

COLLECTIVE AGREEMENT

Between

CITY OF SWIFT CURRENT

And

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 183**

December 21, 2020 – December 16, 2024

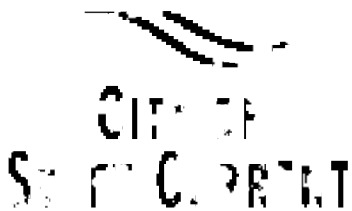


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THIS AGREEMENT made in duplicate this ____ day of _____, 2022

BETWEEN:

THE CORPORATION OF THE CITY OF SWIFT CURRENT,
in the Province of Saskatchewan, through the City Council,
hereinafter called the “Employer”.

AND:

THE SWIFT CURRENT CIVIC EMPLOYEES’ UNION, LOCAL 183,
of the CANADIAN UNION OF PUBLIC EMPLOYEES,
hereinafter called the “Union”.

WHEREAS it is the desire of both parties to this agreement to maintain the existing harmonious relations between the City and the members of the union, to promote cooperation and understanding between the City and its employees, to recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions, hours of work and scale of wages, to encourage economy of operation and elimination of waste, and to promote the morale, well-being and security of all the employees included in the bargaining unit represented by the union.

NOW, THEREFORE, to effectuate the foregoing, the parties hereunto mutually covenant and agree as follows:

ARTICLE 1 – INTERPRETATION

In this agreement, the expressions:

- 1.01 “City” means the Corporation of the City of Swift Current.
- 1.02 “Employee” means any person who is employed by the City within the scope of this agreement as provided under Article 2 hereof. The words expressing gender used in this agreement shall mean all genders.
- 1.03 “Permanent Employee” means any employee who has been assigned a job which is recognized as a permanent position by the City and who has successfully completed the probationary period and been certified as being competent as provided in (1.11) below. Such employees shall normally work a regular and recurring schedule of thirty-eight (38) hours or more per two week pay period on a year round basis.
- 1.04 “Casual Employee” means any person who is employed by the City for casual work to augment the regular schedule or who is employed for sixty (60) days or less on any occasion.
- 1.05 “Part-Time Employee” means any person employed by the City to work less than the full weekly hours of work for the division /department in which they are employed, on a regular and recurring basis.
- 1.06 “Temporary Employee” means any person employed by the City on a full time or part time basis for a period of more than sixty (60) days to relieve in the absence of a permanent employee or to fill a temporary requirement. Such employees shall be employed for fixed periods of time to meet operational requirements.
- 1.07 “Seasonal Employee” shall mean an employee who is performing seasonal work and by the nature of **their** work cannot in the best interest of the City be placed on the permanent staff. Such employees will be employed for fixed periods of time to meet temporary or seasonal operation requirements.
- 1.08 “Council” or “City Council” means the Council of the City.
- 1.09 “Head of a Department or Division” means the appointed official in charge.
- 1.10 “Member” means a member of the Swift Current Civic Employees Union, Local No. 183, who is also an employee of the City.

- 1.11 “Probationary Period” shall be deemed to be the first six (6) months of employment in a job recognized as a permanent position by the City. Such probation shall not be successfully completed until the employee concerned has completed six (6) continuous months of service and has been certified as being competent by the division and/or the department head. During the probationary period, employees may be terminated and such employees shall have no right of recourse to the grievance procedure.

Notwithstanding the above, “probationary period” for employees hired from part-time, seasonal or temporary employment with the City, who have successfully completed the probationary period referred to in Appendix "A" Article 1A, shall be deemed to be the first three (3) months of employment in a job recognized as a permanent position. Such probation shall not be successfully completed until the employee concerned has fulfilled three (3) months continuous months of service in the said permanent position and has been certified by the division and/or the department head as being competent, when such employment shall be considered as permanent.

During the probationary period, employees may elect to be or may be reverted to their former employment status without loss of seniority in such former position. The division head may extend the probationary period in consultation with the union.

- 1.12 The terms “qualifications” or “qualified” shall include knowledge, experience, skill, ability, training and/or education as determined by the City.

ARTICLE 2 – SCOPE

- 2.01 This agreement shall constitute the wages and working conditions of all City employees within the collective bargaining unit represented by the union except the following:

1. Chief Administrative Officer
2. Deputy Chief Administrative Officer/Chief Financial Officer
3. City Clerk
4. City Assessor
5. Assistant City Assessor
6. General Manager of Corporate Services
7. General Manager of Planning and Growth Development Services
8. General Manager of Infrastructure & Operations
9. General Manager of Community Services
10. Manager of Human Resources
11. Manager of Engineering Services & Operations
12. **Manager of Streets & Transportation**
13. **Manager of Water & Waste Water**
14. Manager of Development Services
15. Manager of Revenue and Collections
16. Manager of Purchasing
17. Manager of Financial Services
18. Manager of Info Tech

19. Manager of Parks
20. **Manager of Events & Programs**
21. **Manager of Facilities**
22. **Manager of Police Service Detachment**
23. Superintendent of Water Treatment Plant
24. Superintendent of Wastewater Treatment Plant
25. **Superintendent of Streets & Roadways**
26. **Superintendent of Water & Wastewater**
27. **Superintendent of Solid Waste & Diversion**
28. **Superintendent of Service Garage**
29. Line Superintendent
30. Technical Superintendent
31. Superintendent of Parks
32. Aquatic Superintendent
33. Golf Course Superintendent
34. Kinetic Park Superintendent
35. Airport Superintendent
36. Fire Chief
37. Deputy Fire Chief – Operations
38. Deputy Fire Chief - Prevention
39. Director of Community Development
40. Network Administrator
41. **Director of Asset Management**
42. **Tangible Capital Asset Analyst**
43. Senior Municipal Engineering Technologist
44. Municipal Engineering Technologists
45. Senior Building Official
46. By-law Compliance Officer
47. Planning Technician
48. **Bylaw/Jr Building Officer**
49. Financial Accountant
50. Human Resources Advisor
51. Payroll Administrator
52. Database Administrator
53. Executive Assistant
54. Administrative Assistant to CAO office
55. Administrative Assistant- Fire
56. Administrative Analyst - I&O
57. Court Liaison Officer
58. Health & Safety/Emergency Measure Coordinator
59. Office Manager - Kinetic Park
60. **Communications & Stakeholder Relations Coordinator**
61. Community Recreation Coordinator
62. Museum Director
63. Art Gallery Director
64. Curatorial & Operations Assistant

- 65. Saskatchewan Hockey Hall of Fame Attendant
- 66. Fire Division/Department Staff
- 67. Light and Power Division/Department Staff

- 2.02 It is understood and agreed that non-permanent part-time, temporary, **casual** and seasonal employees are excluded from the terms and provisions of this agreement except as specifically provided in Appendix "A" attached hereto and forming a part of this agreement.
- 2.03 This agreement shall apply only to permanent employees unless specifically provided otherwise in Appendix "A".

ARTICLE 3 – DURATION

- 3.01 This agreement will become effective on the **21st** day of December, **2020** and shall continue in effect until the **16th** day of December, **2024** and automatically from year to year thereafter unless either party gives written notice of its desire to terminate the agreement or to negotiate revision thereof. Such notice shall be given not less than sixty (60) days and not more than one hundred and twenty (120) days prior to the expiry date of this agreement.

ARTICLE 4 – RECOGNITION

- 4.01 The City recognizes the union as the sole collective bargaining agency for the employees covered by this agreement and hereby consents and agrees to negotiate with the union or its representatives in matters affecting wages and working conditions of its employees. The City also agrees that the union may have the assistance of representatives of the Canadian Union of Public Employees in any negotiations or discussions between representatives of the parties hereto.

ARTICLE 5 – UNION PLEDGE

- 5.01 The union agrees that each employee shall and will faithfully, diligently and honestly and to the best of **their** skill and ability serve the City and lend **their** best efforts and endeavours for the efficient operation of the division/department in which **they** work.

- 5.02 Management Rights

The union acknowledges that it is the right of the City to manage the affairs of the City and direct the working force subject to the terms of this agreement.

5.03 No Strike/No Lockout

Subject to *The Saskatchewan Employment Act* and any amendments or references thereto the union agrees that during the terms of this agreement, there shall be no strike, slow down, stoppage of work or any withdrawal of normally provided services.

The City agrees that during the term of this agreement there shall be no lockouts.

ARTICLE 6 – MEMBERSHIP IN THE UNION AND NEW EMPLOYEES

- 6.01 Every employee who is now or hereafter becomes a member of the union shall maintain **their** membership in the union as a condition of **their** employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement in **their** employment, apply for and maintain membership in the union, and maintain membership in the union as a condition of **their** employment, provided that any employee in the appropriate bargaining unit who is not required to maintain his membership or apply for and maintain **their** membership in the union shall, as a condition of **their** employment, tender to the union the periodic dues uniformly required to be paid by the members of the union. It shall devolve upon the union to notify the Head of Division/Department of any employees who have not become members of the union in accordance with the terms of this agreement.
- 6.02 The employer agrees to acquaint new employees with the fact that the collective agreement is in effect.
- 6.03 Upon commencement of employment, the employee's immediate supervisor shall introduce the new employee to a union steward or representative. The steward or representative shall provide the employee with a copy of the agreement.
- 6.04 When the employer conducts staff orientation sessions, the union will be provided fifteen (15) minutes to make a presentation to the new employee(s) about membership in the union.
- 6.05 The employer and the union will each keep a record of bargaining unit employees and their contact information. It shall be the responsibility of the employee to advise the employer and the union of any changes to their contact information.

ARTICLE 7 – CHECKOFF

- 7.01 Every employee who is now or hereafter becomes a member of the union shall maintain membership in the union as a condition of employment, and every new employee whose employment commences hereafter shall, within 30 days after the commencement of employment apply for and maintain membership in the union as a condition of employment, provided that any employee in the appropriate bargaining unit who is not required to maintain membership or apply for and maintain membership in the union shall, as a condition of

employment, tender to the union the periodic dues, assessments and initiation fees uniformly required to be paid by the members of the union.

ARTICLE 8 – HOURS OF WORK

- 8.01 Except as provided for in Article 8.02, employees may be scheduled for up to eight (8), or ten (10) hours per day. Notwithstanding the above, hours of work may be scheduled in a manner which results in an average of 80 hours of work over an appropriate two (2) week averaging period. Recognizing the need for flexibility due to operational needs, employees will be available for call back as required, subject to the overtime provisions of Article 14.
- 8.02 A full day's work shall consist of 7 $\frac{3}{4}$ hours for office clerical classifications and a full week's work shall consist of 38.75 hours. Notwithstanding the above, hours of work may be scheduled in a manner which results in an average of 77.5 hours over an appropriate two (2) week averaging period.
- 8.03 If any variance in the above hours is required for routine operation, the hours of work will be mutually agreed upon by the City and the union.
- 8.04 The City reserves the right to determine the hours of operations for various city facilities operations and/or divisions/departments. If shift work is required to cover the hours of operations, the shift schedule will be posted by the City after consultation with the union and those employees affected.
- 8.05 Except in unexpected, unusual or emergency circumstances, one (1) weeks' notice shall be given for all shift changes. No employees shall change or trade shifts without the prior written approval of their immediate supervisor.
- 8.06 Subject to the above, any changes in work schedules shall be developed in consultation with the employees affected and shall require mutual agreement by the City and the union. Such mutual agreement shall be set out in a letter of understanding.

ARTICLE 9 – PAYMENT OF WAGES

- 9.01 All employees shall be paid on a bi-weekly basis. If the normal pay day is a non-working day, employees shall be paid on the working day immediately prior to the normal pay day. Payment of wages shall be by automatic bank deposit and all employees shall receive a statement outlining earnings and deductions.

ARTICLE 10 – PAY SCHEDULES AND RATES OF PAY

10.01 The rates of pay for the various classifications in this agreement at Schedule A, are the **approved rates** and shall remain in force and effect until amended by a subsequent agreement between the parties.

ARTICLE 11 – INCREASES IN RATES OF PAY

11.01 Salary or wage increases which may be forthcoming by virtue of Article 10 hereof shall become effective from the anniversary date of commencement of employment in the particular classification subject to the employee possessing the required qualifications, ability and merit.

ARTICLE 12 – STATUTORY HOLIDAYS

12.01 Statutory holidays shall mean any of the following days:

- | | |
|----------------|------------------|
| New Year's Day | Saskatchewan Day |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Victoria Day | Remembrance Day |
| Canada Day | Christmas Day |
| | Boxing Day |

and shall include any day which is duly legislated as a statutory holiday.

12.02 When a holiday occurs on a day which coincides with the weekly days off of an employee who regularly works from Monday through Friday, the following Monday, and/or Tuesday shall be deemed to be a holiday in lieu thereof and the employee shall be paid straight time for each such occurrence.

12.03 When a holiday falls on a day which coincides with the weekly days off of an employee who is regularly engaged in shift work, the employee shall have the option of another day off with pay or be paid at straight time in lieu thereof for each such occurrence.

12.04 Permanent employees required to work on Statutory Holidays shall be paid for the holiday at the regular rate plus time and one-half for all hours worked.

ARTICLE 13 – VACATION

13.01 Every employee shall be granted annual vacation with full pay on the following basis:

- 1) New permanent employees who have completed six months of continuous service may access their vacation credits.
- 2) Every employee, upon completion of one (1) full year of continuous service and for each subsequent year thereafter up to and including seven (7) years continuous service and upon completion of each year of continuous service thereafter, all employees shall be granted three (3) weeks annual vacation with full pay equal to the employee's regular earning at the time of the annual leave.
- 3) Upon completion of seven (7) years of continuous service and upon completion of each year of continuous service thereafter **up to and including fourteen (14) years**, all employees shall be granted four (4) weeks annual vacation with full pay equal to the employee's regular earning at the time of the annual leave.
- 4) Upon completion of fourteen (14) years continuous service and upon completion of each year of continuous service thereafter **up to and including twenty-three (23) years**, all employees shall be granted five (5) weeks annual vacation with full pay equal to the employee's regular earning at the time of the annual leave.
- 5) Upon completion of twenty-three (23) years of continuous service and upon completion of each year of continuous service thereafter, all employees shall be granted six (6) weeks annual vacation with full pay equal to the employee's regular earnings at the time of the annual leave.

13.02 1) Each pay period vacation payout or any supplementary earnings will be paid at a calculation of 3/52 or 4/52 or 5/52 or 6/52 of the supplementary earnings in that pay period, if any.

- 2) After completion of six months of continuous service an employee may be allowed to take vacation prior to their anniversary date.
- 3) If an employee has taken vacation not yet earned, it shall be deducted from their final pay.
- 4) A permanent employee who terminates employment shall be paid 3/52 or 4/52 or 5/52 or 6/52 of earnings from anniversary date to date of termination provided **they have** not taken annual leave for that year. If annual leave has been taken, the appropriate calculation and adjustment shall be made.

13.03 When a statutory holiday falls within an employee's annual vacation, such employee shall be given an additional day of annual vacation in lieu of each such statutory holiday.

- 13.04 When applications for holidays are submitted and applicant's dates are conflicting, preference shall be given to the senior employee according to seniority list with due consideration being given to the efficient operation of the division. However, employees who have had vacation requests submitted, approved by their supervisor and posted for a period of two weeks shall not have to forfeit their vacation to a more senior employee.
- 13.05 Sick leave may be substituted for vacation when it can be established by the employee that an illness or accident occurred prior to or while on vacation. No claim for sick leave substitution shall be allowed until the employee produces a certificate signed by a duly qualified medical practitioner verifying the occurrence and the date of illness or injury.
- 13.06 Compassionate leave may be substituted for vacation when it can be established by the employee that the death of an immediate family member occurred immediately prior to or while on vacation. No claim for compassionate leave substitution shall be allowed until the employee produces documentation verifying the date of the death and relationship of the deceased.
- 13.07 All casual, seasonal and temporary employees shall be paid in accordance with *The Saskatchewan Employment Act*.
- 13.08 All employees shall take annual vacation entitlement annually. An employee may apply to carry over a maximum of five (5) vacation days to the following anniversary year. If an employee has not scheduled carried-over vacation within four (4) months of their vacation anniversary date, the Division/Department head may schedule an employee for the appropriate amount of carried over vacation days by providing four weeks written notice.

ARTICLE 14 – OVERTIME PAY

- 14.01 Every permanent employee working in excess of their scheduled hours of up to eight (8), ten (10) or twelve (12) hours per day, shall be entitled to overtime at a rate of time and one-half for each hour worked up to and including two hours and double time for all time worked in excess of two hours in one day.
- 14.02 Any permanent employee required to work overtime on a second day off, after having worked on their first day off, shall be entitled to double time for each hour worked, with a minimum call of three hours.
- 14.03 Any permanent employee who is called back to work after **they have completed their** regular shift and has left the employer's premises shall be paid for a minimum of three hours at a rate of time and one-half.
- 14.04 Scheduled overtime shall be made available, and equally distributed whenever possible, on the basis of the availability of qualified permanent employees in the division/department and classification in which the work is to be performed. Where no employees are available the junior qualified employees shall be assigned to do the work.

- 14.05 By mutual written agreement between the division head or designate and the employee, the employee may take time off, calculated at the appropriate overtime rate, in lieu of overtime pay. Time credited as time in lieu can be accumulated to a maximum of forty (40) hours. The time accumulated shall be scheduled as time off when mutually agreed in writing between the division head and the employee, with due consideration being given to the efficient operation of the division. **An employee may request to be paid out any accumulated time in lieu.**
- 14.06 Notwithstanding the above, where an averaging hours schedule as per Article 8.02 exists, overtime shall be paid when hours worked are in excess of the daily hours or when total hours in the averaging period are exceeded.
- 14.07 **An employee required to work three (3) hours (cumulative) or more overtime after midnight, shall be entitled to not less than six (6) hours of rest after completing their last overtime assignment before returning to work on their next regular shift. If the required hours of rest fall within their regularly scheduled hours of work, that employee shall be paid for such hours at their regular rate of pay.**

Where an employee does not receive the required hours of rest before the start of their next regular shift, that employee will be paid overtime at the overtime rate until they are relieved from duty.

ARTICLE 15 – PERFORMANCE OF HIGHER RATED WORK

- 15.01 a) **Inside workers** - when an employee is assigned by their supervisor or manager to perform substantially all the duties of another employee in a higher classification, they shall be paid within the range of the regular incumbent at the rate next highest to their regular rate of pay for the hours worked in the higher classification, whichever is applicable, **subject to the Employer's TPHD Policy.**
- b) **Outside workers** – an employee who is signed off and deemed competent as defined by the *Saskatchewan Employment Act – Occupational Health and Safety* will be entitled to compensation when they are assigned by their supervisor or manager to perform a specific duty or task of a higher classification. They shall be paid within the range of the regular incumbent at the rate next highest to their regular rate or at the rate of pay for the hours worked in the higher classification, whichever is applicable.
- c) No employees shall be discriminated against should they decline to accept higher rated work. The performance of higher rated work shall be made available, and equally distributed whenever possible, on the basis of the availability of qualified permanent employees in the division/department and classification in which the work is to be performed. Where no employees are available the junior qualified employee(s) shall be assigned to do the work.

ARTICLE 16 – STANDBY

- 16.01 An employee assigned by the City to be on standby for the weekend shall receive eight (8) hours pay at the employee's normal rate of pay. The weekend to be defined as from the end of shift Friday to the beginning of shift Monday.
- 16.02 An employee assigned by the City to be on standby for a seven-day period shall receive twelve (12) hours pay at the employee's normal rate of pay.
- 16.03 An employee may not accrue standby hours as banked lieu time.

ARTICLE 17 – SHIFT DIFFERENTIAL

- 17.01 In addition to the wage and salary rate provided in this agreement, a shift differential in the amount of **\$1.25** dollars per hour, **retroactive to December 21, 2021** shall be paid to employees for each hour that they are required to work between the hours of **4:30** p.m. of one day and **7:30** a.m. of the following day.
- 17.02 The shift differential shall not apply when an employee is working overtime hours and shall not form part of the basic wage and salary rates and shall not be subject to overtime rates.

ARTICLE 18 – SAFETY BOOTS AND TOOL INSURANCE

- 18.01 Employees who are required to wear safety boots in the performance of their duties shall be reimbursed as outlined in the City's PPE policy.
- 18.02 The City will pay to mechanics who are required to supply their own tools up to one hundred and fifty dollars (\$150) each year for the purchase of personal insurance for such tools. This reimbursement will be payable upon their employee providing proof of insurance coverage for the tools as well as proof of premiums paid.**

ARTICLE 19 – SICK PAY

- 19.01 An employee absent from duty on account of sickness shall inform the Division/Department Head at least thirty minutes prior to scheduled start of shift, unless through extenuating circumstances reporting within this period is not possible. An employee failing to report absence due to sickness as stated above may be subject to disciplinary action.
- 19.02 A permanent employee shall accumulate sick leave credits at the rate of one and one-quarter (1¼) days credit for each completed month of service.

Permanent part-time employees shall accrue sick leave credits as provided above on the basis of 10 hours of credit for 173.3 straight time hours worked.

Such sick leave credit shall be cumulative to a maximum of 156 working days.

- 19.03 No claim for sick pay shall be allowed for a period extending for more than three (3) working days until the employee asking such claim produces a certificate signed by a duly qualified medical practitioner certifying that the said employee was, by reason of illness, unable to perform **their** duties during the period for which claim is made. The City reserves the right to require any employee absent from work due to illness, to submit to an examination by a qualified medical practitioner designated by the Chief Administrative Officer at any time when deemed advisable. Any employee who refuses or neglects to submit to such a medical examination shall be deemed to be absent without pay.
- 19.04 Employees shall have the right to draw on sick leave credits only to the extent of their accumulated credits. Employees shall not be eligible for paid sick leave beyond the date which they become eligible for long-term disability coverage.
- 19.05 Any permanent employee who retires to collect pension shall be entitled to receive payment at **their** rate of pay in the amount of twenty-five percent (25%) of all unused accumulated sick leave time remaining to **their** credit at the date of retirement; and in case an employee dies during **their** employment with the City, payment of twenty-five percent (25%) of unused accumulated sick leave time shall be made to the decedent's heirs, executors, or administrators, as the case may be.

ARTICLE 20 – LEAVE OF ABSENCE

- 20.01 An employee desiring leave of absence may be granted such leave without pay insofar as the regular operation of the Division/Department will permit, providing sufficient and reasonable notice is given to the Division/Department Head. Such leave of absence shall not exceed a reasonable period of time at the discretion of such Division/Department Head. Any employee taking other employment during such leave except by permission of the Chief Administrative Officer shall be considered to have terminated their employment with the City.
- 20.02 1) In case any member of the union is appointed a delegate to attend conventions or conferences in connection with union affairs, **they** shall be granted leave of absence for that purpose, without pay, upon application to **their** Division/Department Head. Members requesting such leave shall be required to make application ten (10) working days prior to such leave. Such leave shall be granted to a maximum of two (2) employees at any one time and to not more than one (1) employee from any branch of a division/department.
- 2) The City will continue all wages and benefits for employees on union leave and will provide the union with a detailed invoice.

The City shall be reimbursed by the union at the current cost to the City.

20.03 Maternity, adoption and parental leave shall be granted in accordance with the provisions set out in *The Saskatchewan Employment Act*.

20.04 Permanent employees shall be granted leave of absence when they are:

- 1) required to serve as a juror; or
- 2) subpoenaed to appear in court as a crown witness, except for appearances arising as a result of a personal misdemeanour(s).

and shall be paid any difference between payment received as jury or crown witness fees and that normally received as wages or salary.

ARTICLE 21 – COMPASSIONATE LEAVE

21.01 The City shall grant compassionate leave of absence with pay to permanent employees only for not more than four (4) working days confined to the period of the date of death to the day following the funeral to any employee in the case of death in the employee's immediate family.

21.02 Immediate family shall mean: spouse, parent, grandparent, child, brother, or sister of an employee or of a spouse.

21.03 Additional leave of absence or leave of absence for purposes not stated in this clause may be granted with pay at the discretion of the Chief Administrative Officer when requested in writing by the Head of the Division/Department.

21.04 Where the funeral or burial of an individual as identified in 21.01, takes place outside of 500 kms of Swift Current, an additional one (1) paid day shall be granted for travel.

ARTICLE 22 – NOTICE OF DISCHARGE OR RESIGNATION

22.01 An employee, other than a probationary employee as provided in Article 1.11, and Appendix A, 1.2A and 1.4A, shall be discharged only for reasons of just cause. Notice of discharge or resignation to be in accordance with provisions as may be set out in *The Saskatchewan Employment Act*.

ARTICLE 23 – GRIEVANCE PROCEDURE

Prelude: For the purpose of this agreement, a grievance shall be defined as a dispute between the City and any employee(s) or the union regarding the interpretation, meaning operation or application of this agreement: or a case where an employee, other than a probationary employee as provided in Article 1 and Appendix A, Article 1A, is alleged to have been unjustly or improperly dismissed.

23.01 When an employee or the Union has any grievance, an investigation shall be held and the procedure of such investigation shall be as follows:

- 1) The employee shall first discuss the act being grieved with **their** immediate supervisor with a union steward present if the employee so requests within seven (7) working days, **excluding weekends and statutory holidays**, of the act giving rise to the grievance.
- 2) The Union shall apply in writing within three (3) working days **excluding weekends and statutory holidays**, after the seven (7) working days, **excluding weekends and statutory holidays**, in clause (a) to the Head of the Division/Department for a hearing and such application shall set out in full the nature of the grievance, stating the article and section of the agreement alleged to have been violated and redress or adjustment requested. A copy of the said application shall also be forwarded to the Chief Administrative Officer. The union shall be heard by the Head of the Division/Department within three (3) working days, **excluding weekends and statutory holidays**, of the receipt of such application, and the Head of the Division/Department shall within three (3) working days, **excluding weekends and statutory holidays**, after the hearing give the decision in writing to the union.
- 3) The Union shall have the right to appeal the decision of the Head of the Division/Department to the Chief Administrative Officer. In so doing, the union shall file with the Chief Administrative Officer a written statement of claim. A copy of the decision and reasons of the Head of the Division/Department shall be submitted with the Statement of Claim. The appeal shall be filed with the Chief Administrative Officer within five (5) consecutive working days, **excluding weekends and statutory holidays**, following receipt of the decision of the Head of the Division/Department.
- 4) The Chief Administrative Officer shall hear the appeal within seven (7) consecutive working days, **excluding weekends and statutory holidays**, after it has been filed with **them** and shall give **their** decision within three (3) consecutive working days, **excluding weekends and statutory holidays**, after the conclusion of the hearing.

- 23.02 1) Any grievance which is not settled by the procedure set out above may be referred to a Board of Arbitration by either party to this Agreement. Written notice for the establishment of a Board of Arbitration must be made by either party within twenty (20) calendar days from the date the decision of the Chief Administrative Officer is rendered.
- 2) The Board of Arbitration shall be set up in accordance with *The Saskatchewan Employment Act*, all amendments to apply.
- 3) When either party applies for the establishment of a Board of Arbitration, each party shall pay the fees and expenses of their own nominee and shall pay one-half of the cost of the fees and expenses of the chairperson.
- 4) Notwithstanding the provisions of this article, the City and the union may, by mutual consent, waive the provisions to refer the grievance to a Board of Arbitration and elect to take the grievance to a single arbitrator. In such event, it is agreed that each party shall pay one-half of the cost of the fees and expenses of the arbitrator.
- 5) In no event shall the Board of Arbitration have the power to change this agreement or to alter, modify or amend its provisions. However, within the limitations specified above, the Board shall have the power to dispose of any discharge or discipline grievance by any arrangement which in its opinion it deems just and equitable.

ARTICLE 24 – SENIORITY AND LAYOFFS

- 24.01 All employees shall be placed on a seniority list after successfully completing the probationary period referred to in Article 1.11 and their seniority as a permanent employee shall then date from the date of hiring as a permanent employee. Employees hired from non-permanent part-time, seasonal or temporary employment with the City will be granted additional seniority credits in accordance with the provisions of Appendix "A" Article 1A paragraph 1.5A.
- 24.02 Seniority rights shall be broken and rights under this contract shall be forfeited if an employee:
- 1) is discharged for just cause and is not reinstated as the result of the grievance process.
 - 2) voluntarily leaves the service of the employer.
 - 3) is laid off for twelve (12) months.
 - 4) fails to report for work within seven (7) days after being recalled following layoff.

- 5) fails to return to work upon termination of an authorized leave of absence or uses a leave of absence for purposes other than those for which the leave of absence was granted.
 - 6) is absent from work without authorization for two consecutive shifts, unless extenuating circumstances make it impossible to report to work.
- 24.03 When it is necessary to reduce the number of permanent positions, permanent employees shall be laid off in the inverse order of their division and classifications seniority based on operational needs as determined by the City, provided, however, that the senior employees have the qualifications and ability to perform the available work. It is agreed that when exercising their seniority rights to transfer to another division or department such employee shall only displace the most junior permanent employee in the classification into which **they bump** and **have** the qualifications and ability to perform the available work in the division and classification to which **they are** bumping. Should a permanent employee be laid off, there shall be no loss of seniority rights if such employee is called back to work within twelve (12) months from the date of lay off and returns to work for the City as soon as **they are** again called.
- 24.04 When increasing the work force, the City will recall employees in order of their seniority within that Division/Department; provided they have the qualifications and ability to perform the available work.
- 24.05 When any permanent employee has been advanced to a new position and, if within six (6) months, such position is affected by reduction of employees, the employee so advanced shall be reduced to the position and rank from which **they were** last advanced in preference to being laid off.
- 24.06 Whenever an employee is transferred from one branch of the City's services to another, **their** seniority in the latter branch, so far as promotional rights and layoffs in the branch are concerned, shall date from the time of such transfer, but otherwise, **they** shall retain **their** full seniority rights.
- 24.07 The City shall supply the union with a copy of the seniority list prior to February 15 of each calendar year.

ARTICLE 25 – VACANCIES/POSTINGS

- 25.01 All permanent vacancies, except when replacing employees on sick leave, on annual holidays or leave of absence shall, as soon as they occur, be bulletined for a period of not less than five (5) working days, **excluding weekends and statutory holidays**, so as to be brought to the attention of all employees, provided, however, that where replacement is not required, the vacancy need not be bulletined; in such cases, the union shall be notified in writing.

25.02 Promotion of permanent employees within the bargaining unit shall be based upon qualifications established by the City. Where there are two or more applicants who have the necessary qualifications as determined by the City, the position shall be awarded to the employee with the most seniority.

Permanent employees promoted to a new position shall be on probation in that position for a continuous working period of three (3) months. If during the initial three (3) month probationary period, their performance is deemed unsatisfactory by the City or if they so elect, they will be returned to their former position without loss of seniority in their former position. Such probationary period may be extended in consultation with the Union, and the employee accepts that they will not revert to their former position subsequent to the extension.

25.03 When an employee is demoted or voluntarily accepts a position in a lower paid classification, the employee's rate of pay in the new classification may be equal to or less but shall not exceed the rate of pay the employee received prior to the move.

25.04 All appointments to positions in the scope of this agreement shall be bulletined within two days of the appointment and the bulletin shall contain the name of the successful applicant. All unsuccessful applicants and the union shall be notified in writing.

25.05 An employee, upon promotion to a higher classification, shall be paid that rate in the salary range of the class to which **they are** promoted which is next higher than **their** present rate.

ARTICLE 26 – NEW OR RECLASSIFIED POSITIONS

26.01 All reclassifications, or the creation of new positions of a nature not already classified in this **agreement**, shall be the subject of negotiations with respect to rates of pay by the parties hereto at any time during the lifetime of this agreement.

Notwithstanding the above, the City has the right to establish a rate of pay to be in effect until such time as an agreement has been reached through negotiations with the rate of pay to be paid retroactively to the date of hiring of the incumbent of the position.

ARTICLE 27 – DISCIPLINE

27.01 Where the City plans to take disciplinary action of suspension or more serious action, the employee involved will be advised of **their** rights to have a representative of the union present if so desired by the employee.

27.02 An employee shall have the right at any time to have access to and review **their** personnel record upon making suitable arrangements with the Human Resources Division/Department. If time away from work is required, arrangements must be made with **their** supervisor.

27.03 An employee shall be notified in writing of any expression of dissatisfaction concerning **their** work within **twenty (20)** working days, **excluding weekends and statutory holidays**, of the event of the complaint. This notice shall include particulars of the work performance which led to such dissatisfaction. If this procedure is not followed, such expressions of dissatisfaction shall not become part of **their** record for use against him at any time.

NEW

27.04 All disciplinary-related documents shall be removed from an employee's file after a period of thirty-six (36) months following the date of discipline.

ARTICLE 28 - DUTY TO ACCOMMODATE

28.01 Where, by reason of a medically supported disability with clearly defined limitations, an employee requires an accommodation; the employee, the union and the City agree to follow the legal requirement in meeting the provisions of a duty to accommodate. If an employee is transferred to other employment for which **they** can be accommodated, **their** rate of pay shall be adjusted to the applicable rate of such other work. Wherever possible, without sacrifice of efficiency, this course shall be taken in preference to termination of employment.

On request, the employer may provide suitable alternate employment when, through advancing years, injury, illness or disability, an employee is unable to perform **their** normal duties.

ARTICLE 29 – LABOUR MANAGEMENT COMMITTEE

A Labour Management Committee shall be established consisting of no more than four (4) members appointed by the Union and four (4) members appointed by the City.

The general purpose of the Labour Management Committee is to work together with the common goal of anticipating and resolving mutual problems and improving their day-to-day working relationships.

29.01 There shall be no negotiations of contract matters nor settlement of grievances by the committee.

29.02 Nothing stated in the meeting or in the minutes will be used by either party in a grievance or arbitration hearing.

29.03 Chairmanship will alternate between representatives of the City and the union.

29.04 No employee shall lose any regular pay for attendance at the meetings.

29.05 This committee shall meet at least twice per year or as requested by either party.

ARTICLE 30 – EMPLOYEE BENEFIT PLANS

It is understood and agreed that the City of Swift Current will provide for permanent employees the following group insurance benefits:

30.01 The employer shall provide, and employees shall enroll in the employee benefit plans for which they are eligible according to the terms of those plans. In no instance will the Employer be considered the insurer. Detailed information regarding the following plans will be provided by the employer’s Human Resources department and updated from time to time:

- **Group Life, AD&D, Dependent Life**
- **Long Term Disability (LTD)**
- **Extended Health Benefit (EHB)**
- **Dental Benefit (DB)**
- **MEPP Group Pension**
- **Employee Assistance Plan (EAP)**

30.02 Every employee presently engaged by the City shall become a member of the City’s group insurance plans referred to in **Article 30.01** hereof and shall maintain membership in the plans during their entire service with the City.

30.03 Every new employee who has been assigned a job which is recognized as a permanent position shall, as a condition of **their** employment, make application for the group insurance plans referred to in **Article 30.01** hereof immediately after **they** completed **their** first three (3) months of employment.

ARTICLE 31 – OUTSIDE EMPLOYMENT

31.01 No employee shall work in a position outside of their City employment that, **in the judgment of the City**, puts the employee into a position of conflict of interest with the employer. **Any action taken by the employer involving conflict of interest is subject to Article 23 - Grievance Procedure.**

ARTICLE 32– WORKERS’ COMPENSATION

32.01 The City agrees that whenever any employee who has completed **their** initial probationary period and is injured during the course of and in the performance of **their** duties, **they** shall, for the first six (6) month period during which **they** receive compensation under the *Workers’ Compensation Act*, be entitled to be paid **their** full salary on the regular pay days, and **they** shall assign to the City all compensation cheques issued to **them** by the Workers

Compensation Board in respect to such period. Subsequent to the initial six (6) months the employee shall be compensated directly from Workers Compensation and be eligible for benefits in accordance with the benefit plan bylaws.

It is understood that income tax deductions from wages or salary and remissions to Revenue Canada shall be adjusted to reflect the non-taxable nature of compensation received under the Workers' Compensation Act. Regular gross earnings shall similarly be adjusted to provide net take home pay not greater than that received while actively employed.

ARTICLE 33– JOB SECURITY

33.01 Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except for the purpose of instruction, experimenting or in emergencies when regular employees are not available, and provided that the act of performing the aforementioned operations in itself does not reduce the hours of work or pay of any employee.

ARTICLE 34 – TECHNOLOGICAL CHANGE AND SPECIAL TRAINING

34.01 In the event the City should introduce new methods which will require improved or special skills that are not possessed by employees under the present operation, the City shall provide a reasonable period of time under proper instruction during which the employees concerned may acquire the skills necessitated by the new methods of operation.

34.02 It is understood that an employee must demonstrate the required aptitude to perform, with training, the duties of the new position as determined by the City.

34.03 When it is necessary to provide additional or special training to the employees of a particular division or department for future promotion, such training shall be undertaken on an equitable basis of qualifications, ability and merit at no loss of pay to the employee.

34.04 The parties agree that the provisions of *The Saskatchewan Employment Act*, Part VI, Division 10 will apply in cases of technological change. In the event that such provisions result in the creation of a new position, that position will be evaluated and paid as per the provisions of Article 26 - New or Reclassified Positions.

34.05 When an employee has completed the required training (seat time) on any piece of streets and roads equipment the City operates, the employee may submit a written request to the Superintendent seeking to test in the safe and competent operation of that equipment.

Subject to operational requirements, a test will then be scheduled within a reasonable time and in any event no later than 30 calendar days after the request is made. The Superintendent will utilize a standardized test on either an active job site or a mock situation.

If the employee is successful in the test, the employee will then be approved to operate the equipment. If unsuccessful, the employee will be debriefed on the test failure and will then have to re-complete the required training prior to submitting another request for testing.

ARTICLE 35 – WORKLOAD

35.01 It is agreed and understood that the employer determines and retains its right to determine the content and performance expectations of jobs within the bargaining unit. Where an employee believes a continuing increase in the required workload within their job is impacting the employee's wellness, that employee may, with relevant documentation, discuss the matter with their manager. If appropriate, a position reclassification as per Article 26-New or Reclassified Positions shall be done. If the concern is not resolved within sixty (60) days from the date it was raised, the matter may then be referred to the joint OH&S Committee for investigation and determination pursuant to *The Saskatchewan Employment Act*.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THESE PRESENT TO BE EXECUTED THIS 8th DAY OF April A.D. 2022.

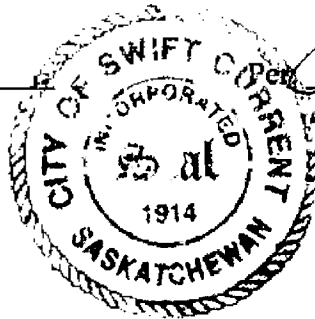
The Canadian Union of Public Employees,
CUPE Local 183

The City of Swift Current

Per: [Signature]

Per: [Signature]
MAYOR

Per: [Signature]



[Signature]
CITY CLERK

AN/tg.cope491

SCHEDULE A

2022 Pay Bands - Starting February 28, 2022

Clerical/Office Employees (City Hall; RCMP City Detachment; Service Centre)

PAY CLASS	POSITION Jobs based on 7.75 hour days (2015 hours per year)		STEPS					
			1	2	3	4	5	6
7	No permanent positions in this class	Annually	\$ 37,458.85	\$ 38,970.10	\$ 40,521.65	\$ 42,133.65	\$ 43,806.10	\$ 45,559.15
		Bi-weekly	\$ 1,440.73	\$ 1,498.85	\$ 1,558.53	\$ 1,620.53	\$ 1,684.85	\$ 1,752.28
		Hourly	\$ 18.59	\$ 19.34	\$ 20.11	\$ 20.91	\$ 21.74	\$ 22.61
8	No permanent positions in this class	Annually	\$ 39,917.15	\$ 41,509.00	\$ 43,181.45	\$ 44,894.20	\$ 46,687.55	\$ 48,561.90
		Bi-weekly	\$ 1,535.48	\$ 1,596.58	\$ 1,660.83	\$ 1,728.70	\$ 1,799.68	\$ 1,877.75
		Hourly	\$ 19.81	\$ 20.60	\$ 21.43	\$ 22.28	\$ 23.17	\$ 24.10
9	Assistant Storekeeper/Warehouse Stores Person	Annually	\$ 42,496.35	\$ 44,188.95	\$ 45,962.15	\$ 47,795.80	\$ 49,689.90	\$ 51,684.75
		Bi-weekly	\$ 1,634.48	\$ 1,699.58	\$ 1,767.78	\$ 1,838.30	\$ 1,911.15	\$ 1,987.88
		Hourly	\$ 21.09	\$ 21.93	\$ 22.81	\$ 23.72	\$ 24.66	\$ 25.65
10	Administrative Assistant - Community Services	Annually	\$ 45,256.90	\$ 47,090.55	\$ 48,964.50	\$ 50,919.05	\$ 52,974.35	\$ 55,090.10
	Administrative Assistant - Infrastructure and Operations	Bi-weekly	\$ 1,740.65	\$ 1,811.18	\$ 1,883.25	\$ 1,958.43	\$ 2,037.48	\$ 2,118.85
	Administrative Assistant - Planning and Growth	Hourly	\$ 22.46	\$ 23.37	\$ 24.30	\$ 25.27	\$ 26.29	\$ 27.34
	Cashier / Payment Clerk							
	Customer Service Representative							
11	Accounts Payable Clerk	Annually	\$ 48,198.80	\$ 50,133.20	\$ 52,128.05	\$ 54,223.65	\$ 56,379.70	\$ 58,636.50
	Accounts Receivable Clerk	Bi-weekly	\$ 1,853.80	\$ 1,928.20	\$ 2,004.93	\$ 2,085.53	\$ 2,168.45	\$ 2,255.25
	Detachment Service Assistant/Police Clerk	Hourly	\$ 23.92	\$ 24.88	\$ 25.87	\$ 26.91	\$ 27.98	\$ 29.10
	Draftsperson							
	Head Cashier / Lead Cashier							
	Purchasing/Accounting Clerk II							
	Tax Roll Clerk							
	Utility Clerk							
12	Accounting/Office Clerk	Annually	\$ 51,342.20	\$ 53,377.35	\$ 55,513.25	\$ 57,729.75	\$ 60,047.00	\$ 62,444.85
	Airport Operations Assistant	Bi-weekly	\$ 1,974.70	\$ 2,052.98	\$ 2,135.13	\$ 2,220.38	\$ 2,309.50	\$ 2,401.73
	Art Gallery Preparator & Carpenter	Hourly	\$ 25.48	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.80	\$ 30.99
	Bylaw Officer							
	Storekeeper - Purchasing							
13	Museum Collections Officer	Annually	\$ 54,666.95	\$ 56,863.30	\$ 59,120.10	\$ 61,497.80	\$ 63,956.10	\$ 66,515.15
	Museum Education Coordinator	Bi-weekly	\$ 2,102.58	\$ 2,187.05	\$ 2,273.85	\$ 2,365.30	\$ 2,459.85	\$ 2,558.28
		Hourly	\$ 27.13	\$ 28.22	\$ 29.34	\$ 30.52	\$ 31.74	\$ 33.01
14	No permanent positions in this class	Annually	\$ 58,253.65	\$ 60,570.90	\$ 62,988.90	\$ 65,507.65	\$ 68,127.15	\$ 70,847.40
		Bi-weekly	\$ 2,240.53	\$ 2,329.65	\$ 2,422.65	\$ 2,519.53	\$ 2,620.28	\$ 2,724.90
		Hourly	\$ 28.91	\$ 30.06	\$ 31.26	\$ 32.51	\$ 33.81	\$ 35.16

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			1	2	3	4	5	6
11	Night Dispatch	Annually	\$ 49,753.60	\$ 51,750.40	\$ 53,809.60	\$ 55,972.80	\$ 58,198.40	\$ 60,528.00
		Bi-weekly	\$ 1,913.60	\$ 1,990.40	\$ 2,069.60	\$ 2,152.80	\$ 2,238.40	\$ 2,328.00
		Hourly	\$ 23.92	\$ 24.88	\$ 25.87	\$ 26.91	\$ 27.98	\$ 29.10

SCHEDULE A
2022 Pay Bands - Starting February 28, 2022
Non-Clerical Positions

COMMUNITY SERVICES

COMMUNITY SERVICES - PROGRESSION SCALE POSITIONS

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			Level I		Level II		Level III	
			1	2	3	4	5	6
10	Kinetic Park Maintainer Park Maintainer	Hourly	\$ 22.45	\$ 23.37	\$ 24.30	\$ 25.27	\$ 26.29	\$ 27.34
11	Arms Operator Irrigation Maintainer LI Col Clifton Cr. Assistant Pool Technician	Hourly	\$ 23.92	\$ 24.88	\$ 25.87	\$ 26.81	\$ 27.88	\$ 29.10
12	Commons Lab. Level Golf Course Maintainer Skilled Labourer Urban Forest Maintainer	Hourly	\$ 25.48	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.80	\$ 30.99

COMMUNITY SERVICES - NON PROGRESSION POSITIONS

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			1	2	3	4	5	6
12	Kinetic Park Foreman	Hourly	\$ 25.48	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.80	\$ 30.99

AQUATICS

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			1	2	3	4	5	6
			9	Cashier Clerk II - Aquatic Centre	Hourly	\$ 19.81	\$ 20.60	\$ 21.43
10	Lifeguard / Instructor II (Steps 3 & 4 only) Lifeguard / Instructor III (Steps 5 & 6 only)	Hourly			\$ 24.30	\$ 25.27	\$ 26.29	\$ 27.34
12	Aquatics Coordinator	Hourly	\$ 25.48	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.80	\$ 30.99

INFRASTRUCTURE & OPERATIONS

INFRASTRUCTURE & OPERATIONS - NON PROGRESSION SCALE POSITIONS

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			1	2	3	4	5	6
			9	Service Garage Technician Mechanic Apprentice	Hourly	\$ 19.81	\$ 20.80	\$ 21.43
10	Lift Station Operator - Uncertified (Steps 3 & 4 only) Lift Station Operator - Certified (Steps 5 & 6 only)	Hourly			\$ 24.30	\$ 25.27	\$ 26.29	\$ 27.34
11	Mechanic Journeyperson Waste Truck Operator	Hourly	\$ 25.48	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.80	\$ 30.99
12	Facility / Arms Foreman Streets & Roadways Foreman Water & Waste Water Foreman	Hourly	\$ 27.13	\$ 28.22	\$ 29.34	\$ 30.52	\$ 31.74	\$ 33.01

INFRASTRUCTURE & OPERATIONS - PROGRESSION SCALE POSITIONS

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			Level C		Level B		Level A	
			1	2	3	4	5	6
9	Streets & Roadways Labourer C (Steps 1 & 2 only) Streets & Roadways Labourer B (Steps 3 & 4 only) Streets & Roadways Labourer A (Steps 5 & 6 only) Water Labourer C (Steps 1 & 2 only) Water Labourer B (Steps 3 & 4 only) Water Labourer A (Steps 5 & 6 only)	Hourly	\$ 21.09	\$ 21.93	\$ 22.81	\$ 23.72	\$ 24.66	\$ 25.65
10	Equipment Operator B (Steps 5 & 6 only)	Hourly					\$ 26.29	\$ 27.34
11	Equipment Operator A (Steps 5 & 6 only) Water / Waste Water Operator B (Steps 3 & 4 only) Water / Waste Water Operator A (Steps 5 & 6 only)	Hourly			\$ 25.87	\$ 26.91	\$ 27.98	\$ 29.10

TREATMENT PLANTS - WATER AND WASTE WATER

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			1	2	3	4	5	6
10	Plant Operator - Uncertified (Steps 1 & 2 only)	Hourly	\$ 22.45	\$ 23.37				
12	Plant Operator Level 1 Certification (Steps 1 & 2 only) Plant Operator Level 2 Certification (Steps 3 & 4 only) Plant Operator Level 3 Certification (Steps 5 & 6 only)	Hourly	\$ 25.48	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.80	\$ 30.99
12	Plant Operator Level 4 Certification (Steps 5 & 6 only)	Hourly					\$ 31.74	\$ 33.01

**APPENDIX "A" SCHEDULE OF WAGES
2022 Pay Bands - Starting February 28, 2022**

Classification

Wage

PARKS / FACILITIES / MISC

Labourer	Part Time and/or Seasonal with up to 12 Months (2080 hours**) with City	Step 1	\$ 21.09	Hourly
Labourer	Part Time and/or Seasonal after 12 Months (2080 hours**) Service with City	Step 2	\$ 21.93	Hourly
Labourer	Part Time and/or Seasonal after 24 Months (4160 hours**) Service with City	Step 3	\$ 22.81	Hourly

Note: **2080 and 4160 hours are inclusive of Statutory Holidays and 3 weeks unpaid leave.

STUDENTS / SEASONAL STUDENTS

Students:	First Year		\$ 18.59	Hourly
	Second Year*		\$ 19.34	
	Third Year*		\$ 20.11	
	* Rates of Pay for students will increased to the next seasonal rate after 694 hours have been accumulated.			
Summer Programs Coordinator			\$ 21.09	Hourly

Employees hired on Government subsidized programs shall receive a rate of pay equivalent to the First Year Student Rate for the duration of the Collective Agreement.

AQUATICS

Instructor/Lifeguard I		Step 1	\$ 21.09	Hourly
	* After completion of all required qualifications for Step 2 and 520 hours service as Instructor/Lifeguard I	Step 2	\$ 22.46	Hourly
	* After completion of all required qualifications for Step 3 and 1040 hours service as Instructor/Lifeguard I	Step 3	\$ 23.37	Hourly
Head Guard/Head Instructor			\$ 0.50	Hourly
	Note: An Instructor/Lifeguard I when assigned by the employer to act in the capacity of Head Guard/Head Instructor shall be paid a premium of fifty (50¢) cents per hour while so assigned.			
Cashier/Clerk I		Step 1	\$ 18.59	Hourly
		Step 2	\$ 19.34	
		Step 3	\$ 20.11	

Rates of Pay for the Cashier/Clerk I will be increased to the next step after 2080 hours inclusive of Statutory Holidays and 3 weeks unpaid leave.

OTHER

PAY CLASS	POSITION Hourly Rates	STEPS					
		1	2	3	4	5	6
9	Kinetic Park Admin Assistant	\$ 21.09	\$ 21.93	\$ 22.81	\$ 23.72	\$ 24.66	\$ 25.65
12	In Motion Community Facilitator	\$ 25.48	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.80	\$ 30.99

SCHEDULE A

2023 Pay Bands - Starting December 19, 2022

Clerical/Office Employees

(City Hall; RCMP City Detachment; Service Centre)

PAY CLASS	POSITION Jobs based on 7.75 hour days (2015 hours per year)		STEPS					
			1	2	3	4	5	6
7	No permanent positions in this class	Annually	\$ 38,204.40	\$ 39,755.95	\$ 41,327.65	\$ 42,979.95	\$ 44,672.55	\$ 46,465.90
		Bi-weekly	\$ 1,469.40	\$ 1,529.08	\$ 1,589.53	\$ 1,653.08	\$ 1,718.18	\$ 1,787.15
		Hourly	\$ 18.96	\$ 19.73	\$ 20.51	\$ 21.33	\$ 22.17	\$ 23.06
8	No permanent positions in this class	Annually	\$ 40,723.15	\$ 42,335.15	\$ 44,047.90	\$ 45,800.95	\$ 47,614.45	\$ 49,528.70
		Bi-weekly	\$ 1,566.28	\$ 1,628.28	\$ 1,694.15	\$ 1,761.58	\$ 1,831.33	\$ 1,904.95
		Hourly	\$ 20.21	\$ 21.01	\$ 21.86	\$ 22.73	\$ 23.63	\$ 24.58
9	Assistant Storekeeper/Warehouse Stores Person	Annually	\$ 43,342.65	\$ 45,075.55	\$ 46,889.05	\$ 48,742.85	\$ 50,677.25	\$ 52,712.40
		Bi-weekly	\$ 1,667.03	\$ 1,733.68	\$ 1,803.43	\$ 1,874.73	\$ 1,949.13	\$ 2,027.40
		Hourly	\$ 21.51	\$ 22.37	\$ 23.27	\$ 24.19	\$ 25.15	\$ 26.16
10	Administrative Assistant - Community Services	Annually	\$ 46,163.65	\$ 48,037.60	\$ 49,951.85	\$ 51,946.70	\$ 54,042.30	\$ 56,198.35
	Administrative Assistant - Infrastructure and Operations	Bi-weekly	\$ 1,775.53	\$ 1,847.60	\$ 1,921.23	\$ 1,997.95	\$ 2,078.55	\$ 2,161.48
	Administrative Assistant - Planning and Growth	Hourly	\$ 22.91	\$ 23.84	\$ 24.79	\$ 25.78	\$ 26.82	\$ 27.89
	Cashier / Payment Clerk							
	Customer Service Representative							
11	Accounts Payable Clerk	Annually	\$ 49,166.00	\$ 51,140.70	\$ 53,175.85	\$ 55,311.75	\$ 57,508.10	\$ 59,805.20
	Accounts Receivable Clerk	Bi-weekly	\$ 1,891.00	\$ 1,966.95	\$ 2,045.23	\$ 2,127.38	\$ 2,211.85	\$ 2,300.20
	Detachment Service Assistant/Police Clerk	Hourly	\$ 24.40	\$ 25.38	\$ 26.39	\$ 27.45	\$ 28.54	\$ 29.68
	Draftsperson							
	Head Cashier / Lead Cashier							
	Purchasing/Accounting Clerk II							
	Tax Roll Clerk							
	Utility Clerk							
12	Accounting/Office Clerk	Annually	\$ 52,369.85	\$ 54,445.30	\$ 56,621.50	\$ 58,878.30	\$ 61,256.00	\$ 63,694.15
	Airport Operations Assistant	Bi-weekly	\$ 2,014.23	\$ 2,094.05	\$ 2,177.75	\$ 2,264.55	\$ 2,356.00	\$ 2,449.78
	Art Gallery Preparator & Carpenter	Hourly	\$ 25.99	\$ 27.02	\$ 28.10	\$ 29.22	\$ 30.40	\$ 31.61
	Bylaw Officer							
	Storekeeper - Purchasing							
13	Museum Collections Officer	Annually	\$ 55,756.05	\$ 57,991.70	\$ 60,306.95	\$ 62,726.95	\$ 65,225.55	\$ 67,845.05
	Museum Education Coordinator	Bi-weekly	\$ 2,144.43	\$ 2,230.45	\$ 2,319.58	\$ 2,412.58	\$ 2,508.68	\$ 2,609.43
		Hourly	\$ 27.67	\$ 28.78	\$ 29.93	\$ 31.13	\$ 32.37	\$ 33.67
14	No permanent positions in this class	Annually	\$ 59,422.35	\$ 61,779.90	\$ 64,258.35	\$ 66,817.40	\$ 69,497.35	\$ 72,257.90
		Bi-weekly	\$ 2,285.48	\$ 2,376.15	\$ 2,471.48	\$ 2,569.90	\$ 2,672.98	\$ 2,779.15
		Hourly	\$ 29.49	\$ 30.66	\$ 31.89	\$ 33.16	\$ 34.49	\$ 35.86

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			1	2	3	4	5	6
11	Night Dispatcher	Annually	\$ 50,752.00	\$ 52,790.40	\$ 54,891.20	\$ 57,096.00	\$ 59,363.20	\$ 61,734.40
		Bi-weekly	\$ 1,952.00	\$ 2,030.40	\$ 2,111.20	\$ 2,196.00	\$ 2,283.20	\$ 2,374.40
		Hourly	\$ 24.40	\$ 25.38	\$ 26.39	\$ 27.45	\$ 28.54	\$ 29.68

SCHEDULE A

2023 Pay Bands - Starting December 19, 2022

Non-Clerical Positions

COMMUNITY SERVICES

COMMUNITY SERVICES - PROGRESSION SCALE POSITIONS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		Level I		Level II		Level III	
			1	2	3	4	5	6
10	Kinetic Park Maintainer	Hourly	\$ 22.81	\$ 23.84	\$ 24.79	\$ 25.78	\$ 26.82	\$ 27.89
	Parks Maintainer							
11	Arena Operator	Hourly	\$ 24.40	\$ 25.38	\$ 26.39	\$ 27.45	\$ 28.54	\$ 29.68
	Irrigation Maintainer							
	Li Col Clifton Ctr Attendant							
	Pool Technician							
12	Cemetery Level	Hourly	\$ 25.99	\$ 27.02	\$ 28.10	\$ 29.22	\$ 30.40	\$ 31.61
	Golf Course Maintainer							
	Skilled Labourer							
	Urban Forest Maintainer							

COMMUNITY SERVICES - NON PROGRESSION POSITIONS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		1	2	3	4	5	6
12	Kinetic Park Foreman	Hourly	\$ 25.99	\$ 27.13	\$ 28.10	\$ 29.22	\$ 30.40	\$ 31.61

AQUATICS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			1	2	3	4	5	6
8	Cashier Clerk II - Aquatics Centre	Hourly	\$ 20.21	\$ 21.01	\$ 21.88	\$ 22.73	\$ 23.53	\$ 24.58
10	Lifeguard / Instructor II (Steps 1 & 4 only)	Hourly			\$ 24.79	\$ 25.78		
	Lifeguard / Instructor III (Steps 5 & 6 only)	Hourly					\$ 26.82	\$ 27.89
12	Aquatics Coordinator	Hourly	\$ 25.99	\$ 27.02	\$ 28.10	\$ 29.22	\$ 30.40	\$ 31.61

INFRASTRUCTURE & OPERATIONS

INFRASTRUCTURE & OPERATIONS - NON PROGRESSION SCALE POSITIONS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		1	2	3	4	5	6
8	Service Garage Technician	Hourly	\$ 20.21	\$ 21.01	\$ 21.88	\$ 22.73	\$ 23.53	\$ 24.58
	Mechanic Apprentice							
10	Lift Station Operator - Uncertified (Steps 1 & 4 only)	Hourly			\$ 24.79	\$ 25.78		
	Lift Station Operator - Certified (Steps 5 & 6 only)	Hourly					\$ 26.82	\$ 27.89
12	Mechanic Journeyperson	Hourly	\$ 25.99	\$ 27.02	\$ 28.10	\$ 29.22	\$ 30.40	\$ 31.61
	VacJet Truck Operator							
13	Facility / Arena Foreman	Hourly	\$ 27.87	\$ 28.78	\$ 29.93	\$ 31.13	\$ 32.37	\$ 33.67
	Streets & Roadways Foreman							
	Water & Waste Water Foreman							

INFRASTRUCTURE & OPERATIONS - PROGRESSION SCALE POSITIONS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		Level C		Level B		Level A	
			1	2	3	4	5	6
9	Streets & Roadways Labourer C (Steps 1 & 2 only)	Hourly	\$ 21.51	\$ 22.37				
	Streets & Roadways Labourer B (Steps 3 & 4 only)	Hourly			\$ 23.27	\$ 24.19		
	Streets & Roadways Labourer A (Steps 5 & 6 only)	Hourly					\$ 25.15	\$ 26.18
	Water Labourer C (Steps 1 & 2 only)	Hourly	\$ 21.51	\$ 22.37				
	Water Labourer B (Steps 3 & 4 only)	Hourly			\$ 23.27	\$ 24.19		
	Water Labourer A (Steps 5 & 6 only)	Hourly					\$ 25.15	\$ 26.18
10	Equipment Operator B (Steps 5 & 6 only)	Hourly					\$ 28.82	\$ 29.89
11	Equipment Operator A (Steps 5 & 6 only)	Hourly					\$ 28.54	\$ 29.68
	Water / Waste Water Operator B (Steps 3 & 4 only)	Hourly			\$ 28.39	\$ 27.45		
	Water / Waste Water Operator A (Steps 5 & 6 only)	Hourly					\$ 28.54	\$ 29.68

TREATMENT PLANTS - WATER AND WASTE WATER			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		1	2	3	4	5	6
10	Plant Operator - Uncertified (Steps 1 & 2 only)	Hourly	\$ 22.91	\$ 23.84				
12	Plant Operator Level 1 Certification (Steps 1 & 2 only)	Hourly	\$ 25.99	\$ 27.02				
	Plant Operator Level 2 Certification (Steps 3 & 4 only)	Hourly			\$ 28.10	\$ 29.22		
	Plant Operator Level 3 Certification (Steps 5 & 6 only)	Hourly					\$ 30.40	\$ 31.61
13	Plant Operator Level 4 Certification (Steps 5 & 6 only)	Hourly					\$ 32.37	\$ 33.67

**APPENDIX "A" SCHEDULE OF WAGES
2023 Pay Bands - Starting December 19, 2022**

<u>Classification</u>	<u>Wage</u>
PARKS / FACILITIES / MISC	
Labourer Part Time and/or Seasonal with up to 12 Months (2080 hours**) with City	Step 1 \$ 21.51 Hourly
Labourer Part Time and/or Seasonal after 12 Months (2080 hours**) Service with City	Step 2 \$ 22.37 Hourly
Labourer Part Time and/or Seasonal after 24 Months (4160 hours**) Service with City	Step 3 \$ 23.27 Hourly

Note: **2080 and 4160 hours are inclusive of Statutory Holidays and 3 weeks unpaid leave.

<u>STUDENTS / SEASONAL STUDENTS</u>		
Students: First Year	\$ 18.96	Hourly
Second Year*	\$ 19.73	
Third Year*	\$ 20.51	
* Rates of Pay for students will increased to the next seasonal rate after 694 hours have been accumulated.		
Summer Programs Coordinator	\$ 21.51	Hourly

Employees hired on Government subsidized programs shall receive a rate of pay equivalent to the First Year Student Rate for the duration of the Collective Agreement.

<u>AQUATICS</u>		
Instructor/Lifeguard I	Step 1 \$ 21.51	Hourly
* After completion of all required qualifications for Step 2 and 520 hours service as Instructor/Lifeguard I	Step 2 \$ 22.91	Hourly
* After completion of all required qualifications for Step 3 and 1040 hours service as Instructor/Lifeguard I	Step 3 \$ 23.84	Hourly
Head Guard/Head Instructor	\$ 0.50	Hourly
Note: An Instructor/Lifeguard I when assigned by the employer to act in the capacity of Head Guard/Head Instructor shall be paid a premium of fifty (50%) cents per hour while so assigned.		
Cashier/Clerk I	Step 1 \$ 18.96	Hourly
	Step 2 \$ 19.73	
	Step 3 \$ 20.51	

Rates of Pay for the Cashier/Clerk I will be increased to the next step after 2080 hours inclusive of Statutory Holidays and 3 weeks unpaid leave.

OTHER

PAY CLASS	POSITION Hourly Rates	STEPS					
		1	2	3	4	5	6
9	Kinetic Park Admin Assistant	\$ 21.51	\$ 22.37	\$ 23.27	\$ 24.19	\$ 25.15	\$ 26.16
12	In Motion Community Facilitator	\$ 25.99	\$ 27.02	\$ 28.10	\$ 29.22	\$ 30.40	\$ 31.61

SCHEDULE A

2024 Pay Bands - Starting December 18, 2023

Clerical/Office Employees

(City Hall; RCMP City Detachment; Service Centre)

PAY CLASS	POSITION Jobs based on 7.75 hour days (2015 hours per year)		STEPS					
			1	2	3	4	5	6
7	No permanent positions in this class	Annually	\$ 39,151.45	\$ 40,743.30	\$ 42,355.30	\$ 44,047.90	\$ 45,780.80	\$ 47,634.60
		Bi-weekly	\$ 1,505.83	\$ 1,567.05	\$ 1,629.05	\$ 1,694.15	\$ 1,760.80	\$ 1,832.10
		Hourly	\$ 19.43	\$ 20.22	\$ 21.02	\$ 21.86	\$ 22.72	\$ 23.64
8	No permanent positions in this class	Annually	\$ 41,750.80	\$ 43,403.10	\$ 45,156.15	\$ 46,949.50	\$ 48,803.30	\$ 50,757.85
		Bi-weekly	\$ 1,605.88	\$ 1,669.35	\$ 1,736.78	\$ 1,805.75	\$ 1,877.05	\$ 1,952.23
		Hourly	\$ 20.72	\$ 21.54	\$ 22.41	\$ 23.30	\$ 24.22	\$ 25.19
9	Assistant Storekeeper/Warehouse Stores Person	Annually	\$ 44,430.75	\$ 46,203.95	\$ 48,057.75	\$ 49,951.85	\$ 51,946.70	\$ 54,022.15
		Bi-weekly	\$ 1,708.88	\$ 1,777.08	\$ 1,848.38	\$ 1,921.23	\$ 1,997.95	\$ 2,077.78
		Hourly	\$ 22.05	\$ 22.93	\$ 23.85	\$ 24.79	\$ 25.78	\$ 26.81
10	Administrative Assistant - Community Services	Annually	\$ 47,312.20	\$ 49,246.60	\$ 51,201.15	\$ 53,236.30	\$ 55,392.35	\$ 57,608.85
	Administrative Assistant - Infrastructure and Operations	Bi-weekly	\$ 1,819.70	\$ 1,894.10	\$ 1,969.28	\$ 2,047.55	\$ 2,130.48	\$ 2,215.73
	Administrative Assistant - Planning and Growth	Hourly	\$ 23.48	\$ 24.44	\$ 25.41	\$ 26.42	\$ 27.49	\$ 28.59
	Cashier / Payment Clerk Customer Service Representative							
11	Accounts Payable Clerk	Annually	\$ 50,395.15	\$ 52,410.15	\$ 54,505.75	\$ 56,702.10	\$ 58,938.75	\$ 61,296.30
	Accounts Receivable Clerk	Bi-weekly	\$ 1,938.28	\$ 2,015.78	\$ 2,096.38	\$ 2,180.85	\$ 2,266.88	\$ 2,357.55
	Detachment Service Assistant/Police Clerk	Hourly	\$ 25.01	\$ 26.01	\$ 27.05	\$ 28.14	\$ 29.25	\$ 30.42
	Draftsperson							
	Head Cashier / Lead Cashier							
	Purchasing/Accounting Clerk II							
	Tax Roll Clerk Utility Clerk							
12	Accounting/Office Clerk	Annually	\$ 53,679.60	\$ 55,815.50	\$ 58,032.00	\$ 60,349.25	\$ 62,787.40	\$ 65,286.00
	Airport Operations Assistant	Bi-weekly	\$ 2,064.60	\$ 2,146.75	\$ 2,232.00	\$ 2,321.13	\$ 2,414.90	\$ 2,511.00
	Art Gallery Preparator & Carpenter	Hourly	\$ 26.64	\$ 27.70	\$ 28.80	\$ 29.95	\$ 31.16	\$ 32.40
	Bylaw Officer Storekeeper - Purchasing							
13	Museum Collections Officer	Annually	\$ 57,145.40	\$ 59,442.50	\$ 61,820.20	\$ 64,298.65	\$ 66,857.70	\$ 69,537.65
	Museum Education Coordinator	Bi-weekly	\$ 2,197.80	\$ 2,286.25	\$ 2,377.70	\$ 2,473.03	\$ 2,571.45	\$ 2,674.53
		Hourly	\$ 28.36	\$ 29.50	\$ 30.68	\$ 31.91	\$ 33.18	\$ 34.51
14	No permanent positions in this class	Annually	\$ 60,913.45	\$ 63,331.45	\$ 65,870.35	\$ 68,489.85	\$ 71,230.25	\$ 74,071.40
		Bi-weekly	\$ 2,342.83	\$ 2,435.83	\$ 2,533.48	\$ 2,634.23	\$ 2,739.63	\$ 2,848.90
		Hourly	\$ 30.23	\$ 31.43	\$ 32.69	\$ 33.99	\$ 35.35	\$ 36.76

PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		STEPS					
			1	2	3	4	5	6
11	Night Dispatcher	Annually	\$ 52,020.80	\$ 54,100.80	\$ 56,264.00	\$ 58,531.20	\$ 60,840.00	\$ 63,273.60
		Bi-weekly	\$ 2,000.80	\$ 2,080.80	\$ 2,164.00	\$ 2,251.20	\$ 2,340.00	\$ 2,433.60
		Hourly	\$ 25.01	\$ 26.01	\$ 27.05	\$ 28.14	\$ 29.25	\$ 30.42

SCHEDULE A
2024 Pay Bands - Starting December 18, 2023
Non-Clerical Positions

COMMUNITY SERVICES

COMMUNITY SERVICES - PROGRESSION SCALE POSITIONS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		Level 1		Level 2		Level 3	
			1	2	3	4	5	6
10	Kinetic Park Maintainer Parks Maintainer	Hourly	\$ 23.48	\$ 24.44	\$ 25.41	\$ 26.42	\$ 27.49	\$ 28.59
11	Arena Operator Irrigation Maintainer L.C. / CIMON Cur Attendants Pool Technician	Hourly	\$ 25.01	\$ 26.01	\$ 27.05	\$ 28.14	\$ 29.25	\$ 30.42
12	Cemetery Level Golf Course Maintainer Skilled Labourer Urban Forest Maintainer	Hourly	\$ 26.64	\$ 27.70	\$ 28.80	\$ 29.95	\$ 31.16	\$ 32.40

COMMUNITY SERVICES - NON PROGRESSION POSITIONS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		1	2	3	4	5	6
12	Kinetic Park Foreman	Hourly	\$ 26.64	\$ 27.70	\$ 28.80	\$ 29.95	\$ 31.16	\$ 32.40

AQUATICS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		1	2	3	4	5	6
8	Cashier Clerk II - Aquatic Centre	Hourly	\$ 20.72	\$ 21.54	\$ 22.41	\$ 23.30	\$ 24.22	\$ 25.19
12	Lifeguard / Instructor II (Steps 3 & 4 only) Lifeguard / Instructor III (Steps 5 & 6 only)	Hourly			\$ 25.41	\$ 26.42	\$ 27.49	\$ 28.59
13	Aquatics Coordinator	Hourly	\$ 26.64	\$ 27.70	\$ 28.80	\$ 29.95	\$ 31.16	\$ 32.40

INFRASTRUCTURE & OPERATIONS

INFRASTRUCTURE & OPERATIONS - NON PROGRESSION SCALE POSITIONS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		1	2	3	4	5	6
8	Service Garage Technician Mechanic Apprentice	Hourly	\$ 20.72	\$ 21.54	\$ 22.41	\$ 23.30	\$ 24.22	\$ 25.19
10	LW Station Operator - Uncertified (Steps 3 & 4 only) LW Station Operator - Certified (Steps 5 & 6 only)	Hourly			\$ 25.41	\$ 26.42	\$ 27.49	\$ 28.59
12	Mechanic Journeyman Vehicle Truck Operator	Hourly	\$ 26.64	\$ 27.70	\$ 28.80	\$ 29.95	\$ 31.16	\$ 32.40
13	Facility / Area Foreman Streets & Roadways Foreman Water & Waste Water Foreman	Hourly	\$ 27.70	\$ 29.10	\$ 30.68	\$ 31.91	\$ 33.18	\$ 34.51

INFRASTRUCTURE & OPERATIONS - PROGRESSION SCALE POSITIONS			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		Level C		Level B		Level A	
			1	2	3	4	5	6
9	Streets & Roadways Labourer C (Steps 1 & 2 only) Streets & Roadways Labourer B (Steps 3 & 4 only) Streets & Roadways Labourer A (Steps 5 & 6 only) Water Labourer C (Steps 1 & 2 only) Water Labourer B (Steps 3 & 4 only) Water Labourer A (Steps 5 & 6 only)	Hourly	\$ 22.05	\$ 22.93	\$ 23.85	\$ 24.79	\$ 25.78	\$ 26.81
10	Equipment Operator B (Steps 5 & 6 only)	Hourly					\$ 27.49	\$ 28.59
11	Equipment Operator A (Steps 5 & 6 only) Water / Waste Water Operator B (Steps 3 & 4 only) Water / Waste Water Operator A (Steps 5 & 6 only)	Hourly			\$ 27.05	\$ 28.14	\$ 29.25	\$ 30.42

TREATMENT PLANTS - WATER AND WASTE WATER			STEPS					
PAY CLASS	POSITION Jobs based on 8 hour days (2080 hours per year)		1	2	3	4	5	6
10	Plant Operator - Uncertified (Steps 1 & 2 only)	Hourly	\$ 23.48	\$ 24.44				
12	Plant Operator Level 1 Certification (Steps 1 & 2 only) Plant Operator Level 2 Certification (Steps 3 & 4 only) Plant Operator Level 3 Certification (Steps 5 & 6 only)	Hourly	\$ 26.64	\$ 27.70	\$ 28.80	\$ 29.95	\$ 31.16	\$ 32.40
13	Plant Operator Level 4 Certification (Steps 5 & 6 only)	Hourly					\$ 33.18	\$ 34.51

**APPENDIX "A" SCHEDULE OF WAGES
2024 Pay Bands - Starting December 18, 2023**

Classification

Wage

PARKS / FACILITIES / MISC

Labourer	Part Time and/or Seasonal with up to 12 Months (2080 hours**) with City	Step 1	\$ 22.05	Hourly
Labourer	Part Time and/or Seasonal after 12 Months (2080 hours**) Service with City	Step 2	\$ 22.93	Hourly
Labourer	Part Time and/or Seasonal after 24 Months (4160 hours**) Service with City	Step 3	\$ 23.85	Hourly

Note: **2080 and 4160 hours are inclusive of Statutory Holidays and 3 weeks unpaid leave.

STUDENTS / SEASONAL STUDENTS

Students:	First Year	\$ 19.43	Hourly
	Second Year*	\$ 20.22	
	Third Year*	\$ 21.02	
* Rates of Pay for students will increased to the next seasonal rate after 694 hours have been accumulated.			
Summer Programs Coordinator		\$ 22.05	Hourly

Employees hired on Government subsidized programs shall receive a rate of pay equivalent to the First Year Student Rate for the duration of the Collective Agreement.

AQUATICS

Instructor/Lifeguard I	Step 1	\$ 22.05	Hourly
* After completion of all required qualifications for Step 2 and 520 hours service as Instructor/Lifeguard I	Step 2	\$ 23.48	Hourly
* After completion of all required qualifications for Step 3 and 1040 hours service as Instructor/Lifeguard I	Step 3	\$ 24.44	Hourly
Head Guard/Head Instructor		\$ 0.50	Hourly
Note: An Instructor/Lifeguard I when assigned by the employer to act in the capacity of Head Guard/Head Instructor shall be paid a premium of fifty (50¢) cents per hour while so assigned.			
Cashier/Clerk I	Step 1	\$ 19.43	Hourly
	Step 2	\$ 20.22	
	Step 3	\$ 21.02	

Rates of Pay for the Cashier/Clerk I will be increased to the next step after 2080 hours inclusive of Statutory Holidays and 3 weeks unpaid leave.

OTHER

PAY CLASS	POSITION Hourly Rates	STEPS					
		1	2	3	4	5	6
9	Kinetic Park Admin Assistant	\$ 22.05	\$ 22.93	\$ 23.85	\$ 24.79	\$ 25.78	\$ 26.81
12	In Motion Community Facilitator	\$ 26.64	\$ 27.70	\$ 28.80	\$ 29.95	\$ 31.16	\$ 32.40

APPENDIX "A"

PART-TIME, SEASONAL, CASUAL AND TEMPORARY EMPLOYEE'S GENERAL

1.01 Non-permanent part-time, seasonal, **casual** and temporary employees shall be as defined in Article 1 of this agreement.

1.02 The following articles shall apply to non-permanent, casual and temporary employees:

PART ONE

Article 1 – Interpretation

Article 2 – Scope

Article 3 – Duration

Article 4 – Recognition

Article 5 – Union Pledge (5A and 5B were incorporated into Article 5)

Article 6 – Maintenance of Membership in the Union

Article 7 – Check Off

Article 8 – Hours of Work

Article 9 – Payment of Wages

Article 16 Standby

Article 17 Shift Differential

Article 22 Notice of Discharge

Article 23 – Grievance

Article 26 – New or Reclassified Positions

Article 27 – Discipline

Article 31 Outside Employment

1.03 The following articles apply only to non-permanent, part-time, seasonal and temporary employees:

Article 1A Seniority

Article 2A – Permanent Opportunities

Article 3A – Layoffs

Article 4A – Annual Vacations and Statutory Holidays

Article 5A – Overtime Pay

Article 6A – Classifications and Schedule of Wages

Article 1A – Seniority

1.1 A Seniority is defined as the accumulated service within the Division/Department in which an employee is employed, from the date of last hire and shall be based on straight time hours worked without a break in seniority.

Seniority rights shall be broken and rights under this contract shall be forfeited if an employee:

- a) Is discharged for just cause and is not reinstated as the result of the grievance process.
- b) Voluntarily leaves the service of the employer.
- c) Who is a temporary employee is laid off for a period in excess of ninety (90) days.
- d) Who is a non-permanent part-time or seasonal employee is laid off for a period in excess of six (6) months.
- e) Fails to report to work within seven (7) days after being recalled following layoff.
- f) Fails to return to work upon termination of an authorized leave of absence, or uses a leave of absence for purposes other than those for which the leave of absence was granted.
- g) Is absent from work without authorization for two consecutive shifts unless extenuating circumstances make it impossible to report to work.

1.2 A New employees shall be on probation for a period of employment until they accumulate a total of one thousand and forty (1040) hours of work since the commencement of their employment on the last date of hire without a break in service in excess of sixty (60) days.

1.3 A A new employee shall not accumulate seniority nor acquire any seniority rights while on probation. However, upon successful completion of probation, seniority shall be established retroactive to the date on which the employee last entered the service of the City.

1.4 A During the initial probationary period, employees may be released by the employer at any time without right of recourse to the grievance and arbitration procedure.

1.5 A Where an employee has been selected for a permanent position and has successfully completed the probationary period provided in Part One Article 1.11, **they** shall be given seniority credit as acquired and accumulated in accordance with the above provisions.

1.6 A Where a temporary employee has not worked for the City during any consecutive ninety (90) day period, **they** shall be deemed to be no longer employed by the City.

1.7 A Where a non-permanent part-time, **casual** or seasonal employee has not worked for the City during any consecutive six (6) month period, **they** shall be deemed to be no longer employed by the City.

1.8 A Employees who have been subsequently hired as permanent employees shall be required to serve the full probationary period as provided in Part One Article 1.11 of the agreement.

APPENDIX “A”

Article 2A – Permanent Opportunities

- 2.1 A Employees are encouraged to apply for permanent positions.
- 2.2 A Non-permanent, part-time, temporary and seasonal employee, who have passed the probation period specified in Article 1.2 A, shall have their seniority considered as provided in Article 25.2 of this agreement when applying for a position in the Division/Department in which they are employed subject to them possessing the qualifications and ability as determined by the City.

Article 3A – Layoffs and Recall

- 3.1 A When employees are laid off, such layoffs shall be in the inverse order of seniority with the Division/Department affected; provided, however, that the senior employees have the qualifications and ability to perform the available work in an efficient manner.
- 3.2 A When increasing the work force the City will recall employees in order of their seniority within that Division/Department; provided they have the qualifications and ability to perform the available work in an efficient manner as determined by the City.

Article 4A – Annual Vacations and Statutory Holidays

- 4.1 A Employees shall be entitled to annual vacations and statutory holidays as provided by *The Saskatchewan Employment Act*.
- 4.2 A Notwithstanding the above, for the purposes of this Article the holidays listed in Part One Article 12.1 shall be recognized as statutory holidays.
- 4.3 A Notwithstanding the above all seasonal, part-time and temporary employees shall be paid an additional 4% of the wages earned by the employee, exclusive of overtime and vacation pay on each pay cheque, in accordance with in accordance with Part 5, Section 25 of *The Employment Standards Regulations*.

Article 5A – Overtime Pay

- 5.1A Employees shall be compensated for overtime work as defined and provided for by Saskatchewan Labour Legislation.

Article 6A – Classifications

6.1 A Classifications in Appendix “A”.

- Labourer Part-time and/or Seasonal up to 12 months service
- Labourer Part-time and/or Seasonal after 12 months service
- Kinetic Park Admin Assistant
- Instructor/Lifeguard I
- Clerk/Cashier I
- Students
- Temp Operator

IN WITNESS WHEREOF the Parties hereunto have caused their presence to be executed on the 8th day of April, 2022.

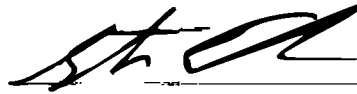
CITY OF SWIFT CURRENT



MAYOR



SWIFT CURRENT CIVIC EMPLOYEES
UNION, LOCAL NO. 183



PRESIDENT



VICE PRESIDENT

Letter of Understanding

between

Canadian Union of Public Employees, Local 183

and

The City of Swift Current

Re: Letter of Understanding - Offers of Overtime

Notwithstanding the right retained by the employer to assign overtime as required and otherwise in conformity to the collective agreement, it is agreed that:

1. the foreperson of each work unit will circulate an Offer of Overtime Acceptance (OOA) sign-up sheet as close as possible to January 1 and June 1 each year.
2. employees signing the sheet are agreeing that they are willing to accept offers of overtime which may be given on short time frames.
3. when overtime is required, the Employer will first resort to the relevant sign-up sheet and offer the overtime to qualified work unit employees in rotational order.
4. an employee is not obligated to accept such an offer of overtime, but repeated refusals will result in their elimination from the list. An employee can remove their name from the list at any time.
5. Should no employee on the sign-up sheet accept the offer, or if there are no names listed, or if additional employees are required for the overtime, the provisions of Article 14.4 will apply to assignment of overtime.

This LOU shall remain in force and effect from the date of formal signing post-ratification for a trial period of one year. It may be made permanent and amended by the mutual consent of the parties.

Dated at Swift Current, Saskatchewan this 8th day of April, 2022.

The Canadian Union of Public Employees,
CUPE Local 183

The City of Swift Current

Per: [Signature]

Per: [Signature]
MAYOR

Per: [Signature]



[Signature]
CITY CLERK

LETTER OF UNDERSTANDING

between

**CUPE LOCAL 183
(the "Union")**

and

**THE CITY OF SWIFT CURRENT
(“the Employer”)**

Re: Review of the Public Works Progression Charts

The parties agree that within three (3) months of signing the collective agreement, a joint committee representing Streets and Roadways and a joint committee representing Water Works will be struck to review the existing Public Works Progression Charts.

The committee will be comprised of the following:

- A CUPE Local 183 representative
- Two in-scope employees from the department which have been elected or selected by the union
- The Manager of Human Resources
- The Manager of the Department
- The Superintendent of the Department

The committee will formulate recommendations for the Employer to consider whose goal will be the updating of the progression charts. The final form of the said progression charts will be confirmed by the Chief Administrative Officer of the Employer.

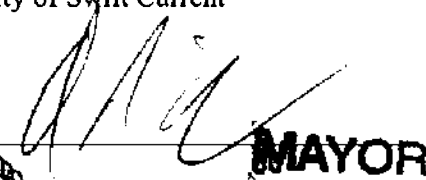
It is understood that the content of said charts remains at the discretion of the Employer and this committee will have no jurisdiction over rates of pay applicable to positions subject to the progression charts. It is further understood that amendment to the said progression charts does not and will not automatically constitute a reclassification of position pursuant to Article 26 of the collective agreement.


Dated at Swift Current, Saskatchewan this 8th day of April, 2022.

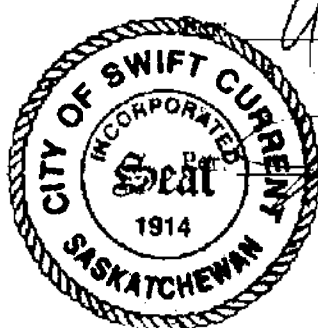
The Canadian Union of Public Employees,
CUPE Local 183

The City of Swift Current

Per: 


MAYOR

Per: 




CITY CLERK

LETTER OF UNDERSTANDING

between

**CUPE LOCAL 183
(the "Union")**

and

**THE CITY OF SWIFT CURRENT
("the Employer")**

Re: Classifications moving into the CUPE Local 183 bargaining unit

The parties agree that the following classifications shall be moved into the CUPE Local 183 bargaining unit effective the date of signing of the renewed collective agreement.

Bylaw Officer
Art Gallery Preparator & Carpenter
Museum Collections Officer
Museum Education Coordinator
Airport Operations Assistant

All employees affected by this agreement shall:

- i. Not suffer any loss of wages, benefits, and any other conditions and/or benefits of employment that are better than those that are contained in the CUPE Local 183 collective agreement.
- ii. Be entitled to have any negotiated wage increases applied to their current rate of pay.
- iii. Have their seniority calculated as per Article 24.1 of the CUPE Local 183 collective agreement.
- iv. Not be required to serve a probationary period or trial period.
- v. Not be required to pay union dues until the date of signing of the renewed collective agreement.

These terms shall remain in effect to the point of resignation, retirement or upon successfully obtaining another position within the city. When/if the classification becomes vacant it shall be subject to the terms and conditions of the CUPE Local 183 collective agreement and any other applicable employer policies.

Dated at Swift Current, Saskatchewan this 8th day of April, 2022.

The Canadian Union of Public Employees,
CUPE Local 183

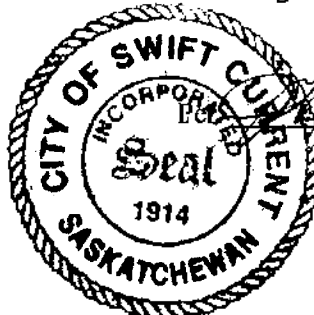
The City of Swift Current

Per: 

Per:  **MAYOR**

Per: 

CITY CLERK



LETTER OF UNDERSTANDING

between

**CUPE LOCAL 183
(the "Union")**

and

**THE CITY OF SWIFT CURRENT
("the Employer")**

Re: Article 26 – New or Reclassified Positions

1. Where an employee, the union and/or the manager considers that, due to a change in the assigned duties a position is improperly classified, or when a new classification is created, a request for a written classification review may be made.
2. A joint committee of two (2) union and two (2) employer representatives shall be responsible for receiving such requests, forwarding requests to Korn Ferry Consulting and implementing any required changes as determined by Korn Ferry Consulting.
3. The joint committee will be trained at the employer's cost and on the employer's time.
4. This review may only occur once per 12-month period per position and will be conducted by Korn Ferry Consulting.
5. Korn Ferry Consulting will provide written decisions as soon as possible and in any event within 30 calendar days of receipt of written requests.
6. In the event that two or more of the joint committee members do not agree with the decision of Korn Ferry Consulting, they shall request an additional review be performed and will provide Korn Ferry Consulting with the reasons for the request. Korn Ferry Consulting will have a second period of 30 calendar days to report their findings.
7. Results of classification reviews will be retroactive to the date of the written request for same. No employee shall suffer a reduction in base pay as the result of a classification review.

Dated at Swift Current, Saskatchewan this 8th day of April, 2022.

CUPE Local 183

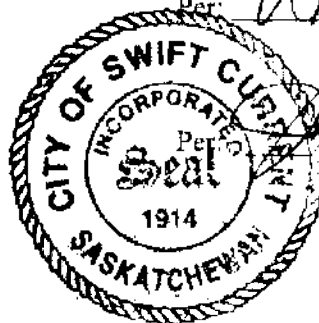
The City of Swift Current

Per: _____

Per: _____

MAYOR

Per: _____



CITY CLERK

LETTER OF UNDERSTANDING
between
CUPE LOCAL 183
(the "Union")
and
THE CITY OF SWIFT CURRENT
("the Employer")

Re: Water Treatment Plant Classifications

The parties agree to the following market adjustment for the Water Treatment Plant classifications.

	Effective January 1, 2020						Effective January 1, 2020					
	UnCert	Class 1	Class 2	Class 3	Class 4	Sr Operator	UnCert	Class 1	Class 2	Class 3	Class 4	Sr Operator
Swift Current Wage	22.13	25.10	27.14	29.36	31.27	31.27	23.02	26.10	28.22	30.53	32.53	32.53
Market Adjustment	23.46	25.76	27.80	30.38	34.33	34.33	24.23	26.78	28.82	31.55	35.59	35.59
Hrly Increase	1.33	0.65	0.65	1.02	3.06	3.06	1.20	0.67	0.59	1.02	3.06	3.06

	Effective February 28, 2022						Effective February 28, 2022					
	UnCert	Class 1	Class 2	Class 3	Class 4	Sr Operator	UnCert	Class 1	Class 2	Class 3	Class 4	Sr Operator
Swift Current Wage	22.47	25.48	27.55	29.80	31.74	31.74	23.37	26.49	28.65	30.99	33.02	33.02
Market Adjustment	23.81	26.14	28.21	30.83	34.85	34.85	24.59	27.18	29.25	32.02	36.12	36.12
Hrly Increase	1.35	0.66	0.66	1.04	3.11	3.11	1.22	0.68	0.60	1.04	3.11	3.11

	Effective December 19, 2022						Effective December 19, 2022					
	UnCert	Class 1	Class 2	Class 3	Class 4	Sr Operator	UnCert	Class 1	Class 2	Class 3	Class 4	Sr Operator
Swift Current Wage	22.92	25.99	28.10	30.39	32.38	32.38	23.83	27.02	29.22	31.61	33.68	33.68
Market Adjustment	24.29	26.66	28.78	31.45	35.55	35.55	25.08	27.72	29.83	32.66	36.84	36.84
Hrly Increase	1.37	0.68	0.68	1.06	3.17	3.17	1.25	0.70	0.61	1.06	3.17	3.17

	Effective December 18, 2023						Effective December 18, 2023					
	UnCert	Class 1	Class 2	Class 3	Class 4	Sr Operator	UnCert	Class 1	Class 2	Class 3	Class 4	Sr Operator
Swift Current Wage	23.49	26.64	28.80	31.15	33.19	33.19	24.43	27.70	29.95	32.40	34.52	34.52
Market Adjustment	24.90	27.33	29.59	32.23	36.43	36.43	25.71	28.41	30.58	33.48	37.77	37.77
Hrly Increase	1.41	0.69	0.69	1.08	3.25	3.25	1.28	0.71	0.63	1.08	3.25	3.25

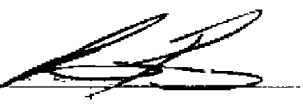
Dated at Swift Current, Saskatchewan this 8th day of April, 2022

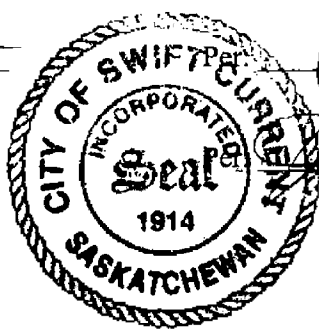
CUPE Local 183

The City of Swift Current

Per: 


MAYOR

Per: 




CITY CLERK