.44	26.02	26.64
Truck Driver/ Labourer	24.35	24.95	25.56	24.72	25.32	25.94
Customer Services Clerk				22.09	22.72	23.38
Customer Services Representative				20.03	20.54	21.05
Casual Labourer	19.23	-	-	19.52	-	-

Appendix "B"

Tax Clerk	27.01	27.62	28.22	27.42	28.03	28.64
Administrative Assistant	26.85	27.46	28.05	27.25	27.87	28.47
Client Services and Cashier (POA)	26.85	27.46	28.05	27.25	27.87	28.47
Accounts Receivable	25.35	25.96	26.55	25.73	26.35	26.95
Billing Clerk				25.73	26.35	26.95
Payroll	25.35	25.96	26.55	25.73	26.35	26.95
Accounts Payable	24.35	24.95	25.56	24.72	25.32	25.94
Reception	24.35	24.95	25.56	24.72	25.32	25.94

Appendix "C"

Law Enforcement Assistant	24.35	24.95	25.56	24.72	25.32	25.94
Protective Services Clerk				24.72	25.32	25.94

Appendix "D"

Child Care Centre

Supervisor	27.89	28.71	29.55	28.31	29.14	29.99
Day Care Resources Person	25.06	25.64	26.25	25.44	26.02	26.64
Teacher	25.06	25.64	26.25	25.44	26.02	26.64
Teacher's Aid	20.33	20.67	21.30	20.63	20.98	21.62
Day Care Cook	19.87	20.20	20.83	20.17	20.50	21.14

Parent Resource Centre

Program Worker Teacher	25.06	25.64	26.25	25.44	26.02	26.64
Teacher	25.06	25.64	26.25	25.44	26.02	26.64
Teacher's Aid	20.33	20.67	21.30	20.63	20.98	21.62
Janitor	17.19	17.52	18.15	17.45	17.78	18.42

THE CORPORATION OF THE
TOWN OF COCHRANE
Classifications and Wage Rates

January 1, 2017

January 1, 2018

Wage increase 1.50%

Job Position	January 1, 2017			January 1, 2018		
	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
Appendix "E"						
Overall Responsible Operator (ORO)	34.94			35.46		
Sewage Collection						
Level 3	31.92			32.40		
Level 2	28.05			28.47		
Level 1	26.73			27.13		
O.I.T.	25.93			26.32		
Sewage Treatment						
Level 3	31.92			32.40		
Level 2	28.05			28.47		
Level 1	26.73			27.13		
O.I.T.	25.93			26.32		
Water Treatment (Operations)						
Level 3	31.92			32.40		
Level 2	28.05			28.47		
Level 1	26.73			27.13		
O.I.T.	25.93			26.32		
Water Distribution (Maintenance & Construction)						
Level 3	31.92			32.40		
Level 2	28.05			28.47		
Level 1	26.73			27.13		
O.I.T.	25.93			26.32		
Compliance Officer / Clerk	28.79			29.22		
Asset Coordinator	28.05			28.47		
Labourer	19.12			19.41		

THE CORPORATION OF THE
TOWN OF COCHRANE
Classifications and Wage Rates

January 1, 2019

January 1, 2020

Wage increase 1.75%

Wage increase 1.75%

Job Position

Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
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Appendix "A"

Job Position	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
Rural Coordinator	32.34	32.97	33.60	32.91	33.55	34.19
Urban Coordinator	32.34	32.97	33.60	32.91	33.55	34.19
Mechanic	30.19	30.85	31.45	30.72	31.39	32.00
HVAC Technician	27.73	28.36	28.97	28.22	28.86	29.48
Equipment Operator, Mechanic Maintenance and Welder	26.48	27.11	27.74	26.94	27.58	28.23
Heavy Equipment Operator & Maintenance	26.18	26.81	27.42	26.64	27.28	27.90
Operations Clerk	26.18	26.81	27.42	26.64	27.28	27.90
Arena Maintenance I	25.89	26.48	27.11	26.34	26.94	27.58
Arena Maintenance II	25.89	26.48	27.11	26.34	26.94	27.58
Truck Driver/ Labourer	25.15	25.76	26.39	25.59	26.21	26.85
Customer Services Clerk	22.48	23.12	23.79	22.87	23.52	24.21
Customer Services Representative	20.38	20.90	21.42	20.74	21.27	21.79
Casual Labourer	19.86	-	-	20.21	-	-

Appendix "B"

Job Position	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
Tax Clerk	27.90	28.52	29.14	28.39	29.02	29.65
Administrative Assistant	27.73	28.36	28.97	28.22	28.86	29.48
Client Services and Cashier (POA)	27.73	28.36	28.97	28.22	28.86	29.48
Accounts Receivable	26.18	26.81	27.42	26.64	27.28	27.90
Billing Clerk	26.18	26.81	27.42	26.64	27.28	27.90
Payroll	26.18	26.81	27.42	26.64	27.28	27.90
Accounts Payable	25.15	25.76	26.39	25.59	26.21	26.85
Reception	25.15	25.76	26.39	25.59	26.21	26.85

Appendix "C"

Job Position	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
Law Enforcement Assistant	25.15	25.76	26.39	25.59	26.21	26.85
Protective Services Clerk	25.15	25.76	26.39	25.59	26.21	26.85

Appendix "D"

Child Care Centre

Job Position	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
Supervisor	28.81	29.65	30.51	29.31	30.17	31.04
Day Care Resources Person	25.89	26.48	27.11	26.34	26.94	27.58
Teacher	25.89	26.48	27.11	26.34	26.94	27.58
Teacher's Aid	20.99	21.35	22.00	21.36	21.72	22.39
Day Care Cook	20.52	20.86	21.51	20.88	21.23	21.89

Parent Resource Centre

Job Position	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
Program Worker Teacher	25.89	26.48	27.11	26.34	26.94	27.58
Teacher	25.89	26.48	27.11	26.34	26.94	27.58
Teacher's Aid	20.99	21.35	22.00	21.36	21.72	22.39
Janitor	17.76	18.09	18.74	18.07	18.41	19.07

THE CORPORATION OF THE
TOWN OF COCHRANE
Classifications and Wage Rates

January 1, 2019

January 1, 2020

Wage increase 1.75%

Wage increase 1.75%

Job Position

Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
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Appendix "E"

Overall Responsible Operator (ORO)	36.08			36.71		
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Sewage Collection

Level 3	32.97			33.55		
Level 2	28.97			29.48		
Level 1	27.60			28.08		
O.I.T.	26.78			27.25		

Sewage Treatment

Level 3	32.97			33.55		
Level 2	28.97			29.48		
Level 1	27.60			28.08		
O.I.T.	26.78			27.25		

Water Treatment (Operations)

Level 3	32.97			33.55		
Level 2	28.97			29.48		
Level 1	27.60			28.08		
O.I.T.	26.78			27.25		

Water Distribution (Maintenance & Construc

Level 3	32.97			33.55		
Level 2	28.97			29.48		
Level 1	27.60			28.08		
O.I.T.	26.78			27.25		
Compliance Officer / Clerk	29.73			30.25		
Asset Coordinator	28.97			29.48		
Labourer	19.75			20.10		

THE CORPORATION OF THE
TOWN OF COCHRANE
Classifications and Wage Rates

January 1, 2021

Wage increase 2.00%

Job Position	Wage increase 2.00%		
	Start (Year 1)	After 1 Year (Year 2)	After 2 Years (Year 3)
Appendix "A"			
Rural Coordinator	33.57	34.22	34.87
Urban Coordinator	33.57	34.22	34.87
Mechanic	31.33	32.02	32.64
HVAC Technician	28.78	29.44	30.07
Equipment Operator, Mechanic Maintenance and Welder	27.48	28.13	28.79
Heavy Equipment Operator & Maintenance	27.17	27.83	28.46
Operations Clerk	27.17	27.83	28.46
Arena Maintenance I	26.87	27.48	28.13
Arena Maintenance II	26.87	27.48	28.13
Truck Driver/ Labourer	26.10	26.73	27.39
Customer Services Clerk	23.33	23.99	24.69
Customer Services Representative	21.15	21.70	22.23
Casual Labourer	20.61	-	-

Appendix "B"

Tax Clerk	28.96	29.60	30.24
Administrative Assistant	28.78	29.44	30.07
Client Services and Cashier (POA)	28.78	29.44	30.07
Accounts Receivable	27.17	27.83	28.46
Billing Clerk	27.17	27.83	28.46
Payroll	27.17	27.83	28.46
Accounts Payable	26.10	26.73	27.39
Reception	26.10	26.73	27.39

Appendix "C"

Law Enforcement Assistant	26.10	26.73	27.39
Protective Services Clerk	26.10	26.73	27.39

Appendix "D"

Child Care Centre

Supervisor	29.90	30.77	31.66
Day Care Resources Person	26.87	27.48	28.13
Teacher	26.87	27.48	28.13
Teacher's Aid	21.79	22.15	22.84
Day Care Cook	21.30	21.65	22.33

Parent Resource Centre

Program Worker Teacher	26.87	27.48	28.13
Teacher	26.87	27.48	28.13
Teacher's Aid	21.79	22.15	22.84
Janitor	18.43	18.78	19.45

THE CORPORATION OF THE
TOWN OF COCHRANE
Classifications and Wage Rates

January 1, 2021

Wage increase 2.00%

Job Position

Start After After
(Year 1) (Year 2) (Year 3)

Appendix "E"

Overall Responsible Operator (ORO)	37.44		
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Sewage Collection

Level 3	34.22		
Level 2	30.07		
Level 1	28.64		
O.I.T.	27.80		

Sewage Treatment

Level 3	34.22		
Level 2	30.07		
Level 1	28.64		
O.I.T.	27.80		

Water Treatment (Operations)

Level 3	34.22		
Level 2	30.07		
Level 1	28.64		
O.I.T.	27.80		

Water Distribution (Maintenance & Construction)

Level 3	34.22		
Level 2	30.07		
Level 1	28.64		
O.I.T.	27.80		

Compliance Officer / Clerk	30.86		
Asset Coordinator	30.07		
Labourer	20.50		

SCHEDULE "B"
FORMING PART OF BY-LAW NUMBER 1270-2017

THIS "LETTER OF AGREEMENT" DATED THIS 14th DAY OF November, 2017

Between:

The Corporation of the Town of Cochrane
(hereinafter referred to as the "Employer")

And:

The Canadian Union of Public Employees, Local 71, CLC,
Town of Cochrane
(hereinafter referred to as the "Union")

WHEREAS the aforementioned parties wish to enter into a "*Letter of Understanding*", for the purpose of permitting employees with the option of receiving equivalent time off in lieu of overtime pay;

AND WHEREAS it is agreed to by both parties that this option will be made available to employees under certain conditions and for a specified term as contained herein;

NOW THEREFORE in consideration of the mutual covenants and conditions set forth, the parties agree as follows:

OPTION

1. It is agreed to by both parties that in lieu of payment for overtime, which is normally paid within the pay period which it is earned, an employee may choose to receive time off with pay at a later time, equivalent to the appropriate overtime rate.

ACCUMULATION

2. An Employee may accumulate a maximum of five (5) days (35 hours inside workers – 40 hours outside workers) of banked overtime, during the terms of this "*Letter of Understanding*".

TERM

- 3. The term of this "Letter of Understanding" shall commence upon the acceptance of both parties indicated by applying their signatures hereto and this "Letter of Understanding" shall terminate on December 31, 2021.
- 4. Those employees having unused banked time to their credit upon Termination of this "Letter of Understanding" shall receive payment in lieu thereof.
- 5. In the event of death, any unused portion will paid out to the employee's beneficiary.
- 6. On severance and/or termination, employees having unused accumulated time shall receive payment in lieu thereof.

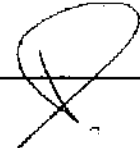
PROCEDURES AND RETENTION OF RECORDS

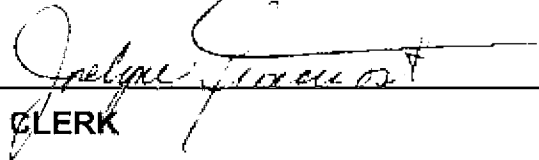
- 7. Procedures for the accumulation of time in lieu of payment for overtime, the use of such time and for payment thereof, and the retention of records for such purpose are as set out in the attached marked "Table "A", forming part of this "Letter of Understanding".

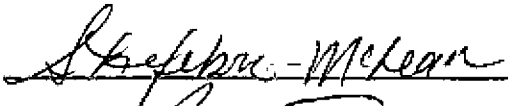
IN WITNESS WHEREOF the parties have hereunto affixed their seals, attested by the hands of the officers duly authorized in that behalf on the day and year first above written.


CORPORATION OF THE TOWN OF COCHRANE

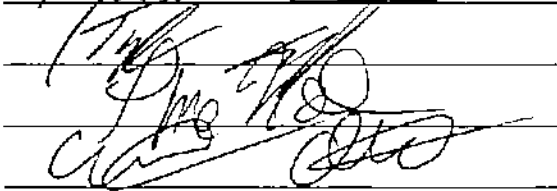
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL #71, C.L.C.

 MAYOR 

 CLERK 










TABLE "A"
FORMING PART OF "LETTER OF UNDERSTANDING"
Procedures and Retention of Records

ACCUMULATION

1. An employee wishing to receive time off in lieu of pay for overtime earned must advise his Department Head of his intentions within the pay period within which the overtime is worked.
2. The Department Head will make a notation on the timesheet of the hours worked on the appropriate dates and indicate the tasks carried out. The notation will also indicate the employee wish to have the time off in lieu of payment.
3. The Payroll Clerk shall credit the employee's record of the overtime earned and dates thereof.

REQUEST FOR TIME OFF IN LIEU

4. Employees with earned banked overtime, wishing to take time off, must file a written request with his Department Head no less than five (5) days prior to the taking of time off.

PERMISSION FOR TIME OFF IN LIEU

5. All applications to take time off in lieu will be given due consideration. The Department Head shall have the authority to approve such requests at his complete discretion. The Department Head prior to approving such requests shall consider the work load, timing and any other criteria which may be deemed advisable.
6. If permission is granted the Department Head shall make the appropriate notation on the employee's timesheet within the Payroll period which the time is to be taken.

7. The Payroll Clerk will debit the Employee's record of banked overtime.

RECORDS

8. Appropriate records will be maintained by the Payroll Clerk, individual record of time earned, time used and the balance thereof will be given to employees on a six (6) month interval. Such record is to be attached to the pay stub.

SCHEDULE "C"
FORMING PART OF BY-LAW NUMBER 1270-2017

THIS "LETTER OF AGREEMENT" DATED THIS 14th DAY OF November, 2017

Between:

The Corporation of the Town of Cochrane
(hereinafter referred to as the "Employer")

And:

The Canadian Union of Public Employees, Local 71, CLC,
Town of Cochrane
(hereinafter referred to as the "Union")

WHEREAS an employee has seven (7) or more years of service, any earned vacation time beyond three (3) weeks vacation per year may be banked for retirement purposes to a maximum of one hundred and four (104) weeks.

No vacation is earned during the vacation banked time utilization period by the employee.

AND WHEREAS an employee leaves the Employer's employment for any reason any accumulated vacation time will be paid out by the Employer at the employee's current regular rate of pay;

IN WITNESS WHEREOF the parties have hereunto affixed their seals, attested by the hands of the officers duly authorized in that behalf on the day and year first above written.

**CORPORATION OF THE TOWN OF
COCHRANE**

MAYOR

CLERK

**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL #71, C.L.C.**

Stephane McLean

Marc D.

F. McNeil

[Signature]

Bernard Bernard

SCHEDULE "D"
FORMING PART OF BY-LAW NUMBER 1270-2017

THIS "LETTER OF AGREEMENT" DATED THIS 14th DAY OF November, 2017

Between:

The Corporation of the Town of Cochrane
(hereinafter referred to as the "Employer")

And:

The Canadian Union of Public Employees, Local 71, CLC,
Town of Cochrane
(hereinafter referred to as the "Union")

WHEREAS the aforementioned parties wish to enter into a "*Letter of Understanding*" for the purpose of allowing Town Hall staff to work summer hours which consist of working from 08:00 am. to 4:00 p.m. during the months of July and August.

The summer working schedule may be revoked by either party with thirty (30) days written notice

IN WITNESS WHEREOF the parties have hereunto affixed their seals, attested by the hands of the officers duly authorized in that behalf on the day and year first above written.

**CORPORATION OF THE TOWN OF
COCHRANE**

MAYOR

CLERK

**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL #71, C.L.C.**

Stephanie McLean

Mark D.

[Signature]

[Signature]

Pierre Damand