

# **COLLECTIVE AGREEMENT**

**BETWEEN**

**THE CORPORATION OF THE CITY OF CORNWALL**  
(Hereinafter called "the City")

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES**  
**LOCAL 3251**  
(Hereinafter called "the Union")

**Effective: October 1, 2021**  
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BETWEEN  
THE CORPORATION OF THE CITY OF CORNWALL  
hereinafter called the "Corporation"  
AND  
THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 3251  
hereinafter called the "Union"

**PURPOSE**

The purpose of this Agreement is to establish, maintain and develop working conditions that are conducive to the promotion of orderly relations between the Corporation and the employees, and to provide a means for the prompt disposition of grievances and complaints.

Whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the party or parties, hereto so require.

**ARTICLE 1 - UNION RECOGNITION**

1.01 a) The Corporation recognizes the Union as the sole agency for the purpose of collective bargaining with respect to rates of pay, hours of work, and other conditions of employment defined hereinafter for all employees employed in the classifications outlined in the Salary Schedule.

1.01 b) In the event of any new classifications or position occurring within the general bargaining unit work area, directly administered by the Corporation, the employer undertakes to review such classification(s) or position(s) with the Union to clarify its position regarding the inclusion or exclusion of the position or classification from the bargaining unit prior to posting.

Failing agreement, the matter may be referred to the Ontario Labour Relations Board or arbitration or grievance procedures.

1.02 The work normally done by the employees in the Bargaining Unit will be performed by them, provided that such employees are available and qualified to carry out the work and no emergency exists.

1.03 The term “employee”, whenever mentioned in this agreement, refers to persons governed by this agreement.

1.04 Persons hired to instruct Parks and Recreation programs are excluded from the Bargaining Unit. However, persons hired to administer, or provide clerical services are included in the Bargaining Unit. It is understood that these employees may also act as instructors.

1.05 Definition: Part-Time Employees are defined as follows:

- students hired during their summer vacation period;
- persons hired to replace employees on leaves of absences;
- persons hired for periods of ninety (90) consecutive days or less.

The parties may mutually agree, in writing, to extend such period beyond ninety (90) consecutive days.

It is understood that such definition shall include only jobs within the Bargaining Unit.

1.06 Rights of Part-Time Employees

Part-Time employees shall be entitled to all rights and privileges of the Collective Agreement except for the following:

- i) they shall be on probation during their term of employment;
- ii) they shall be entitled to pay for statutory holidays, in accordance with the *Employment Standards Act*;
- iii) they shall not be covered by the maternity leave provision of this Collective Agreement;
- iv) for purposes of determining the seniority date of temporary employees who have been appointed to a permanent position, the last date of hire prior to the appointment shall be recognized;
- v) if a position falling within CUPE Local 3251 jurisdiction is posted, and no permanent employee is successful in filling the position, presently employed temporary employees who have been employed for thirty (30) working days or more may apply for the position. Applicants will be considered based on skill, ability, experience and qualifications, prior to external advertising;
- vi) they shall be entitled to vacation and vacation pay in accordance with the *Employment Standards Act*;

- vii) they shall not be entitled to group security benefits, as contained in Article 16 and compassionate leave;
- viii) they shall be entitled to personal leave, prorated based upon an average work year and they shall be entitled to personal leave payout;
- ix) they shall be entitled to the grievance process;
- x) no employee may be disciplined without cause;
- xi) they shall be entitled to overtime pay at the rate of time and one-half (1 ½) for all hours worked beyond forty-four (44) hours per week.

## **ARTICLE 2 - CORPORATION RECOGNITION**

2.01 The Union acknowledges that it is the function of the Corporation, subject to the terms of this agreement, to exercise all the rights, powers, authority and regular and customary functions of management; to introduce technical improvements and methods of operation, changes in method of operation, the extension, limitation, curtailment or cessation of operations; to make rules and regulations governing the conduct of employees, to hire, classify, transfer and promote. Actions of discipline, suspension and termination (disciplinary or other) shall be for just cause. These functions shall be exercised in a reasonable manner consistent with the general purpose and intent of this agreement and subject to the rights of an employee, or the Union, to submit a grievance.

## **ARTICLE 3 - UNION SECURITY**

3.01 Within one week of the signing of this agreement, all employees in the bargaining unit shall, as a condition of employment, become members in good standing of the Union. As a condition of employment, all new employees shall become members in good standing of the Union within thirty days of employment.

3.02 The Employer shall, within ten (10) days of employment, supply each new employee with a copy of the current Collective Agreement.

3.03 The Employer shall deduct from every employee any dues levied by the Union on its members.

3.04 The Corporation will forward the amounts deducted to the Secretary-Treasurer within ten (10) days following the last deduction of the month, accompanied by a list of employees from whom deductions were made. The Union agrees to absolve the Corporation from any liability arising from this paragraph.

3.05 Interviewing Opportunity

The Employer shall provide the appropriate Steward with leave, not to exceed fifteen (15) minutes, from regular employment responsibilities for the purpose of reviewing the provisions of the Collective Agreement with newly hired employees, at the commencement of employment and to be done at such time and place as may be determined by the Employer.

**ARTICLE 4 - RELATIONSHIP**

4.01 The Corporation and the Union agree that there will be no discrimination or harassment against any employee for any reasons contained in the *Ontario Human Rights Code* and the *Occupational Health and Safety Act*.

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status, handicap, membership or non-membership in a Union.

4.02 The Grievance Committee shall be composed of not more than three (3) representatives of the Union. The Corporation will meet with the said Committee on any grievance matter arising out of this agreement.

4.03 The Union shall notify the Corporation, in writing, of the names of the members of the said Committee.

4.04 Members of the Grievance Committee, the Executive Committee and Standing Committees will be entitled to leave their work, after permission from the immediate Non-Union Supervisor, without loss of pay, to meet with the Corporation in matters concerning the interpretation or application of this agreement or other matters of mutual interest. Permission shall not be unreasonably withheld; however, in the event that a replacement is required, the member shall give the immediate Non-Union Supervisor twenty-four (24) hours written notice in order to make the necessary arrangements.

4.05 There shall be no solicitation for membership by any member of the Union during an employee's working hours, nor will there be any assembly of employees during such hours for the purpose of conducting meetings relating to Union business, without the consent of the Corporation.

4.06 (i) The Corporation recognizes the Union Bargaining Committee of five (5) representatives who will not suffer a loss of pay during negotiations. An exception of this will be when a third party is involved.

(ii) Right of Fair Representation

The Union shall have the right at any time to have the assistance of a CUPE National Representative when dealing or negotiating with the Employer. Such representative shall have access to the Employer's premises in order to deal with any matters arising out of this Collective Agreement.

- 4.07 Leave of absence without pay for official union business may be granted by the Corporation to not more than four (4) union delegates upon written request made to the Corporation. Such leaves of absence shall be arranged so as not to interfere with Corporation operations.
- 4.08 The Union and the Employer agree that the Labour-Management Committee shall meet on a regular basis as determined by the parties.
- 4.09 All correspondence between the Union and the Employer shall pass between the local Union's recording secretary and the Human Resources Department with copies to the Local President. The Employer will use its best efforts to provide such correspondence in a timely fashion.

## **ARTICLE 5 - GRIEVANCE PROCEDURES**

- 5.01 The term "grievance" as used in this agreement shall be defined as meaning any difference or dispute between the Corporation and the Union or its members concerning interpretation and application of the terms of this agreement.
- 5.02 In order to provide for the prompt and orderly settlement of grievances, it is agreed by the parties hereto, that all grievances shall be processed in accordance with the following procedure:

### **COMPLAINT STEP**

An employee who considers he/she has a grievance, shall first discuss it with his/her immediate supervisor. Failing a satisfactory response from his/her supervisor within two (2) working days or agreed to extension, the grievor shall proceed to Step I. Any decision reached at this step will be without precedent or prejudice.

### **Step I**

An employee who considers he/she has a grievance shall submit his/her grievance in writing to his/her immediate supervisor. A grievance that is not submitted at the complaint stage within ten (10) working days of its occurrence will not be considered by the Union or the Employer. If a case of sickness, vacation or compensable injury extends the period of ten (10) working days, a grievance will be considered providing it is submitted three (3) working days from the date of return to work. If the employee so elects, he may be accompanied by his Union representative in this presentation of the grievance. The Supervisor

shall render his decision in writing within three (3) working days, excluding weekends and holidays, following the day on which the grievance was discussed with him. If this decision is not satisfactory to the employee or the Union, the grievance may be processed to Step II.

### **Step II**

The Union Grievance Committee shall submit the grievance in writing within ten (10) working days following the answer or lack of answer from Step I. The Committee shall, within five (5) working days of the receipt of the grievance by the Manager, meet with the Manager in an attempt to resolve the grievance. Failing a settlement within three (3) working days, excluding weekends and holidays, of the meeting, the Manager shall render a decision in writing to the Committee. If this decision is not satisfactory to the employee, or the Union, the grievance may be processed to Step III.

### **Step III**

The Union Grievance Committee shall submit, to the Human Resources Department, the grievance in writing within five (5) working days following the answer or lack of answer from Step II. The C.A.O. or his designate shall, within ten (10) working days of receipt of the grievance, arrange a meeting with the Grievance Committee, who may be accompanied by the National Representative.

The C.A.O. or his designate, shall within ten (10) working days from the date of the grievance hearing, render his decision in writing to the Chairperson of the Grievance Committee. If this decision is not satisfactory to the Union, the grievance may be referred to arbitration by either party. Such referral shall be made within ten (10) working days.

- 5.03 Any difference arising between the Corporation and Union relating to the violation, interpretation or application of the Agreement including claim of wrongful or unjust discharge or suspension shall be processed, by either party, under provision of the Article, but shall be initiated at Step III.
- 5.04 Any period of time mentioned in this Article may be extended by mutual agreement between the Union and the Corporation.
- 5.05 The Board of Arbitration shall be composed of one (1) member jointly selected by the parties. If the parties cannot agree on an appointment, either may apply to the Ministry of Labour and request an appointment.
- 5.06 In cases of disciplinary measures, an Arbitration Board shall have the right to uphold, annul or modify the measures imposed.
- 5.07 In all cases, an Arbitration Board shall not have the authority to amend, add or delete to or from the provisions of the agreement.

- 5.08 Each of the parties of this Agreement will bear the expense of its appointee to the Board of Arbitration and expenses of the Chairperson will be shared equally by the Corporation and the Union.
- 5.09 Whenever the Corporation deems it necessary to warn an employee, who has completed the probationary period, in a manner indicating that dismissal may follow any further infraction, or may follow if such employee fails to bring his/her work up to a required standard by a given date, the Corporation shall, within ten (10) working days thereafter, give written particulars of such warnings to the employee involved, with a copy to the Union.
- 5.10 Where the employer intends to discipline an employee, that employee may, at his/her discretion, have the accompaniment of a Steward or Union Officer at any meeting called for this purpose. It shall be the Employer's responsibility to advise the Employee of his right to Union representation.
- 5.11 An employee shall have the right, not more than once per year during normal office hours, to have access to and review their personnel file and shall have the right to respond in writing to any document therein that has arisen subsequent to ratification of this agreement, and such reply shall become part of the permanent record.
- 5.12 All individual grievances shall be signed by the grieving employee and all union grievances shall be signed by the Chief Steward or designate.
- 5.13 All grievances shall clearly state the Article and Clause of the Collective Agreement that is alleged to be violated and be accompanied by a brief description as to how such Article and Clause was violated.
- 5.14 All grievances shall clearly state the redress being sought.
- 5.15 In matters of discipline, the Employer shall not be entitled to consider disciplinary measures after a period of twenty-four (24) months, provided that no other offence has occurred during that period.

## **ARTICLE 6 - RATES OF PAY**

- 6.01 (a) Hourly rates of employees covered by this agreement shall be in accordance with the salary schedule which is attached hereto and is made a part hereof.
- 6.01 (b) An employee who is promoted shall be paid from the first working day, that hourly rate in the new range, which is next higher to the current hourly rate.

- 6.02 An employee in a given range will receive, in accordance with the Salary Schedule, an increment range increase unless his work is shown unsatisfactory. In such an event, he shall be advised in writing.
- 6.03 There shall be no downgrading of jobs during the term of this agreement.
- 6.04 Any employee, replacing another employee in a higher classification, shall be paid from the first working day, that hourly rate in the new range which is next higher to their current hourly rate.
- 6.05 An employee, who is called upon to work temporarily in a job of lower classification than their permanent occupation, shall continue to receive their same hourly rate.
- 6.06 In all cases where substantial changes occur to the duties of a position, the incumbent employee, or the Union, may request a re-evaluation of the position. Such re-evaluation, if warranted, will be performed by the Joint Job Evaluation Committee (JJEC) using the job evaluation tool used by the JJEC as per the Terms of Reference. If no agreement can be reached, the matter may be referred to the grievance and arbitration procedure.
- 6.07 In the case of newly created or newly included positions, the Corporation will establish an hourly rate range for the position using the job evaluation tool referred to in Article 6.06. Any subsequent dispute relating to this rating shall be resolved through the grievance and arbitration procedures.

**ARTICLE 7 - HOURS OF WORK**

7.01 The regular daily and weekly working hours shall be as follows:

<b>OCCUPATION</b>	<b>DAILY</b>	<b>WEEKLY</b>
a) <b>Office and Clerical Staff</b>	8:30 a.m. to 4:30 p.m. 1 hour lunch	Monday to Friday 35 hours
b) <b>Engineering Dept. Infrastructure and Municipal Works</b>	7:30 a.m. to 4:30 p.m. 1 hour lunch	Monday to Friday 40 hours
c) <b>Inspector/Permits</b>	8:30 a.m. to 4:30 p.m. 1 hour lunch	Monday to Friday 35 hours
d) <b>Buyer/Inventory Control</b>	8:30 a.m. to 4:30 p.m. 1 hour lunch	Monday to Friday 35 hours



## Shift Schedules

Shift schedules shall be posted not less than fifteen (15) days in advance and there shall be no change in the schedule after it has been posted unless notice is given to the employee five (5) days in advance of the starting time of the shift as originally scheduled. If the employee concerned is not notified five (5) days in advance, they shall be paid time and one-half (1½) for the first day of the changed shift provided that no premium shall be paid where the change of the schedule is caused by events beyond the Department's control.

Every reasonable effort shall be made to avoid scheduling the commencement of a shift within twelve (12) hours of the completion of the employee's previous shift provided however, that if an employee is required to work before twelve (12) hours have elapsed, they shall be paid time and one-half (1 1/2) for those hours that fall within the twelve (12) hour period. It is understood that the term "shift" does not include any period of time in respect of which an employee is entitled to overtime payments or compensating leave in accordance with the Article 8 - Overtime.

7.02 The above hours of work can be modified by mutual consent of the parties.

7.03 Employees who work seven (7) hours or more per day, shall benefit from a fifteen (15) minute break in the first portion of the shift and fifteen (15) minute break period in the second portion of the shift.

Employees who work less than seven (7) hours per day shall be allowed either one (1) thirty (30) minute paid meal break or two (2) fifteen (15) minute paid breaks.

7.04 The City of Cornwall shall pay an employee for all regular work hours, including those hours to conduct Union business. The City of Cornwall will invoice the Union for these work hours used to conduct Union business and the Union will then reimburse the City of Cornwall, through the direct deduction by the City of Cornwall of an equivalent amount from the monthly remission of Union dues.

## ARTICLE 8 - OVERTIME

8.01 The Corporation will attempt to keep overtime at a minimum. If conditions arise necessitating overtime, employees shall cooperate with the Corporation.

8.02 The overtime rate shall be one and one-half (1½) times the normal hourly rate and shall be paid for all time worked beyond the normal working hours. An exception is that overtime shall only be paid after the first fifteen (15) minutes following termination of the regular working day. Should overtime exceed fifteen

(15) minutes, the foregoing payment shall be retroactive to the commencement of the overtime period and pay shall be based on the closest quarter hour.

- 8.03 a) An employee who is called in outside of his normal hours of work, shall receive a minimum of three (3) hours at the regular rate or the overtime rate, whichever is greater.

Should a second call-in or subsequent call-in occur within the three (3) hours of the original call-in, payment will be from the time of the initial call-in to the time the second or any subsequent call-in ends. Payments will be at straight time or the overtime rate, whichever is greater.

- 8.03 b) Employees who are required to be on-call, shall receive a premium of one dollar and ten cents (\$1.10) per hour for each hour they are required to be on-call.

- 8.03 c) Employees at the Water and Wastewater Plants who are required to be Operator in Charge will receive one dollar and ten cents (\$1.10) per hour for each hour they are required to perform this service.

- 8.04 Overtime shall be distributed as equitably as possible among qualified employees.

- 8.05 An employee may be entitled to take time off in lieu of employer's approved overtime at a rate equivalent to that listed in Article 8.02. Such time off in lieu shall be at the discretion of the appropriate Manager and shall be subject to operational requirements. Such time off shall not be unreasonably withheld. Total accumulation in a calendar year shall not exceed an employee's regular work week and must be used by December 31<sup>st</sup> of each year.

- 8.06 All overtime must be approved by the employee's supervisor/designate prior to the work being performed.

## **ARTICLE 9 - SHIFT DIFFERENTIAL**

- 9.01 (a) A premium of fifty-five (\$0.55) cents per hour will be paid for the afternoon shift. A premium of sixty (\$0.60) cents per hour will be paid for the night shift.

- 9.01 (b) Employees on the twelve (12) hour shift system who work the 7:00 p.m. to 7:00 a.m. shift shall receive a shift differential as follows:

$$\frac{(8 \text{ hours} \times \$0.50 \text{ cents} + (8 \text{ hours} \times \$0.60 \text{ cents}))}{12 \text{ hours}} = (\$0.73) \text{ cents}$$

- 9.01 (c) Sunday Differential  
Employees will be paid straight time plus, a Sunday differential for all time worked on Sunday, of fifty (\$0.50) cents per hour. Normal shift differential will apply.

## **ARTICLE 10 - SENIORITY**

- 10.01 (a) Seniority shall mean length of continuous service in the Bargaining Unit.
- 10.01 (b) In the case of two or more employees having the same seniority date, the employee's rank on the seniority list shall be based on their date of service.
- Should two or more employees have the same seniority date and date of service, their relevant position on the seniority list shall be determined by "pulling straws".
- 10.02 Newly hired employees shall not be deemed to have any seniority until they have been continuously employed by the Corporation for sixty (60) working days. In the case of Case Managers and Child Care Advisors, the period shall be eighty (80) working days. During this period, such employees shall be considered as being on probation and their employment may be terminated by the Corporation at any time without recourse to the grievance procedure. Upon completion of the probationary period, seniority shall be dated from the date of commencement of the probation.
- 10.03 An employee shall lose all seniority rights for any one of the following reasons:
- a) Voluntary resignation;
  - b) Failure to return to work after layoff within five (5) working days after being recalled by Registered Mail, return receipt requested unless due to sickness or accident. The Corporation can require substantiating proof of illness or accident;
  - c) Discharge for cause, if such discharge is upheld;
  - d) Failure to return from authorized leave of absence without reasons acceptable to the Corporation;
  - e) Layoff for a continuous period of nine (9) months for employees with less than three (3) years seniority, or twenty-four (24) months for employees with greater than three (3) years seniority;

- f) If an employee is absent for more than three (3) working days and does not report a case of sickness or accident during the period of absenteeism, or such absence cannot be justified.
- 10.04 An up-to-date seniority list, including City service, will be posted once a year on the anniversary date of the agreement, a copy to be supplied to the President of the Union. A copy of all revisions, additions, or deletions will be supplied to the President at six (6) month intervals. All verified errors shall be corrected within thirty (30) days.
- 10.05 Employee Transfer and Seniority Outside the Bargaining Unit  
 Employees who are promoted to a permanent position or replacing a position out of the Bargaining Unit shall retain their seniority for a period of six (6) months. If during that six (6) month period, the employee is returned or returns to their former position, such time spent shall be considered as time in the Bargaining Unit.
- The period of time outlined in this Article may be extended by mutual agreement of the parties.
- Employees temporarily replacing in a management/non-union position shall not hire, fire, discipline, or participate in the grievance procedure other than to act as a resource person. The employee will pay union dues for the duration of the replacement period and continue to be a member in good standing of CUPE Local 3251.

## **ARTICLE 11 - PROMOTIONS, DEMOTIONS, LAYOFFS AND RECALLS**

- 11.01 (a) In all cases of promotions, layoffs, transfers, recalls, downgrading or abolition of a position, employees may exercise their seniority over an employee with lesser seniority. Seniority shall prevail, providing the employee possesses the required qualifications to fulfil the job.
- 11.01 (b) Permanent employees shall have the opportunity of replacing in a higher rated or equivalent position within the same department over temporary employees or summer students, provided the absence shall last longer than two (2) weeks and that the employee is qualified to perform the normal requirements of the position. In the event of a permanent vacancy, the above-mentioned period shall be extended by an additional two (2) weeks. Positions which are vacant on a temporary basis shall be offered in accordance with seniority provided the person is qualified.
- 11.01 (c) Union Notification  
 The City shall advise the Union in writing, within thirty (30) days of all Bargaining Unit layoffs.

- 11.01 (d) Grievance on Layoffs and Recalls  
Grievances concerning layoffs and recalls shall be initiated at Step III of the Grievance Procedure.
- 11.02 (a) Notice of all permanent job vacancies shall be posted on the bulletin boards of the Corporation. This notice will remain on the bulletin boards for five (5) working days and will include the job title and a brief description of the job duties, location and the range for the position. Employees who make application during this period, will be considered for the job and notified, in writing, of the final selection. Job descriptions will be available in Human Resources to applicants, at their request.
- Candidates will be permitted to file a grievance once they have been notified of their unsuccessful application.
- 11.02 (b) Employees, who are on vacation or leave of absence for any reason including sick leave, shall be allowed to submit application for the position, provided the application is received within two (2) working days of their return to work. However, where the vacancy was posted at least two (2) working days before the leave of absence, the employee is not eligible to apply on return to work.
- In no case will an application be received later than three (3) weeks from the last date of posting. An application may be filed by another member on behalf of the vacationing member.
- 11.03 Subject to superior provisions of the Employment Standards Act, written notice of layoffs shall be given to the employee and the Union two (2) weeks before a scheduled layoff.
- 11.04 All permanent employees who are successful to a job posting as laid out in the Collective Agreement, shall serve a trial period of forty-five (45) working days and ninety (90) working days for Case Managers. If the employee proves successful, the employee shall be declared permanent at the end of this period. In the event the successful applicant proves unsatisfactory, after having received the necessary instruction to perform the function, in the position during the trial period, or if it is demonstrated that the employee cannot meet the requirements of the job or is unwilling to continue to perform the duties of the new job classification, he/she shall be returned to his/her former position, wage or hourly rate, without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to his/her former position, wage or hourly rate, without loss of seniority. At no time will an employee be considered for a temporary promotion or transfer while serving a trial period unless by mutual consent. It is further agreed that in the event there are no qualified applicants with seniority, the employer will

first consider trial employees before hiring from outside the bargaining unit. The Employer or the Employee shall not curtail the trial period without just cause.

11.05 At no time will an employee be considered for a promotion or transfer while serving a probationary period unless by mutual consent. It is further agreed that in the event there are no qualified applicants with seniority, the Employer will first consider probationary employees before hiring from outside the bargaining unit.

11.06 Within seven (7) calendar days of the date of appointment to a vacant position, the name of the successful applicant shall be sent to each applicant and a copy posted on all bulletin boards.

### **Training Cost Reimbursement**

#### **11.07 Bylaw Enforcement Officers**

The parties recognize the need to have properly trained employees and further recognize that the required training comes at a significant cost to the Employer. Therefore, if an employee terminates employment within the timeframes listed below from the date of a course or courses, the employee will reimburse the Employer the cost of the course;

- i) Within one (1) calendar year, one hundred percent (100%)
- ii) Between one (1) calendar year and two (2) calendar years, sixty six and two thirds percent (66 2/3%)

If the cost of the course that was attended was inclusive of lodging and meals, then those costs will be excluded from any repayment.

#### **11.08 Building Officials**

The parties recognize the need to have properly trained employees and further recognize that the required training comes at a significant cost to the Employer. These are the courses to obtain the qualifications prescribed in Part 3 of Division C of the Ontario Building Code, as amended from time to time. Therefore, if an employee terminates employment within the timeframes listed below from the date of a course or courses, the employee will reimburse the Employer the cost of the course;

- i) Within one (1) calendar year, one hundred percent (100%)
- ii) Between one (1) calendar year and two (2) calendar years, sixty-six and two thirds percent (66 2/3%)

- iii) Between two (2) calendar years and three (3) calendar years, thirty-three and one third percent (33 1/3%)

<b>Mainstream Position</b>	<b>Ministry Qualifications</b>
Building Official I <i>Optional Internship Program – Tier I</i>	General Legal House Plumbing – House HVAC - House
Building Official II <i>Optional Internship Program – Tier II</i>	Small Buildings Plumbing – All Buildings Building Services Building Structural
Building Official III	Large Buildings Complex Buildings Detection, Lighting and Power Fire Protection
<b>Alternative Stream Position</b>	<b>Ministry Qualifications</b>
Building Official II – Specialist	General Legal Plumbing – House Plumbing – All Buildings HVAC – House Building Services

Upon completion of a Building Official recruitment process the successful candidate would be placed into the appropriate position (level) based on Ministry Qualifications and previous work experience.

The Building Official positions have been designed to allow for an incumbent to progress through the various levels and steps based on qualifications and work performance. Promotion from one level to another is based on obtaining the required qualifications in combination with satisfactory work performance evaluation as determined by Performance Appraisals. Successfully obtaining Ministry Qualifications will not automatically result in promotion from one level to the next.

Lateral progression within a level is based on work performance, which will be evaluated by the immediate supervisor on an annual basis. Progression from one step to another is generally on an annual basis with satisfactory work performance. Consequently, poor work performance may result in delays in lateral progression.

Within the Building I and II positions, the incumbent may enroll (with the approval of their immediate Supervisor) in a Ministry approved Internship

Program, such as the Ontario Building Officials Associations Internship Program to assist in the progression within that level.

The Building Official II – Specialist position is an alternative stream that an individual may progress independently to the mainstream Building Official positions.

## **ARTICLE 12 - AUTOMATION**

- 12.01 In cases where the installation of mechanical or electronic equipment will have an effect on the job status of the employees, the Corporation will notify the Union Committee three (3) months in advance of such installation.
- 12.02 Employees whose jobs are discontinued as a result of automation or major organizational change, may exercise their seniority rights over an employee with lesser seniority, provided they possess the ability and basic qualifications to perform the job. Employees who are awarded new positions in this manner, shall be given ninety (90) days of specific job skills training in which to prove satisfactory. Failure to do so shall terminate their tenure in that position.

## **ARTICLE 13 - VACATIONS**

- 13.01 For the purpose of determining vacation entitlement, the vacation year shall be from January 1 to December 31 of the current year.
- 13.02 Effective January 1, 2015, vacation pay for a week's vacation shall be based on an employee's current rate of pay.
- 13.03 A vacation entitlement slip will be provided to show the current year's vacation entitlement and vacation pay entitlement. Such slip shall be issued no later than that time when Revenue Canada's T4 slips are required to be issued.
- 13.04 An employee, who will not have completed ten (10) months of service by December 31 of the current year, shall be entitled to one and one-half (1 1/2) days' vacation with pay per completed month of service.
- 13.05 An employee who will have completed ten (10) months of service by December 31 of the current year, shall be entitled to three (3) weeks paid vacation.

- 13.06 An employee who will have completed eight (8) years of service by December 31 of the current year, shall be entitled to four (4) weeks paid vacation.
- 13.07 An employee who will have completed fifteen (15) years of service by December 31 of the current year, shall be entitled to five (5) weeks paid vacation.
- 13.08 Employees will receive one (1) extra day vacation for each year of completed service between twenty-one (21) and twenty-four (24) years, inclusively.
- For clarity, this means the following:  
Starting the 21<sup>st</sup> year, 1 extra day  
Starting the 22<sup>nd</sup> year, 2 extra days  
Starting the 23<sup>rd</sup> year, 3 extra days  
Starting the 24<sup>th</sup> year, 4 extra days  
Starting the 25<sup>th</sup> year, as per Article 13.09
- 13.09 An employee who will have completed twenty-five (25) years of service by December 31 of the current year, shall be entitled to six (6) weeks paid vacation.
- 13.10 Preference of choice of vacation will be given to an employee on a seniority basis.
- 13.11 The scheduling of vacations shall be based on the fact that during the peak vacation period of June 30 to September 1, consideration of service shall be related to only the first two (2) weeks of vacation. Employees entitled to more than two (2) weeks will normally take the balance outside this peak period.
- 13.12 Employees shall submit their request for vacation by February 15<sup>th</sup> of each year. Employees shall be advised by their Manager of the approval of vacation schedules not later than February 28<sup>th</sup> of each year.
- 13.13 Once vacation schedules have been approved, an employee, who desires to change his vacation, shall not be permitted to do so if the requested new vacation period conflicts with that of another employee, unless by mutual consent.
- 13.14 In the event of employees wishing to utilize vacation between January 1<sup>st</sup> and February 28<sup>th</sup> of each year, requests shall be made to their Manager

by December 15<sup>th</sup> of the preceding year. Approval for such time off shall be given by December 31<sup>st</sup> of the preceding year and shall be based on seniority.

- 13.15 All other vacations not requested by February 15<sup>th</sup>, shall be granted to employees on a first come first served basis.
- 13.16 In the event that a holiday named in Article 14 of this agreement occurs during an employee's vacation period, such employee will receive Holiday Pay for the public holiday without the loss of vacation entitlement.
- 13.17 An employee terminating their employment at any time in their vacation year before they has had their vacation, shall be entitled to a proportionate payment of salary in lieu of any unused earned vacation.
- 13.18 In the event of a death of a family member as described in Article 15, while an employee is on vacation, employees shall be entitled to bereavement leave without loss of vacation entitlement. Vacation entitlement so displaced shall be rescheduled at a time mutually agreed.
- 13.19 When an employee's scheduled vacation is interrupted by a serious illness, involving admission to the hospital on an inpatient basis confirmed by a medical certificate, the period of such illness shall be considered as short-term disability. The portion of the employee's vacation, which is deemed to be short-term disability, under the above provision, will not be counted against the employee's vacation entitlement.
- 13.20 Employees may request permission to carryover a maximum of two (2) weeks vacation from year to year.

## **ARTICLE 14 – PUBLIC HOLIDAYS**

### **PUBLIC HOLIDAY PAY**

If a Public holiday falls on a day that would not ordinarily be a working day for an employee, the employer shall substitute another day that would ordinarily be a working day for the employee to take off work and for which they shall be paid as if the substitute day were a Public holiday.

A day that is substituted for a public holiday under the above, shall be,

- (i) A day that is no more than three (3) months after the public holiday;
- Or -
- (ii) If the employee and the employer agree, a day that is no more than twelve (12) months after the public holiday.

(iii) Employees whose normal daily work hours are longer than eight (8) hours shall be equally compensated. (A day for a day principle)

14.01 The Corporation recognizes the following holidays for which all employees will receive a normal day's pay.

New Year's Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Civic Holiday	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day
National Day for Truth and Reconciliation/Orange Shirt Day		

The last half of an employee's last regularly scheduled day or shift prior to New Year's Day.

The last half of an employee's last regularly scheduled day or shift prior to Christmas Day.

Declared holidays by either Federal, Provincial or Municipal Governments will constitute a holiday for purpose of this agreement.

14.02 (a) FOR EMPLOYEES WORKING A MONDAY TO FRIDAY WORK WEEK, AND with the exception of the day before Christmas and the day before New Year's when any of the holidays referred to above fall on a Saturday or Sunday, the following Monday shall be celebrated in lieu of.

14.02 (b) Employees, who are required to work on a public holiday, will be paid two point five times (holiday pay + premium pay which is 1.5x) for hours worked.

Employees who are required to work on Christmas Day and New Year's Day will be paid three times (holiday pay + premium pay which is 2x) for hours worked.

14.03 The employee has no entitlement if they fail, without reasonable cause, to work all of their last regularly scheduled day of work before the public holiday or all of their first regularly scheduled day after the public holiday.

14.04 Shift workers will not suffer any reduction in the number of regular paid hours they receive in a work week as a consequence of the operation of Article 14 – Public Holiday Pay.

## **ARTICLE 15 - LEAVE OF ABSENCE**

For the purpose of the application of Article 15.01, a common-law spouse shall be a person who is cohabitating with the employee for a period of not less than one (1) year and provided the name of such common-law spouse was filed with the Employer for recognition as the employee's common-law spouse.

- 15.01 (a) On the occasion of the death of a spouse, including common-law spouse, parent, stepparent, child, grandchildren, stepchild or step grand-children, an employee shall be granted up to four (4) working days leave with pay for the purpose of arranging/attending the funeral.
- (b) On the occasion of the death of sibling(s), stepsibling(s), father-in-law, mother-in-law, an employee shall be granted up to three (3) working days leave with pay for the purpose of arranging/attending the funeral.
- (c) On the occasion of the death of a grandparent, uncle, aunt, brother-in-law, sister-in-law, daughter-in-law, son-in-law, a grandparent of the spouse, niece or nephew the employee shall be granted one working day's leave with pay for the purpose of arranging/attending the funeral.
- (d) In the event of spring interment, employees shall be granted the day to attend the interment.

15.02 Unpaid Pregnancy and Parental Leaves will be granted in accordance with the *Employment Standards Act of Ontario*.

### **Return to Work**

An employee shall give the employer at least four (4) weeks written notice confirming their intention to resume their employment on the expiration of a leave of absence granted under Article 15.02 and on their return to work the Employer shall re-instate the employee to their former position if it still exists or to a comparable position if it does not.

### **Seniority/Benefit Accrual**

Employees on Maternity/Adoption Leave will maintain and accrue seniority and benefits.

- 15.03 (a) Upon request, the Corporation may grant, at its discretion, which shall not be unreasonably withheld, a leave of absence without pay. Such leave shall not be granted for the purpose of engaging in other employment for wages or salary. During any approved period of leave, benefits, including vacation leave, statutory holidays, bereavement leave and all other benefits, shall be suspended or adjusted on the basis of the period of leave. An employee shall have the opportunity of continuing medical and

insurance coverage provided the employee prearranges the compensation to the Corporation for the entire premium cost.

- (b) The Corporation will grant a leave of absence with pay, benefits and without loss of seniority or occupational classification for a maximum of two (2) years to an employee who requests such a leave, by reason of his or her election or appointment as an Officer or Employee of CUPE, OFL or CLC. Only one (1) employee at any one time will be granted such a leave. The Corporation shall bill that Organization for the employee's regular pay and benefits (including pension contributions).

#### 15.04 Education Leave

The Employer agrees that it is to the mutual benefit of the Employer and the Employee to improve the educational standards of the workforce.

An Employee requiring time off to write exams resulting from the Training and Development Policy shall not suffer a loss of seniority, pay or benefits.

- 15.05 Leave of Absence without pay for official union business such as conventions and seminars shall be granted by the Corporation to not more than four (4) union delegates upon written request made to the Corporation at least five (5) full working days prior to the commencement of said leave. Such Leave of Absence shall be subject to operational requirements. Such Leave of Absence shall not be unreasonably denied.

### **ARTICLE 16 - GROUP SECURITY**

- 16.01 All eligible employees shall have the opportunity of enrolling in the following group medical and hospitalization:

- a) Major Medical Plan
- Drug formulary equivalent to O.D.B. Plan reimbursed at 90%;
  - all other drugs reimbursed at 80%;
  - in all cases, generic substitution shall be mandatory unless specific medical contraindications cited as basis for "no substitution", in which case reimbursement shall be at 90%;
  - in any event, coverage only applies to those drugs which require a written prescription in order to be dispensed.
  - Pay Direct Drug Card

- b) Semi-Private Insurance
- c) Vision Care – \$400.00 every 24 months (includes eyeglasses and contact lenses). Eye examinations amount (as specified in major medical) separate/not included in the \$400.00.
- d) Dental Plan  
Recall examinations every nine (9) months for adults over the age of eighteen (18) years. Children under the age of eighteen (18), every six (6) months.

O.D.A. Fee Schedule shall be the current fee schedule including:

Orthodontal

\$2500 lifetime, maximum 50/50 benefit sharing

Major Restorative

Coverage of 75% to a maximum of \$2,000 yearly.

The Corporation shall absorb the premium costs of the above plans.

16.02 The present Group Life Insurance Plan, or equivalent shall remain in effect and shall be available to all eligible employees.

The Corporation shall absorb the Premium cost of the Plan. However, the above Plan shall be amended by increasing the employee's coverage to one and one-half times (1½) the Employee's annual salary. The Employer and the Union may decide to change the dependent coverage. With a minimum of ten (10) years' service, the Employer shall supply upon retirement, a paid-up Policy of \$12,500.00.

16.03 The present Ontario Municipal Employees' Retirement System Plan and its provisions shall remain in effect for the duration of this Agreement.

16.04 The Corporation agrees to continue to provide the benefits outlined in Article 16.01(a) (b) (c) and (d) to employees with a minimum of ten (10) years' service who are eligible to retire with an OMERS Pension and their spouses, until the sixty-fifth anniversary (65<sup>th</sup>) of the employee's birth.

16.05 For greater clarity, the benefits provided under Article 16 shall be as described in the Employee Booklets, as amended by both Parties.

16.06 Employment Insurance Rebate

The short-term sick leave plan shall be registered with Human Resources Development Canada. The employees' share of the Employer's employment

insurance premium will be retained by the City towards offsetting the cost of the benefit improvements contained in this Agreement.

## **ARTICLE 17 – Personal Leave, Short-Term Disability, Long-Term Disability**

### **Personal Leave**

- 17.01 All full-time employees will be entitled to twelve (12) paid Personal Leave days per annum paid at one hundred percent (100%). These days will be allotted effective January 1<sup>st</sup> of each year and ending December 31<sup>st</sup> of the same year (Personal Leave Year).
- 17.02 Employees not actively at work on January 1<sup>st</sup> of the Personal Leave Year shall be entitled to a pro-rated number of personal leave days based on their date of hire or the date they return to active employment in the relevant Personal Leave Year.
- 17.03 Personal Leave shall be taken for periods of no less than thirty (30) minutes and up to two (2) consecutive days without the need to substantiate the absence.
- 17.04 Personal Leave may be pre-arranged and pre-booked between the employee and their supervisor.
- 17.05 An employee must receive approval from the City prior to taking three (3) or more consecutive Personal Leave days; approval shall be at the City's sole discretion.
- 17.06 Personal Leave cannot be used before or after vacation or a Public Holiday (Article 14) to extend the period away from work. Employees that use Personal Leave during these periods may be required to provide substantiation.
- 17.07 An employee who was denied vacation due to operational requirements and who uses Personal Leave during the period of the denied vacation may be required to provide substantiation.
- 17.08 The City shall pay out to employees actively at work on January 1<sup>st</sup>, at the employee's regular rate of pay, fifty percent (50%) of any remaining unused Personal Leave days at the end of the previous Personal Leave Year.
- 17.09 Employees shall not be entitled to carry over any unused personal leave days from one Personal Leave Year into a subsequent Personal Leave Year.

- 17.10 The Employer will provide, in writing, a department directive explaining who to call, when to call, where to call and what method is to be used to report Personal Leave. The directive is subject to operational requirements.
- 17.11 Employees, who are unable to report to work because of sickness or any other reason, shall notify their Supervisor/designate according to Article 17.10. The Supervisor/designate, shall be informed as to the approximate date of return, and if the absence surpasses this date, further notification shall be made.

### **Short-Term Disability Program**

- 17.12 The Corporation will provide the employees with a Short-Term Disability (STD) program which shall provide seventy-five percent (75%) of the weekly salary from the first day in the event of accident, injury, or hospitalization or the third working day in the event of illness, regardless of the number of Personal Leave days an employee has remaining in the Personal Leave Year.
- 17.13 The program shall provide the employee with seventy-five percent (75%) of their regular weekly salary from the effective date for a period of up to seventeen (17) weeks.
- 17.14 If an employee falls ill, for the same or a related cause, within two (2) weeks of return to work after being away from work on STD then that illness shall be considered part of the same seventeen (17) week entitlement. Otherwise, the employee shall be entitled to an additional seventeen (17) weeks of STD.
- 17.15 Employees whose sick banks were frozen in 2002 may draw a maximum of three (3) days per occurrence from their banks only in cases where they successfully access STD benefits pursuant to Article 17.12. Employees shall not be permitted to access the banks unless they have first exhausted their twelve (12) Personal Leave days in Article 17.01.

### **Long-Term Disability Plan**

- 17.16 Employees shall be covered by a private carrier, Long-Term Disability (LTD) Plan, as outlined in the employee booklet, that provides for seventy-five (75%) of the employee's salary. The premium cost of this benefit shall be paid by the City.

## **ARTICLE 18 – GENERAL**

- 18.01 The present practice of supplying uniforms to the Messenger, By-Law Enforcement Officers and the Operators, and Technicians in the Environmental Section, and Janitors, shall be maintained.

The Employer shall provide at no cost to the employee three (3) short sleeve and two (2) long sleeve shirts for Engineering Field Crews.

Janitors shall be supplied with rubber boots when stripping wax from the floors.

18.02 Safety footwear shall be provided on an "as needed" basis. The Employer shall provide full-time employees an annual allowance for the purchase of safety footwear of two hundred dollars (\$200) in the first quarter of the year.

18.03 Part-time employees who are required to wear safety footwear shall be paid a prorated amount of this allowance, based on the number of hours worked over the year.

18.04 Summer students, who are required to wear safety footwear, shall be paid a prorated amount of this allowance, according to the number of months worked and shall receive such allowance at date of termination.

18.05 The safety footwear allowance shall be subject to taxation.

18.06 Employees authorized to use their cars on legitimate business, shall be paid the approved Corporate rate per kilometer as per The Corporation of The City of Cornwall's Officials and Employees Travel/Business Expenses Policy.

If the Corporation should decide to provide vehicles, affected employees shall be given a minimum of six (6) months advance notice. Employees who are not presently required to use private vehicles, shall not be required to do so, without mutual consent.

The Corporation shall automatically provide the Canada Revenue Agency Form T2200 (or its equivalent) each year at the same time it provides the employees' T4 slips, to those employees who are required to use their personal vehicle for legitimate City business.

## **ARTICLE 19 - BULLETIN BOARDS**

19.01 The Corporation shall provide bulletin boards in appropriate locations for the posting of notices, provided that the use of such notice boards shall be restricted to posting of notices regarding the business affairs, meeting and social events of the Union, and provided that all such notices have been approved by the Corporation. Such approval shall not be unreasonably withheld.

## **ARTICLE 20 - NO STRIKE OR LOCKOUT**

20.01 During the term of this agreement, the Corporation shall not lock out and the Union shall not encourage or advocate a slowdown, curtailment or stoppage of work.

## **ARTICLE 21 - ESSENTIAL SERVICES**

21.01 In the advent of a stoppage of work, the Union agrees to discuss with the Corporation, the maintenance of essential services.

## **ARTICLE 22 – EMPLOYER’S SHUT DOWN**

- a) When the Employer initiates a shutdown (for Aquatic Centre see b) employees shall be allowed, at their choice, to use vacation time or overtime in-lieu banks in order to compensate any wage loss.
- b) When the Employer initiates the normal maintenance period shut down at the Aquatic Centre, employees shall:
  - (i) Use at least one (1) week per year of their yearly vacation allotment.
  - (ii) The employees may also choose to use additional vacation allotment and/or overtime in-lieu banks to compensate any additional wage loss.
- c) When employees elect not to use vacation allotment or overtime in-lieu as per “a” or when employees elect not to use additional vacation allotment or overtime in-lieu in “b”, the unpaid period shall be deemed a leave of absence without pay.

## **ARTICLE 23 - SALARY ADMINISTRATION**

23.01 Employees shall be paid according to the wage schedule.

23.02 All hourly rates as provided for in this agreement, shall be retroactive to the first day of the first pay period following the expiration of the last collective agreement.



APPENDIX A CUPE 3251 WAGE SCHEDULE OCTOBER 1, 2021 TO AUGUST 7, 2022

2%

POSITIONS	HRS/WEEK	Meal Break	RANGE	START	6 mths	12 mths	18 mths	24 mths	36 mths	48 mths	60 mths
Administrative Clerical Support - HS	35	1 hr unpaid	OC	26.29	26.63	26.97	27.31	27.69			
Administrative Clerical Support - Childcare	35	1 hr unpaid	OE	29.08	29.43	29.76	30.12	30.49			
Administrative Support, Parks and Recreation - PD&R	35	1 hr unpaid	OF	30.49	30.82	31.15	31.54	31.90			
Billing & Collection Analyst	35	1 hr unpaid	OG	31.90	32.22	32.58	32.93	33.30			
Child Care Advisor - HS	35	1 hr unpaid	OG	31.90	32.22	32.58	32.93	33.30			
Shared Services Financial Support	35	1 hr unpaid	OG	31.90	32.22	32.58	32.93	33.30			
Corporate Financial Analyst - Finance Services	35	1 hr unpaid	OH	33.30	33.65	33.98	34.33	34.67			
Financial Analyst - GSDL	35	1 hr unpaid	OI	34.67	35.03	35.36	35.70	36.03	36.72	37.41	
Financial Analyst - Shared Services	35	1 hr unpaid	OI	34.67	35.03	35.36	35.70	36.03	36.72	37.41	
Case Manager - HS	35	1 hr unpaid	OI	34.67	35.03	35.36	35.70	36.03	36.72	37.41	
Project & Asset Management Coordinator	35	1 hr unpaid	OI	34.67	35.03	35.36	35.70	36.03	36.72	37.41	
Family Support Worker - HS	35	1 hr unpaid	OJ	36.03	36.39	36.72	37.08	37.42	38.12	38.79	
Eligibility Review Officer- HS	35	1 hr unpaid	OJ	36.03	36.39	36.72	37.08	37.42	38.12	38.79	
Senior Corporate Financial Analyst - Financial Services	35	1 hr unpaid	OJ	36.03	36.39	36.72	37.08	37.42	38.12	38.79	
Tourism Coordinator	35	1 hr unpaid	OJ	36.03	36.39	36.72	37.08	37.42	38.12	38.79	
Program Coordinator -HS	35	1 hr unpaid	OK	37.42	37.76	38.09	38.41	38.76	39.43	40.09	
Housing Stability Coordinator - HS	35	1 hr unpaid	OK	37.42	37.76	38.09	38.41	38.76	39.43	40.90	
Planner - PD&R	35	1 hr unpaid	OM	33.32		35.66		37.94	40.29	42.60	44.90
ITT Infrastructure Analyst	35	1 hr unpaid	OM	33.32		35.66		37.94	40.29	42.60	44.90
Senior Planner - PD&R	35	1 hr unpaid	ON	44.90		45.78		46.60	47.46	48.32	49.18
Building Official I	35	1 hr unpaid	OS	36.51				37.72	38.94		
Building Official II	35	1 hr unpaid	OT	40.17				41.39	42.60		
Building Official II - Specialist	35	1 hr unpaid	OT	40.17				41.39	42.60		
Building Official III	35	1 hr unpaid	OU	43.82				45.03	46.25		
Customer Service Representative, Recreation - PD&R	35	1/2 hr paid	AA	23.54	23.86	24.19	24.55	24.90			
Accounts Payable B - Financial Services	35	1 hr unpaid	AD	26.29	26.63	26.97	27.31	27.69			
Administrative and Financial Support, GSDL	35	1 hr unpaid	AD	26.29	26.63	26.97	27.31	27.69			
Administrative Support, Building & By-Law	35	1 hr unpaid	AE	27.69	28.01	28.40	28.74	29.08			
Parking and Licensing Agent - PD&R	35	1 hr unpaid	AE	27.69	28.01	28.40	28.74	29.08			
Customer Service Representative, Billing & Collection	35	1 hr unpaid	AE	27.69	28.01	28.40	28.74	29.08			
Employment Support Worker - S&HS	35	1 hr unpaid	AE	27.69	28.01	28.40	28.74	29.08			
Accounts Payable A - Finance	35	1 hr unpaid	AF	29.08	29.43	29.76	30.12	30.49			
Accounting/Box Office Coordinator - Recreation	35	1 hr unpaid	AF	29.08	29.43	29.76	30.12	30.49			
Committee of Adjustment Secretary - PD&R	35	1 hr unpaid	AF	29.08	29.43	29.76	30.12	30.49			
Administrative Support - HS	35	1 hr unpaid	AF	29.08	29.43	29.76	30.12	30.49			
Client Services Representative - Corporate Services	35	1 hr unpaid	AF	29.08	29.43	29.76	30.12	30.49			
Facilities Rental Clerk - PP&R	35	1 hr unpaid	AF	29.08	29.43	29.76	30.12	30.49			
Aquatics Lifeguard/Instructor - PD&R	35	1/2 hr paid	AH	29.45		30.50		31.48	32.52	33.52	34.67
Buyer/Inventory Control - Financial Services	35	1 hr unpaid	AJ	31.90	32.22	32.58	32.93	33.30			
Draftsperson/Plans & Records Clerk	35	1 hr unpaid	AJ	31.90	32.22	32.58	32.93	33.30			
Development Coordinator - PP&R	35	1 hr unpaid	AK	32.36		33.22		34.03	34.83	35.66	36.49
Senior Buyer - Financial Services	35	1 hr unpaid	AZ	32.90		34.07		35.24	36.40	37.55	
Transit Coordinator - I&MW	*37.5	1 hr unpaid	AQ	22.03	22.74	23.39		24.04	24.71		
Transit Coordinator/Maintenance Clerk - I&MW	*37.5	1 hr unpaid	AQ	22.03	22.74	23.39		24.04	24.71		
Engineering Technologist - I&MW	*37.5	1 hr unpaid	AV	32.88		33.79		34.65	35.41	36.41	37.28
GIS Specialist - I&MW	*37.5	1 hr unpaid	OK	37.42	37.76	38.09	38.41	38.76	39.43	40.09	

Landfill Scale Operator	40	1/2 hr paid	BC	24.71							
Janitor Pool Operator	40	1/2 hr paid	*BC	24.71							
Dispatcher - I&MW	40	1/2 hr paid	BF	26.29	26.63	26.97	27.31	27.69			
Project Supervisor - I&MW	40	1 hr unpaid	BJ	27.44		28.46		29.45	30.50	31.54	
Surveyor - I&MW	40	1 hr unpaid	BJ	27.44		28.46		29.45	30.50	31.54	
Waste Management Project Coordinator	40	1 hr unpaid	**								
Municipal Works Technologist - I&MW	40	1 hr unpaid	BK	28.36		29.04		29.76	30.49	31.16	31.93
Right of Way Technologist - I&MW	40	1 hr unpaid	BL	30.83		31.66		32.50	33.31	34.14	34.98
Environmental Analyst- I&MW	40	1 hr unpaid	AE	27.69	28.01	28.40	28.74	29.08			
Logistics Clerk -Paramedics	35	1 hr unpaid	AE	27.69	28.01	28.40	28.74	29.08			
Transportation Assistant - I&MW	40	1 hr unpaid	BU	31.90	32.22	32.58	32.93	33.30			
Bylaw Enforcement Officer	40	1/2 hr paid	BU	31.90	32.22	32.58	32.93	33.30			
Transportation Technologist - I&MW	40	1 hr unpaid	OK	37.42	37.76	38.09	38.41	38.76	39.43	40.09	
Resident and Family Services Coordinator - GSDL	40	1/2 hr paid	OK	37.42	37.76	38.09	38.41	38.76	39.43	40.09	

\* These positions are subject to a Letter of Understanding to determine the hours of work

\*\* This position was created for an accommodation

**WPP & WWTP TECHNICIANS & OPERATORS**

				O.I.T.		Licence 1	Licence 2	Licence 3	Licence 4
Operator - WPPTP/WPP - I&MW	40	1/2 hr paid	BR	28.84		29.81	30.78	31.86	32.84
Maintenance Technician WWTP/WPP - I&MW	40	1/2 hr paid	BN	34.09		34.38	34.68	34.99	35.29
Scada Technician - I&MW	40	1/2 hr paid	BP	36.53		36.88	37.21	37.56	37.89

APPENDIX A CUPE 3251 WAGE SCHEDULE AUGUST 8, 2022 TO SEPTEMBER 30, 2022

2%

POSITIONS	HRS/WEEK	Meal Break	RANGE	START	12 mths	24 mths	36 mths
Administrative Clerical Support - HS	35	1 hr unpaid	OC	26.29	26.97	27.31	27.69
Administrative Clerical Support - Childcare	35	1 hr unpaid	OE	29.08	29.76	30.12	30.49
Administrative Support, Parks and Recreation - PD&R	35	1 hr unpaid	OF	30.49	31.15	31.54	31.90
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Shared Services Financial Support	35	1 hr unpaid	OG	31.90	32.58	32.93	33.30
Corporate Financial Analyst - Finance Services	35	1 hr unpaid	OH	33.30	33.98	34.33	34.67
Financial Analyst - GSDL	35	1 hr unpaid	OI	34.67	35.36	36.03	37.41
Financial Analyst - Housing	35	1 hr unpaid	OI	34.67	35.36	36.03	37.41
Case Manager - HS	35	1 hr unpaid	OI	34.67	35.36	36.03	37.41
Project & Asset Management Coordinator	35	1 hr unpaid	OI	34.67	35.36	36.03	37.41
Family Support Worker - HS	35	1 hr unpaid	OJ	36.03	36.72	37.42	38.79
Eligibility Review Officer- HS	35	1 hr unpaid	OJ	36.03	36.72	37.42	38.79
Senior Corporate Financial Analyst - Financial Services	35	1 hr unpaid	OJ	36.03	36.72	37.42	38.79
Tourism Coordinator	35	1 hr unpaid	OJ	36.03	36.72	37.42	38.79
Program Coordinator -HS	35	1 hr unpaid	OK	37.42	38.09	38.76	40.09
Housing Stability Coordinator - HS	35	1 hr unpaid	OK	37.42	38.09	38.76	40.09
Planner - PD&R	35	1 hr unpaid	OM	33.32	35.66	37.94	44.90
ITT Infrastructure Analyst	35	1 hr unpaid	OM	33.32	35.66	37.94	44.90
Senior Planner - PD&R	35	1 hr unpaid	ON	44.90	45.78	46.60	49.18
Building Official I	35	1 hr unpaid	OS	36.51	37.12	37.72	38.94
Building Official II	35	1 hr unpaid	OT	40.17	40.78	41.39	42.60
Building Official II - Specialist	35	1 hr unpaid	OT	40.17	40.78	41.39	42.60
Building Official III	35	1 hr unpaid	OU	43.82	44.43	45.03	46.25
Customer Service Representative, Recreation - PD&R	35	1/2 hr paid	AA	23.54	24.19	24.55	24.90
Accounts Payable B - Financial Services	35	1 hr unpaid	AD	26.29	26.97	27.31	27.69
Administrative and Financial Support, GSDL	35	1 hr unpaid	AD	26.29	26.97	27.31	27.69
Administrative Support, Building & By-Law	35	1 hr unpaid	AE	27.69	28.40	28.74	29.08
Customer Service Representative, Billing & Collection	35	1 hr unpaid	AE	27.69	28.40	28.74	29.08
Parking and Licensing Agent - PD&R	35	1 hr unpaid	AE	27.69	28.40	28.74	29.08
Employment Support Worker - S&HS	35	1 hr unpaid	AE	27.69	28.40	28.74	29.08
Accounts Payable A - Finance	35	1 hr unpaid	AF	29.08	29.76	30.12	30.49
Accounting/Box Office Coordinator - Recreation	35	1 hr unpaid	AF	29.08	29.76	30.12	30.49
Committee of Adjustment Secretary - PD&R	35	1 hr unpaid	AF	29.08	29.76	30.12	30.49
Administrative Support - HS	35	1 hr unpaid	AF	29.08	29.76	30.12	30.49
Client Services Representative - Corporate Services	35	1 hr unpaid	AF	29.08	29.76	30.12	30.49
Facilities Rental Clerk - PP&R	35	1 hr unpaid	AF	29.08	29.76	30.12	30.49
Aquatics Lifeguard/Instructor - PD&R	35	1/2 hr paid	AH	29.45	30.50	31.48	34.67
Buyer/Inventory Control - Financial Services	35	1 hr unpaid	AJ	31.90	32.58	32.93	33.30

Draftsperson/Plans & Records Clerk	35	1 hr unpaid	AJ	31.90	32.58	32.93	33.30
Development Coordinator - PP&R	35	1 hr unpaid	AK	32.36	33.22	34.03	36.49
Senior Buyer - Financial Services	35	1 hr unpaid	AZ	32.90	34.07	35.24	37.55
Transit Coordinator - I&MW	*37.5	1 hr unpaid	AQ	22.03	23.39	24.04	24.71
Transit Coordinator/Maintenance Clerk - I&MW	*37.5	1 hr unpaid	AQ	22.03	23.39	24.04	24.71
Engineering Technologist - I&MW	*37.5	1 hr unpaid	AV	32.88	33.79	34.65	37.28
GIS Specialist - I&MW	*37.5	1 hr unpaid	OK	37.42	38.09	38.76	40.09
Landfill Scale Operator	40	1/2 hr paid	BC	22.03	23.39	24.04	24.71
Janitor Pool Operator	40	1/2 hr paid	*BC	24.71			
Dispatcher - I&MW	40	1/2 hr paid	BF	26.29	26.97	27.31	27.69
Project Supervisor - I&MW	40	1 hr unpaid	BJ	27.44	28.46	29.45	31.54
Surveyor - I&MW	40	1 hr unpaid	BJ	27.44	28.46	29.45	31.54
Waste Management Project Coordinator	40	1 hr unpaid	**				
Municipal Works Technologist - I&MW	40	1 hr unpaid	BK	28.36	29.04	29.76	31.93
Right of Way Technologist - I&MW	40	1 hr unpaid	BL	30.83	31.66	32.50	34.98
Environmental Analyst- I&MW	40	1 hr unpaid	AE	27.69	28.40	28.74	29.08
Logistics Clerk -Paramedics	35	1 hr unpaid	AE	27.69	28.40	28.74	29.08
Transportation Assistant - I&MW	40	1 hr unpaid	BU	31.90	32.58	32.93	33.30
Bylaw Enforcement Officer	40	1/2 hr paid	BU	31.90	32.58	32.93	33.30
Transportation Technologist - I&MW	40	1 hr unpaid	OK	37.42	38.09	38.76	40.09
Resident and Family Services Coordinator - GSDL	40	1/2 hr paid	OK	37.42	38.09	38.76	40.09

\* These positions are subject to a Letter of Understanding to determine the hours of work

\*\* This position was created for an accommodation

**WPP & WWTP TECHNICIANS & OPERATORS**

				O.I.T.	Licence 1	Licence 2	Licence 3	Licence 4
Operator - WPPTP/WPP - I&MW	40	1/2 hr paid	BR	28.84	29.81	30.78	31.86	32.84
Maintenance Technician WWTP/WPP - I&MW	40	1/2 hr paid	BN	34.09	34.38	34.68	34.99	35.29
Scada Technician - I&MW	40	1/2 hr paid	BP	36.53	36.88	37.21	37.56	37.89

**APPENDIX A CUPE 3251 WAGE SCHEDULE OCTOBER 1, 2022 TO SEPTEMBER 30, 2023**

2%

<b>POSITIONS</b>	<b>HRS/WEEK</b>	<b>Meal Break</b>	<b>RANGE</b>	<b>START</b>	<b>12 mths</b>	<b>24 mths</b>	<b>36 mths</b>
Administrative Clerical Support - HS	35	1 hr unpaid	OC	26.82	27.51	27.86	28.24
Administrative Clerical Support - Childcare	35	1 hr unpaid	OE	29.66	30.36	30.72	31.10
Administrative Support, Parks and Recreation - PD&R	35	1 hr unpaid	OF	31.10	31.77	32.17	32.54
Billing & Collection Analyst	35	1 hr unpaid	OG	32.54	33.23	33.59	33.97
Child Care Advisor - HS	35	1 hr unpaid	OG	32.54	33.23	33.59	33.97
Shared Services Financial Support	35	1 hr unpaid	OG	32.54	33.23	33.59	33.97
Corporate Financial Analyst - Finance Services	35	1 hr unpaid	OH	33.97	34.66	35.02	35.36
Financial Analyst - GSDL	35	1 hr unpaid	OI	35.36	36.07	36.75	38.16
Financial Analyst - Housing	35	1 hr unpaid	OI	35.36	36.07	36.75	38.16
Case Manager - HS	35	1 hr unpaid	OI	35.36	36.07	36.75	38.16
Project & Asset Management Coordinator	35	1 hr unpaid	OI	35.36	36.07	36.75	38.16
Family Support Worker - HS	35	1 hr unpaid	OJ	36.75	37.45	38.17	39.57
Eligibility Review Officer- HS	35	1 hr unpaid	OJ	36.75	37.45	38.17	39.57
Senior Corporate Financial Analyst - Financial Services	35	1 hr unpaid	OJ	36.75	37.45	38.17	39.57
Tourism Coordinator	35	1 hr unpaid	OJ	36.75	37.45	38.17	39.57
Program Coordinator -HS	35	1 hr unpaid	OK	38.17	38.85	39.54	40.89
Housing Stability Coordinator - HS	35	1 hr unpaid	OK	38.17	38.85	39.54	40.89
Planner - PD&R	35	1 hr unpaid	OM	33.99	36.37	38.70	45.80
ITT Infrastructure Analyst	35	1 hr unpaid	OM	33.99	36.37	38.70	45.80
Senior Planner - PD&R	35	1 hr unpaid	ON	45.80	46.70	47.53	50.16
Building Official I	35	1 hr unpaid	OS	37.24	37.86	38.47	39.72
Building Official II	35	1 hr unpaid	OT	40.97	41.60	42.22	43.45
Building Official II - Specialist	35	1 hr unpaid	OT	40.97	41.60	42.22	43.45
Building Official III	35	1 hr unpaid	OU	44.70	45.32	45.93	47.18
Customer Service Representative, Recreation - PD&R	35	1/2 hr paid	AA	24.01	24.67	25.04	25.40
Accounts Payable B - Financial Services	35	1 hr unpaid	AD	26.82	27.51	27.86	28.24
Administrative and Financial Support, GSDL	35	1 hr unpaid	AD	26.82	27.51	27.86	28.24
Administrative Support, Building & By-Law	35	1 hr unpaid	AE	28.24	28.97	29.31	29.66
Customer Service Representative, Billing & Collection	35	1 hr unpaid	AE	28.24	28.97	29.31	29.66
Parking and Licensing Agent - PD&R	35	1 hr unpaid	AE	28.24	28.97	29.31	29.66
Employment Support Worker - S&HS	35	1 hr unpaid	AE	28.24	28.97	29.31	29.66
Accounts Payable A - Finance	35	1 hr unpaid	AF	29.66	30.36	30.72	31.10
Accounting/Box Office Coordinator - Recreation	35	1 hr unpaid	AF	29.66	30.36	30.72	31.10
Committee of Adjustment Secretary - PD&R	35	1 hr unpaid	AF	29.66	30.36	30.72	31.10
Administrative Support - HS	35	1 hr unpaid	AF	29.66	30.36	30.72	31.10
Client Services Representative - Corporate Services	35	1 hr unpaid	AF	29.66	30.36	30.72	31.10
Facilities Rental Clerk - PP&R	35	1 hr unpaid	AF	29.66	30.36	30.72	31.10
Aquatics Lifeguard/Instructor - PD&R	35	1/2 hr paid	AH	30.04	31.11	32.11	35.36
Buyer/Inventory Control - Financial Services	35	1 hr unpaid	AJ	32.54	33.23	33.59	33.97

Draftsperson/Plans & Records Clerk	35	1 hr unpaid	AJ	32.54	33.23	33.59	33.97
Development Coordinator - PP&R	35	1 hr unpaid	AK	33.01	33.88	34.71	37.22
Senior Buyer - Financial Services	35	1 hr unpaid	AZ	33.56	34.75	35.94	38.30
Transit Coordinator - I&MW	*37.5	1 hr unpaid	AQ	22.47	23.86	24.52	25.20
Transit Coordinator/Maintenance Clerk - I&MW	*37.5	1 hr unpaid	AQ	22.47	23.86	24.52	25.20
Engineering Technologist - I&MW	*37.5	1 hr unpaid	AV	33.54	34.47	35.34	38.03
GIS Specialist - I&MW	*37.5	1 hr unpaid	OK	38.17	38.85	39.54	40.89
Landfill Scale Operator	40	1/2 hr paid	BC	22.47	23.86	24.52	25.20
Janitor Pool Operator	40	1/2 hr paid	*BW	23.59	25.05	25.76	26.47
Dispatcher - I&MW	40	1/2 hr paid	BF	26.82	27.51	27.86	28.24
Project Supervisor - I&MW	40	1 hr unpaid	BJ	27.99	29.03	30.04	32.17
Surveyor - I&MW	40	1 hr unpaid	BJ	27.99	29.03	30.04	32.17
Waste Management Project Coordinator	40	1 hr unpaid	**				
Municipal Works Technologist - I&MW	40	1 hr unpaid	BK	28.93	29.62	30.36	32.57
Right of Way Technologist - I&MW	40	1 hr unpaid	BL	31.45	32.29	33.15	35.68
Environmental Analyst- I&MW	40	1 hr unpaid	AE	28.24	28.97	29.31	29.66
Logistics Clerk -Paramedics	35	1 hr unpaid	AE	28.24	28.97	29.31	29.66
Transportation Assistant - I&MW	40	1 hr unpaid	BU	32.54	33.23	33.59	33.97
Bylaw Enforcement Officer	40	1/2 hr paid	BU	32.54	33.23	33.59	33.97
Transportation Technologist - I&MW	40	1 hr unpaid	OK	38.17	38.85	39.54	40.89
Resident and Family Services Coordinator - GSDL	40	1/2 hr paid	OK	38.17	38.85	39.54	40.89

\* These positions are subject to a Letter of Understanding to determine the hours of work. Rate is effective October 9, 2022

\*\* This position was created for an accommodation

**WPP & WWTP TECHNICIANS & OPERATORS**

				O.I.T.	Licence 1	Licence 2	Licence 3	Licence 4
Operator - WPPTP/WPP - I&MW	40	1/2 hr paid	BR	29.42	30.41	31.40	32.50	33.50
Maintenance Technician WWTP/WPP - I&MW	40	1/2 hr paid	BN	34.77	35.07	35.37	35.69	36.00
Scada Technician - I&MW	40	1/2 hr paid	BP	37.26	37.62	37.95	38.31	38.65

APPENDIX A CUPE 3251 WAGE SCHEDULE OCTOBER 1, 2023 TO SEPTEMBER 30, 2024

1.85%

POSITIONS	HRS/WEEK	Meal Break	RANGE	START	12 mths	24 mths	36 mths
Administrative Clerical Support - HS	35	1 hr unpaid	OC	27.32	28.02	28.38	28.76
Administrative Clerical Support - Childcare	35	1 hr unpaid	OE	30.21	30.92	31.29	31.68
Administrative Support, Parks and Recreation - PD&R	35	1 hr unpaid	OF	31.68	32.36	32.77	33.14
Billing & Collection Analyst	35	1 hr unpaid	OG	33.14	33.84	34.21	34.60
Child Care Advisor - HS	35	1 hr unpaid	OG	33.14	33.84	34.21	34.60
Shared Services Financial Support	35	1 hr unpaid	OG	33.14	33.84	34.21	34.60
Corporate Financial Analyst - Finance Services	35	1 hr unpaid	OH	34.60	35.30	35.67	36.01
Financial Analyst - GSDL	35	1 hr unpaid	OI	36.01	36.74	37.43	38.87
Financial Analyst - Housing	35	1 hr unpaid	OI	36.01	36.74	37.43	38.87
Case Manager - HS	35	1 hr unpaid	OI	36.01	36.74	37.43	38.87
Project & Asset Management Coordinator	35	1 hr unpaid	OI	36.01	36.74	37.43	38.87
Family Support Worker - HS	35	1 hr unpaid	OJ	37.43	38.14	38.88	40.30
Eligibility Review Officer- HS	35	1 hr unpaid	OJ	37.43	38.14	38.88	40.30
Senior Corporate Financial Analyst - Financial Services	35	1 hr unpaid	OJ	37.43	38.14	38.88	40.30
Tourism Coordinator	35	1 hr unpaid	OJ	37.43	38.14	38.88	40.30
Program Coordinator -HS	35	1 hr unpaid	OK	38.88	39.57	40.27	41.65
Housing Stability Coordinator	35	1 hr unpaid	OK	38.88	39.57	40.27	41.65
Planner - PD&R	35	1 hr unpaid	OM	34.62	37.04	39.42	46.65
ITT Infrastructure Analyst	35	1 hr unpaid	OM	34.62	37.04	39.42	46.65
Senior Planner - PD&R	35	1 hr unpaid	ON	46.65	47.56	48.41	51.09
Building Official I	35	1 hr unpaid	OS	37.93	38.56	39.18	40.45
Building Official II	35	1 hr unpaid	OT	41.73	42.37	43.00	44.25
Building Official II - Specialist	35	1 hr unpaid	OT	41.73	42.37	43.00	44.25
Building Official III	35	1 hr unpaid	OU	45.53	46.16	46.78	48.05
Customer Service Representative, Recreation - PD&R	35	1/2 hr paid	AA	24.45	25.13	25.50	25.87
Accounts Payable B - Financial Services	35	1 hr unpaid	AD	27.32	28.02	28.38	28.76
Administrative and Financial Support, GSDL	35	1 hr unpaid	AD	27.32	28.02	28.38	28.76
Administrative Support, Building & By-Law	35	1 hr unpaid	AE	28.76	29.51	29.85	30.21
Customer Service Representative, Billing & Collection	35	1 hr unpaid	AE	28.76	29.51	29.85	30.21
Parking and Licensing Agent - PD&R	35	1 hr unpaid	AE	28.76	29.51	29.85	30.21
Employment Support Worker - S&HS	35	1 hr unpaid	AE	28.76	29.51	29.85	30.21
Accounts Payable A - Finance	35	1 hr unpaid	AF	30.21	30.92	31.29	31.68
Accounting/Box Office Coordinator - Recreation	35	1 hr unpaid	AF	30.21	30.92	31.29	31.68
Committee of Adjustment Secretary - PD&R	35	1 hr unpaid	AF	30.21	30.92	31.29	31.68
Administrative Support - HS	35	1 hr unpaid	AF	30.21	30.92	31.29	31.68
Client Services Representative - Corporate Services	35	1 hr unpaid	AF	30.21	30.92	31.29	31.68
Facilities Rental Clerk - PP&R	35	1 hr unpaid	AF	30.21	30.92	31.29	31.68
Aquatics Lifeguard/Instructor - PD&R	35	1/2 hr paid	AH	30.60	31.69	32.70	36.01
Buyer/Inventory Control - Financial Services	35	1 hr unpaid	AJ	33.14	33.84	34.21	34.60

Draftsperson/Plans & Records Clerk	35	1 hr unpaid	AJ	33.14	33.84	34.21	34.60
Development Coordinator - PP&R	35	1 hr unpaid	AK	33.62	34.51	35.35	37.91
Senior Buyer - Financial Services	35	1 hr unpaid	AZ	34.18	35.39	36.60	39.01
Transit Coordinator - I&MW	*37.5	1 hr unpaid	AQ	22.89	24.30	24.97	25.67
Transit Coordinator/Maintenance Clerk - I&MW	*37.5	1 hr unpaid	AQ	22.89	24.30	24.97	25.67
Engineering Technologist - I&MW	*37.5	1 hr unpaid	AV	34.16	35.11	35.99	38.73
GIS Specialist - I&MW	*37.5	1 hr unpaid	OK	38.88	39.57	40.27	41.65
Landfill Scale Operator	40	1/2 hr paid	BC	22.89	24.30	24.97	25.67
Janitor Pool Operator	40	1/2 hr paid	BW	24.03	25.51	26.24	26.96
Dispatcher - I&MW	40	1/2 hr paid	BF	27.32	28.02	28.38	28.76
Project Supervisor - I&MW	40	1 hr unpaid	BJ	28.51	29.57	30.60	32.77
Surveyor - I&MW	40	1 hr unpaid	BJ	28.51	29.57	30.60	32.77
Waste Management Project Coordinator	40	1 hr unpaid	**				
Municipal Works Technologist - I&MW	40	1 hr unpaid	BK	29.47	30.17	30.92	33.17
Right of Way Technologist - I&MW	40	1 hr unpaid	BL	32.03	32.89	33.76	36.34
Environmental Analyst- I&MW	40	1 hr unpaid	AE	28.76	29.51	29.85	30.21
Logistics Clerk -Paramedics	35	1 hr unpaid	AE	28.76	29.51	29.85	30.21
Transportation Assistant - I&MW	40	1 hr unpaid	BU	33.14	33.84	34.21	34.60
Bylaw Enforcement Officer	40	1/2 hr paid	BU	33.14	33.84	34.21	34.60
Transportation Technologist - I&MW	40	1 hr unpaid	OK	38.88	39.57	40.27	41.65
Resident and Family Services Coordinator - GSDL	40	1/2 hr paid	OK	38.88	39.57	40.27	41.65

\*\* This position was created for an accommodation

**WPP & WWTP TECHNICIANS & OPERATORS**

				O.I.T.	Licence 1	Licence 2	Licence 3	Licence 4
Operator - WPPTP/WPP - I&MW	40	1/2 hr paid	BR	29.96	30.97	31.98	33.10	34.12
Maintenance Technician WWTP/WPP - I&MW	40	1/2 hr paid	BN	35.41	35.72	36.02	36.35	36.67
Scada Technician - I&MW	40	1/2 hr paid	BP	37.95	38.32	38.65	39.02	39.37

APPENDIX A CUPE 3251 WAGE SCHEDULE OCTOBER 1, 2024 TO SEPTEMBER 30, 2025

1.85%

POSITIONS	HRS/WEEK	Meal Break	RANGE	START	12 mths	24 mths	36 mths
Administrative Clerical Support - HS	35	1 hr unpaid	OC	27.83	28.54	28.91	29.29
Administrative Clerical Support - Childcare	35	1 hr unpaid	OE	30.77	31.49	31.87	32.27
Administrative Support, Parks and Recreation - PD&R	35	1 hr unpaid	OF	32.27	32.96	33.38	33.75
Billing & Collection Analyst	35	1 hr unpaid	OG	33.75	34.47	34.84	35.24
Child Care Advisor - HS	35	1 hr unpaid	OG	33.75	34.47	34.84	35.24
Shared Services Financial Support	35	1 hr unpaid	OG	33.75	34.47	34.84	35.24
Corporate Financial Analyst - Finance Services	35	1 hr unpaid	OH	35.24	35.95	36.33	36.68
Financial Analyst - GSDL	35	1 hr unpaid	OI	36.68	37.42	38.12	39.59
Financial Analyst - Housing	35	1 hr unpaid	OI	36.68	37.42	38.12	39.59
Case Manager - HS	35	1 hr unpaid	OI	36.68	37.42	38.12	39.59
Project & Asset Management Coordinator	35	1 hr unpaid	OI	36.68	37.42	38.12	39.59
Family Support Worker - HS	35	1 hr unpaid	OJ	38.12	38.85	39.60	41.05
Eligibility Review Officer- HS	35	1 hr unpaid	OJ	38.12	38.85	39.60	41.05
Senior Corporate Financial Analyst - Financial Services	35	1 hr unpaid	OJ	38.12	38.85	39.60	41.05
Tourism Coordinator	35	1 hr unpaid	OJ	38.12	38.85	39.60	41.05
Program Coordinator -HS	35	1 hr unpaid	OK	39.60	40.30	41.01	42.42
Housing Stability Coordinator	35	1 hr unpaid	OK	39.60	40.30	41.01	42.42
Planner - PD&R	35	1 hr unpaid	OM	35.26	37.73	40.15	47.51
ITT Infrastructure Analyst	35	1 hr unpaid	OM	35.26	37.73	40.15	47.51
Senior Planner - PD&R	35	1 hr unpaid	ON	47.51	48.44	49.31	52.04
Building Official I	35	1 hr unpaid	OS	38.63	39.27	39.90	41.20
Building Official II	35	1 hr unpaid	OT	42.50	43.15	43.80	45.07
Building Official II - Specialist	35	1 hr unpaid	OT	42.50	43.15	43.80	45.07
Building Official III	35	1 hr unpaid	OU	46.37	47.01	47.65	48.94
Customer Service Representative, Recreation - PD&R	35	1/2 hr paid	AA	24.90	25.59	25.97	26.35
Accounts Payable B - Financial Services	35	1 hr unpaid	AD	27.83	28.54	28.91	29.29
Administrative and Financial Support, GSDL	35	1 hr unpaid	AD	27.83	28.54	28.91	29.29
Administrative Support, Building & By-Law	35	1 hr unpaid	AE	29.29	30.06	30.40	30.77
Customer Service Representative, Billing & Collection	35	1 hr unpaid	AE	29.29	30.06	30.40	30.77
Parking and Licensing Agent - PD&R	35	1 hr unpaid	AE	29.29	30.06	30.40	30.77
Employment Support Worker - S&HS	35	1 hr unpaid	AE	29.29	30.06	30.40	30.77
Accounts Payable A - Finance	35	1 hr unpaid	AF	30.77	31.49	31.87	32.27
Accounting/Box Office Coordinator - Recreation	35	1 hr unpaid	AF	30.77	31.49	31.87	32.27
Committee of Adjustment Secretary - PD&R	35	1 hr unpaid	AF	30.77	31.49	31.87	32.27
Administrative Support - HS	35	1 hr unpaid	AF	30.77	31.49	31.87	32.27
Client Services Representative - Corporate Services	35	1 hr unpaid	AF	30.77	31.49	31.87	32.27
Facilities Rental Clerk - PP&R	35	1 hr unpaid	AF	30.77	31.49	31.87	32.27
Aquatics Lifeguard/Instructor - PD&R	35	1/2 hr paid	AH	31.17	32.28	33.30	36.68
Buyer/Inventory Control - Financial Services	35	1 hr unpaid	AJ	33.75	34.47	34.84	35.24

Draftsperson/Plans & Records Clerk	35	1 hr unpaid	AJ	33.75	34.47	34.84	35.24
Development Coordinator - PP&R	35	1 hr unpaid	AK	34.24	35.15	36.00	38.61
Senior Buyer - Financial Services	35	1 hr unpaid	AZ	34.81	36.04	37.28	39.73
Transit Coordinator - I&MW	*37.5	1 hr unpaid	AQ	23.31	24.75	25.43	26.14
Transit Coordinator/Maintenance Clerk - I&MW	*37.5	1 hr unpaid	AQ	23.31	24.75	25.43	26.14
Engineering Technologist - I&MW	*37.5	1 hr unpaid	AV	34.79	35.76	36.66	39.45
GIS Specialist - I&MW	*37.5	1 hr unpaid	OK	39.60	40.30	41.01	42.42
Landfill Scale Operator	40	1/2 hr paid	BC	23.31	24.75	25.43	26.14
Janitor Pool Operator	40	1/2 hr paid	BW	24.47	25.98	26.73	27.46
Dispatcher - I&MW	40	1/2 hr paid	BF	27.83	28.54	28.91	29.29
Project Supervisor - I&MW	40	1 hr unpaid	BJ	29.04	30.12	31.17	33.38
Surveyor - I&MW	40	1 hr unpaid	BJ	29.04	30.12	31.17	33.38
Waste Management Project Coordinator	40	1 hr unpaid	**				
Municipal Works Technologist - I&MW	40	1 hr unpaid	BK	30.02	30.73	31.49	33.78
Right of Way Technologist - I&MW	40	1 hr unpaid	BL	32.62	33.50	34.38	37.01
Environmental Analyst- I&MW	40	1 hr unpaid	AE	29.29	30.06	30.40	30.77
Logistics Clerk -Paramedics	35	1 hr unpaid	AE	29.29	30.06	30.40	30.77
Transportation Assistant - I&MW	40	1 hr unpaid	BU	33.75	34.47	34.84	35.24
Bylaw Enforcement Officer	40	1/2 hr paid	BU	33.75	34.47	34.84	35.24
Transportation Technologist - I&MW	40	1 hr unpaid	OK	39.60	40.30	41.01	42.42
Resident and Family Services Coordinator - GSDL	40	1/2 hr paid	OK	39.60	40.30	41.01	42.42
** This position was created for an accommodation							

**WPP & WWTP TECHNICIANS & OPERATORS**

				OIT	Licence 1	Licence 2	Licence 3	Licence 4
Operator - WPPTP/WPP - I&MW	40	1/2 hr paid	BR	30.51	31.54	32.57	33.71	34.75
Maintenance Technician WWTP/WPP - I&MW	40	1/2 hr paid	BN	36.07	36.38	36.69	37.02	37.35
Scada Technician - I&MW	40	1/2 hr paid	BP	38.65	39.03	39.37	39.74	40.10

**Letter of Understanding**  
**Between**  
**The Corporation of the City of Cornwall**  
**And**  
**The Canadian Union of Public Employees Local 3251**

**The parties agree:**

1. To establish a committee made up of equal representation from CUPE Local 3251 and Management to develop a new Joint Job Evaluation Plan (JJEP) and the necessary tool(s) to administer the plan.
2. The committee will also be responsible to develop a corresponding Pay Equity Plan (PEP) and the necessary tool(s) to administer the PEP plan.
3. The committee will convene no later than 2 months after the ratification of the agreement and will meet once every three months thereafter or as needed.
4. The committee will develop and implement the above-mentioned plans within eighteen (18) months of the date of this agreement.
5. That any changes to Article 6 of the collective agreement because of this agreement will be made once the plans are finalized.

Dated at Cornwall, Ontario this 20<sup>th</sup> day of July, 2022.

For CUPE 3251

For the City of Cornwall

[Signature]  
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[Signature]  
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**LETTER OF UNDERSTANDING**

**Article 18- General**

**Between**

**The Corporation of the City of Cornwall**

**And**



**The Canadian Union of Public Employees Local 3251**

The parties agree:

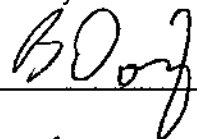

1. To establish a committee made up of equal representation from CUPE Local 3251 and Management to develop a new uniform point system.
2. The uniform point system will detail the uniform clothing and points that will be provided to CUPE 3251 employees and the points necessary for the "purchase" of the uniforms.
3. The uniforms that are currently supplied shall be maintained through this process.
4. The committee will develop and implement the above-mentioned plan within eighteen (18) months of the date of this agreement.

Dated at Cornwall, Ontario this 20<sup>th</sup> day of July 2022.

For CUPE 3251

  
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For the City of Cornwall

  
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**LETTER OF UNDERSTANDING**

**Between**

**The Corporation of the City of Cornwall (the "Employer")**

**-and-**

**The Canadian Union of Public Employees Local 3251 (the "Union")**

**Together the "Parties"**

**Re: Change to Hours of Work for Specified Positions**

**Whereas** the Employer is willing to expand the hours of work from 37.5 hours per week to 40 hours per week for the following positions:

- Transit Coordinator- I&MW
- Transit Coordinator/Maintenance Clerk - I&MW
- Engineering Technologist - I&MW
- GIS Specialist - I&MW

**And whereas** the Employer is also willing for these positions to remain at 37.5 hours per week;

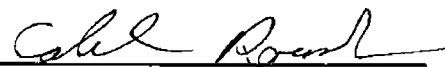
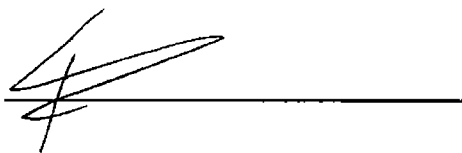
**And whereas** the Employer has agreed the Union can make the decision on this issue in consultation with the affected employees;

**And whereas** the final determination must be inclusive of all the above classifications;



**Therefore**, the Union will notify management of their decision no later than 2 months from signing date of this LOU.

Dated at Cornwall, Ontario this 21<sup>st</sup> day of July 2022.

For CUPE 3251

  
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For the City of Cornwall

  
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**Memorandum of Agreement**  
**Between**  
**The Corporation of the City of Cornwall (the “Employer”)**  
**And**  
**The Canadian Union of Public Employees Local 3251 (the “Union”)**  
**Together the “Parties”**

**Re: Negotiated Personal Leave for Part-Time Employees**

**Whereas** during the negotiations for a renewal Collective Agreement the Parties agreed that part-time employees shall be entitled to a prorated amount of Personal Leave;

**And whereas** the agreed to language with the change to the Personal Leave entitlement for part-time employees did not define an effective date;

**Therefore** the effective date of the change to Personal Leave entitlement is August 8, 2022, the date of ratification by both CUPE 3251 and the City of Cornwall.

**Therefore** part-time employees with a set number of hours per week will be entitled to a prorated amount of Personal Leave based upon the date of ratification. The amount of this proration will be 5/12ths of the additional Personal Leave entitlement.

**Therefore** part-time employees with no set hours per week will be entitled to Personal Leave based upon the number hours worked per quarter of the year. The Personal Leave will be calculated and added to the Personal Leave bank every quarter. This will be effective based upon the August 8, 2022 ratification date.

Dated at Cornwall, Ontario this 19th day of September 2022.

**For CUPE 3251**

Caleb Row

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**For the City of Cornwall**

Bruce Dorig

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**Memorandum of Agreement**

**Between**

**The Corporation of the City of Cornwall (the “Employer”)**

**And**

**The Canadian Union of Public Employees Local 3251 (the “Union”)**

**Together the “Parties”**

**Re: Hours and Wage Rates for Janitor/Pool Operators**

**Whereas** during the negotiations for a renewal Collective Agreement the position of Janitor/Pool Operator was omitted from the agreed to wage schedule;

**And whereas** the Parties agree to add the Janitor/Pool Operator position to the wage schedule;

**And whereas** Janitor/Pool Operators were paid at the BC wage rate prior to negotiations and were scheduled to work forty-two (42) hours per week;

**And whereas** the Parties agree that the Janitor/Pool Operators will work an average of forty (40) hours per week effective October 1, 2022;

**And whereas** the Parties agree that the Janitor/Pool Operators shall not lose pay for the adjustment to the scheduled working hours;

**Therefore** the BW classification and wage rate for Janitor/Pool Operator will be created effective October 9, 2022. The incremental steps for BW will be:

- Start            \$23.60
- 12 months    \$25.05
- 24 months    \$25.75
- 36 months    \$26.47

These wage rates and increments reflect the negotiated general wage increase for October 1, 2021, and October 1, 2022.

**Therefore** the new schedule with the Janitor/Pool Operators working an average of forty (40) hours per week shall begin October 9, 2022.

Dated at Cornwall, Ontario this 19th day of September 2022.

**For CUPE 3251**

*Carlton Ross*  
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**For the City of Cornwall**

*Bruce Doring*  
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Memorandum of Agreement

Between

The Corporation of the City of Cornwall (the "Employer")

And

The Canadian Union of Public Employees, Local 3251 (the "Union")

**Whereas** the Union and the Employer discussed the difficulties in the recruitment and retention of qualified employees for Municipal Planner positions;

**And Whereas** the Union and the Employer discussed the creation of a Planning Technician position;

**And Whereas** the Union and the Employer discussed splitting the current Planner wage grid in two, to allow for a new wage grid for the Planning Technician and Planner positions;

**The parties agree as follows:**

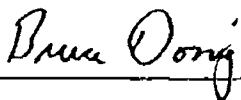
- 1) Effective January 1, 2023, to September 30, 2023, there will be new wage grids and rates, listed below, for the positions of Planner and Planning Technician;
- 2) Future General Wage Increases will be applied to the new wage grids and rates.

Position	Code	Start	12 Months	24 Months	36 Months
Planner	OO	39.90	41.87	43.84	45.81
Planning Technician	OL	33.99	35.96	37.93	39.90

Dated at Cornwall, Ontario, this 9th day of December 2022.

For the City of Cornwall

For CUPE 3251



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