



COLLECTIVE AGREEMENT

Between

**THE CORPORATION OF THE TOWNSHIP OF
OTONABEE-SOUTH MONAGHAN**

(hereinafter referred to as “the Employer”)

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES

And its Local 1306.10

(hereinafter referred to as “the Union”)

Expires: June 30, 2024

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These proposals are without prejudice and precedent. The Union reserves the right to amend, add to and/or delete from these proposals at any time during negotiations. Also open to any and all errors or admissions.

Note: The layout of these proposals has been arrived at for the purpose of ease of reference only. Any clause/article printed separately on any page does not denote that it is necessarily the Union's intention to negotiate it in isolation of any other proposal.

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ARTICLE 1: PREAMBLE

1.01 It is the intent and purpose of this Collective Agreement, which as been negotiated in good faith:

- a) To establish collective bargaining relations between the Employer and the Union.
- b) To provide an orderly procedure for the equitable disposition of grievances and provide settled and just conditions of employment.
- c) To establish mutually satisfactory working conditions, hours of work and wages for all employees subject to the provisions of this Collective Agreement.
- d) To encourage efficiency in operations.
- e) To recognize the rights of the Employer and the functions of the Union.
- f) To promote the morale, well-being and security of all employees in the bargaining unit of the Union.

1.02 Definitions:

For the purpose of this Collective Agreement, the following definitions shall be applied as follows:

a) Probationary Employee:

Is an employee who is hired by the Employer and who becomes a permanent employee after having satisfactorily completed their probationary period.

b) Probationary Period:

Every employee hired by the Employer shall serve a probationary period and on completion of the said period, their seniority shall date from the day on which they commenced their employment with the Employer. During the probationary period, employees will be entitled to all rights and privileges of this Collective Agreement except for Article 16 - Benefits. In addition, probationary employees will not have the right to the grievance procedure in the case of discipline or discharge.

The probationary period shall consist of one-hundred and eighty (180) days of active employment with the Employer upon completion of a successful performance review by the employee's supervisor.

c) Full-Time Employee:

Is an employee who regularly works the hours stipulated in Article 11.02.

d) Part-Time Employee:

Is an employee who is regularly scheduled to work twenty-four (24) hours or less on a weekly basis.

e) Temporary Employee:

Is an employee hired to replace an employee who is absent as a result of sickness, accident, a leave of absence, to complete a special project or for other reasons as agreed to between the Employer and the Union.

A Temporary employee hired to complete a special project shall not be employed for more than six (6) months other than on the mutual agreement of the Employer and the Union.

Temporary employees shall not be covered by the terms of this Collective Agreement except with regard to the payment of union dues in accordance to Article 4 of this Collective Agreement.

Temporary employees shall be paid in accordance to Schedule "A" of this Collective Agreement.

1.03 Wherever the singular or masculine is used in this Collective Agreement it shall be considered as if the plural or feminine has been used where the context so requires.

1.04 Potential Employees:

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

1.05 Interviewing Opportunity:

On commencing employment, the employee's immediate supervisor shall introduce the new employee to their union steward or representative. An officer of the Union shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum of thirty (30) minutes during the first month of employment for the purpose of acquainting the new employee with the benefits and duties of union membership and their responsibilities and obligations to the Employer and the Union.

ARTICLE 2: MANAGEMENT RIGHTS

2.01 The Union recognizes and acknowledges that the management of the Employer and direction of the working force are the exclusive function of the Employer and, without restricting the generality of the fore-going, the Union acknowledges that it is the exclusive function of the Employer to:

a) Maintain order and efficiency

- b) Hire, promote, classify, transfer, suspend, demote, assign, direct, evaluate, layoff, recall and to discipline or to discharge any employee for just cause.
- c) Make, enforce and alter, from time to time, rules and regulations to be observed by the employees, such rules and regulations to be posted upon all bulletin boards.
- d) To determine the nature and kind of operations conducted by the Employer, the kinds and locations of depots and offices, equipment and materials to be used, the control of materials and parts, the methods and techniques of work, the content of jobs, the schedules of work, the number of employees to be employed, the extension, limitation, curtailment or cessation of operations, or any part thereof, and to determine and exercise all other functions and prerogatives which shall remain solely with the Employer.

2.02 The Employer agrees that it will not exercise its management rights in a manner inconsistent with the express provisions of this Collective Agreement.

2.03 Failure to exercise any of its management rights at any time shall not be considered an abandonment of such rights by the Employer. Notwithstanding the above, the Employer agrees that the Union may raise an estoppel argument.

2.04 The Employer shall provide three (3) days advance notice to the Union and employees of changes to and/or new policies/rules.

ARTICLE 3: UNION RECOGNITION

3.01 Union Recognition

The Employer recognizes the Canadian Union of Public Employees and its Local 1306.10 as the sole and exclusive collective bargaining agent for all employees of the Township of Otonabee - South Monaghan in the Township of Otonabee - South Monaghan save and except the Fire and Emergency Services Department; Directors; and the Recreation, Parks and Facilities Manager and persons above the rank of Director and Recreation, Parks and Facilities Manager.

3.02 No Discrimination

The Employer and the Union will continue the practice of no discrimination, interference, restriction or coercion being exercised or practiced with respect to any employee by reason on any of the protected grounds set out in the Ontario Human rights code or by reason of an employee's membership in or activities on behalf of the Union.

3.03 Definition of Student

Students are defined as individuals currently enrolled, in a full-time or part-time capacity, at an accredited education institution or who will graduate from such an institution during the employment period.

The Employer will ensure that student employment does not result in the replacement or displacement of any existing employee in the bargaining unit.

ARTICLE 4: UNION SECURITY AND CHECK-OFF OF UNION DUES

- 4.01** The Employer agrees to deduct from the pay of all employees any dues, initiations levied in accordance with the Union constitution and/or by-laws, and owing by them to the Union. On a monthly basis, the Employer agrees that it will provide the number of hours worked and gross wages, for each employee with Union dues deducted on a calendar month and to remit the same not later than the twentieth day of the month following the month in which the deduction is made to the Union Office along with a list of those employees from whose pay such deductions were made. These lists are to be emailed to the Treasurer of the Union.
- 4.02** The Union shall indemnify and save harmless the Employer against any and all claims, demands, suits or other forms of liability that arise out of or by reason of any action taken or not taken by the Employer for the purpose of complying with any of the provisions of this Article, or in reliance on any list, notice of assignments furnished under any of such provisions.
- 4.03** If an employee is not on the payroll due to illness, an occupational accident or leave of absence without pay, it is not the Employer's responsibility to deduct or in any way to retrieve union dues from the employee for this period. This Article does not apply to union leave or union employment or in cases where the Employer is being reimbursed by a third party.
- 4.04** The union shall provide a minimum of twenty (20) days advance notice in writing to the Employer of any change to the amount of dues to be deducted and remitted.
- 4.05** The Union Secretary or designate shall be advised in writing by the Employer within five (5) working days following a retirement, termination and/or resignation, leave of absence in excess of the one (1) month (including WSIB), the appointment of a temporary or probationary employee (including the salary to be paid and probable length of such employment), those on long term disability and any vacant positions covered under this Collective Agreement.
- 4.06** The Employer shall advise the Union Secretary or designate of all decisions of the Employer dealing with wages, assessment, re-classification, changes in anniversary dates of the employee's concerned in the Collective Agreement within one (1) week of the Employers decision.
- 4.07** At the interview process, the Employer will advise potential employees that a union collective agreement is in effect.
- 4.08** A new employee will have the opportunity to meet with a representative of the Union in the employ of the Employer for a period of up to fifteen (15) minutes without loss of regular earnings. The Employer shall advise the Union Secretary or designate within ten (10) workings days of each new hire for the purpose of this interview. The purpose of the meeting will be to acquaint the employee with a representative of the Union and

the Collective Agreement Time away for the job for both Union representative and the new employee shall be at a time agreed to by the Supervisors affected.

ARTICLE 5: CORRESPONDENCE

- 5.01** All correspondence between the parties arising out of this Collective Agreement or incidental thereto, shall pass to and from the Chief Administrative Officer or designate of the Township of Otonabee-South Monaghan and the Secretary of the Union or designate.

ARTICLE 6: UNION REPRESENTATION

6.01 Labour Management Committee:

There shall be a Labour Management Committee composed of three (3) representatives of the Union where one (1) is designated as an alternate and three (3) representatives of the Employer where one (1) is designated as an alternate. All representatives shall have completed their probationary period. The function of this committee shall be to discuss labour relations matters of mutual concern to the parties.

The committee will meet on an as needed basis on a date mutually agreed to. The parties shall hold such a meeting within seven (7) days of the request by either party, provided all representatives or alternates are available (i.e. not on vacation or absent for any other reason).

The Employer shall record the minutes of the meeting and a copy shall be sent to each of the committee members as soon as possible.

Union committee members will be allowed time off with pay to attend such meetings.

6.02 Negotiations Committee:

A Negotiations Committee shall be appointed by the Union and consist of not more than three (3) regular employees, of the Union and three (3) representatives or alternates of the Employer. All representatives shall have completed their probationary period. The Union will advise the Employer as to the Union nominees on the Committee at least seven (7) days before bargaining commences.

Employees on the Negotiations Committee shall suffer no loss of regularly scheduled straight time pay for up to five (5) days of negotiations. If its anticipated that bargaining will go past 5 days, the Employer agrees to consider paying the members of the locals bargaining committee.

6.03 Joint Health and Safety Committee:

A Joint Health and Safety Committee shall be in place and will consist of at least two (2) certified members from this bargaining unit. This committee shall use as its guide the Ontario Occupational Health & Safety Act. It is understood that the Employer is not required to have more than one Joint Health & Safety Committee at the Corporation.

The Joint Health and Safety Committee member(s) shall be granted reasonable and sufficient time to perform their duties on this Committee.

6.04 Representatives of Union:

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing with the Employer.

The Employer shall have the right at any time to have the assistance of an advisor/legal counsel when dealing with the Union.

6.05 Technical Information:

The Employer shall make available to the Union, upon request, the following information with regard to members of the bargaining unit: positions in the bargaining unit, job classifications and wage rates.

6.06 Representatives:

No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union shall supply the Employer with the names of its officers and persons appointed to the committees and offices in this article. Similarly, the Employer shall supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

6.07 Election of Stewards:

The Employer acknowledges the right of the Union to appoint or elect three (3) Stewards. The Stewards so selected shall constitute the Grievance Committee as long as they remain employees or until their successors are chosen. The name of each of the Stewards and the name of the President of the Local, from time to time selected, shall be given to the Employer in writing and the Employer shall not be required to recognize such Steward or President until it has been so notified.

ARTICLE 7: GRIEVANCE PROCEDURE

7.01 Definition of Grievance:

A grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of this Collective Agreement, including any question as to whether a matter is arbitrable.

7.02 Time Limit:

The parties agree that it is important to adjust complaints and grievances as quickly as possible.

No grievance shall be considered where the circumstances giving rise to it occurred or originated more than seven (7) working days from the time the employee(s) became aware of the circumstances giving rise to the grievance.

Discharge and suspension grievances shall be filed within five (5) working days of the date of discharge or suspension.

7.03 Procedure:

Grievances shall be adjudicated and settled as follows:

Informal resolution:

If an employee has a complaint, they shall discuss it with their immediate supervisor. To be considered a grievance, such discussion must take place within seven (7) working days from the time the employee(s) became aware of the event giving rise to the complaint had first occurred or originated. Failing resolution within three (3) working days, the complaint may be filed as a grievance.

Step One:

The Union shall present the grievance in writing to the employee's immediate supervisor with the assistance of their Steward (the "Step One meeting"). The immediate supervisor shall give their decision (the "Step One decision") within five (5) working days following presentation of the grievance. If the Step One decision is not satisfactory to the employee(s) concerned, the grievance may be presented at Step Two.

Step Two:

Within five (5) working days after the Step One decision is given, the Union may submit the grievance, in writing, to the Chief Administrative Officer. The employee, accompanied by their Steward, and a representative of the Union, if requested by the Union, shall meet as promptly as possible but within seven (7) working days with the Chief Administrative Officer and/or such other person(s) as the Chief Administrative Officer may desire to consider the grievance (the "Step Two meeting"). The Chief Administrative Officer shall render, in writing, to the Union the decision of the Employer with regard to the grievance within five (5) working days following the Step Two meeting (the "Step Two decision").

7.04 Notice of Arbitration:

The Employer must be notified, in writing, within ten (10) working days following Union's receipt of the Step Two decision that the grievance is to be submitted to arbitration. If no such written notification is received within the time limit, the grievance shall be deemed to have been abandoned.

7.05 Policy Grievance:

A complaint by the Union concerning the interpretation, application or alleged violation of the Collective Agreement shall be originated at Step Two within five (5) working days following the circumstances giving rise to the complaint or grievance. It is expressly understood that the provisions of this article may not be used with respect to a grievance directly affecting an employee such that an employee could bypass the regular grievance procedure. If the policy grievance is not settled at the conclusion of the Step Two meeting, the Employer shall submit a written answer within ten (10) working days after the meeting. If the response is unacceptable, the grievance may be submitted to arbitration as set out in Article 6.04.

7.06 Management Grievance:

It is understood that the Employer may submit to the Union any complaint with respect to the conduct of the Union, its officers or members, or any complaint that a Collective Agreement obligation undertaken by the Union or any employee under this Collective Agreement has been violated. Such complaint shall be submitted within seven (7) working days of the circumstances giving rise to the grievance.

Such complaints, if not resolved by informal resolution, shall be reduced to writing and delivered or forwarded to the Steward as a management grievance, commencing at Step Two of the grievance procedure. The Union shall render, in writing, to the Employer its decision with regard to the grievance within five (5) working days following the Step Two meeting (the "Step Two decision").

If the Employer is dissatisfied with the Step Two decision, it may refer the grievance to arbitration by providing written notice to the Union within ten (10) working days of receipt.

7.07 "Working days" excludes Saturdays, Sundays and public holidays.

7.08 All time limits specified above may be extended only by mutual written agreement.

7.09 All replies required by this grievance procedure shall be in writing.

7.10 Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the grievance and arbitration procedure.

7.11 All agreements reached under this grievance procedure will be final and binding upon the Employer, the Union and employees.

ARTICLE 8: ARBITRATION

8.01 Single Arbitrator:

The parties will make their best, good faith efforts to agree to the appointment of a single arbitrator.

8.02 Failure to Appoint:

Absent an agreement on the appointment of an arbitrator either party may request the Minister of Labour to appoint a sole arbitrator under the *Labour Relations Act, 1995*.

8.03 Arbitrator Authority:

The arbitrator shall not have jurisdiction to amend, alter, modify, or add to any of the provisions of this Collective Agreement, nor to substitute any new provision in lieu thereof, nor to give any decision inconsistent with the terms and provisions of this Collective Agreement.

The decision of the arbitrator shall be final and binding on the Employer, the Union and employees.

8.04 Expenses of the Arbitrator:

Each party shall pay one half (1/2) the fees and expenses of the arbitrator.

8.05 Witnesses:

At any stage of the grievance and/or arbitration process, the parties may enlist the assistance of witnesses. The Employer will make reasonable arrangements to provide the arbitrator with access to the workplace to view any working conditions relevant to the grievance.

ARTICLE 9: SENIORITY

9.01 Seniority is defined as the length of service in the bargaining unit and shall include service with the Employer prior to the certification or recognition of the Union. Seniority for part-time employees shall be calculated on the basis of one (1) year being equal to eighteen hundred and twenty (1820) hours paid based on 35 hours per work week and two thousand, one hundred and thirty-two (2132) annually based on 41 hours per work week. No part-time employee shall earn more than one (1) year equivalent seniority in any twelve (12) month period. When a part-time employee successfully bids on and obtains a full-time position, their seniority shall be converted to an adjusted hire date based on their hours paid. Seniority shall operate on a bargaining unit wide basis.

9.02 Temporary Employees shall have no seniority for the purpose of this Agreement.

9.03 Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in the reverse order of their seniority provided that the Employer may retain employees qualified to do the available work. Employees shall be recalled in the order of their seniority, providing they are qualified to do the work.

9.04 Seniority shall accumulate in the following circumstances only:

- a) when actually at work for the Employer;
- b) when not at work due to layoff, sickness or accident in which case seniority will continue to accumulate for a period of time equal to twenty-four (24) months or the length of their seniority whichever is shorter.
- c) when not at work due to personal leave of absence, then seniority will continue to accumulate for the first calendar month of such leave;
- d) when on vacation or on legal holidays.

9.05 Seniority shall terminate and an employee shall cease to be employed by the Employer when they:

- a) voluntarily quit their employment with the Employer;

- b) is discharged and is not reinstated through the grievance procedure or arbitration;
 - c) is not at work for a continuous period of twenty-four (24) months or the length of their seniority whichever is shorter; subject to any entitlement under the *Human Rights Code*.
 - d) fails to report for work when recalled from layoff within five (5) working days following notice to report by the Employer sent by registered mail to their last known address;
 - e) fails to return to work upon the termination of an authorized leave of absence unless a valid reason acceptable to the Employer is given;
 - f) is absent from work without providing a valid reason acceptable to the Employer for three (3) working days or more.
- 9.06 An employee promoted outside the bargaining unit shall retain their seniority earned while in the bargaining unit. In the event the employee returns to the bargaining unit their placement will be consistent with the bargaining unit seniority.
- 9.07 It shall be the duty of each employee to notify the Employer promptly of any change in address. If an employee fails to do this the Employer will not be responsible for failure of a notice to reach such employee.

ARTICLE 10: PROMOTIONS AND TRANSFERS

10.01 When the Employer decides to fill a full-time or part-time vacancy within the bargaining unit, or a new full-time or part-time position is created within the bargaining unit, notice shall be posted on the bulletin board for a period of five (5) working days. Applications for such a vacancy shall be made in writing.

10.02 Information in Postings:

Such posting notice shall contain the following items:

- a) nature of the position;
- b) required knowledge, education, qualifications, ability and skills; and
- c) shift, hours of work, and wage and salary rate or range.

10.03 Outside Advertising:

The Employer reserves the right that a position vacancy may be advertised internally and externally at the same time. All current employees that are applicants for posted positions will be interviewed before any outside applicant is considered.

- 10.04 The Employer reserves the right to hire persons outside of the bargaining unit in the event that no employee who applies for the position possesses the required qualifications outlined in Article 10.05 to fill the vacancy.
- 10.05 Employees shall be selected for positions on the basis of qualifications, including education, knowledge, training, skills, ability and work performance. Where these factors are relatively equal seniority shall be the governing factor.
- 10.06 An employee who receives a promotion or transfer shall immediately, upon receipt of responsibilities for the new position, be paid at the appropriate wage for the position.

ARTICLE 11: HOURS OF WORK AND OVERTIME

11.01 The following is intended to define the normal hours of work and overtime for employees.

Nothing herein constitutes a guarantee of hours of work per day or per week or days of work per week.

11.02 Full-Time Employees:

a) Public Works Employees:

The Standard Work Week for the Public Works Employees shall consist of 41 hours per week as follows:

Monday to Thursday, 7:00 am – 4:30 p.m.
 ½ hour unpaid lunch break
 Friday 7:00 a.m. to 12 noon

b) Office and Clerical Employees:

The hours of work shall consist of thirty-five (35) hours per week, to be scheduled as follows:

8:30 a.m. to 4:30 p.m., Monday to Friday with a one (1) hour unpaid meal period.

c) Arena/Parks Assistant:

Summer Hours (April 1 – August 31)

Monday to Thursday – 7:00 a.m. to 4:30 p.m. with one-half (1/2) hour unpaid lunch break.
 Friday 7am to Noon.

Ice Season Hours (September 1 – March 31)

Monday 7am to 4:30pm (½ hour unpaid lunch)
 Tuesday, Wednesday and Thursday 3pm to 11 pm
 Sunday 6am to 2pm

In certain circumstances, the Manager, Parks, Recreation and Facilities and Arena/Parks Assistant may mutually agree to flex some of the ice season hours of work based on facility demands.

d) Transfer Station Attendant

Monday 9am to 6pm
Tuesday 9am to 3pm
Wednesday 9am to 6pm
Off Thursday
Friday 9am to 6pm
Saturday 9am to 3pm

11.03 Part Time Employees:

The hours of work shall consist of regularly scheduled hours of twenty-four (24) hours or less to be worked on a weekly basis. The Employer shall determine the hours of work.

11.04 Notwithstanding the hours of work as outlined above, an employee who commences their start time prior to their regular scheduled start time may be required to end their shift at a time based on their normal hours of work for that day.

11.05 Paid Rest Periods:

All employees shall be permitted a paid fifteen (15) minute rest period in the morning and afternoon of a shift.

11.06 Overtime:

- a) It is recognized that the Employer will require overtime from time to time due to the nature of the business.
- b) Where overtime is offered and there are insufficient qualified volunteers, the Employer shall have the right to assign the work starting with the most junior employee who is qualified to perform the required work and continuing in inverse order of seniority until sufficient qualified employees have been assigned.
- c) The Employer shall distribute overtime and call back opportunities as equitably as possible amongst the employees who normally perform the work and are available and willing to do the work.

11.07 Overtime Pay:

All hours worked in excess of 41 hours in a week for Public Works, Arena and Parks employees and 35 hours for Office and Clerical employees shall be accumulated in accordance with Article 11.10 at time and one-half (1 ½) the normal hourly rate.

Public Works employees only, shall be paid double time at their regular pay for the day for all hours worked on Sunday. It is agreed that this shall only apply to employees who are not regularly scheduled to work on those days.

Full-time employees, shall receive overtime based on daily hours of work if their regularly scheduled daily hours are exceeded. Without limiting the foregoing and for clarity as an example, if an employee is scheduled to work ten (10) hours on a regular basis, daily overtime shall only occur if the employee is asked and agrees to work above ten (10) hours in that day.

11.08 No Lay-Off to Compensate for Overtime:

Employees will not be required to be laid off during regular work hours to equalize any overtime worked.

11.09 Call-Ins:

An employee who is called in and required to work outside their regular working hours shall be paid for a minimum of three (3) hours at time and one-half (1 ½). This section shall not apply to a call in before the beginning of a regular workday if the time worked is less than three (3) hours.

Compensation for call-in's (payment and/or banked time) shall be in accordance with Article 11.10.

11.10 Banked Time:

- a) Public Works and Recreation Employees may bank up to eighty-two (82) hours per year. Office employees shall bank up to seventy (70) hours per year. Banked time shall be paid at the hourly rate in effect at the time it is taken.
- b) If the banked overtime is reduced below the eighty-two (82) or seventy (70) hours respectively, the employee shall be entitled to replenish their banked time to the eighty-two (82) or seventy (70) hours maximum or elect to be paid for overtime worked.
- c) Time off shall be scheduled at a time mutually agreeable to between the Employer and the employee. Accumulated overtime shall be taken as equivalent time off within calendar year of it being accumulated.
- d) It is recognized that employees utilizing vacation will receive preference over employees utilizing banked time in the scheduling of time off.
- e) Banked time does not apply to Temporary or Student Employees who will be paid for the hours worked.
- f) Any unused overtime bank hours will be paid out on the last pay period ending in December that occurs prior to December 25 each year.

11.11 There shall be no pyramiding of overtime or duplication of any premiums under this Collective Agreement.

ARTICLE 12 – STATUTORY HOLIDAYS

12.01 All employees shall be allowed a day off with no loss of pay for the following holidays:

New Years' Day	Good Friday
Boxing Day	Easter Monday
Canada Day	Victoria Day
Labour Day	Civic Holiday
Christmas Day	Thanksgiving Day
Family Day	Remembrance Day

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

In addition to the above twelve (12) holidays, Full time employees shall be granted two (2) additional float holidays; one (1) unscheduled, and one made up of one-half (½) day on Christmas Eve and one-half (½) day on New Year's Eve, annually which shall be considered as a statutory holiday.

For the purposes of float holidays, a day shall be allocated as eight (8) hours for all employees except Office Employees and Public Works where a day shall be allocated as Seven (7) hours. Float days must be scheduled by agreement of the employee and their supervisor and in no less than blocks of one-half day.

For employees who are not employed for the entire calendar year their entitlement to Float days shall be prorated.

12.02 Holidays Falling on Saturday or Sunday:

When any of the above noted holidays fall on a Saturday or Sunday and are not proclaimed as being observed on some other day, the following Monday or preceding Friday or another day as mutually agreed to between the Employer and the employee, shall be deemed to be the holiday for the purpose of this Collective Agreement.

12.03 Holiday Pay:

Employees who are not required to work on the above holidays shall receive holiday pay equal to one (1) normal day's pay.

Employees who are required to work on any of the above holidays shall be paid at the rate of time and one-half (1 ½) their regular straight time day's pay in addition to their holiday pay.

12.04 Holiday During Vacation:

When a holiday falls within an employee's scheduled vacation and the employee qualifies for holiday pay, they shall receive an additional day off with pay at a time to be mutually agreed to between the Employer and the employee.

12.05 Eligibility for Holiday Pay:

To be eligible for the public holiday pay, an employee must have worked their regularly scheduled shift before and after the holiday unless excused by way of a provision under this Collective Agreement.

ARTICLE 13 – VACATIONS

13.01

a) Full-time employees are entitled to vacation pay and vacation time off as follows:

Length of Service	Accrual/month	Max. Annual Accrual	Vacation Pay
Until 4 th anniversary	.83 day	10 days	4%
From 4 th anniversary to 10 th anniversary	1.25 days	15 days	6%
From 10 th anniversary to 15 th anniversary	1.67 days	20 days	8%
From 15 th anniversary to 20 th anniversary	2.08 days	25 days	10%
From 20 th anniversary forward	2.5 days	30 days	12%

- b) Vacation entitlements will increase on January 1st of the year in which the applicable anniversary of the employee's date of hire occurs.
- c) "Month" in this Article means a month or any part thereof. Entitlement will accrue on the first day of the month following the month in which it was earned.
- d) Vacation pay shall be calculated as a percentage of all wages earned, excluding vacation pay.
- e) Vacation pay shall normally be paid when the employee takes vacation time off.

13.02 Part-time employees are entitled to vacation pay calculated as four percent (4%) of all wages earned, excluding vacation pay, and:

- a) two weeks' unpaid time off if their period of employment is less than five years; and
- b) three weeks' unpaid time off if the period of employment is five years or more.

- 13.03 The "vacation year" runs from January 1st to December 31st of each year.
- 13.04 Employees will make arrangements for vacation time off in advance in consultation with their Supervisor by no later than February 15th of each vacation year. The employer shall provide a response to each employee within 10 working days. If more than one employee requests vacation time off for the same period, the employee with greater seniority will be given preference.
- 13.05 The Employer encourages all employees to take their full entitlement to vacation time off in every year and employees will be required to take no less than the minimum amount of vacation time off required by the *Employment Standards Act, 2000* (two weeks or three weeks, depending on years of service).
- 13.06 Employees will be allowed to carry-over no more than five days' vacation time into the following vacation year and any such carried-over time must be taken by no later than March 31st of the following vacation year, failing which it shall be lost and any accrued vacation pay from the previous year shall be paid to the employee on the first regular pay day in April.
- 13.07 An employee who suffers an accident or illness immediately prior to or during vacation may substitute sick leave for vacation time for the period during which the employee was suffering from the accident/illness. Vacation time shall be rescheduled at a time mutually agreeable to the employee and their supervisor. The employee shall provide medical confirmation of the accident/illness upon request by the Employer.
- 13.08 An employee who becomes eligible for bereavement leave immediately prior to or during vacation may substitute bereavement leave for vacation time to the extent permitted by Article 14.03 of this Agreement. Vacation time shall be rescheduled at a time mutually agreeable to the employee and their supervisor.
- 13.09 If an employee has been paid vacation pay in excess of the amount earned when their employment ends, the amount of the overpayment shall be deducted from the employee's final pay.

ARTICLE 14: LEAVE OF ABSENCE

14.01 For Union Business

Leave of absence without pay and without loss of seniority or benefits shall be granted to officers or duly appointed representatives of the Union for Union activities. Not more than one (1) employee may be granted Union leave at any one (1) time.

Employees on leave of absence for Union activities will receive their regular pay and benefits for such period of absence and the Employer shall bill the Treasurer of the Local for their regular pay received during such absence.

Requests for Union leave shall be subject to the efficient operation of the Employer and therefore shall not be unreasonably refused provided such request is received in writing by the Employer at least ten (10) working days in advance of such leave.

14.02 Training and Development

The Employer agrees that it is to the mutual benefit of the Employer and the employee to improve the educational standards of the workforce. Accordingly, the Employer shall consider requests by employees for educational leaves. The Employer retains the right to refuse such request based on the operational demands of the workforce.

Any benefits based on service and seniority shall be retained but not accumulated. The employee, upon their return, shall be placed into the position they held prior to the education leave, provided their position still exists, or an equivalent position.

14.03 Bereavement Leave

An employee shall be granted bereavement leave, without loss of regular straight time pay, to a maximum of:

- a) Five (5) working days in the case of the death of a spouse, son, daughter, parent, grandchild, brother or sister, grandparent. These shall include step and half relations;
- b) Three (3) working days in the case of the death of a father-in-law, mother-in-law, son-in-law, sister-in-law, brother-in-law and daughter-in-law, niece, nephew, aunt or uncle.
- c) One (1) working days in the case of the death of Spouse's grandparent.
- d) Leave for half of a day to attend the funeral in the case of the death of a fellow employee of the Employer who is a member of Local 1306.10 of the Canadian Union of Public Employees, provided the funeral falls on a normal working day.

Days off provided for above must be taken as consecutive working days notwithstanding scheduled days off and shall be taken to coincide with the date of the funeral. However, an employee may opt to save one (1) paid day to be used at a later date in the event that a later date is scheduled for a service, interment and/or celebration. The employee agrees to provide as much notice of the scheduling of this date as reasonably possible. If necessary, additional leave of absence without pay may be granted at the discretion of the Employer.

14.04 Jury or Witness Duty

An employee shall be paid their regular pay for attendance on jury duty or as a witness in any court in the Province of Ontario. Employees must provide proof of attendance. Payments received by the employee from the Court are to be paid directly to the Employer, excluding expenses such as mileage and meals.

14.05 General Leave

The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the Employer. Such approval shall not be unreasonably withheld.

14.06 Voting

If the hours of employment of an employee do not allow for three (3) consecutive hours off while the polls are open on polling day for provincial, municipal or referendum elections and four (4) consecutive hours off while the polls are open on polling day for federal elections, the employee shall be allowed such additional time off for voting as may be necessary to provide those consecutive hours off without the deduction from normal daily pay.

Part-time employees shall not receive any normal earnings while taking any leave of absence under this Article.

14.07 Pregnancy / Parental and Adoption Leave

The Employer shall grant an employee Pregnancy/Parental and Adoption Leave in accordance with the *Employment Standards Act, 2000* or any successor legislation.

ARTICLE 15: PAYMENT OF WAGES

15.01 The Employer shall pay salaries and wages in accordance with the Employer's pay period, based on an hourly rate of pay in accordance with Schedule "A" attached hereto and forming part of this Collective Agreement.

Where the Employer changes its pay period, it shall provide bargaining unit employees with no less than 60 calendar days of notice.

15.02 Pay on Transfer Higher/Lower Rated Job:

When an employee is temporarily assigned to or performs the principal duties of a higher paying position for three (3) hours per day or more, they shall receive the rate for the job during such temporary period for each hour worked at the higher paying position, except in cases of an employee trainee. When an employee is assigned to a position paying a lower rate, their rate shall not be reduced until after thirty (30) consecutive working days.

15.03 Use of Personal Vehicles

Where employees are authorized by the Director to use their own vehicles for the Employer's business, they shall be paid mileage at the rate established by Council from time to time.

An employee who reports to their place of work shall be paid mileage to report to another place of work if asked to do so by the Employer without prior notice.

In addition to the above, an employee authorized to use their own vehicle for the Employer's purpose shall be covered by the Employer's Business Insurance for all incurred costs in the event their personal insurance carrier does not cover the costs arising from using their personal vehicle for business purposes.

ARTICLE 16: EMPLOYEE BENEFIT PLAN

- 16.01** Employees shall be eligible to apply to the Ontario Municipal Employees Retirement System (“OMERS”) subject to its terms and conditions.
- 16.02** The Employer shall pay 100% of the premium cost of qualifying full-time employees in respect of the current Manulife Benefit Plan Group Number G0106228 or a comparable replacement plan (the “Group Benefit Plan”).
- 16.03** For clarity, the Employer is not the insurer of the Group Benefit Plan and shall not, under any circumstances, be liable for any claim declined by the insurer. However, the Employer undertakes to assist any employee in resolving any claim disputed by the insurer.
- 16.04** The Employer shall continue to pay the premium for an employee’s coverage under the Group Benefit Plan for a period of up to 24 months during an approved leave (e.g. pregnancy/parental, medical, etc.).
- 16.05**
- a) If an employee who is at least 55 years old and has a minimum of ten (10) years of service with the Employer elects to voluntarily leave their employment, the Employer shall continue to pay the premium for their coverage under the Group Benefit Plan for:
 - (i) thirty-six months; or
 - (ii) until the employee's 65th birthday;whichever first occurs.
 - b) An employee can choose to purchase an additional twenty-four (24) months’ coverage under the Group Benefit Plan by paying the premiums for the entire period in a lump sum in advance to the Employer.
- 16.06** Part-time employees shall have no entitlement to coverage under the Group Benefit Plan.

ARTICLE 17: CLOTHING AND OTHER ALLOWANCES

17.01 Safety Wear for Full-Time and Part-Time Employees:

- a) All full-time and part-time employees, excluding office and clerical employees shall be reimbursed for safety footwear to a maximum of three hundred (\$300) dollars per year upon providing receipts satisfactory to the Employer.

The Employer shall also issue every May 1 to all full-time employees:

five (5) t-shirts

three (3) pants

The following items will be issued on an as needed basis upon approval by the Director/Manager

one (1) summer jacket
one (1) winter jacket or parka
one (1) coverall
one (1) rain suit

The employees agree that the above clothing shall be worn at the workplace. Employer also agrees that employees who regularly work in the classification of Mechanic Operator and whose coveralls require replacement within the above may receive more than the above allotment.

- b) All part-time and temporary employees who are hired for less than six (6) months shall be provided with:

five (5) t-shirts
two (2) pants

17.02 Driver's License

Where it is a requirement of the position for an employee to hold a DZ or AZ drivers license, the Employer shall pay the cost for the employee's medical examination and/or testing and any renewal cost for the licence conditional upon the employee submitting a receipt for the medical appointment and the renewal.

Where it is a requirement of the position for an employee to hold a driver's licence and where such employee no longer holds a valid driver's licence, the employee is required to disclose such to the employer as soon as reasonably possible.

17.03 Mechanic's License

Where it is a requirement of the position for an employee to hold a Mechanic's License 310T and/or 310S, the Employer shall pay the cost of the employee's license fee(s) upon the employee submitting a receipt for the renewal.

In the event an employee who is applying for a licence renewal is required to take a test and the employee fails the test, subsequent tests will be at the expense of the employee.

17.04 Mechanics's Tool Allowance

The Employer agrees to provide a three-hundred (\$300.00) dollar tool allowance each year to the Mechanic to be used for replacement of tools that are required to be provided by employee as this may be a requirement of the condition of employment. Proof of purchase satisfactory to the Employer must be provided. Reimbursement will be paid for the value of the receipts, to a maximum of three- hundred (\$300.00) dollars.

The Employer will provide insurance which includes replacement costs under the Township of Otonabee-South Monaghan Insurance Policy for Mechanic's tools which are properly secured and stored on Township property, and are included on the Mechanic's tool inventory listing.

ARTICLE 18: SICK LEAVE

18.01 Sick Leave Defined:

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled, exposed to contagious disease or because of an accident for which compensation is not payable under the *Workplace Safety and Insurance Act*. It is agreed that an employee may use their sick leave entitlement for the purpose of their own preventative health care, including but not limited to, attendance at medical and dental appointments.

In addition, sick leave is also defined as the period of time an employee is permitted to be absent from work with full pay because they are responsible for the care of a family member for the purposes of preventative health care, including dental and/or for illness of a family member and, as a result, employees shall be entitled to the following:

- a) Employees who normally work 7 hours per day shall be entitled to a maximum of 28 hours of sick leave for preventative health care for family members as described above.
- b) Employees who normally work 8 hours per day shall be entitled to a maximum of 32 hours of sick leave for preventative health care for family members as described above.

18.02 Amount of Sick Leave:

Full time employees who have completed their probationary period shall be entitled to 70 hours sick leave for Office and Clerical Employees and 82 hours for Public Works, Parks and Arena Employees on January 1 of each year. There shall be no accumulation or carry over of sick leave credits from year to year.

For employees hired after January 1 of each year who have completed their probationary period their sick leave will be prorated based on the calendar year.

Employees who are not employed for the entire calendar year, shall have their sick leave credits prorated.

For the purposes of this article a day shall be allocated as eight (8) hours for all employees except Office and Clerical employees, which shall be seven (7) hours. Sick leave shall be taken in hours with prior approval from their Director/Manager.

18.03 An employee may be required to produce a certificate from a qualified medical practitioner of the employee's choice for any illness in excess of three (3) working days, certifying that such employee was unable to carry out their duties due to illness.

Failure to produce a certificate, if required, will result in loss of pay for the period in question and potentially a disciplinary response.

When the Employer requires an employee to obtain a medical certificate of health or to have a physical, the Employer shall cover any reasonable costs associated with providing the above certificate.

18.04 Sick Leave Pay on Termination

Sick days will have no cash value.

18.05 Payment Pending Determination of Entitlement:

- a) An employee who is absent from work as a result of an illness or injury sustained at work and who is awaiting approval of a claim for WSIB or short term disability benefits will be paid by the Employer the lesser of:
 - (i) the benefit they would receive from WSIB if their claim was approved, or
 - (ii) the benefit they would receive from the short-term disability planIF
 - (iii) the employee provides
 - (A) evidence of disability satisfactory to the Employer; and
 - (B) an undertaking satisfactory to the Employer that any payments received from WSIB or short-term disability benefits will be refunded to the Employer following final determination of the claim by the WSIB or the short-term disability carrier.
- b) If the employee's claims are denied, payments from the Employer will cease immediately.
- c) If the employee fails to co-operate reasonably with WSIB and/or the short-term disability carrier (e.g. failing to provide necessary medical information in a timely manner, etc.), payments from the Employer will cease immediately.
- d) An employee who elects to purchase back their OMERS disability period resulting from a WSIB leave will be provided with payroll deduction payment options. Their period of time for payroll deductions will be no longer than the time the employee was on WSIB leave.

ARTICLE 19: ACCIDENTS AND SAFETY

19.01 The Employer, the Union and the employees agree to adhere to the provisions of the Occupational Health and Safety Act and will exercise due diligence in the investigation of all accidents/incidents.

19.02 An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift.

19.03 The Employer shall supply approved safety helmets for all employees who require them under the Construction Safety Act.

ARTICLE 20: LAY-OFF AND RECALLS

20.01 Definition of Lay-Off:

A lay-off shall be defined as a reduction in the work force or a reduction in the regular hours of work as defined in this Collective Agreement.

20.02 Role of Seniority in Lay-Offs:

Both parties recognize that job security shall increase in proportion to length of seniority. Therefore, in the event of a layoff, employees will be laid off in reverse order of their seniority provided the remaining employees have the required degree of skill, ability and minimum qualifications to perform the work. An employee about to be laid off may bump the least senior employee within the classification in which the laid off employee wishes to exercise their bumping rights provided the employee has the required degree of skill, ability and minimum qualifications to perform the work.

20.03 Recall Procedure:

Employees shall be recalled from layoff in order of seniority provided they have the required degree of skill, ability and qualifications to perform the required work in an efficient manner.

20.04 Benefits While on Lay-Off:

In the event an employee is laid off they shall continue to receive the benefits in Article 16 for the month of layoff and the full calendar month following the month of layoff.

The employee may, at their own expense, elect to continue the benefits for the total time outlined in Article 9.06 (c) provided that the total premiums are paid in advance, or by post-dated cheques, to maintain coverage.

20.05 Grievance on Lay-Offs and Recall:

Grievances concerning lay-offs and recalls shall be initiated at Step Two of the grievance procedure.

20.06 It shall be the duty of employees on the recall list to notify the Employer of any change in address. Notice of recall is deemed to have been given if it is forwarded to the employee's last known address by registered mail or personal service.

20.07 New employees shall not be hired until those laid off from the bargaining unit have been given an opportunity for recall.

ARTICLE 21: JOB SECURITY

21.01 No employee with more than two (2) years seniority shall be laid off as a result of the contracting out of work without the Employer serving the Union with twelve (12) months written notice.

21.02 Except in cases of emergency, or where it is necessary for the purpose of instruction or experimentation, persons not in the bargaining unit shall not perform work normally

performed by members of the bargaining unit. Supervisory and management personnel shall not work on jobs normally performed by bargaining unit personnel to such an extent that it will cause the layoff of persons within the bargaining unit except in cases of when regular qualified Employees are not immediately available.

- 21.03** In the event that the Employer seeks or is compelled to merge or amalgamate with another Employer, the Employer will attempt to secure the following conditions for all employees falling within the bargaining unit:
- a) seniority rights;
 - b) service credits relating to vacations, benefits and sick leave;
 - c) conditions of their employment and wage rates.

ARTICLE 22: DISCHARGE, SUSPENSION AND DISCIPLINE AND PERSONNEL FILE

22.01 An employee who has completed their probationary period and who is called to a meeting by their supervisor or other management person for the purpose of receiving written disciplinary action, a disciplinary suspension or discharge shall be advised of the purpose of the meeting and shall have Union representation at the meeting.

22.02 A claim by an employee that they have been discharged without just cause shall be treated as a grievance if a written statement of such grievance is lodged with the Chief Administrative Officer at Step Two of the grievance procedure within five (5) full working days after the employee is discharged.

22.03 Access to Personnel Records

a) Each employee shall have reasonable access to their personnel file for the purpose of reviewing any evaluation or any disciplinary notations contained therein in the presence of the Chief Administrative Officer or designate. An employee has the right to request copies of any evaluation in this file.

b) Sunset Clause

Any letter of reprimand, suspensions or any other sanction will be removed from the record of an employee twenty-four (24) months following the receipt of such letter of suspension or other sanction provided that such employee's record has been discipline free for twenty-four (24) months. All leaves of absence in excess of ten (10) calendar days will not count towards either of the above periods.

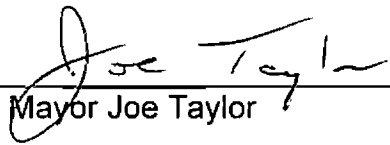
ARTICLE 23: TERM OF AGREEMENT

23.01 This Collective Agreement shall be binding and remain in effect until June 30, 2024.

DATED THIS 18th DAY OF October 2021

FOR THE EMPLOYER

FOR THE UNION



Mayor Joe Taylor




Rhonda



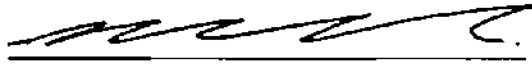
Councillor Nick Powers

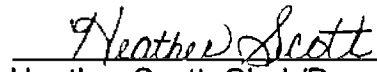


Luke Busto

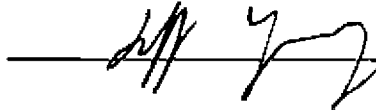


G.J. (Greg) Borduas, Chief
Administrative Officer





Heather Scott, Clerk/Deputy Chief
Administrative Officer



SCHEDULE A

2021 Hourly Wage Grid - CUPE
Township of Otonabee-South Monaghan

Position	Hourly Rate	Annual Hours
Working Foreman	\$30.40	2,132
Chief Mechanic	\$33.73	2,132
Mechanic Assistant/Truck Driver	\$27.19	2,132
Waste Management Coordinator	\$26.08	2,132
Truck Driver/Heavy Equipment Operator	\$27.19	2,132
Grader/Heavy Equipment Operator	\$28.53	2,132
Dog Control/Provincial Offences Officer	\$19.51	800
Arena/Parks/Facility Assistant Manager	\$25.70	2,132
Arena/Parks/Facility Attendant	\$19.13	800

2021 Salary Wage Grid - CUPE
Township of Otonabee-South Monaghan

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Hours
Building Inspector/Plans Examiner	\$31.51	\$33.01	\$34.51	\$36.01	\$37.51	1,820
Junior Planner	\$31.51	\$33.01	\$34.51	\$36.01	\$37.51	1,820
Accounting/Tax Clerk	\$26.80	\$28.08	\$29.36	\$30.64	\$31.91	1,820
Office Manager/Deputy Treasurer	\$31.51	\$33.01	\$34.51	\$36.01	\$37.51	1,820
Building/Planning Assistant	\$26.80	\$28.08	\$29.36	\$30.64	\$31.91	1,820
Office Assistant/Receptionist	\$21.57	\$22.61	\$23.63	\$24.66	\$25.69	1,820

Notes:

1. The wage rates include the 2% Cost of Living Adjustment (COLA) approved by Council as of January 1, 2021.

**2022 Hourly Wage Grid - CUPE
Township of Otonabee-South Monaghan**

Position	Hourly Rate	Annual Hours
Working Foreman	\$30.93	2,132
Chief Mechanic	\$34.32	2,132
Mechanic Assistant/Truck Driver	\$27.67	2,132
Waste Management Coordinator	\$26.54	2,132
Truck Driver/Heavy Equipment Operator	\$27.67	2,132
Grader/Heavy Equipment Operator	\$29.03	2,132
Dog Control/Provincial Offences Officer	\$19.85	800
Arena/Parks/Facility Assistant Manager	\$26.15	2,132
Arena/Parks/Facility Attendant	\$19.46	800

**2022 Salary Wage Grid - CUPE
Township of Otonabee-South Monaghan**

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Hours
Building Inspector/Plans Examiner	\$32.06	\$33.59	\$35.11	\$36.64	\$38.17	1,820
Junior Planner	\$32.06	\$33.59	\$35.11	\$36.64	\$38.17	1,820
Accounting/Tax Clerk	\$27.27	\$28.57	\$29.87	\$31.18	\$32.47	1,820
Office Manager/Deputy Treasurer	\$32.06	\$33.59	\$35.11	\$36.64	\$38.17	1,820
Building/Planning Assistant	\$27.27	\$28.57	\$29.87	\$31.18	\$32.47	1,820
Office Assistant/Receptionist	\$21.95	\$23.01	\$24.04	\$25.09	\$26.14	1,820

Notes:

- The wage rates include the 1.75% Cost of Living Adjustment (COLA) approved as of January 1, 2022.

**2023 Hourly Wage Grid - CUPE
Township of Otonabee-South Monaghan**

Position	Hourly Rate	Annual Hours
Working Foreman	\$31.47	2,132
Chief Mechanic	\$34.92	2,132
Mechanic Assistant/Truck Driver	\$28.15	2,132
Waste Management Coordinator	\$27.00	2,132
Truck Driver/Heavy Equipment Operator	\$28.15	2,132
Grader/Heavy Equipment Operator	\$29.54	2,132
Dog Control/Provincial Offences Officer	\$20.20	800
Arena/Parks/Facility Assistant Manager	\$26.61	2,132
Arena/Parks/Facility Attendant	\$19.80	800

**2023 Salary Wage Grid - CUPE
Township of Otonabee-South Monaghan**

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Hours
Building Inspector/Plans Examiner	\$32.62	\$34.18	\$35.72	\$37.28	\$38.83	1,820
Junior Planner	\$32.62	\$34.18	\$35.72	\$37.28	\$38.83	1,820
Accounting/Tax Clerk	\$27.75	\$29.07	\$30.39	\$31.73	\$33.04	1,820
Office Manager/Deputy Treasurer	\$32.62	\$34.18	\$35.72	\$37.28	\$38.83	1,820
Building/Planning Assistant	\$27.75	\$29.07	\$30.39	\$31.73	\$33.04	1,820
Office Assistant/Receptionist	\$22.33	\$23.41	\$24.46	\$25.53	\$26.60	1,820

Notes:

- The wage rates include the 1.75% Cost of Living Adjustment (COLA) approved as of January 1, 2023.

**2024 Hourly Wage Grid - CUPE
Township of Otonabee-South Monaghan**

Position	Hourly Rate	Annual Hours
Working Foreman	\$32.02	2,132
Chief Mechanic	\$35.53	2,132
Mechanic Assistant/Truck Driver	\$28.64	2,132
Waste Management Coordinator	\$27.47	2,132
Truck Driver/Heavy Equipment Operator	\$28.64	2,132
Grader/Heavy Equipment Operator	\$30.05	2,132
Dog Control/Provincial Offences Officer	\$20.55	800
Arena/Parks/Facility Assistant Manager	\$27.08	2,132
Arena/Parks/Facility Attendant	\$20.15	800

**2024 Salary Wage Grid - CUPE
Township of Otonabee-South Monaghan**

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Hours
Building Inspector/Plans Examiner	\$33.19	\$34.78	\$36.35	\$37.93	\$39.51	1,820
Junior Planner	\$33.19	\$34.78	\$36.35	\$37.93	\$39.51	1,820
Accounting/Tax Clerk	\$28.24	\$29.58	\$30.92	\$32.29	\$33.62	1,820
Office Manager/Deputy Treasurer	\$33.19	\$34.78	\$36.35	\$37.93	\$39.51	1,820
Building/Planning Assistant	\$28.24	\$29.58	\$30.92	\$32.29	\$33.62	1,820
Office Assistant/Receptionist	\$22.72	\$23.82	\$24.89	\$25.98	\$27.07	1,820

Notes:

- The wage rates include the 1.75% Cost of Living Adjustment (COLA) approved as of January 1, 2024.

LETTER OF UNDERSTANDING

Between

THE CANADIAN UNION OF PUBLIC EMPLOYEES
and it's Local 1306.10

(Hereinafter referred to as the "Union")

- and -

THE CORPORATION OF THE TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

(Hereinafter referred to as the "Employer")

Re: Hours of Work and the Employment Standards Act

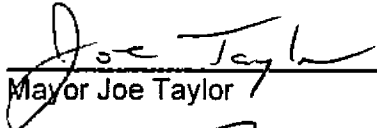
The parties agree that the Employer may assign hours of work in excess of eight (8) hours in a day and forty-eight (48) hours in a week in accordance with the Collective Agreement.

This shall constitute an agreement for the purposes of the *Employment Standards Act, 2000*.

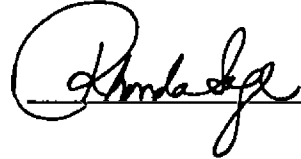
Dated this 18th day of October, 2021.

FOR THE EMPLOYER


FOR THE UNION



Mayor Joe Taylor




[Redacted]



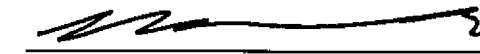
Councilor Nick Powers



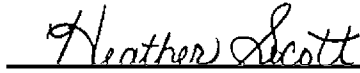
Luke Burton



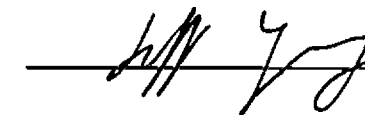
G.J. (Greg) Borduas,
Chief Administrative Officer



[Redacted]



Heather Scott, Clerk/Deputy
Chief Administrative Officer



[Redacted]

LETTER OF UNDERSTANDING

Between

THE CANADIAN UNION OF PUBLIC EMPLOYEES
and it's Local 1306.10

(Hereinafter referred to as the "Union")

- and -

THE CORPORATION OF THE TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

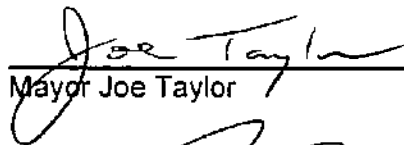
(Hereinafter referred to as the "Employer")

Re: Pilot Project – Revised Summer Working Hours – Public Works Department


The parties agree to create a committee to put together a pilot project for a summer hours program for the Public Works department. The committee shall consist of 3 members each from the Local and the Employer. The parties shall meet within 90 days to discuss the establishment of said pilot project.

Dated this 18th day of October, 2021.


FOR THE EMPLOYER



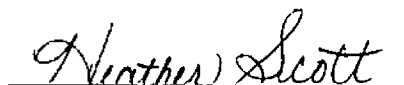
Mayor Joe Taylor



Councillor Nick Powers



G.J. (Greg) Borduas,
Chief Administrative Officer



Heather Scott, Clerk/Deputy
Chief Administrative Officer

FOR THE UNION

