

COLLECTIVE AGREEMENT

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 1165-6)
(Hereinafter referred to as CUPE or Union)



-AND-

**NIPISSING-PARRY SOUND STUDENT TRANSPORTATION
SERVICES**

(Hereinafter referred to as the Nipissing-Parry Sound Student
Transportation Services or Employer)



Term: September 1, 2022 to August 31, 2026

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ARTICLE 1 – PURPOSE

- 1.01** The purpose of this Agreement is to establish the terms and conditions of employment of all members of the bargaining unit of CUPE employed by the Nipissing-Parry Sound Student Transportation Services, including salaries, benefits, working conditions and other matters, and to provide a fair and expeditious procedure for the resolution of grievances, which may arise.

ARTICLE 2 – RECOGNITION AND SCOPE

- 2.01** The Nipissing-Parry Sound Student Transportation Services recognizes CUPE as the exclusive bargaining agent authorized to negotiate and to participate in the administration of this Agreement on behalf of all office, clerical and technical employees employed by the Nipissing-Parry Sound Student Transportation Services, save and except Supervisors and persons above the rank of Supervisors, Executive Assistants, Human Resources staff, and students hired during the summer period.

2.02 Work of the Bargaining Unit

Employees whose jobs are not in the bargaining unit shall not work on any jobs, which are included in the bargaining unit except in cases agreed to by the Union or in cases of emergency. No bargaining unit work shall be done under the auspices of an Ontario Works (workfare) or similar program.

- 2.03** Both parties recognize that each has the right to have other advisor, agent, counsel, solicitor, or other duly authorized representatives to assist, advise, or represent it in all matters pertaining to the negotiations and administration of this Collective Agreement.

2.04 Definitions

Full-time employee – Any person who is permanently employed for more than seventeen and a half (17 ½) hours per week.

Part-time employee – Any person who is permanently employed for seventeen and a half (17 ½) hours or less per week.

Part-time employees may work more than seventeen and a half (17 ½) hours per week on a temporary basis to cover absences due to illness/accident, vacations, leaves of absence and still retain part-time status. Assignments relative to this type of absence shall be for periods not exceeding six (6) months. Where it is known that such assignments will exceed a continuous period of thirty (30) working days, the posting provisions of this Agreement shall apply. A part-time employee shall be entitled to all rights, benefits and privileges of this Collective Agreement unless specifically referenced otherwise.

Temporary employee – A temporary employee is a person who is hired to replace a full-time or part-time employee who is absent or to fill other vacancies on a job posting and will be paid the rate of the classification.

2.05 Correspondence

- a) All correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Executive Director or designate and President of Local 1165 or designate with a copy to be provided to the Local Union steward.
- b) The Employer shall notify the Union of all hiring, resignations, retirements, promotions, demotions, deaths, or other terminations of employment.

2.06 New Employees

The Nipissing-Parry Sound Student Transportation Services agrees to acquaint new employees with the fact that a Collective Agreement is in effect and will provide employees with copies of the Collective Agreement within fifteen (15) days from the date of hire. The Employer will introduce the new employee to their Union Steward or representative, as designated by the Union. The representative designated by the Union will be given an opportunity to meet privately with each new employee during the first fifteen (15) days of employment to acquaint them with the structure, benefits, and duties of Union membership. A maximum of sixty (60) minutes will be allowed for this purpose within regular working hours and without loss of pay for either employee.

2.07 No Other Agreements

No employee shall be required or permitted to make a written or verbal agreement with the Employer or his representatives, which may conflict with the terms of this Collective Agreement.

2.08 When the context so requires, the singular shall include the plural.

2.09 The Consortium shall mean the Nipissing-Parry Sound Student Transportation Services, unless otherwise indicated.

ARTICLE 3 – MANAGEMENT RIGHTS AND RESPONSIBILITIES

3.01 The Union recognizes that it is the right of the Nipissing-Parry Sound Student Transportation Services to manage the affairs of the operation to hire, direct, promote, demote, classify, transfer, lay-off, suspend, to discipline employees and to direct the working force of the Nipissing-Parry Sound Student Transportation Services subject to the terms of this Agreement. The Nipissing-Parry Sound Student Transportation Services shall not exercise its rights to direct the working force in a discriminatory manner. The Nipissing-Parry Sound Student Transportation Services agrees not to discharge or discipline except for just cause.

3.02 The Nipissing-Parry Sound Student Transportation Services also has the right to make, alter and enforce from time to time rules and regulations to be observed by the employees, but such rules and regulations shall not be contrary to the terms of this Agreement.

3.03 The Nipissing-Parry Sound Student Transportation Services agrees that these functions will be exercised in a manner consistent with the provisions of this Agreement. If the Nipissing-Parry Sound Student Transportation Services has exercised any of these rights in a manner inconsistent with any provision of this Agreement, it may be the subject of a grievance.

ARTICLE 4 – UNION REPRESENTATION

4.01 The Nipissing-Parry Sound Student Transportation Services recognizes the right of CUPE to represent a member at any meeting where the conduct or competence of the member is being discussed.

4.02 The Union shall advise the Employer in writing of the names of its officers, steward, any designates and members of various committees and any changes thereto.

4.03 The Employer shall recognize a Bargaining Committee of not more than two employees to be elected or otherwise appointed by the Union. Time spent attending joint Bargaining Committee meetings shall be with pay.

4.04 The Union will have the right at any time to have the assistance of Representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such Representatives will have access to the Employer's premises in order to deal with any matters arising out of this Collective Agreement.

4.05 Stewards or Grievance Committee members must obtain permission from the Executive Director or designate before absenting themselves from their workplace in order to deal with grievances with the Employer. Union officers must obtain permission from the Executive Director or designate before absenting themselves from the workplace in order to deal with the Employer in matters related to this Agreement. Stewards, Grievance Committee members and Union officers shall suffer no loss of wages or benefits for such purposes.

4.06 Meetings between the parties shall be held at times mutually agreed to by the parties, unless specifically referenced otherwise in this Agreement.

4.07 Union Leave

- a) An employee elected or appointed to represent the Union at a conference, convention or other Union business shall be granted a leave of absence, without loss of seniority and without pay to attend to the business for which leave is requested, provided;
 - i) Such leave shall be requested, in writing, to the Executive Director or designate at least two (2) weeks in advance identifying the period of absence and attendee(s). Under unusual circumstances where the Union cannot provide two weeks advance notice, the Union shall

forward pertinent information by fax or by email to the Executive Director or designate requesting the leave.

- ii) The Union recognizes that no more than two (2) employees may be absent at any given time.

- b) An employee granted a leave of absence for Union business in 4.06 (a) shall receive their normal pay for the period of the leave. The Nipissing-Parry Sound Student Transportation Services will invoice the Union for the full cost of wages and benefits and the Union will reimburse the Nipissing-Parry Sound Student Transportation Services within thirty (30) days following receipt of the invoice.

4.08 Employee Contact Information

The Employer will provide to the Union a list of all the employees in the bargaining unit. The list will include each person's name, job title/classification, home mailing address, home telephone number (and other available personal telephone numbers, such as cellular numbers). The list will also indicate the Employee's work site and employment status (such as full-time, part-time, temporary, seasonal, casual), and if the employee is on a leave of absence, the nature of the leave. The employee contact list will be provided in an electronic spreadsheet to the Union contact designated by the executive twice per year, no later than January 31 and July 31.

ARTICLE 5 – NO DISCRIMINATION

5.01 There shall be no discrimination by the Employer, the Union, or any employee against any employee because of membership, or non-membership in any lawful Union or because of sex, race, colour, creed, age, marital status, nationality, ancestry, place of origin, sexual orientation or political affiliation, or any other prohibition of the Human Rights Code.

5.02 The parties believe in the prevention of workplace violence and harassment and promoting a violence and harassment-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence or harassment is unacceptable conduct. Workplace violence and harassment in any form erodes the mutual trust and confidence that are essential to all employees.

ARTICLE 6 – CHECK-OFF OF UNION DUES

6.01 It is agreed by the parties hereto that there shall be a compulsory check-off upon all employees who come within the unit to which this Agreement applies, and it shall continue during the term of this Agreement.

6.02 Dues Check Off and Release of Information

The Employer shall forward such deductions to the Secretary-Treasurer or designate, of the National Union not later than the 15th of the month following the month in which the deductions were made. Such remittance shall be accompanied with an electronic list of the names, wages, and union due deduction of all employees from whose wages the deductions have been made. The list shall also indicate the amount of dues deducted from each employee. The Employer shall forward a copy of this electronic list to the secretary-treasurer or designate, of the local.

6.03 The Union agrees to forward to the Nipissing-Parry Sound Student Transportation Services in writing the amount of dues deductions to be made. An amendment to the current dues deduction shall be presented to the Executive Director or designate in writing and shall only take effect in the month following the month the amendments were received by the Employer.

6.04 T4 Income Tax slips issued by the Nipissing-Parry Sound Student Transportation Services shall state the amount of Union dues deducted.

6.05 The Union shall indemnify and save the Nipissing-Parry Sound Student Transportation Services harmless from any claims, suits, attachments, and any form of liability as a result of such deductions authorized by the Union.

ARTICLE 7 – UNION ACTIVITIES

7.01 The Union shall not conduct Union activities during working hours or on the Employer's premises except as expressly provided herein.

7.02 The Union shall be allowed to use electronic mail for the purpose of communicating appropriately with its members.

7.03 The Nipissing-Parry Sound Student Transportation Services shall provide for the use of the Union space on an existing bulletin board at appropriate locations.

ARTICLE 8 – NO STRIKES OR LOCKOUTS

8.01 The Union agrees that there shall be no strike or slowdown during the term of this Agreement on the part of the employees represented by the Union. The Nipissing-Parry Sound Student Transportation Services agrees that there shall be no lockout during the term of this Agreement. The terms "strike and lockout" shall be as defined in the Ontario Labour Relations Act as amended from time to time.

ARTICLE 9 – SENIORITY, LAYOFFS & RECALL

9.01 Seniority

The Nipissing-Parry Sound Student Transportation Services shall maintain a seniority list of all employees of the bargaining unit. Seniority shall mean an

employee's continuous service with the Nipissing-Parry Sound Student Transportation Services or predecessor Board from date of hire. When addressing seniority issues, all ties shall be broken in the following order.

- a) By lot in the presence of the bargaining unit President (or designate) and the affected members, if so desired, by placing in a hat the names of the members who are tied. The Executive Director or designate will draw the names. The first name drawn is to be the most senior, and so on, until the names of all persons tied have been drawn.
- b) All employees hired prior to August 31, 2019, will retain their initial date of hire and/or adjusted date of hire and ranking.
- c) All employees hired after August 31, 2019, will retain their date of hire.

9.02 Seniority is a principle of granting preference to employees within the bargaining unit for promotion, demotion, transfer, lay-off and recalls after lay-off. Seniority shall operate on a bargaining-unit-wide basis. Seniority shall be based on the length of continuous service with the Employer.

9.03 Seniority lists shall be posted on the bulletin boards yearly by January 31, showing the name, classification, and seniority date. A copy of this seniority list shall be provided via email to the President of Local 1165 or designate and to the Local Union Vice-President. Employees shall have thirty (30) days from posting the seniority list in which to file written objections to the Executive Director or designate. The Executive Director or designate will inform the President of the Union or designate and the parties shall endeavour to resolve the issue. If in the opinion of both parties the objection is valid, an amended seniority list will be issued.

Communication with an employee who is on an extended period of absence at the time of the posting of the seniority list shall be by the Union and/or the Employer as reasonable or appropriate in the circumstances.

9.04 An employee who is absent from work due to an approved leave of absence shall continue to accumulate seniority.

9.05 Probationary Employees

New employees shall be considered probationary employees until they have completed three (3) months of continuous service from the date of hire. A probationary employee shall be entitled to all the rights, benefits and privileges of the Collective Agreement unless specifically referenced otherwise. The probationary period may be extended by mutual agreement of the parties.

A probationary employee may not apply to another position until the probationary period is completed except where an employee wishes to supplement their hours of work provided this does not impair their ability to perform the responsibility of their existing position.

9.06 Transfer and Seniority Outside the Bargaining Unit

An employee who accepts a temporary position or relieves in a position outside the bargaining unit for a period of up to twelve (12) months shall retain their seniority acquired to the date of leaving the unit including the above mentioned period, and the employee will not accumulate any further seniority beyond this period. If the employee returns to the bargaining unit within the maximum twelve (12) months of leaving, such employee shall be returned to their original position. If that position no longer exists, then bumping rights will be in effect. At the expiration of the maximum of the twelve (12) month period of temporary relief, the employee shall lose all seniority rights unless an extension may be required for situations such as Long Term Disability, medical leave, pregnancy or parental leave and the Union agrees to enter into an agreement to extend the period to a length applicable to the situation.

It is further understood that while on leave, the employee will pay an amount equal to the percentage of union dues on wages earned.

9.07 Loss of Seniority

Employees shall be removed from the seniority list and terminated when the employee:

- i) Retires or resigns and does not withdraw within 3 days.
- ii) Is discharged for just cause and is not reinstated.
- iii) Fails to return to work after the completion of a leave of absence, which has been granted by the Employer, except where the reason is acceptable to the Employer.
- iv) Fails to return to work within 10 calendar days following receipt of a recall notice via registered mail/priority post. It is the responsibility of the employee to notify the Nipissing-Parry Sound Student Transportation Services if unable to return to work on the specified date. It is also the responsibility of the employee to ensure the Nipissing-Parry Sound Student Transportation Services has the current address.
- v) Is laid off for a period of 2 years
- vi) Is absent from work without permission for three (3) or more consecutive working days without providing a reason acceptable to the employer.

The Employer shall notify the employee and the union in writing of any termination of employment resulting from the above.

9.08 Lay-Off and Recall (Applicable to employees in a permanent posted position)

- a) Definition of Lay-Off - A lay-off shall be defined as a reduction in the workforce or a reduction in the regular hours of work as defined in this Agreement.
- b) Unless the Employment Standards Act is more favourable to the employees the Nipissing-Parry Sound Student Transportation Services shall notify employees who are to be laid off fifteen (15) working days prior to the effective date of lay-off. If the employee has not had the opportunity to work during the lay-off notice period, the employee shall be paid the days for

which work was not made available. Copies of lay-off notices shall be sent to the Union.

- c) Both parties recognize that job security shall increase in proportion to the length of service. Therefore, the Nipissing-Parry Sound Student Transportation Services agrees that in the event of lay-off, employees shall be laid off in reverse order of their seniority and where employees are recalled, they shall be recalled in the reverse order in which they were laid off.

The laid off employee may bump a junior employee provided the employee has the ability, knowledge, training, and qualification to perform the work. Laid off employees must exercise their bumping rights within five (5) days of being notified of lay-off.

If the employee's selection to bump into a position is denied, the Employer will provide the employee in writing with the reasons why the employee was not able to bump.

9.09 Retention of seniority is defined in Article 9.07.

- a) Notice of recall shall be made by priority post to the last known address. Such notice shall require a receiving signature. The Union will be provided with a copy of the recall notice.
- b) It shall be the employee's responsibility to ensure the Nipissing-Parry Sound Student Transportation Services has the current address.
- c) The employee must notify the Executive Director or designate of their intent to report for work within 10 calendar days following receipt of a recall notice.
- d) Employees on lay-off shall be given preference for temporary vacancies, which are expected to exceed ten (10) working days.

9.10 Grievance on Lay-Offs

Grievances concerning lay offs shall be initiated at Step 2 of the grievance procedure.

ARTICLE 10 – JOB POSTING

- 10.01** a) When new jobs are created and vacancies occur which the Employer intends to fill, the Nipissing-Parry Sound Student Transportation Services shall post the position in all work locations for seven (7) working days. Applications for the posted positions shall be in writing. Copies of job postings shall be sent to the President of Local 1165 or designate and to the Local Union steward.

The posting shall contain the following information: classification, location, qualifications, hours of work, required knowledge, skills, ability and rate of pay.

- b) All temporary vacancies that exceed thirty (30) working days or are anticipated to exceed thirty (30) working days shall be posted in accordance with Article 10.01 (a) above. Employees filling temporary vacancies shall upon completion revert to their former position, place of work, classification and wage held immediately preceding the assignment to the temporary position.
- c) All temporary vacancies that exceed thirty (30) working days or are anticipated to exceed thirty (30) working days shall be posted in accordance with Article 10.01 (a) above. All temporary vacancies are to be filled by temporary employees except where a permanent part-time employee wishes to supplement their hours of work provided this does not impair their ability to perform the responsibilities of their permanent position. A temporary vacancy is defined as a vacancy whereby the permanent employee is absent or other vacancies for thirty (30) days or less.

All temporary vacancies that exceed or are anticipated to exceed three months shall be posted in accordance with Article 10.01 (a) above. Any permanent employee may apply to these positions.

An employee applying for and selected as the successful applicant for a temporary position shall not be entitled to bid on another temporary position until the assignment is completed or upon the return of the permanent employee.

(Vacancies: Up to 30 days = does not have to be posted – use of temps;
After 30 days and up to 3 months = part-time to increase hours and/or temps; After 3 months = anyone can apply)

10.02 No Outside Advertising

No outside advertisement for any vacancy shall be placed until the applications of present Union members have been fully processed.

- 10.03** No full-time position shall be eliminated by reason of the duties being assigned to one or more part time (casual) employees.

10.04 Classifications

When a new position is created, or an existing position reclassified, the Employer will set a rate for the position and immediately notify the Union. If this rate is acceptable to the Union, it will become the rate for the job. If the rate is not acceptable to the Union, the Union will advise the Employer and negotiations will then take place between the parties in an effort to establish a rate, which is mutually satisfactory. If the parties are unable to reach an agreement, the matter will be submitted to arbitration. The Arbitrator shall have full power to establish the salary structure. The new rate will apply retroactively to the time the position was first filled by the employee.

ARTICLE 11 – GRIEVANCE AND ARBITRATION PROCEDURE

11.01 Application

Where a difference arises between the parties hereto, or between the employees and the Employer relative to the interpretation, application, or administration of this Agreement including any question as to whether the matter is arbitrable, or whether an allegation is made that this Agreement has been violated, the matter shall be dealt with in the following manner:

11.02 Employees' Complaints and Grievances

It is agreed that an employee has no grievance until they are given the Executive Director or designate an opportunity to adjust their complaint.

The aggrieved employee(s) will submit the grievance to their steward. If the employee's steward is absent, they may submit the grievance to a designate. At each step of the grievance procedure, the grievor shall have the right to be present.

11.03 Step 1

The Union will submit a written grievance form to the Executive Director or designate within ten (10) working days from the time the employee brought the matter to the attention of the Executive Director or designate. The Executive Director or designate will reply in writing within ten (10) working days.

11.04 Step 2

Failing settlement being reached in Step 1, the steward may, within ten (10) working days, submit the written grievance to the Executive Director or designate. The steward and the Executive Director or designate shall meet within five (5) working days of the receipt of the written grievance. The Executive Director or designate shall reply in writing within ten (10) working days of the meeting.

Step 3

If the grievance is not deemed settled on the basis of the answer in Step 2, the Union shall, within ten (10) working days of the receipt of the answer given in Step 2, notify the Executive Director or designate, in writing, of its desire to submit the grievance to arbitration and/or mediation.

11.05 Group or Policy Grievance

Where a dispute involving a question of general application or interpretation occurs, or where the Union/Employer or group of employees are affected, the Union/Executive Director or designate shall commence the grievance at Step 2. The timelines for a group or policy grievance shall be ten (10) working days from the time the Union/Employer or group of employees became aware of the circumstances giving rise to the grievance, or after the date when the event could reasonably have been detected.

11.06 Discharge or Discipline Grievances

In the case of a discharge or discipline grievance, the matter may be initiated by the aggrieved employee in writing within ten (10) working days of the discharge or discipline at Step 2 of the grievance procedure.

11.07 Probationary Employees

It is agreed that the dismissal of a probationary employee shall not be made the subject of a grievance.

11.08 Witnesses

At Steps 1 and 2 of the grievance procedure or at arbitration, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses. All reasonable arrangements will be made to permit the conferring parties to have access to any part of the Employer's premises, which may be relevant to the settlement of the grievance to view any working conditions.

11.09 Time Limits

The time limits fixed in the grievance procedure may be extended by mutual consent in writing of the parties to this Agreement.

11.10 Enforcement

Grievance settlements at any stage of the grievance procedure shall be binding upon both parties and shall be subject to enforcement in the same manner as a decision under the arbitration procedure.

11.11 Authority

Discharge or discipline grievances may be settled by confirming the Employer's actions in dismissing or disciplining employees, or by reinstating the employees with full, partial, or no compensation for time lost, or by any other arrangement which is just and equitable in the opinion of the parties, or of the arbitrator.

11.12 Arbitration

Application

Any difference of opinion relating to interpretation, administration, application, or alleged violation of this Agreement, which cannot be settled after exhausting the grievance procedure shall be settled by arbitration as follows:

- a) Arbitrator – The Employer and the Union shall choose a mutually agreeable arbitrator who shall hear the arbitration. Should the Employer and the Union fail within thirty (30) days to agree to an arbitrator, either party may apply to the Ministry of Labour requesting the appointment of an arbitrator. The parties shall indicate to the Ministry of Labour the names of those persons whom they failed to agree upon, and the Ministry of Labour shall not appoint one of the persons named. The arbitrator shall hear the evidence of both parties and shall render his decision within thirty (30) days of the completion of taking evidence. The decision of the arbitrator shall be final and binding and enforceable on both parties. The parties shall jointly and equally bear

the expenses of the arbitrator and any costs of the place of hearing of such arbitration if and when the necessity arises.

b) Powers of the Arbitrator

The arbitrator shall not have the power to add to or subtract from or change the provisions of this Collective Agreement in any manner whatsoever.

c) Mediation

The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and may extend the time limits for the request for arbitration. The parties will share equally the fees and expenses, if any, of the mediator.

11.13 a) No employee shall be discharged, suspended, or disciplined without just cause. Such employee and the Union shall be advised in writing by the Employer of the reason for such action.

b) An employee shall have the right to the presence of their steward at any meeting, which the Employer expects will result in disciplinary action. The Employer shall notify the employee of this right in advance.

ARTICLE 12 – ACCESS TO FILES

12.01 The personnel file respecting an employee shall be maintained in the Human Resources Department of the Nipissing-Parry Sound Student Transportation Services and shall be available and open to the employee and/or a person authorized in writing to act on the employee's behalf for inspection in the presence of the Executive Director or designate at any reasonable time during the regular working hours of the Nipissing-Parry Sound Student Transportation Services.

The employee may make a copy of such information and may be accompanied by one other person who shall have access to such information at the request of the employee.

If the employee disputes the accuracy or completeness of any such information other than an evaluation, the Nipissing-Parry Sound Student Transportation Services shall, within twenty (20) working days from receipt of a written request by the employee stating the alleged inaccuracy either confirm, amend or remove the information.

Where the Nipissing-Parry Sound Student Transportation Services amends or removes information as outlined in this article, the Nipissing-Parry Sound Student Transportation Services shall at the request of the employee notify all persons who received a report based on the prior information.

No later than two (2) years after the date of issue, or less at the discretion of the Executive Director or designate, any disciplinary documents contained within an

employee's personnel records and files shall be removed and returned to the employee unless further disciplinary action has occurred for the same or similar offence within that period.

No later than one (1) year after the date of issue, or less at the discretion of the Executive Director or designate, any adverse work performance related correspondence contained within an employee's personnel records and files shall be removed and returned to the employee unless a further adverse job-related issue has occurred for the same or similar issue within that period.

This does not apply to documents or correspondence, which the Nipissing-Parry Sound Student Transportation Services is required to retain by law. These will be kept in a sealed envelope separate from the employee's files and will only be opened when the Nipissing-Parry Sound Student Transportation Services is required by law to open them.

ARTICLE 13 – ANNUAL VACATIONS

(Applicable to employees in permanent posted positions)

Annual vacation is based on September 1 to August 31.

13.01 Twelve-month - Employees shall receive annual vacations with pay in accordance with the employee's years of employment as follows: For annual vacation purposes only, the increase of vacation entitlement will become effective on the employee's anniversary date and will be prorated for that year. Vacation for part-time permanent employees shall be pro-rated in accordance with their regular hours of work.

An employee will be granted and shall take their vacation at such time or times as the Employer finds most suitable, in accordance with Article 13.02 below, considering in each case the employee's seniority, their wishes, and the efficient operation of the NPSSTS. It is agreed that no request will be unreasonably denied.

Employees in a permanent position shall receive two (2) annual floater days with pay to be taken at either the Christmas or March break.

All vacation credits and deductions, including the floater day, shall be posted to the employee's absence record on a monthly basis. Employees shall be given access to view their electronic record of accumulated credits and deductions.

Up to 5 years of continuous service	15 days
After 5 years of continuous service	20 days
After 10 years of continuous service	23 days
After 15 years of continuous service	25 days
After 21 years of continuous service	26 days
After 22 years of continuous service	27 days
After 23 years of continuous service	28 days
After 24 years of continuous service	29 days
After 25 years of continuous service	30 days

Part-time employees (not in a permanent posted position) shall receive vacation pay at the rate of 4% of gross regular wages paid on a bi-weekly basis.

An employee shall be entitled to carry over vacations from one year to the next provided that such credits standing to his account at no time exceed ten (10) days.

13.02 Vacation requests must be provided in writing on the appropriate form and approved by the Executive Director or designate. Requests for more than one day will be submitted no less than 10 working days prior to the first day of the requested vacation. A response will be provided no more than 5 working days following receipt of the request. Should two or more requests be received at the same time for the same date or dates and operational requirements prohibit the approval of all requests, seniority will be the deciding factor pursuant to Article 9.02 of this Agreement in the event that the conflict cannot be resolved by mutual consent of all parties involved.

13.03 Should an employee's vacation period fall during a paid statutory holiday; the employee shall be entitled to schedule another day's vacation in lieu.

13.04 Early Termination

An employee terminating employment who has not used up their entitlement shall receive pay in lieu of such vacation. Or if an employee is terminating employment who has taken vacation time in excess of time earned, shall reimburse the Nipissing-Parry Sound Student Transportation Services for such time. Arrangements to reimburse the Nipissing-Parry Sound Student Transportation Services must be made prior to final payment.

13.05 If an employee's vacation is interrupted by illness or injury that requires hospitalization for a period of three (3) working days or more, such period of hospitalization shall be considered as sick leave and not deducted from the employee's vacation credits.

Satisfactory evidence of hospitalization shall be provided to the Nipissing-Parry Sound Student Transportation Services upon request.

ARTICLE 14 – SICK LEAVE

14.01 The Nipissing-Parry Sound Student Transportation Services shall have the power to do and perform all things necessary for the conduct of the sick leave credit system, including the power to allow or disallow any sick leave credit or deduction therefrom.

14.02 The Nipissing-Parry Sound Student Transportation Services shall keep a record of the accumulated credits and the deductions therefrom.

14.03 Sick Leave/Short Term Leave and Disability Plan

Definitions:

The definitions below shall be exclusively used for this article.

“Full year” refers to the ordinary period of employment for the position.

“Permanent Employees” – means all employees who are not casual employees, or employees working in a long-term supply assignment, as defined below.

“Long Term Supply Assignment” means, in relation to an employee,

- i. a long-term supply assignment within the meaning of the local collective agreement, or
- ii. where no such definition exists, a long-term supply assignment will be defined as twelve (12) days of continuous employment in one assignment.

“Casual Employees” means,

- i. A casual employee within the meaning of the local collective agreement,
- ii. If clause (i) does not apply, an employee who is a casual employee as agreed upon by the Employer and the bargaining agent, or
- iii. If clauses (i) and (ii) do not apply, an employee who is not regularly scheduled to work.

Notwithstanding the above, an employee working in a Long-Term Supply Assignment shall not be considered a casual employee for purposes of sick leave entitlement under this article while working in the assignment.

“Fiscal Year” means September 1 to August 31.

“Wages” is defined as the amount of money the employee would have otherwise received over a period of absence.

a) Sick Leave Benefit Plan

The Employer will provide a Sick Leave Benefit Plan which will provide sick leave days and short-term disability coverage to provide protection against loss of income when ill or injured as defined below. An employee, other than a casual employee as defined above, is eligible for benefits under this article.

Sick leave days may be used for reasons of personal illness, personal injury, personal medical appointments, or personal dental emergencies only.

Employees receiving benefits under the *Workplace Safety and Insurance Act*, or under a LTD plan, are not entitled to benefits under the NPSSTS' sick leave and short term disability plan for the same condition.

b) Sick Leave Days Payable at 100% Wages

Permanent Employees

Subject to paragraphs d), e) and f) below, Employees will be allocated eleven (11) sick days at one hundred percent (100%) of wages on the first day of each fiscal year, or the first day of employment.

Employees on Long Term Supply Assignments

Subject to paragraph d) below, Employees completing a full-year long term supply assignment shall be allocated eleven (11) sick days payable at one hundred percent (100%) of wages at the start of the assignment. An employee completing a long-term supply assignment that is less than a full-year will be allocated eleven (11) sick days payable at one hundred percent (100%) reduced to reflect the proportion the long term supply assignment bears to the length of the regular work year for the position.

c) Short-Term Disability Coverage – Days Payable at 90% Wages

Permanent Employees

Subject to paragraphs d), e) and f) below, permanent Employees will be allocated one hundred and twenty (120) short-term disability days at the start of each fiscal year or the first day of employment. Permanent Employees eligible to access short-term disability coverage shall receive payment equivalent to ninety percent (90%) of regular wages.

Employees on Long Term Supply Assignments

Subject to paragraph d) below, Employees completing a full-year long term supply assignment shall be allocated one hundred and twenty (120) short-term disability days payable at ninety percent (90%) of wages at the start of the assignment. An employee completing a long term supply assignment that is less than a full-year will be allocated one hundred and twenty (120) short-term disability days payable at ninety percent (90%) of wages reduced to reflect the proportion the long term supply assignment bears to the length of the regular work year for the position.

d) Eligibility and Allocation

A sick leave day/short term disability leave day will be allocated and paid in accordance with current Local practice.

Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

Permanent Employees

The allocations outlined in paragraphs b) and c) above will be provided on the first day of each fiscal year, or the first day of employment, subject to the exceptions below:

Where a permanent Employee is accessing sick leave and/or the short-term disability plan in a fiscal year and the absence continues into the following fiscal year for the same medical condition, the permanent Employee will continue to access any unused sick leave days or short-term disability days from the previous fiscal year's allocation.

A new allocation will not be provided to the permanent Employee until s/he has returned to work and completed eleven (11) consecutive working days at their regular working hours. The permanent Employee's new sick leave allocation will be eleven (11) days at 100% wages. The permanent Employee will also be allocated one hundred and twenty (120) short term disability days payable at ninety percent (90%) of regular salary reduced by any paid sick days already taken in the current fiscal year.

If a permanent Employee is absent on their last regularly scheduled work day and the first regularly scheduled work day of the following year for unrelated reasons, the allocation outlined above will be provided on the first day of the fiscal year, provided the employee submits medical documentation to support the absence, in accordance with paragraph (h).

Employees on Long Term Supply Assignments

Employees completing long term supply assignments may only access sick leave and short-term disability leave in the fiscal year in which the allocation was provided. Any remaining allocation may be used in subsequent long-term supply assignments, provided these occur within the same fiscal year. Employees employed in a Long-Term Supply Assignment which is less than the ordinary period of employment for the position shall have their sick leave and short-term disability allocations pro-rated accordingly.

Where the length of the long-term supply assignment is not known in advance, a projected length must be determined at the start of the assignment in order for the appropriate allocation of sick leave/short term disability leave to occur. If a change is made to the length of the assignment, an adjustment will be made to the allocation and applied retroactively.

e) Refresh Provision for Permanent Employees

Permanent Employees returning from LTD or workplace insurance leave to resume their regular working hours must complete eleven (11) consecutive working days at their regular working hours to receive a new allocation of sick/short-term disability leave. If the Employee has a recurrence of the same illness or injury, s/he is required to apply to reopen the previous LTD or WSIB claim, as applicable.

The Local union and Employer agree to continue to cooperate in the implementation and administration of early intervention and safe return to work processes as a component of the Short-Term Leave and Long-Term Disability Plans.

In the event the Employee exhausts their sick/short-term disability leave allocation from the previous year and continues to work part-time, their salary will be reduced accordingly and a pro-rated sick/short-term allocation for the employee's working portion of the current year will be provided. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours. Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

For the purposes of d) and e) of this article, eleven (11) consecutive working days of employment shall not include a period of leave for a medical appointment, which is related to the illness/injury that had been the reason for the employee's previous absence, but days worked before and after such leave shall be considered consecutive. It shall be the employee's obligation to provide medical confirmation that the appointment was related to the illness/injury.

f) WSIB & LTD

An Employee who is receiving benefits under the Workplace Safety and Insurance Act, or under a LTD plan, is not entitled to benefits under the NPSSTS' sick leave and short term disability plan for the same condition unless the employee is on a graduated return to work program then WSIB/LTD remains the first payor.

For clarity, where an employee is receiving partial benefits under WSIB/LTD, they may be entitled to receive benefits under the sick leave plan, subject to the circumstances of the specific situation. During the interim period from the date of the injury/incident or illness to the date of the approval by the WSIB/LTD of the claim, the employee may access sick leave and short-term leave and disability coverage. A reconciliation of sick leave deductions made, and payments provided, will be undertaken by the NPSSTS once the WSIB/LTD has adjudicated and approved the claim. In the event that the WSIB/LTD does not approve the claim, the NPSSTS shall deal with the absence consistent with the terms of the sick leave and short-term leave and disability plans.

g) Graduated Return to Work

Where an Employee is not receiving benefits from another source and is working less than their regular working hours in the course of a graduated

return-to-work as the Employee recovers from an illness or injury, the Employee may use any unused sick/short-term disability allocation remaining, if any, for the portion of the day where the Employee is unable to work due to illness or injury. A partial sick/short-term leave day will be deducted for an absence of a partial day in the same proportion as the duration of the absence is to an employee's regular hours.

Where an employee returns on a graduated return to work from a WSIB/LTD claim and is working less than their regular hours, WSIB and LTD will be used to top up the employee's wages, as approved and if applicable.

Where an employee returns on a graduated return to work from an illness which commenced in the previous fiscal year,

- and is not receiving benefits from another source,
- and is working less than their regular hours of work,
- and has sick leave days and/or short-term disability days remaining from the previous year.

The employee can access those remaining days to top up their wages proportional to the hours not worked.

Where an employee returns on a graduated return to work from an illness which commenced in the previous fiscal year,

- and is not receiving benefits from another source,
- and is working less than their regular hours of work,
- and has no sick leave days and/ or short-term disability days remaining from the previous year.

The employee will receive 11 days of sick leave paid at 100% of the new reduced working hours. When the employee's hours of work increase during the graduated return to work, the employee's sick leave will be adjusted in accordance with the new schedule. The Employee will also be allocated one hundred and twenty (120) short term disability days payable at ninety percent (90%) of regular salary proportional to the hours scheduled to work under the graduated return to work. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours.

h) Proof of Illness

The NPSSTS may request medical confirmation of illness or injury and any restrictions or limitations any Employee may have, confirming the dates of absence and the reason thereof (omitting a diagnosis). Medical confirmation is required to be provided by the Employee for absences of five (5) consecutive working days or longer. The medical confirmation may be required to be provided on a form prescribed by the NPSSTS. The cost of such a certificate shall be paid by the Nipissing-Parry Sound Student Transportation Services.

Where an Employee does not provide medical confirmation as requested, or otherwise declines to participate and/or cooperate in the administration of the Sick Leave Benefit Plan, access to compensation may be suspended or denied. Before access to compensation is denied, discussion will occur

between the Union and the NPSSTS. Compensation will not be denied for the sole reason that the medical practitioner refuses to provide the required medical information. The NPSSTS may require an independent medical examination to be completed by a medical practitioner qualified in respect of the illness or injury of the NPSSTS' choice at the NPSSTS' expense.

In cases where the Employee's failure to cooperate is the result of a medical condition, the NPSSTS shall consider those extenuating circumstances in arriving at a decision.

i) Notification of Sick Leave Days

The NPSSTS shall notify employees and the Bargaining Unit when they have exhausted their 11 days allocation of sick leave at 100% of salary.

j) Pension Contributions While on Short Term Disability

Contributions for OMERS Plan Members:

When an employee/plan member is on short-term sick leave and receiving less than 100% of regular salary, the NPSSTS will continue to deduct and remit OMERS contributions based on 100% of the employee/plan member's regular pay.

Contributions for OTPP Plan Members:

i. When an employee/plan member is on short term sick leave and receiving less than 100% of regular salary, the NPSSTS will continue to deduct and remit OTPP contributions based on 100% of the employee/plan member's regular pay.

ii. If the plan employee/plan member exceeds the maximum allowable paid sick leave before qualifying for Long Term Disability (LTD)/Long Term Income Protection (LTIP), pension contributions will cease. The employee/plan member is entitled to complete a purchase of credited service, subject to existing plan provisions for periods of absence due to illness between contributions ceasing under a paid short term sick leave provision and qualification for Long Term Disability (LTD)/Long Term Income Protection (LTIP) when employee contributions are waived. If an employee/plan member is not approved for LTD/LTIP, such absence shall be subject to existing plan provisions.

k) Top-up Provisions

Employees accessing short term disability leave will have access to any unused sick leave days from their last fiscal year worked for the purpose of topping up wages to one hundred percent (100%) under the short-term disability leave.

This top-up is calculated as follows:

Eleven (11) days less the number of sick leave days used in the most recent fiscal year worked.

Each top-up from 90% to 100% requires the corresponding fraction of a day available for top-up.

In addition to the top-up bank, top-up for compassionate reasons may be considered at the discretion of the NPSSTS on a case by case basis. The top-up will not exceed two (2) days and is dependent on having two (2) unused Short Term Paid Leave Days/Miscellaneous Personal Leave Days in the current year. These days can be used to top-up salary under the short-term disability leave.

When employees use any part of a short-term disability leave day, they may access their top up bank to top up their salary to 100%.

ARTICLE 15 – LEAVES OF ABSENCE

15.01 Personal Leave without Pay

An employee may request a leave of absence for personal reasons without pay. Such a request must be submitted in writing to the Executive Director or designate for approval.

15.02 Short term Leaves

(Applicable to employees in a permanent posted position)

A leave of absence for any of the following reasons shall be granted by the employee's immediate supervisor and shall be with pay, and without loss of sick leave:

- a) Where an employee is writing examinations and:
 - The examination is written in conjunction with improvement of qualifications or professional standing, and the examination is written during work hours; or
 - The examination is written outside work hours, but travel time during work hours is necessary to reasonably arrive at the examination location.

- b) Where an employee is attending their own graduation exercises or the graduation of their spouse, son, daughter, or parent (Grade 6 or Grade 8 as applicable, secondary, post-secondary) and:
 - The exercise occurs during work hours; or
 - The exercise occurs outside work hours, but travel time during work hours is necessary to reasonably arrive at the graduation location.

- c) For absence occasioned by the birth or adoption of a son/daughter, a leave of absence not exceeding two (2) days.
- d) In the event of a death in the immediate family as defined below, a leave of absence up to a maximum of five (5) days for the purpose of arranging for or attending the funeral or attending to the affairs of the deceased.

Where the employee is attending the funeral of a member outside the immediate family as defined below, or a friend, one (1) day.

Definition of immediate family: parent, parent-in-law, spouse, child, sibling, grandparent, grandchild. However, there may be exceptional situations for other relatives. In such cases, the employee may be granted leave, subject to the approval of the Executive Director or designate.

- e) An employee shall be allowed a leave of absence for duty by reasons of a summons to serve as a juror, or a subpoena as a witness to any proceedings to which the employee is not a party or one of the persons charged, provided that the employee pays to the Board any fee, exclusive of travelling allowances and living expenses that the employee receives as a juror or witness.
- f) A leave will be granted without deduction of salary or sick leave credit for illness or medical appointments for a member of the immediate family as a result of which the employee is required to be away from work. Such leave shall be limited to a maximum of three (3) days per year (September to August). Immediate family, in this case, shall be limited to child, spouse, parent. Every reasonable effort must be made to take care of the situation by other means. Discretionary leave may be granted in cases where the employee is the caregiver for an individual not described herein.
- g) When an employee is absent due to quarantine by order of the Medical Authorities.
- h) Indigenous employees shall be granted leave with pay for the purposes of:
 - a. Voting in elections as indicated by a self-governing Indigenous authority where the employee's working hours do not otherwise provide three consecutive hours free from work; and
 - b. Attendance at Indigenous cultural/ceremonial events.

15.03 Pregnancy and Parental Leave

- a) **Pregnancy Leave**
 - i. Pregnancy Leave shall be granted for up to seventeen (17) weeks, which may begin no earlier than seventeen (17) weeks before the expected birth date.

- ii. The Employee shall give the Employer at least two (2) weeks' notice, in writing, of the day upon which they intend to commence their leave of absence. Upon request from the Employer, the Employee shall provide a certificate from a medical practitioner, including a medical doctor, midwife or nurse practitioner stating the baby's due date. Any cost associated to obtaining such a certificate shall be paid by the Employer.
- iii. Notwithstanding Article 15.03 a) ii above, an Employee may begin the leave earlier than originally stated by giving the Employer a new written notice at least two weeks before the new date. In the event an employee has to stop working earlier than expected, the Employee shall submit retroactive notice no more than two weeks after the Employee stops working.
- iv. The Employee must have started employment at least thirteen (13) weeks prior to the expected date of birth.
- v. An Employee who wishes to change their return to work date must give the Employer four (4) weeks' notice, in writing.
- vi. During the period of leave, the Employee shall continue benefit coverage, provided the carrier permits, and the benefit premiums during the leave shall be paid in the same manner as previous to leave.
- vii. Upon expiry of the seventeen (17) weeks Pregnancy Leave, an Employee may immediately commence Parental Leave, as provided under the Parental Leave provision of this Agreement. The Employee shall give the Employer at least two (2) weeks' notice in writing that they intend to take Parental Leave.
- viii. Credits for service for the purpose of salary increments, vacations, or any other benefit included and prescribed in this Agreement shall continue, and seniority shall accumulate during the leave.

b) Parental/Adoption Leave

- i. An Employee who becomes a parent, and who has been employed for at least thirteen (13) weeks immediately preceding the date of the birth of the child or the date the child first came into care or custody of the Employee, shall be entitled to parental leave.
- ii. A "parent" includes: the natural mother or father of the child, a person with whom a child is placed for adoption and a person who is in a relationship with the parent of the child and who intends to treat the child as their own. This includes same-sex couples.

- iii. Notwithstanding Article 15.03 B) ii above, an Employee may begin the leave earlier than originally stated by giving the Employer a new written notice at least two weeks before the new date. In the event an employee has to stop working earlier than expected, the Employee shall submit retroactive notice no more than two weeks after the Employee stops working.
- iv. Parental leave must begin within seventy-eight (78) weeks of the birth of the child or within seventy-eight (78) weeks of the day the child first came into the custody, care, and control of the parent. For Employees on pregnancy leave, parental leave must begin immediately after the pregnancy leave experiences. Parental leave shall be granted for up to sixty-one (61) weeks in duration if the Employee also took pregnancy leave and up to sixty-three (63) weeks in duration if they did not.
- v. The Employee shall give the Employer two (2) weeks' notice, in writing, of the commencement of Parental or Adoption Leave of absence unless, in the case of Adoption Leave, they are prevented from doing so by reason of the child coming under the care earlier than expected.
- vi. During the period of leave, the Employee may continue benefit coverage, provided the carrier permits, and benefit premiums during this period shall be paid in the same manner as previous to this leave.
- vii. Upon the conclusion of the leave of absence granted to them under this Article, the Employee will be returned to their former job if it still exists, or to a comparable job in the event that their former job has been eliminated. An Employee who wishes to change their return to work date must give the Employer four (4) weeks' written notice.
- viii. Credits for service for the purpose of salary increments, vacations or any other benefit included and prescribed in this Agreement shall continue, and seniority shall accumulate during the leave.

c) SEB Plan – Waiting Period

The Employer shall establish a supplemental employment benefit plan pursuant to the *Employment Insurance Act of Canada* under which the regular weekly earnings are continued during the one (1) week waiting period in which no employment insurance benefits are payable, during a pregnancy leave or a parental leave or adoption leave as described in points 15.03 (a) or (b) above.

d) SEB Plan – Pregnancy Leave Top-Up

- i. A full-time and part-time permanent employee who is eligible for pregnancy leave pursuant to the Employment Standards Act, shall

receive 100% salary through a Supplemental Employment Benefit (SEB) plan for a total of eight (8) weeks immediately following the birth of their child with no deduction from sick leave or the Short-Term Leave Disability Program (STLDP).

- ii. Full-time and part-time permanent employees not eligible for a SEB plan as a result of failing to qualify for Employment Insurance will be eligible to receive 100% of salary from the Employer for a total of eight (8) weeks with no deduction from sick leave or STLDP.
- iii. Full-time and part-time permanent employees who require longer than the eight (8) week recuperation period shall have access to sick leave and the STLDP subject to meeting the requirements to provide acceptable medical verification.
- iv. Employees completing a long-term supply assignment of six (6) months or more shall be eligible for the SEB as described herein for a maximum of eight (8) weeks or the remaining number of weeks in their current assignment after the birth of their child, whichever is less.
- v. Employees not defined above shall have no entitlement to the benefits outlined in this article.

ARTICLE 16 – HOURS OF WORK

16.01 a) Regular Hours

The regular hours of work for full-time employees shall not exceed thirty-five (35) hours per week, Monday through Friday inclusive.

- b) The regular workday shall not exceed seven (7) hours per day. Hours shall fall between 7:00 a.m. and 5:00 p.m. unless mutually agreed otherwise.

c) Hours of work – part-time employees

Part time employees shall normally be called into work as required. Wherever possible, available hours of work shall be distributed on a rotating basis.

- d) All employees shall be entitled to a one (1) hour unpaid lunch period/day.

ARTICLE 17 – OVERTIME

17.01 Employees shall be paid for all work performed at the request of the Employer, in excess of the regular daily and weekly working hours at the rate of time and one-half (1- ½) of the employee's regular rate of pay per hour. Only the Executive Director or designate may authorize overtime hours.

17.02 The Employer will make every reasonable effort to divide the overtime equally among employees who are willing and qualified to perform the work.

17.03 Notwithstanding Article 17.01, an employee may elect to bank overtime hours into a Lieu Time Bank. If an employee has agreed to bank overtime hours, they will be given 1 ½ hours of paid time off work for each hour of overtime worked.

17.04 Lieu Time Banks shall not exceed 70 hours.

17.05 Any balance remaining on August 31st of the year shall:

a) Be carried over to the next fiscal year and must be used prior to January 31st of that year; or,

b) Be paid at the rate at which it was accrued.

17.06 Any balance remaining at the time of retirement, resignation or termination prior to the employee having taken the paid time off shall be paid no later than seven days after the date of employment ended or on what would have been the employee's next pay day. Such payment shall be made at the rate of pay at which it was earned.

ARTICLE 18 – STATUTORY HOLIDAYS

18.01 a) Employees shall be paid a normal day's pay at the regular hourly rate for each of the following paid holidays:

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

In the event that the following paid holidays fall on a day set out below, the following schedule of days off with pay shall be observed by all employees.

<u>Holiday</u>	<u>Falling On</u>	<u>Day off with Pay</u>
New Year's Day	Saturday	Friday preceding
New Year's Day	Sunday	Friday preceding
Canada Day	Saturday	Monday following

Canada Day	Sunday	Monday following
Christmas Day	Saturday	Friday preceding
Christmas Day	Sunday	Monday following
Boxing Day	Saturday	Monday following
Boxing Day	Sunday	Monday following
Boxing Day	Monday	Tuesday following

b) Should any of the above paid holidays fall on an employee's regular day off, they shall be granted the day off with pay in lieu thereof on a day mutually agreed upon by the Employer and the employee.

An employee required to work on a statutory holiday will be compensated in accordance with the Employment Standards Act.

- c) When an employee is absent because of sickness other than paid compensation (WSIB) such employee shall be paid for statutory holidays that occur during the time that the employee is entitled to and is receiving sick leave credits. However, such day shall be deducted from the employee's sick leave credits.

ARTICLE 19 – RELIEVING IN HIGHER/LOWER GRADES

- 19.01 a) When an employee is authorized to temporarily relieve and perform the duties of a higher classification for one day or more, they shall receive the rate for the higher classification.
- b) When an employee is temporarily assigned and performs the duties of a lower rated classification, they shall receive the rate of their current classification.

ARTICLE 20 - ORDERS AND DIRECTIVES

- 20.01 Employees shall normally receive and accept orders, directives from the Executive Director or designate whose duties place them directly in charge of the employees concerned.

ARTICLE 21 - EMPLOYEE BENEFITS

- 21.01 The parties have agreed to participate in the CUPE Education Workers' Benefits Trust ("CUPE EWBT"). The parties agree to be governed by the provisions of the CUPE EWBT in all respects including but not limited to the Benefit Plan, Administration, Employer Contributions, and Employee Contributions.

21.06 Pension Plans

Every eligible employee shall participate in the Ontario Municipal Employees' Retirement Plan (O.M.E.R.S.). A list of Pensionable Earnings is attached (Schedule B) to this document for reference purposes only and this is not to be grieved.

ARTICLE 22 – PAY DAYS

- 22.01 The Employer shall pay salaries and wages every second Thursday in accordance with Schedule A attached hereto and forming part of this Agreement. On each payday, each employee shall be provided with an itemized statement of their wages and deductions. Should a holiday occur on a payday, then the preceding day shall be deemed to be payday for the purpose of this Agreement.

ARTICLE 23 – GENERAL

23.01 Injury

- a) An employee who is injured during working hours and is required to leave for treatment and a doctor or nurse states that the employee is unfit for further work on that shift, or is sent home for such injury, shall receive payment for the remainder of the day at their regular rate of pay without deduction from sick leave.
- b) At the time an injury occurs, the Nipissing-Parry Sound Student Transportation Services shall provide transportation for the worker (if the worker needs it) to a hospital or a physician located within a reasonable distance or to the worker's home. The Employer shall pay for the transportation.
- c) Under the Workers' Safety Insurance Board (WSIB), the Nipissing-Parry Sound Student Transportation Services shall provide protection for full-time employees by way of insurance for partial loss of salary due to injury sustained in the course of duty. Under the cumulative sick leave plan, the Nipissing-Parry Sound Student Transportation Services will augment the compensation award so that full net salary will be paid up to the cash value of the number of days accumulated, after which the employee shall receive only the compensation award. Part-time employees will receive the WSIB compensation award only.

23.02 Tuition Fee Support/Professional Development

The Nipissing-Parry Sound Student Transportation Services will set aside a sum of money in the budget to address system and individual needs. Where an employee participates in a course/conference approved in advance by the Executive Director or designate, the employee will be reimbursed the agreed upon cost.

23.03 Severance Pay

An employee who is terminated for a reason other than just cause shall receive severance in accordance with the Employment Standards Act.

23.04 Vehicle Allowance

All employees travelling on authorized Nipissing-Parry Sound Student Transportation Services business shall be reimbursed at the current Nipissing-Parry Sound Student Transportation Services rate per kilometre.

ARTICLE 24 - RULES AND REGULATIONS

- 24.01** The Employer, in establishing rules and regulations not inconsistent with this Agreement applicable to the employees shall communicate same to the employees either by posting same on the bulletin board, or by supplying the employees with a written copy of same. Copies of rules and regulations and

amendments thereto shall be forwarded to the Union prior to implementation by the Employer.

ARTICLE 25 – LABOUR RELATIONS COMMITTEE

- 25.01** Within thirty (30) days of the ratification of this agreement, the parties shall set up a parity committee called the Labour Relations Committee.
- 25.02** The committee shall consist of two (2) Union representatives and two (2) Employer representatives.
- 25.03** The committee shall determine its own rules of procedure and shall establish the frequency of its meetings.
- 25.04** Any Union representative appointed to the Labour Relations Committee may be absent from work without loss of salary or reimbursement to attend the committee's meetings. The committee meetings shall be held at the times agreed upon by the parties to the committee, normally during regular working hours.
- 25.06** The committee's mandate shall be to study and discuss any matter, problem, or dispute between the Employer, on the one hand, and its employees and the Union, on the other hand, and to find appropriate solutions. At a subsequent meeting of the Labour Relations Committee, the Union may obtain from the Employer, explanations concerning a decision of the Employer on an issue previously discussed the Labour Relations Committee and any other decision concerning or affecting the employees covered by the agreement.

ARTICLE 26 – PRINTING OF AGREEMENT

- 26.01** The Employer and the Union agree that members will receive a copy of the Collective Agreement as soon as possible after the signing of the Agreement, and that the Agreement be printed on Nipissing-Parry Sound Student Transportation Services equipment and all costs be paid by the Nipissing-Parry Sound Student Transportation Services if printed on 8 ½ X 11 paper.

ARTICLE 27 – TERMS OF AGREEMENT

- 27.01** This Agreement shall be in effect from September 1, 2022 and shall remain in effect until August 31, 2026 unless either party gives to the other party a written notice of termination or of a desire to amend this Agreement as set forth in Article 27.02, then it shall continue in effect for a further year without change and so on from year to year thereafter.
- 27.02** Notice that amendments are requested or that either party intends to terminate this Agreement may only be given within a period of not more than ninety (90) days prior to the expiration date of this Agreement, or any anniversary date of such expiration date.

27.03 If either party gives a notice of amendments, or termination, the parties shall meet for the purpose of negotiations at the earliest mutual agreeable date prior to the expiration date of this Agreement.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals this Agreement.

SIGNED at North Bay, Ontario, this 18th day of July 2023.

**NIPISSING-PARRY SOUND STUDENT
TRANSPORTATION SERVICES**

Seija Van Haesendonck
Seija Van Haesendonck (Jul 18, 2023 14:06 EDT)

Chair of the Nipissing-Parry Sound
Student Transportation Services

R.C.J. (Chuck) Seguin
R.C.J. (Chuck) Seguin (Jul 18, 2023 11:16 EDT)

Executive Director or designate of the
Nipissing-Parry Sound Student
Transportation Services

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 1165-6**

Jamie Loiselle
Jamie Loiselle (Jul 19, 2023 10:51 EDT)

CUPE National Representative

Trevor Russell
Trevor Russell (Jul 19, 2023 07:30 EDT)

CUPE

Michael Brideau
Michael Brideau (Jul 18, 2023 14:07 EDT)

Tim Dowdall
Tim Dowdall (Jul 18, 2023 22:05 EDT)

SCHEDULE A

Job Classifications and Salary Grid

1. Placement on the grid is subject to the following:
 - a. In the case of a new employee, at the discretion of the Employer, experience with another Employer in a related or unrelated field.
 - b. In the case of a current employee moving from one position to another, movement to the step of the new position with the next higher salary.
2. Step movement will be as follows:
 - a. For current employees, annually on September 1st of each year;
 - b. For any employee hired subsequent to September 1st, 2019, annually on their date of hire;
 - c. For any employee moving to a new position within the organization, annually on the date of their assuming the new position.

Retroactivity is payable within 30 days after ratification of this Memorandum of Agreement.

General Salary Increase of \$1/hour per year for 2022-2023, 2023-2024, 2024-2025, 2025-2026.

This recognizes, incorporates, and hereby cancels any and all previously made individual agreements with respect to responsibility pay or other additional salary adjustments made between the employee and Employer.

Effective September 1, 2022, the following will apply:

Position/Step	1	2	3	4	5
Accounting and Payroll Clerk	\$54,889.40	\$57,837.70	\$60,786.00	\$63,734.30	\$66,682.60
Administrative Clerk	\$46,549.17	\$48,785.63	\$51,133.91	\$53,599.60	\$56,188.59
Database and System Administrator	\$64,938.17	\$67,658.77	\$70,379.39	\$73,100.00	\$75,820.61
Route Planners	\$55,143.97	\$57,592.52	\$60,041.06	\$62,489.62	\$64,938.17
Lead Route Planner	\$59,516.54	\$62,165.86	\$64,815.19	\$67,464.53	\$70,113.86
Safety Officer	\$55,425.45	\$60,249.94	\$65,074.43	\$69,898.92	\$74,723.42
Database and Systems Technician	\$51,686.93	\$53,754.41	\$55,904.59	\$58,140.77	\$60,466.40
Administration and Routing Support Clerk	\$44,479.18	\$46,438.02	\$48,396.85	\$50,355.70	\$52,314.54

Please be advised that following adjustments resulting from the Bill 124 Remedy that took place in 2024, new revised salary grids are available at the end of this document. The grids on pages 31-32, no longer reflects the rates offered; the increases are therefore reflected at the end of this document as "Appendix B" on pages 36-37-38.

Effective September 1, 2023, the following will apply:

Position/Step	1	2	3	4	5
Accounting and Payroll Clerk	\$56,709.40	\$59,657.70	\$62,606.00	\$65,554.30	\$68,502.60
Administrative Clerk	\$48,369.17	\$50,605.63	\$52,953.91	\$55,419.60	\$58,008.59
Database and System Administrator	\$66,758.17	\$69,478.77	\$72,199.39	\$74,920.00	\$77,640.61
Route Planners	\$56,963.97	\$59,412.52	\$61,861.06	\$64,309.62	\$66,758.17
Lead Route Planner	\$61,336.54	\$63,985.86	\$66,635.19	\$69,284.53	\$71,933.86
Safety Officer	\$57,245.45	\$62,069.94	\$66,894.43	\$71,718.92	\$76,543.42
Database and Systems Technician	\$53,506.93	\$55,574.41	\$57,724.59	\$59,960.77	\$62,286.40
Administration and Routing Support Clerk	\$46,299.18	\$48,258.02	\$50,216.85	\$52,175.70	\$54,134.54

Effective September 1, 2024, the following will apply:

Position/Step	1	2	3	4	5
Accounting and Payroll Clerk	\$58,529.40	\$61,477.70	\$64,426.00	\$67,374.30	\$70,322.60
Administrative Clerk	\$50,189.17	\$52,425.63	\$54,773.91	\$57,239.60	\$59,828.59
Database and System Administrator	\$68,578.17	\$71,298.77	\$74,019.39	\$76,740.00	\$79,460.61
Route Planners	\$58,783.97	\$61,232.52	\$63,681.06	\$66,129.62	\$68,578.17
Lead Route Planner	\$63,156.54	\$65,805.86	\$68,455.19	\$71,104.53	\$73,753.86
Safety Officer	\$59,065.45	\$63,889.94	\$68,714.43	\$73,538.92	\$78,363.42
Database and Systems Technician	\$55,326.93	\$57,394.41	\$59,544.59	\$61,780.77	\$64,106.40
Administration and Routing Support Clerk	\$48,119.18	\$50,078.02	\$52,036.85	\$53,995.70	\$55,954.54

Effective September 1, 2025, the following will apply:

Position/Step	1	2	3	4	5
Accounting and Payroll Clerk	\$60,349.40	\$63,297.70	\$66,246.00	\$69,194.30	\$72,142.60
Administrative Clerk	\$52,009.17	\$54,245.63	\$56,593.91	\$59,059.60	\$61,648.59
Database and System Administrator	\$70,398.17	\$73,118.77	\$75,839.39	\$78,560.00	\$81,280.61
Route Planners	\$60,603.97	\$63,052.52	\$65,501.06	\$67,949.62	\$70,398.17
Lead Route Planner	\$64,976.54	\$67,625.86	\$70,275.19	\$72,924.53	\$75,573.86
Safety Officer	\$60,885.45	\$65,709.94	\$70,534.43	\$75,358.92	\$80,183.42
Database and Systems Technician	\$57,146.93	\$59,214.41	\$61,364.59	\$63,600.77	\$65,926.40
Administration and Routing Support Clerk	\$49,939.18	\$51,898.02	\$53,856.85	\$55,815.70	\$57,774.54

SCHEDULE B

Pensionable Earnings – for information purposes only

Definition is as per OMERS Employer Administration Manual Item 3.1.1

For all pension and other compensation purposes the parties agree that contributory earnings must include all regular recurring earnings including the following:

- Base wages or salary;
- Regular vacation pay if there is corresponding service;
- Normal vacation pay for other-than-continuous full-time members. Include vacation hours in credited service;
- Retroactive pay (including any pay equity adjustment) that fits with OMERS definition of earnings for all members, including active, terminated, retired, and disabled members;
- Lump sum wage or salary benefits which may vary from year to year, but which form a regular part of the compensation package and are expected normally to occur each year (e.g. payment based on organizational performance, some types of variable pay, merit pay, commissions);
- Market value adjustments (e.g. percentage paid in addition to a base wage as a result of market conditions, including retention bonuses if they are part of your ongoing pay strategy and not a temporary policy);
- Ongoing special allowances (e.g. flight allowance, canine allowance);
- Pay for time off in lieu of overtime;
- Danger pay;
- Acting pay (pay at a higher salary rate for acting in place of an absent person);
- Shift premium (pay for shift work);
- Ongoing long service pay (extra pay for completing a specified number of years of service);
- Sick pay deemed to be regular wages or salary;
- Salary or wage extension for any reason (e.g. illness), provided service is extended (the member must be “kept whole” e.g. continuation of salary and benefits). If the member becomes employed in another position and begins contributing to any registered pension plan (except CPP), the balance of the extension period becomes non-purchasable service;
- Stand-by pay/call-in pay (pay for being on call, not pay for hours worked when called in);
- Living accommodation premiums provided (if paid as a form of compensation and not as a direct expense reimbursement);
- Ongoing taxable payments to pay for costs (e.g. educational or car allowance);
- Taxable premiums for life insurance;

- Taxable value of provided vehicle or car allowance (e.g. if an employer provides an allowance [that is, expenses are not reimbursed] then the allowance is considered part of contributory earnings. If an employer reimburses mileage, this reimbursement represents payment for gasoline, maintenance, insurance, wear and tear on the vehicle and licence fees and should not be included as part of contributory earnings);
- Payments for unused accumulated sick days or vacation time, only on retirement and only if credited service is extended. When you include lump-sum payments for unused sick days or vacation time as contributory earnings, you must also extend the retirement date and the credited service by the number of days covered by the payment. The member's pension will begin on the first day of the month following the revised retirement date.

LETTER OF UNDERSTANDING

Between

Nipissing-Parry Sound Student Transportation Services

and

Canadian Union of Public Employees and Its Local 1165-6

RE: Administration and Routing Support Clerk

The Parties agree that the Administration and Routing Support clerk position may occasionally backfill other temporary vacancies within the Bargaining Unit and that the position shall not be required to be posted while the incumbent is temporarily backfilling elsewhere in the organization, except by mutual agreement of the parties.

Signed at North Bay, Ontario this 18th day of July, 2023.

For the Employer

Seija Van Haesendonck
Seija Van Haesendonck (Jul 18, 2023 14:06 EDT)

R.C.J. (Chuck) Seguin
R.C.J. (Chuck) Seguin (Jul 18, 2023 11:16 EDT)

For CUPE and Its Local 1165-6

Jamie Loiselle
Jamie Loiselle (Jul 19, 2023 10:51 EDT)

Trevor Russell
Trevor Russell (Jul 19, 2023 07:30 EDT)

Michael Brideau
Michael Brideau (Jul 18, 2023 14:07 EDT)

Tim Dowdall
Tim Dowdall (Jul 18, 2023 22:05 EDT)

**ADDENDUM TO THE COLLECTIVE AGREEMENT
FOR WAGE GRIDS WITH BILL 124 REMEDY APPLIED**

(Effective September 1, 2019 – August 31, 2026)

BETWEEN

NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

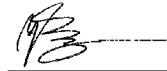
AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1165-6

The Parties to this Addendum, the Nipissing-Parry Sound Student Transportation Services (NPSSTS) and the Canadian Union of Public Employees, Local 1165-06 (CUPE 1165-6), hereby agree to the following wage grids (Appendix B), affecting the employees of NPSSTS and bargaining unit members of CUPE 1165-6.

Dated this 10th day of June, 2024.

For the NPSSTS



Seija Van Haesendonck
Seija Van Haesendonck (Jun 11, 2024 11:37 EDT)

For CUPE Local 1165-6

Tim Dowdall

Tim Dowdall (Jun 13, 2024 16:21 EDT)

Michael Brideau

Michael Brideau (Jun 11, 2024 09:13 EDT)

Trevor Russell

Trevor Russell (Jun 11, 2024 08:45 EDT)

Jacqueline Comeau

Jacqueline Comeau (Jun 11, 2024 08:44 EDT)

Appendix “B”

CBA SEPTEMBER 1 2019 (AUGUST 31, 2019 * 1.75%)					
	1	2	3	4	5
POSITION					
ROUTE PLANNER	\$ 52,661.45	\$ 55,079.57	\$ 57,497.70	\$ 59,915.82	\$ 62,333.95
DATABASE & SYSTEM ADMIN	\$ 62,333.95	\$ 65,020.76	\$ 67,707.57	\$ 70,394.38	\$ 73,081.19
SAFETY OFFICER	\$ 52,939.44	\$ 57,703.98	\$ 62,468.53	\$ 67,233.08	\$ 71,997.63
ACCOUNTING AND PAYROLL	\$ 52,410.03	\$ 55,321.71	\$ 58,233.38	\$ 61,145.04	\$ 64,056.71
ADMINISTRATIVE CLERK	\$ 44,173.33	\$ 46,382.10	\$ 48,791.88	\$ 51,136.27	\$ 53,693.08
LEAD ROUTE PLANNER	\$ 56,979.69	\$ 59,596.09	\$ 62,212.51	\$ 64,828.92	\$ 67,445.34

CBA SEPTEMBER 1 2020 (AUGUST 31, 2020 * 1.75%)					
	1	2	3	4	5
POSITION					
ROUTE PLANNER	\$ 53,583.02	\$ 56,043.47	\$ 58,503.91	\$ 60,964.35	\$ 63,424.80
DATABASE & SYSTEM ADMIN	\$ 63,424.80	\$ 66,158.63	\$ 68,892.46	\$ 71,626.29	\$ 74,360.12
SAFETY OFFICER	\$ 53,865.88	\$ 58,713.80	\$ 63,561.73	\$ 68,409.66	\$ 73,257.59
ACCOUNTING AND PAYROLL	\$ 53,327.21	\$ 56,289.84	\$ 59,252.46	\$ 62,215.08	\$ 65,177.70
ADMINISTRATIVE CLERK	\$ 44,946.37	\$ 47,193.79	\$ 49,645.73	\$ 52,031.15	\$ 54,632.71
LEAD ROUTE PLANNER	\$ 57,976.83	\$ 60,639.02	\$ 63,301.23	\$ 65,963.43	\$ 68,625.63

CBA SEPTEMBER 1 2021 (AUGUST 31, 2021 @ 3.75%)					
	1	2	3	4	5
POSITION					
ROUTE PLANNER	\$ 55,592.38	\$ 58,145.10	\$ 60,697.81	\$ 63,250.51	\$ 65,803.23
DATABASE & SYSTEM ADMIN	\$ 65,803.23	\$ 68,639.58	\$ 71,475.92	\$ 74,312.27	\$ 77,148.62
SAFETY OFFICER	\$ 55,885.85	\$ 60,915.57	\$ 65,945.29	\$ 70,975.02	\$ 76,004.75
ACCOUNTING AND PAYROLL	\$ 55,326.98	\$ 58,400.71	\$ 61,474.43	\$ 64,548.14	\$ 67,621.87
ADMINISTRATIVE CLERK	\$ 46,631.85	\$ 48,963.56	\$ 51,507.45	\$ 53,982.32	\$ 56,681.44
LEAD ROUTE PLANNER	\$ 60,150.96	\$ 62,912.99	\$ 65,675.02	\$ 68,437.06	\$ 71,199.09

CBA SEPTEMBER 1 2022 (\$1.00/HR INCREASE)					
	1	2	3	4	5
POSITION					
ROUTE PLANNER	\$ 57,412.38	\$ 59,965.10	\$ 62,517.81	\$ 65,070.51	\$ 67,623.23
DATABASE & SYSTEM ADMIN	\$ 67,623.23	\$ 70,459.58	\$ 73,295.92	\$ 76,132.27	\$ 78,968.62
SAFETY OFFICER	\$ 57,705.85	\$ 62,735.57	\$ 67,765.29	\$ 72,795.02	\$ 77,824.75
ACCOUNTING AND PAYROLL	\$ 57,146.98	\$ 60,220.71	\$ 63,294.43	\$ 66,368.14	\$ 69,441.87
ADMINISTRATIVE CLERK	\$ 48,451.85	\$ 50,783.56	\$ 53,327.45	\$ 55,802.32	\$ 58,501.44
LEAD ROUTE PLANNER	\$ 61,970.96	\$ 64,732.99	\$ 67,495.02	\$ 70,257.06	\$ 73,019.09
ADMIN & ROUTING SUPPORT (% INCREASE * SIGNED)	\$ 46,268.68	\$ 48,345.44	\$ 50,433.12	\$ 52,430.28	\$ 54,472.78
DATABASE & SYSTEM TECH (% INCREASE * SIGNED)	\$ 53,824.08	\$ 55,979.63	\$ 58,221.27	\$ 60,552.52	\$ 62,976.92

Appendix “B”

CBA SEPTEMBER 1 2023 (\$1.00/HR INCREASE)					
	1	2	3	4	5
POSITION					
ROUTE PLANNER	\$ 59,232.38	\$ 61,785.10	\$ 64,337.81	\$ 66,890.51	\$ 69,443.23
DATABASE & SYSTEM ADMIN	\$ 69,443.23	\$ 72,279.58	\$ 75,115.92	\$ 77,952.27	\$ 80,788.62
SAFETY OFFICER	\$ 59,525.85	\$ 64,555.57	\$ 69,585.29	\$ 74,615.02	\$ 79,644.75
ACCOUNTING AND PAYROLL	\$ 58,966.98	\$ 62,040.71	\$ 65,114.43	\$ 68,188.14	\$ 71,261.87
ADMINISTRATIVE CLERK	\$ 50,271.85	\$ 52,603.56	\$ 55,147.45	\$ 57,622.32	\$ 60,321.44
LEAD ROUTE PLANNER	\$ 63,790.96	\$ 66,552.99	\$ 69,315.02	\$ 72,077.06	\$ 74,839.09
ADMIN & ROUTING SUPPORT	\$ 48,088.68	\$ 50,165.44	\$ 52,253.12	\$ 54,250.28	\$ 56,292.78
DATABASE & SYSTEM TECH	\$ 55,644.08	\$ 57,799.63	\$ 60,041.27	\$ 62,372.52	\$ 64,796.92

CBA SEPTEMBER 1 2024 (\$1.00/HR INCREASE)					
	1	2	3	4	5
POSITION					
ROUTE PLANNER	\$ 61,052.38	\$ 63,605.10	\$ 66,157.81	\$ 68,710.51	\$ 71,263.23
DATABASE & SYSTEM ADMIN	\$ 71,263.23	\$ 74,099.58	\$ 76,935.92	\$ 79,772.27	\$ 82,608.62
SAFETY OFFICER	\$ 61,345.85	\$ 66,375.57	\$ 71,405.29	\$ 76,435.02	\$ 81,464.75
ACCOUNTING AND PAYROLL	\$ 60,786.98	\$ 63,860.71	\$ 66,934.43	\$ 70,008.14	\$ 73,081.87
ADMINISTRATIVE CLERK	\$ 52,091.85	\$ 54,423.56	\$ 56,967.45	\$ 59,442.32	\$ 62,141.44
LEAD ROUTE PLANNER	\$ 65,610.96	\$ 68,372.99	\$ 71,135.02	\$ 73,897.06	\$ 76,659.09
ADMIN & ROUTING SUPPORT	\$ 49,908.68	\$ 51,985.44	\$ 54,073.12	\$ 56,070.28	\$ 58,112.78
DATABASE & SYSTEM TECH	\$ 57,464.08	\$ 59,619.63	\$ 61,861.27	\$ 64,192.52	\$ 66,616.92

CBA SEPTEMBER 1 2025 (\$1.00/HR INCREASE)					
	1	2	3	4	5
POSITION					
ROUTE PLANNER	\$ 62,872.38	\$ 65,425.10	\$ 67,977.81	\$ 70,530.51	\$ 73,083.23
DATABASE & SYSTEM ADMIN	\$ 73,083.23	\$ 75,919.58	\$ 78,755.92	\$ 81,592.27	\$ 84,428.62
SAFETY OFFICER	\$ 63,165.85	\$ 68,195.57	\$ 73,225.29	\$ 78,255.02	\$ 83,284.75
ACCOUNTING AND PAYROLL	\$ 62,606.98	\$ 65,680.71	\$ 68,754.43	\$ 71,828.14	\$ 74,901.87
ADMINISTRATIVE CLERK	\$ 53,911.85	\$ 56,243.56	\$ 58,787.45	\$ 61,262.32	\$ 63,961.44
LEAD ROUTE PLANNER	\$ 67,430.96	\$ 70,192.99	\$ 72,955.02	\$ 75,717.06	\$ 78,479.09
ADMIN & ROUTING SUPPORT	\$ 51,728.68	\$ 53,805.44	\$ 55,893.12	\$ 57,890.28	\$ 59,932.78
DATABASE & SYSTEM TECH	\$ 59,284.08	\$ 61,439.63	\$ 63,681.27	\$ 66,012.52	\$ 68,436.92