



**COLLECTIVE AGREEMENT**

**BETWEEN**

**CANADIAN UNION OF PUBLIC EMPLOYEES**

**AND ITS LOCAL 25 02**

**AND**

**COBOURG PUBLIC LIBRARY**

**EXPIRY: DECEMBER 31, 2024**

Article 1 - Purpose .....	3
Article 2 - Management Rights.....	3
Article 3 - Union Recognition .....	4
Article 4 - No Discrimination.....	4
Article 5 - Union Dues .....	5
Article 6 - Union Affairs.....	5
Article 7 - Labour - Management Relations .....	6
Article 8 - Grievances .....	7
Article 9 - Arbitration .....	9
Article 10 - Definitions.....	11
Article 11 - Seniority .....	13
Article 12 - Loss of Seniority.....	14
Article 13 - Notification.....	14
Article 14 - Job Competitions.....	15
Article 15 - Layoff and Recall.....	16
Article 16 - Hours of Work.....	17
Article 17 - Paid Holidays .....	21
Article 18 - Vacations .....	22
Article 19 - Sick Leave Provision .....	24
Article 20 - Leaves of Absence .....	25
Article 21 - Payment of Wages .....	27
Article 22 - Job Classification and Reclassification.....	28
Article 23 - Technological Change.....	28
Article 24 - Benefits .....	29
Article 25 - General Conditions .....	30
Article 26 - Printing .....	30
Article 27 - Health and Safety.....	30
Article 28 - Wages .....	32
Article 29 - Term of Agreement .....	33

## **ARTICLE 1 - PURPOSE**

The purpose of this Agreement is to establish and maintain working conditions, hours of work, and wages with respect to Employees covered by this Agreement in order to provide for the efficient operation and administration of the Library, and to seek to establish and maintain harmonious collective bargaining relations and to provide for a prompt and orderly method of settling complaints or grievances which might arise hereunder. It is an Employee's obligation to make himself/herself aware of the provisions of the Collective Agreement.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

2.01 The parties agree that supervision, management and control of the Library's business operations, including but not limited to direction and control over its facilities and staff, are exclusively the function of the Library and that the Library has the right to make such rules, regulations and decisions as it considers necessary or advisable for the orderly and efficient conduct of its business. Without limiting the generality of the foregoing, the parties agree that it is the exclusive function of the Library, except where expressly modified by this Agreement, to:

- a) Determine the nature and kind of business conducted, the number and location of establishments, their expansion and curtailment, the commencement or cessation of operations, the schedule of operations including but not limited to the number of shifts, the number of hours to be worked and the actual hours to be worked, job content, quality and quantity standards, the establishment of work or job assignments, the addition, change, combination or abolishment of job classifications, the qualifications of an Employee to perform any particular job, the nature of tools, equipment and machinery, methods or processes used to perform work, to determine the number of Employees to be employed.
- b) Maintain order, discipline and efficiency and in connection therewith, make, alter and enforce from time to time, rules and regulations, policies and practices to be observed by its Employees, and discipline or discharge for just cause Employees who have successfully completed their probationary period.
- c) Select, hire, discharge, transfer, assign to shifts, promote, demote, classify, layoff, recall, and select Employees for positions excluded from the bargaining unit.
- d) Establish and maintain cost reduction methods and techniques; to introduce new and improved methods, facilities or technologies; and

e) Have the sole and exclusive jurisdiction over all operations, buildings, suppliers, facilities, materials and equipment.

2.02 The Library agrees not to exercise its rights in a manner inconsistent with the provisions of the Agreement.

### **ARTICLE 3 - UNION RECOGNITION**

3.01 The Employer recognizes the Union as sole and exclusive bargaining agent of all Employees of the Library who have completed their probationary period, save and except supervisors, those above the rank of supervisor, the Administrative Assistant to the CEO and grant Employees.

3.02 All Employees within the scope of the bargaining unit as set out above shall, and upon completion of their probationary period, as a condition of employment, become and remain members in good standing of the Union according to the Constitution and Bylaws of the Union. Union dues will be remitted upon hire.

3.03 On the date of hire, the Employer will provide Employees with a copy of the Collective Agreement.

A new employee will have the opportunity to meet with a representative of the Union for thirty (30) minutes during working hours in the first month of employment, without loss of remuneration.

### **ARTICLE 4 - NO DISCRIMINATION**

#### **4.01 Union Activity**

The Library and the Union agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives or members because of an Employee's activity or lack of activity in the Union.

#### **4.02 Human Rights**

The Library and the union cannot and will not condone discrimination or personal harassment that is based on sex, race ancestry, place of origin, colour, ethnic origin, citizenship, creed age, record of offences, marital status, sexual orientation, family status, disability, receipt of public assistance, gender identity, gender expression, or for any other ground declared unlawful by Human Rights Legislation in Ontario.

## **ARTICLE 5 - UNION DUES**

The Library agrees to deduct whatever sum may be authorized by the Union Constitution and/or Bylaws for Union dues, initiation fees, and/or other assessments from the pay of each Employee. The amounts deducted shall be remitted to the Secretary Treasurer of the Union no later than the 15<sup>th</sup> day of the month together with a list of the names of Employees for whom such deductions have been made. The Union agrees to provide the Library with the name and address of the Secretary Treasurer, and agrees to hold the Library harmless against all claims and demands, should any person at any time contend or claim that the Library has acted wrongfully or illegally in making the aforementioned deductions for Union dues and/or initiation fees.

## **ARTICLE 6 - UNION AFFAIRS**

- 6.01 The Union may elect or appoint not more than two (2) Stewards from among Employees in the bargaining unit who have completed their probationary period, for the purpose of assisting Employees in the preparation and presentation of grievances in accordance with the provisions of this Agreement. The Union shall keep the Library notified, in writing, of the names of the current Union Stewards.
- 6.02 It is agreed that Stewards shall continue to perform their regular duties and responsibilities for the Library and shall not leave their regular duties without having first secured permission from their immediate supervisor. Stewards must explain the purpose and reason for leaving their regular duties in obtaining permission for such absence from their immediate supervisor. Such permission should not be unreasonably withheld, subject to business needs and efficient operational requirements of the Library. When an Employee or Union Steward resumes her/his regular duties, she/he shall report again to her/his supervisor.
- 6.03 Properly authorized representatives of the Union shall be permitted to enter the premises at reasonable times to meet with Employees and Union Stewards regarding Union business, upon notifying the Chief Executive Officer or her/his designate in advance. The Union acknowledges that Employees and Union Stewards have their regular duties to perform and as such they will not leave their regular duties without first obtaining permission from their supervisor, which permission will not be unreasonably withheld, subject to client service and the efficient operation of the Library. When an Employee or Union Steward resumes her/his regular duties, she/he will report again to her/his supervisor.
- 6.04 The Union agrees that there shall be no solicitation for membership or other Union activities at the Library during working hours except as specifically permitted by this Agreement or, in writing, by the Library.

- 6.05 The Union agrees to not post Union materials on Library bulletin boards, save and except for the bulletin board in the staff room provided for this purpose, and agrees that there will be no meetings of the Union on the Library's premises without the permission of the Library.
- 6.06 All correspondence from the Union to the Library shall be addressed and delivered to the Chief Executive Officer of the Library.
- 6.07 All correspondence from the Library to the Union shall be addressed and delivered to a Contact Person who shall be selected by the Union. The Union shall advise the Library of the name of the Contact Person, in writing, and shall advise the Library, in writing, if the Contact Person should change.

## **ARTICLE 7 - LABOUR - MANAGEMENT RELATIONS**

### **7.01 Bargaining Committee**

A Union Bargaining Committee shall be appointed to consist of not more than three (3) members of the Union as appointees of the Union. The Union will advise the Employer of the Union nominees to the Committee.

### **7.02 Labour - Management Committee**

The parties recognize a joint Library and Union Committee established for the purpose of discussing matters of mutual interest between them so as to assist in the improvement of Employee and Employer relations and the delivery of services to the library. The committee shall not discuss matters regarding the interpretation or application of the Collective Agreement, or matters already the subject of a grievance. The committee shall have the authority to make non-binding recommendations to the Union and Employer.

The committee will meet on an as needed basis on a date mutually agreed to up to six (6) times per year.

### **7.03 Time Off for Meetings**

Any representative of the Union on the Bargaining Committee and/or Labour Management Committee who is in the employment of the Employer shall have the privilege of attending Bargaining and Labour Management Committee meetings held within working hours without loss of remuneration.

### **7.04 National Representative**

When attending a meeting with Library management, the Union's Local representative may be accompanied by a National Representative of the

Canadian Union of Public Employees. It is understood, however, that meetings between the Library and the Union will not be delayed, postponed, cancelled, re- scheduled, or held in abeyance by the parties due to the unavailability of a National Representative, and the Union agrees that it will not refuse to attend a meeting with the Library due to the unavailability of a National Representative.

**7.05 Library Board Meeting Agenda**

The Employer agrees to post the agenda of its Board meetings on the staff room bulletin board prior to the meeting taking place.

**7.06 Personnel Records**

An Employee shall have the right, at a mutually agreed upon time, to have access to and review her/his personnel record in the presence of an Employer representative at the workplace. Employees may request copies of any of the material contained in the file.

**ARTICLE 8 - GRIEVANCES**

**8.01 Definition of Grievance**

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

For the purpose of this Article, reference to "days" relating to Steps in the grievance and arbitration procedure shall exclude Saturdays, Sundays, and statutory holidays.

**8.02 Resolution of Grievances**

It is the mutual desire of the parties, hereto, that complaints of Employees shall be adjusted as quickly as possible. It is understood that an Employee has no grievance until he/she has first given his/her immediate supervisor the opportunity of resolving his/her complaint. If an Employee has a complaint, he/she shall discuss it with his/her immediate supervisor within five (5) days after the circumstances giving rise to the complaint have occurred or ought to have reasonably come to the attention of the Employee. The supervisor shall give his/her response to the complaint within five (5) days and, failing settlement, or failing a response after this time has elapsed, it may then be taken up as a grievance within five (5) days following the immediate supervisor's decision or following the elapsed period, in the following manner and sequence:

## **Step #1**

The Employee and his/her Union Steward may present his/her grievance to his/her immediate supervisor. The grievance shall be, in writing, on a grievance form and shall include the nature of the grievance, the remedy sought and the provisions of the Agreement which are alleged to have been violated. The immediate supervisor shall deliver his/her decision, in writing, within five (5) days following the presentation of the grievance to him/her. Failing settlement:

## **Step #2**

Within five (5) days after the decision in Step #1, the Union may submit the grievance, in writing, to the Chief Executive Officer, or her/his designate. A meeting will then be held between the Chief Executive Officer or designate, and the Union if either party requests a meeting. Such meeting shall be held within ten (10) days of submission of the grievance at Step #2 unless extended by written agreement of the parties. It is understood and agreed that the grievor and a second representative on behalf of the Library may be present at such meeting. The decision of the Chief Executive Officer or designate shall be delivered, in writing, within ten (10) days following the date of such meeting.

Where no written answer has been given within the time limit specified, the grievance may be submitted to the next step of the foregoing procedure.

### **8.03 Group Grievance**

Where a number of Employees have identical grievances and each Employee would be entitled to grieve separately, they may present a group grievance and such written grievance shall be originated under Step #2 and the time limits set out with respect to that Step shall appropriately apply.

### **8.04 Policy Grievance**

It is agreed that a grievance arising directly between the Library and the Union shall be originated under Step #2 and the time limits set out with respect to that Step shall appropriately apply. It is understood, however, that a policy grievance under this provision of this Article may not be brought in respect of a grievance directly affecting an Employee or Employees and that the regular grievance procedure and the group grievance procedure shall not be thereby by-passed. It is further agreed that a policy grievance shall not be brought in respect of a matter in which a grievance by an Employee or a group grievance could be brought.

## 8.05 **Library Grievance**

The Library shall have the right to file a grievance with respect to the interpretation, application, administration or alleged contravention of the Agreement. Such grievance shall be presented, in writing, and signed by the Chief Executive Officer, to a Union Steward. Failing settlement of the grievance at a meeting to be held within ten (10) days of the presentation of the grievance, the Union shall give the Library its written reply to the grievance within ten (10) days following the date of the meeting, which shall be considered a Step #2 decision.

- 8.06 A claim by a regular Employee who has completed his/her probationary period that he/she has been unjustly discharged shall be treated as a grievance if a written statement of such grievance is lodged with the Library within five (5) days after the date the discharge is affected. An Employee discharged without prior notice may see his/her Union Steward prior to leaving the Library, if circumstances warrant. It is understood, however, that failure to comply with the requirement to have a Union Steward present shall not void the termination.
- 8.07 Any Employee who is discharged or disciplined may elect to have a Union Steward present at a discharge or discipline meeting with the Library. Requests for a Union Steward will not be denied. The Library agrees to provide the Union Steward with copies of all disciplines or discharge letters in preparation for this meeting.
- 8.08 Discipline and discharge notices issued to Employees shall set out reasons for the discipline or discharge. The Employee may be asked to sign a copy of a notice to acknowledge receipt of the notice, and that acknowledgement is not an admission of guilt.
- 8.09 Any notice of discipline shall be removed from an employee's file, provided the employee has had no similar warning notice for a period of thirty-six (36) calendar months.

## **ARTICLE 9 - ARBITRATION**

- 9.01 Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitral, such grievance may be submitted to arbitration, in writing, as hereinafter provided.
- 9.02 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the grievance procedure.

### 9.03 **Selection of the Arbitrator**

Where either party requests that any matter be submitted to arbitration, it shall make such request, in writing, addressed to the other party to this Agreement. Such request shall set out the specific issues to be arbitrated and the provisions of this Collective Agreement which apply and the Union and the Library will mutually agree upon a single arbitrator to hear the matter. Should the Union and the Library fail to agree upon an arbitrator within ten (10) days following a written request that a matter be submitted to arbitration, the Minister of Labour for the province of Ontario may appoint one.

9.04 If a written request to submit a grievance to arbitration is not received by the Library within fifteen (15) days after the decision under Step #2 is given or after the period for delivery of a decision under Step #2 has expired, the grievance shall be deemed to have been abandoned.

9.05 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle a grievance.

### 9.06 **Decision of the Arbitrator**

The arbitration proceedings will be commenced promptly by the parties hereto. The decision of the arbitrator will be final and binding upon the parties hereto and the Employee or Employees concerned.

9.07 The arbitrator shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add or amend any part of this Agreement.

### 9.08 **Arbitration Expenses**

Each of the parties will share equally the cost of the arbitrator's fees and expenses.

### 9.09 **Location of Arbitration Hearings**

All arbitration hearings will be held in the Town of Cobourg.

9.10 The parties acknowledge that the time limits set out in both the grievance and arbitration procedures must be strictly complied with except by written agreement to extend them and failure to so comply shall result in the grievance being deemed to have been abandoned notwithstanding the provisions of (sub) section 48(16) of the *Labour Relations Act* which for greater clarity does not apply.

9.11 No adjustment effected under the grievance or arbitration procedure shall

be made retroactive prior to the date the Employee ought reasonably to have become aware of the alleged violation. It is an Employee's obligation to make himself/herself aware of the provisions of the Collective Agreement.

- 9.12 The Library may dismiss a probationary Employee for any reason in its sole discretion and an arbitrator shall have no jurisdiction to entertain any grievance resulting from the termination of a probationary Employee.

## **ARTICLE 10 - DEFINITIONS**

- 10.01 This Agreement sets forth the entire Agreement on rates of pay, hours of work and other conditions of employment. Amendments to this Agreement may only be made, in writing, on the agreement of both parties. For the purposes of this Agreement:

### **10.02 Full-Time Employees Defined**

Full-time Employees are Employees employed in the bargaining unit who have successfully completed the probationary period and who regularly work thirty-five (35) hours per week.

### **10.03 Part-Time Employees Defined**

Part-time Employees are employed in the bargaining unit who have successfully completed the probationary period and regularly work an average of up to thirty (30) hours per week over the course of four (4) weeks.

### **10.04 Scheduling of Hours for Part-Time Employees**

- a) All part-time hours shall be allocated by seniority within each work unit.
- b) At the discretion of the Employer, an Employee in a work unit of three (3) or more, may request to work less than their regularly scheduled working hours. If the parties agree, a letter of agreement shall be signed for a given period of time, of not less than six (6) months, determined in advance. If the Employee wishes to request an extension of this agreement, notice shall be given thirty (30) days prior to expiry of said agreement.

### **10.05 Grant Employees Defined**

Grant Employees are Employees who are employed pursuant to a specified job grant.

#### 10.06 **Probationary Employees Defined**

Probationary Employees are Employees who have been hired for a probationary period to determine their suitability for continued employment thereafter. The probationary period will be six (6) months, which may be extended by the Library where, in the Employer's opinion, an extension is required in order to properly assess a probationary Employee. Probationary Employees will not accrue seniority, and shall not have recourse to the grievance and arbitration process.

Upon successful completion of the probationary period, an Employee will have his/her seniority calculated from the Employee's date of commencement of employment.

#### 10.07 **Contract Employees**

A Contract Employee is one who is filling a position on a temporary basis for a predetermined period of time. Contract Employees will be paid at the start rate of the job classification in which the work is performed. Such Contract Employees shall not acquire seniority or be entitled to benefits under the Agreement but shall be entitled to wage rates set forth in the Agreement and four percent (4%) vacation pay, payable each pay period. Their entitlement to paid statutory holidays shall be governed by the *Ontario Employment Standards Act*.

#### 10.08 **Qualified Staff**

Qualified staff include those who have been crossed trained and are approved to work in different departments.

Opportunities for Employees who have the minimum qualifications to be crossed trained shall be granted at Management's discretion.

#### 10.09 **Page**

A Page is defined as a student who is currently enrolled in a secondary or post-secondary institution.

#### 10.10 **Business Day**

A business day is a day in which the Library Administrative office is open.

Working Day: a day in which the Library is open and/or serving the public.

## **ARTICLE 11 - SENIORITY**

### **11.01 Seniority Defined**

An Employee will be considered on probation and will not be placed on a seniority list until he/she has worked over a period of six (6) months. During the probationary period, the Employee will be entitled to no seniority and may be released or laid off at the discretion of the Library. Upon completion of the probationary period, the Employee's name will be entered on the seniority list with seniority defined as the hours of continuous service dated from the original date of hire into the bargaining union. This will include service with the Employer prior to certification of the Union.

Part-time Employees shall accumulate seniority in the ratio that annual hours worked are a percentage of the normal annual hours of work for regular full-time Employees.

Should a part-time member of the bargaining unit become a full-time member of the bargaining unit, her/his seniority shall be calculated in accordance with the above.

Should a full-time member of the bargaining unit become a part-time member of the bargaining unit, her/his seniority shall be brought into the part-time position as it was calculated in the full-time position.

### **Identical Seniority Rating**

Where two (2) or more Employees commenced work on the same day, preference, for the purposes of determining seniority, shall be as follows in descending order:

- a) The Employee presently in the higher classification shall be considered the senior Employee.
- b) The Employee hired into a higher classification shall be considered the senior Employee.
- c) The seniority ranking shall be decided by utilizing the total hours worked by each Employee. The Employee with the most hours shall be considered the senior Employee.

### **11.02 Seniority Schedules**

Separate seniority schedules shall be established for regular full-time and part-time Employees. Part-time seniority shall, at all times, be subordinate to regular full-time seniority for the purposes of layoff and recall.

The Library shall maintain a seniority list showing the date upon which each Employee's service commenced. An up-to-date seniority list shall be sent electronically to the Union and posted by the Library in the Employee staff room in July and January of each year.

11.03 Seniority shall not accrue for any period that an Employee is employed by the Employer in a position outside the bargaining unit.

11.04 An Employee shall not lose seniority rights if she is absent from work because of sickness, accident, layoff of less than one (1) year, or an unpaid leave of absence of less than thirty (30) days duration.

## **ARTICLE 12 - LOSS OF SENIORITY**

An Employee shall lose all seniority and his/her employment shall be deemed to have been terminated if he/she:

- a) voluntarily leaves the employ of the Library, or retires from the Library's employ
- b) is discharged and is not reinstated through the grievance and/or arbitration provisions of this Agreement
- c) is laid off for a period of twelve (12) months
- d) fails to return to work upon termination of an authorized leave of absence, unless prior arrangements acceptable to the Library have been made for an extension thereof, or utilizes a leave of absence for a purpose other than that for which the leave of absence has been granted
- e) fails to return to work seven (7) calendar days after being recalled from layoff by notice sent by registered mail, or fails to advise of his/her intention to return within three (3) calendar days following such notice. Such notices are sufficient if sent to the last address of the Employee made known by the Employee to the Library, in writing,
- f) if absent from scheduled work for a period of three (3) consecutive days without notifying the Library of such absence and providing a reason satisfactory to the Library.

## **ARTICLE 13 – NOTIFICATION**

It shall be the duty of the Employee to notify the Library promptly, and in writing, of any change in his/her address and telephone number. If an Employee fails to do this, the Library shall not be responsible for the failure of any notice to reach the Employee. Any notice sent to the address which appears in the Library's personnel records shall be conclusively deemed to have been received by the Employee on the fifth (5th) day

after it was so sent.

## **ARTICLE 14 - JOB COMPETITIONS**

### **14.01 Job Postings**

Where permanent vacancies in the bargaining unit occur, which the Library decides to fill, the Library shall post a notice containing the relevant information of the position on the bulletin board for seven (7) calendar days. A copy of the notice shall be sent to the Union. The posting of vacancies does not oblige the Library to fill them.

### **14.02 Information on Postings**

The notice shall include the following information: The position title; qualifications; required knowledge and education; experience; required skills and abilities; and wage or salary rate.

### **14.03 Resolution of Job Competitions**

Job competitions shall be resolved by considering the qualifications, skill, ability, experience, efficiency and the performance record of candidates, and where such factors are relatively equal between two (2) or more candidates, seniority will be the governing factor.

14.04 Within two (2) working days of the date of the appointment to a vacant position, the name of the successful applicant shall be emailed to all employees, and the Union shall be notified. Where applicants for vacancies or promotion do not receive the position they applied for, they shall be given the reasons why their application was unsuccessful.

14.05 a) Where there are no successful applicants to a job posting, the Library may hire from outside the bargaining unit.

b) Applications will not be accepted from employees who have not completed their probationary period. If there are no successful internal applicants however, probationary employees may apply at the same time as other external applicants.

### **14.06 Trial Period**

An Employee who is moved to a vacancy within the bargaining unit will be on a trial period of thirty (30) working days. The trial period may be extended for up to an additional thirty (30) days by the Employer in its sole discretion. During this period, the Library or the Employee may decide that the transfer is not successful, in which case the Employee will be returned to his/her previous position and any incumbent(s) who assumed a backfilled position

which became available as a result of the transfer similarly will be returned to their previous position(s).

14.07 Any job which is vacant because of illness, accident, vacation, leave of absence, temporary transfers or promotions and temporary vacancies for a pre-determined specified period in excess of sixty (60) working days shall be posted, however any further vacancies occasioned by the placing of the successful applicant in the position posted need not be posted.

14.08 An Employee who has been absent from work in excess of sixty (60) working days and whose position has been filled by a temporary Employee shall provide written notice at the earliest opportunity of the date on which he/she will return to work.

14.09 An Employee who is declared to be the successful applicant for a posted vacancy shall not be eligible to apply for another posted vacancy for a period of ninety (90) working days after being transferred to his/her new position, except with the consent of the Employer.

14.10 **Union Notification**

The union shall be notified of all appointments, hiring, layoffs, transfers, recalls and terminations of employment, at the time the Employee is made aware.

**ARTICLE 15 - LAYOFF AND RECALL**

15.01 **Layoff Defined**

A layoff means a position in the bargaining unit being declared redundant.

15.02 **Layoff Procedures**

Where it is necessary to reduce the workforce, seniority will be the guiding factor so long as the available Employees have the qualifications, skill, ability, experience and efficiency to do the work. Within this rule, Employees on probation shall be the first laid off. Part-time Employees shall be laid off next. Regular full-time Employees in the work unit shall be laid off last.

DEFINITION OF WORK UNIT: Those Employees having the same job description.

15.03 In the case of layoff, an Employee with more seniority will have the right to bump an Employee with lesser seniority provided that he is willing to do the job, and has the qualifications, skill, ability, experience and efficiency to do

the job. An employee who chooses to exercise the right to bump another Employee with lesser seniority from their respective seniority list shall advise the Employer of their intention, and the position claimed, within seven (7) working days after receiving the notice of layoff. Employees who are laid off will be retained on the Library's seniority list twelve (12) months after which they may be struck from the list.

#### 15.04 **Recall Procedures**

Before any Employees are hired, laid off Employees who remain on the seniority list shall be recalled to work in the reverse order to which they were laid off, provided that in the judgment of the Employer the laid off Employee's qualifications, skill, ability, experience and efficiency match the requirements of the vacant job to which he/she is recalled. A recalled Employee shall be paid at the rate of the vacant job for which he/she is recalled. A recalled Employee shall be notified by telephone, or if he/she cannot be reached live by telephone then by registered mail to his/her last address known by the Library. The Employee shall then be allowed seven (7) working days from the telephone call or from the mailing of the written notice to report for work, or to otherwise advise the Library that he/she does not wish to report for work at which point the Employee shall be deemed to have renounced his/her rights of recall under this Agreement.

### **ARTICLE 16 - HOURS OF WORK**

#### 16.01 **Work Schedule**

- a) All scheduled shifts shall be posted six (6) full weeks in advance. Schedules will show the Employee's regular days of work, together with regular assigned time off. Each Employee is responsible for checking his/her posted work schedule. The Library reserves the right to change the schedule based on operational requirements.
- b) Once the schedule has been posted, there will be no rearrangement of said schedule without twenty-four (24) hours notice to the Employee involved, except in case of emergency or unless someone is returning after an illness. Regular part-time Employees in the classification will be called by seniority for extra shifts up to a maximum of thirty (30) hours per week. Employees may exceed thirty (30) hours per week at the discretion of the CEO. Such approval will not be unreasonably denied.

## 16.02 **Exchanging Shifts**

An assigned Employee who is scheduled by the Library to work a shift may trade the scheduled shift with a second Employee who is qualified to perform all the work required during the scheduled shift, provided that the initially assigned Employee receives back from the second Employee a scheduled shift of similar duration (e.g., of or within one (1) hour within the same posted work schedule period which he/she is qualified to perform. All trades must be pre-approved by the Library, which retains the right to determine in its sole discretion whether an Employee meets the qualifications to perform scheduled work. All shift trades must be presented for approval by the Employer a minimum of twenty-four (24) hours prior to the scheduled start time of the shift. The trading of shifts shall not result in higher wage costs to the Employer. The trading of shifts shall not be unreasonably denied.

Employees may elect to trade regularly scheduled shifts (e.g Tuesday Evenings and Wednesday evenings), provided that both employees are qualified to perform all the work required during the applicable shifts. Such exchanges shall not be unreasonably denied.

## 16.03 **Additional Shift Scheduling**

Should an Employee be required by the library to work an additional shift (in addition to his/her posted work schedule) due to an illness or due to operational requirements, that additional shift shall be in addition to the Employee's posted work schedule which shall not be reduced as a result of working the additional shift. An Employee's employment status shall not be affected as a result of working an additional shift, and such additional work shall not be overtime.

Hours for the purpose of programming may be additional hours, or an occasional change in positional work. As programs may be altered or cancelled considering the needs of the public, at the discretion of the Library, shifts scheduled to run a program are not considered an additional shift for the employee running the program. Should a program be cancelled where an employee would normally work in a different capacity, the employee will not incur any loss of hours.

Employees will be given twenty-four (24) hours notice should a shift scheduled to run a program be cancelled.

For such additional hours of work, the Employer will offer the available work in the order set out below. The Employer may choose to bypass an employee where additional hours would allow the employee's weekly total to exceed 30 hours.

1. Part Time Employees in the department based on seniority and

- availability.
2. Part-Time Employees outside the department based on seniority and availability

Non-union staff will not be permitted to fill additional hours that have been allocated to the bargaining unit except in cases where all bargaining-unit members are unavailable for additional hours.

**16.04 Rest Periods**

Employees are entitled to rest periods as outlined in the table below.

Time worked	Paid on-site break Entitlement	Unpaid break entitlement
Less than 4 hours	None	None
4 to 5 hours	15 minutes *Pages are entitled to a 20 minute paid meal break when working a 5 hour shift	None
More than 5 hours, but less than 6 hours	15 minutes	30 minutes
6 to 7 hours	15 minutes in first portion of day 15 minutes in second portion of the day	30 minutes at mid-point of day

Rest periods will be taken at a time determined by the Library and will be consistent with the efficient operations in the Library and will not be cumulative and will not be paid if not taken.

**16.05 Work Period for Full-time Employees**

The normal work period for full-time Employees shall consist of thirty-five (35) hours per week, which may be scheduled during Library operations Sunday through Saturday.

16.06 It is understood and agreed that the provisions of this article are intended only to provide a basis for calculating time worked and shall not be considered a guarantee as to the hours of work per day, the days of work per week, nor a guarantee of working schedules.

16.07 There shall be no duplication or pyramiding of hours worked for the purpose of computing overtime or other premium payment.

## 16.08 **Overtime Work**

The parties to this Agreement recognize that the needs of the Library may require the performance of overtime work from time to time. Overtime work required will be distributed as equitably as possible among the Employees who normally do the work. The Library will attempt to advise Employees of required overtime as far in advance as is practical.

Overtime worked by full-time staff over and above seventy-five (75) hours in a two (2) week period shall be compensated with lieu time on a one-for-one basis, provided that the Employee is required to work beyond his/her normal scheduled workday.

Overtime worked by part-time staff will be paid in accordance with the *Employment Standards Act*.

All overtime must be pre-authorized by the C.E.O.

An Employee's classification status shall be based on the Employee's regularly scheduled work. Overtime, as well as any work performed for up to twenty (20) minutes beyond any regularly scheduled work, shall not affect the classification status of an Employee who performs it.

## 16.09 **Staff Meeting Attendance**

Should an Employee be required to attend a Library staff meeting which is pre-authorized by the C.E.O., he/she will receive his/her regular hourly rate of pay for all such time spent at the meeting. Such time shall not be overtime.

## 16.10 **Conference/Workshop Attendance**

An Employee may be authorized by the C.E.O. to attend a conference or workshop. When an Employee is so authorized, he/she will receive his/her regular hourly rate of pay for all such time spent at the conference or workshop. Such time shall not be overtime. Any time spent with associated travel, shall not be considered as time worked or overtime for the purposes of determining the Employee's pay.

## 16.11 **Saturday and Sunday Work**

Any employee may be scheduled to work on a Sunday but not more than two (2) out of four (4) Sundays.

Saturday and Sunday work will be distributed as equally as possible within the work-unit.

## **16.12 Shift Giveaway**

An Employee who is scheduled by the Library to work a shift may elect to give away the shift with a second Employee who is qualified to perform all the work required during the scheduled shift. The order in which staff are called in when a shift is given away is:

- 1st - Within the Work Unit
- 2nd - Qualified staff within the same pay band
- 3rd - Qualified staff outside of the pay band

All shift giveaways must be approved by the Employer. All shift giveaways must be presented for approval by the employer a minimum of twenty-four (24) hours prior to the scheduled start time of the shift. Staff who take a shift that has been given away will remain at their same pay rate. Staff may take extra shifts only up to a maximum of thirty (30) hours per week as outlined in Article 16.01 b) of the Collective Agreement unless an exception is made by the CEO. Such approval will not be unreasonably denied.

## **ARTICLE 17 - PAID HOLIDAYS**

17.01 Employees who have completed their probationary period, and subject to the provisions of the Employment Standards Act, shall be entitled to the following holidays with pay:

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

and any other day declared or proclaimed as a holiday by the federal, provincial or municipal government;

Employees are entitled to a day off in lieu of September 30, recognizing the National Day for Truth and Reconciliation.

17.02 Eligibility for Holiday pay and the calculation for Holiday pay shall be determined in accordance with the provisions of the Employment Standards Act.

17.03 With the exception of employees on an approved leave of absence, an Employee who has undertaken to work on any of the above holidays and fails to report for work shall forfeit all pay for that day unless his/her absence is due to illness verified by a medical certificate, or otherwise provides a reason satisfactory to the Library.

The following leaves continue to be recognized as satisfactory reasons:

- Bereavement leave
- Court duty leave
- Regularly scheduled vacation
- Confined to a hospital on one or both of the qualifying days verified to the satisfaction of the Library and further providing that the Employee has or does work at least one shift in the week preceding or one shift in the week following the holiday and is not in receipt of payment for weekly indemnity or workplace safety and insurance benefits for the holiday in question
- Leave of absence for Union business granted under Article 20.

17.04 Where any of the holidays occur during an Employee's vacation period the Library agrees to provide an additional day off with pay. The shift is to be scheduled at the time of the occurrence by the employee and agreed to by the employer.

## **ARTICLE 18 - VACATIONS**

### **18.01 Vacation Request Procedure**

Staff must submit a vacation request on or before March 31<sup>st</sup> of the calendar year. Vacation requests must be in writing. Such requests will be reviewed and approved by May 1st and approved requests will be posted to the employees individual schedules as applicable. Subject to operational requirements of the Library, vacations will be granted by taking into account the wishes of employees, to the extent that is feasible with regard to the efficient functioning of the Library. If the employee wishes to take his/her vacation in one (1) week increments, then requests to be declared unavailable for the balance of the work week will also be considered. When requests of two (2) or more Employees conflict with the Library's requirements, the Library will allocate vacations giving preference to the most senior Employee, provided such request are submitted on or before March 31<sup>st</sup>.

Vacation Requests are to be made to the employer a minimum one week prior to the schedule's posting.

### **18.02 Vacation Scheduling**

Full-time Employees must take his/her vacation to receive vacation pay. Part-time employees will be paid vacation pay on each paycheque, as outlined in the Employment Standards Act. With the permission of the CEO, an Employee may be permitted to carry up to a maximum of six (6) days (36 hours) paid vacation into the next vacation year. Vacation time may be taken

in single day increments. Requests to be marked unavailable for the balance of a work week will only be considered when an Employee has requested vacation to be taken in one (1) week increments. Vacation requests will not unreasonably be denied. The parties recognize that this method of scheduling vacation time is required in order to ensure that the Library has adequate available staffing for its operational requirements.

18.03 Employees who are terminated shall be entitled to a pro-rated payment of vacation pay for the year in which they are terminated. Any unearned portion of vacation which has been taken will be deducted from termination pay.

18.04 **Vacation Entitlement**

Vacation entitlement is based upon hours worked between January 1st and December 31<sup>st</sup> of the previous year. Part-time Employees accumulate their vacation entitlement on a pro-rated basis, unless specified below.

a) Two (2) weeks paid vacation for one (1) calendar years' service, but pro-rated if, by mutual agreement, the Employee takes vacation time before completing one (1) year of service. An Employee shall earn but not be entitled to take vacation leave during the probationary period.

Three (3) weeks paid vacation upon completion of three (3) calendar years' service.

Four (4) weeks paid vacation upon completion of seven (7) years' equivalent full- time service.

Five (5) weeks paid vacation upon completion of fourteen (14) years' equivalent full-time service.

Six (6) weeks paid vacation upon completion of twenty-six (26) years' equivalent full-time service.

b) Vacation not allocated by the staff member by October 31st will be paid out by January 31st of the following year.

Part-time Employee's unpaid vacation entitlement, ie Time off in hours, will be determined in January of each year. Such entitlement will be prorated to the equivalent of full-time service.

1 year full time service equates to 1560 hours worked.

Vacation pay is paid on each pay cheque, as a percentage of hours worked as defined below:

If entitled to two (2) weeks of vacation time: 4%

If entitled to three (3) weeks of vacation time: 6%

If entitled to four (4) weeks of vacation time: 8%

If entitled to five (5) weeks of vacation time: 10%

If entitled to six (6) weeks of vacation time: 12%

## **ARTICLE 19 - SICK LEAVE PROVISION**

### **19.01 Sick Leave for Full-time Employees**

Full-time Employees are entitled to earn one and one half (1½) sick days per month. These sick days shall not accumulate beyond the end of the calendar year

### **19.02 Wellness Hours**

- a) Part-Time Employees are entitled to fifty (50) paid Wellness hours per calendar year.

Pages shall be entitled to twelve (12) wellness hours per calendar year.

- b) Employees may carry over up to six (6) Wellness hours from the previous calendar year with no more than fifty-six (56) hours to be accumulated in total. There shall be no pay out of such upon retirement or otherwise leaving the employment of the library.

### **19.03 Short Term Sick Leave**

Upon receipt of medical evidence from a full-time or part-time Employee which supports a continuous period of disability of more than two (2) weeks, the Library will pay such Employee for his/her regularly scheduled shifts during the initial two (2) weeks of the disability period.

Wellness Hours described in 19.01 and 19.02 will not be applied to Short Term Sick Leave described in 19.03.

### **19.04 Sick leave Procedure**

Employees are required to attend work as scheduled. When unable to

attend, the Employee must call the sick line as far in advance as possible, but no later than sixty (60) minutes prior to their scheduled starting time.

It is understood and agreed that in the event of a continued illness the Employee shall again call the sick line as soon as possible, but no later than sixty (60) minutes prior to the start of their next shift.

It is understood and agreed that for any illness in excess of three (3) consecutive scheduled work shifts an Employee shall be obliged to provide a medical certificate signed by a medical practitioner.

19.05 Accumulation of sick leave days shall not accrue to an Employee on a leave of absence.

19.06 **Sick leave for the "Page" Classification**

Provisions of this clause with the exception of the provision in 19.02 a) shall not apply to the classification of "Page".

**ARTICLE 20 - LEAVES OF ABSENCE**

20.01 **Granting Leave**

In the case of all requests for leave of absence, the Library shall have the sole discretion in granting leave. The Library reserves the right to require proof in support of the reasons given for the request for leave.

20.02 **Leave Request Procedure**

All requests for leave of absence shall be in writing to the Chief Executive Officer, shall be made as far in advance as practicable, and in any event apart from leave of absence requests for personal emergencies, no fewer than thirty (30) calendar days prior to commencement of the requested leave of absence.

20.03 **Union Leave**

The Library will grant leave of absence, without pay, to Employees selected or appointed by the Union to attend Union conventions and seminars upon the written request of the Union at least two (2) weeks in advance and subject to the right of the Library to maintain an adequate and qualified workforce. The total cumulative leave of absence granted to all Employees in the bargaining unit hereunder shall not exceed twenty-five (25) days during each contract year, nor shall more than two (2) Employees absent themselves at the same time. The number of days and Employees herein may be expanded by the Library, in its sole discretion, if business conditions permit.

#### 20.04 **Personal Leave**

The Library shall have sole discretion in granting a leave of absence without pay and benefits and without seniority to an Employee who has successfully completed their probationary period. An Employee making such a leave request must make the request, in writing, to the Library CEO at the earliest opportunity prior to the leave period requested, making best efforts to provide at least six (6) weeks notice, and in any event must make the leave request no less than one (1) month in advance of the commencement of the leave period. Such leave shall not exceed ninety (90) calendar days. The discretion to grant a leave request shall be reasonably exercised, subject to operational requirements and the Library's ability to maintain a satisfactory working schedule and qualified workforce. The Library reserves the right to require an explanation as to the reason for the leave request, and may require production of documentation in support of the leave request.

If an Employee's approved personal leave of absence exceeds one (1) month, she/he must arrange to prepay the premium for all applicable benefits, in the event the Employee desires to continue to be covered by said benefits.

#### 20.05 **Bereavement Leave**

- a) Employees are entitled to have up to four (4) consecutively scheduled working days, within a seven (7) day period, of paid leave on the death of:
  - Spouse;
  - Child of the Employee; or
  - Mother, father, legal guardian, sister, brother, or a corresponding in-law
- b) Employees are entitled to have three (3) consecutively scheduled working days of paid leave upon the death of:
  - Grandparent; or
  - Grandchild
- c) In the event that the days described above are not sufficient time to allow the employee to attend the funeral, further leave may be granted, without pay, at the discretion of the CEO.
- d) Where an employee's scheduled vacation is interrupted due to a bereavement, the employee shall be entitled to bereavement leave in accordance with Article 20.05. The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits. Such vacation credits must be requested in accordance with Article 18.

#### 20.06 **Pregnancy/Parental Leave**

An Employee who qualifies for pregnancy or parental leave under the Employment Standards Act shall be entitled to a leave of absence pursuant to the *Employment Standards Act*. Employees shall be entitled to one (1) day off to support a partner during the birth or adoption of a child.

#### 20.07 **Jury Duty**

An Employee called for jury duty will receive for each day of jury duty the difference between his/her regular straight time rate for all hours lost and the amount of jury fee received. In order to qualify for this pay, the Employee must furnish the Library with a Certificate of Service signed by the Clerk of the Court showing the amount of jury fee received and the period of jury duty served.

Once discharged from jury duty, the Employee will return to work to complete the balance of his/her workday if he/she was scheduled to be at work.

### **ARTICLE 21 - PAYMENT OF WAGES**

#### 21.01 **Pay Days**

The pay day for all Employees shall be every two (2) weeks on Thursday.

#### 21.02 **Mileage Allowance**

Mileage allowance shall be paid under the prevailing rates and conditions as established by the Employer, and at a rate of not less than the Town of Cobourg. The employer will notify the union of rate changes.

#### 21.03 **Courier Allowance**

Employees who are required by the Employer to use their own vehicle to transport Library materials to the Township branches, when reporting to the branch location for a scheduled shift, will receive a courier fee for each round trip as shown below:

Effective upon ratification \$25.00

Effective January 1, 2023 \$26.00

#### 21.04 **Education Allowance**

The entitlement of Employees to an education allowance and staff training will be as per the Personnel Policy of the Cobourg Public Library.

## **ARTICLE 22- JOB CLASSIFICATION AND RECLASSIFICATION**

### **22.01 Job Classifications**

The Employer agrees to draw up job classifications and job descriptions for jobs for which the Union is the bargaining agent.

### **22.02 No Elimination of Present Classification**

Existing classifications shall not be eliminated without prior agreement with the Union.

### **22.03 Permanent Promotion or Reclassification**

An Employee assigned, promoted or reclassified to a higher position shall be placed in an experience grade on the new classification, which is the next higher rate than her/his previous rate. After successful completion of the trial period, the Employee shall be permanently reclassified at that rate.

### **22.04 Temporary Promotion or Reclassification**

Any Employee who, for the convenience of the Employer, is transferred to another job for which the rate of pay is different from that in effect for such Employee's regular job shall be paid while so employed as follows:

- a) If the rate of pay for the job to which the Employee is transferred is less than the Employee's regular pay, the Employee shall receive her/his own higher rate of pay.
- b) If the rate of pay for the job to which the Employee is transferred is higher than the Employee's regular rate of pay, the Employee shall receive the minimum rate of the position being filled, or one increment in her/his category higher than her/his present rate, whichever is the higher, for that period of time so employed.

An Employee who, for the convenience of the Employer, is temporarily transferred to a lower level classification shall be paid the applicable job rate while so employed.

## **ARTICLE 23 - TECHNOLOGICAL CHANGE**

23.01 The Employer shall retain the responsibility and the right to determine the methods through which Library services are provided, however, the Employer endeavours to give the Union notice as far in advance as possible of upcoming changes and to discuss with the Union the effects of technological change.

23.02 No employee shall be laid off as a direct result of the introduction of new technology.

23.03 The Union may make recommendations to the Library on the introduction of new technology. The Library shall fully retain its management discretion to adopt or not adopt the Union recommendations.

## **ARTICLE 24 - BENEFITS**

### **24.01 Group Insurance Plan**

The Employer agrees to contribute one hundred percent (100%) of the cost of the billed premium for an Employee's group insurance plan, to include life insurance, accidental death & dismemberment coverage, long term disability insurance, extended health and dental coverage (at the current eligibility level) for regular full-time Employees who are on the active payroll.

It is understood and agreed that the obligations imposed on the Employer by the provisions of this clause extends only to the payment of premiums on behalf of Employees and that the Employer shall not be deemed to be an insurer or in any way liable to pay the benefits provided for herein, it being further understood that the Employer shall be liable if it fails to pay premiums on behalf of Employees as required by the terms of this Agreement.

### **24.02 Pension Plan**

Permanent employees over the age of 18 will have the opportunity to join the Ontario Municipal Employees Retirement System (OMERS) in accordance with the OMERS' regulations. The employer and employees shall make contributions in accordance with the provisions of the plan.

It is agreed that Employees shall make every effort to provide the Employer with three (3) months notice of intent to retire.

### **24.03 In Lieu of Benefits**

Part-time Employees will be entitled to present original medical receipts to the Employer for reimbursement, to a maximum per year;

Effective January 1, 2022 - \$500.00

Effective January 1, 2023 - \$550.00

Receipts older than three (3) months, or receipts incurred but not submitted within three (3) months will not be reimbursed.

Pages are not eligible to receive this benefit.

## **ARTICLE 25 - GENERAL CONDITIONS**

### **25.01 Interpretations**

All reference to the male gender in this Agreement shall be read as applying to the female gender where the context would apply, and vice versa.

25.02 Where the singular is used throughout an article within this Agreement, it is agreed that the plural is an acceptable substitute wherever the plural is applicable.

### **25.03 Volunteers**

The parties recognize the importance of volunteers and agree that the work performed by volunteers shall complement the work being performed by bargaining unit Employees. Volunteers shall not: undertake direct customer circulation duties; negotiate reference queries; provide Reader's Advisory; or undertake in-house cataloguing and classification.

Volunteers with the Home Service program work with applicable staff to provide materials for clients who are unable to visit the Library.

### **25.04 No Strike**

The Union agrees that there shall be no strike as defined under the *Labour Relations Act* during the term of this Agreement. The Library agrees that there shall be no lockout by it as defined under the *Labour Relations Act* during the term of the Agreement.

## **ARTICLE 26 - PRINTING**

The Union and the Library agree to split the cost of printing and distributing sufficient quantities of this Agreement.

## **ARTICLE 27 - HEALTH AND SAFETY**

- a) The safety and protection of Library employees is a responsibility shared by both the Employer and employees. Therefore, both parties shall cooperate to the fullest extent in the prevention of accidents and in the promotion of safety and health.
- b) First aid kits and fire extinguishers will be placed in locations

available to all employees in time of emergency.

- c) The Joint Health and Safety Committee shall be comprised of two (2) representatives appointed by the Employer and two (2) representatives appointed by the Union.
- d) Employees shall not suffer loss of income for time spent attending meetings or inspections of the Joint Health and Safety Committee.

## ARTICLE 28 - WAGES

### WAGE SCHEDULE

The Cobourg Public Library 2022-2024

Salary Grade Structure for CUPE Local 25-01

	<b>January 1 2022 (3%)</b>	<b>January 1 2023 (3%)</b>	<b>January 1 2024 (3%)</b>
<b>Info/Branch/Tech Staff/ Public/Youth</b>			
Start	26.86	27.67	28.50
Step 1	27.84	28.68	29.54
Step 2	28.86	29.73	30.62
Job Rate	30.03	30.94	31.86
<b>Pages</b>			
Student Pages (Age 18+)	16.25	16.74	17.24
Student Pages (Age 17 & Under)	15.27	15.73	16.21

\* Part-time employees must complete 1560 hours in order to move to the next step of the wage grid

**ARTICLE 29 - TERM OF AGREEMENT**

The Agreement shall be binding and remain in effect from January 1st, 2022 to December 31st, 2024 and from year to year thereafter unless either party gives notice, in writing, within the period of ninety (90) days prior to the expiration date in any year of its desire to amend the same.

Dated at Cobourg this 12th day of December 2022.

For the Union

Els Buchanan  
Els Buchanan (Dec 13, 2022 10:06 EST)  
**Els Buchanan, Union Steward**

For the Employer

Tammy Robinson  
Tammy Robinson (Dec 12, 2022 15:13 EST)  
**Tammy Robinson, CEO**

Beth Kolisnyk  
Beth Kolisnyk (Dec 13, 2022 13:17 EST)  
**Beth Kolisnyk, Union Steward**

Kate Davis  
Kate Davis (Dec 13, 2022 10:38 EST)  
**Kate Davis, Manager of Public Services**

  
**Daniel Callaghan, National Representative**

## **Index**

---

### ***A***

Additional Shift Scheduling • 18

---

### ***C***

Conference/Workshop Attendance • 20

---

### ***E***

Exchanging Shifts • 18

---

### ***F***

Full-Time Employees Defined • 11

---

### ***G***

Grant Employees Defined • 11

---

### ***J***

Job Postings • 15

---

### ***M***

Mileage Allowance • 27

---

### ***O***

Overtime Work • 20

---

---

**P**

Part-Time Employees Defined • 11  
Permanent Promotion or Reclassification • 28

---

**R**

Recall Procedures • 17  
Rest Periods • 19

---

**S**

Scheduling of Hours for Part-Time Employees • 11  
Shift Giveaway • 21  
Staff Meeting Attendance • 20  
Sunday Work • 20

---

**T**

Temporary Employees • 12  
Temporary Promotion or Reclassification • 28  
Trial Period • 15

---

**V**

Volunteers • 30

---

**W**

Wage Schedule • 32  
Work Period for Full-time Employees • 19  
Work Schedule • 17

# Final\_CA\_Local\_25-02\_Cobourg\_Public\_Library \_expiry\_2024\_12\_31

Final Audit Report

2022-12-13

Created:	2022-12-12
By:	Ivana Tedesco (itedesco@cupe.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAApYrMqFD2ai1KQpgLDp2ZdK-y02XF0myz

## "Final\_CA\_Local\_25-02\_Cobourg\_Public\_Library\_expiry\_2024\_12\_31" History

Document created by Ivana Tedesco (itedesco@cupe.ca)

2022-12-12 - 7:09:37 PM GMT

Document emailed to trobinson@cobourg.library.on.ca for signature

2022-12-12 - 7:12:24 PM GMT

Email viewed by trobinson@cobourg.library.on.ca

2022-12-12 - 8:11:42 PM GMT

Signer trobinson@cobourg.library.on.ca entered name at signing as Tammy Robinson

2022-12-12 - 8:13:10 PM GMT

Document e-signed by Tammy Robinson (trobinson@cobourg.library.on.ca)

Signature Date: 2022-12-12 - 8:13:12 PM GMT - Time Source: server

Document emailed to ebuchanan@cobourg.library.on.ca for signature

2022-12-12 - 8:13:14 PM GMT

Email viewed by ebuchanan@cobourg.library.on.ca

2022-12-13 - 3:05:05 PM GMT

Signer ebuchanan@cobourg.library.on.ca entered name at signing as Els Buchanan

2022-12-13 - 3:06:57 PM GMT

Document e-signed by Els Buchanan (ebuchanan@cobourg.library.on.ca)

Signature Date: 2022-12-13 - 3:06:59 PM GMT - Time Source: server

Document emailed to kdavis@cobourg.library.on.ca for signature

2022-12-13 - 3:07:01 PM GMT

Email viewed by kdavis@cobourg.library.on.ca

2022-12-13 - 3:37:23 PM GMT

Signer kdavis@cobourg.library.on.ca entered name at signing as Kate Davis

2022-12-13 - 3:38:16 PM GMT

Document e-signed by Kate Davis (kdavis@cobourg.library.on.ca)

Signature Date: 2022-12-13 - 3:38:18 PM GMT - Time Source: server

Document emailed to bkolisnyk@cobourg.library.on.ca for signature

2022-12-13 - 3:38:20 PM GMT

Email viewed by bkolisnyk@cobourg.library.on.ca

2022-12-13 - 6:17:32 PM GMT

Signer bkolisnyk@cobourg.library.on.ca entered name at signing as Beth Kolisnyk

2022-12-13 - 6:18:39 PM GMT

Document e-signed by Beth Kolisnyk (bkolisnyk@cobourg.library.on.ca)

Signature Date: 2022-12-13 - 6:18:41 PM GMT - Time Source: server

Agreement completed.

2022-12-13 - 6:18:41 PM GMT