

COLLECTIVE AGREEMENT

between

The Town of Watrous

and

**The Canadian Union of
Public Employees
Local 3597**

CUPE / *Canadian Union
of Public Employees*

MARCH 1, 2023 TO FEBRUARY 28, 2026

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THIS AGREEMENT ENTERED INTO THIS 11th DAY OF July, 2023.

BETWEEN:

THE TOWN OF WATROUS
In the Province of Saskatchewan

Hereinafter called the "Employer"

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3597
Chartered by the Canadian Union of Public Employees
Affiliated with the Canadian Labour Congress

Hereinafter called the "Union"

PURPOSE

It is the intent and purpose of the Employer and the Union that this Agreement shall:

- 1) Outline the basic conditions of work and rate of pay which have been agreed to through negotiation.
- 2) Establish procedures for the equitable settlement of grievances which may arise.

ARTICLE 1 – RECOGNITION

- 1.01 The Employer recognizes the Union as the sole collective bargaining agent for the employees covered by this Agreement.
- 1.02 The Union recognizes the responsibility of its members to perform faithfully and diligently their respective duties for the Employer.

ARTICLE 2 – SCOPE

- 2.01 This Agreement shall cover all employees employed by the Town of Watrous except the Town Administrator, Assistant Town Administrator, Public Works Superintendent and Recreation Director.

- 2.02 The Union acknowledges the need for flexibility of job classifications requiring employees to perform duties outside of their job classifications in order to ensure efficient operations.
- 2.03 The Employer agrees to pay all employees covered by this Agreement not less than the Schedule of Wages as set out in Schedule "A" attached to and made part of this Agreement.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.01 The Town of Watrous reserves all management rights including the following:
- a) To manage the Town of Watrous and to provide direction of the working force, including the right to plan, direct and control operations, to maintain the discipline and efficiency of the employees and to require employees to observe the rules and regulations of the Town of Watrous, to hire or lay off employees, to suspend, demote, transfer, promote, discipline and discharge employees for cause; these are to be the sole right and function of the Town of Watrous. The Town retains all management rights not limited or abridged by a specific provision of this Agreement.
 - b) The Employer agrees that in exercising its management rights, it shall not violate any of the provisions of this Collective Agreement.

ARTICLE 4 – NO DISCRIMINATION

- 4.01 The Town and the Union agree that there will be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee by reason of race, colour, sex, political, religious affiliation, creed, sexual orientation, family status, marital status, disability, age, nationality, ancestry, place of origin, or receipt of public assistance, nor by reason of their membership or lack of membership in a trade union.

ARTICLE 5 – UNION SECURITY

- 5.01 Every employee who is now or hereafter becomes a member of the Union shall maintain his membership in the Union as a condition of his employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of his employment, apply for and maintain membership in the Union as a condition of his employment, provided that any employee in the appropriate bargaining unit who is not required to maintain his membership or apply for and maintain his membership in the Union shall, as a condition of his employment, tender to the Union the periodic dues uniformly

required to be paid by the members of the Union.

- 5.02 The Employer agrees to acquaint new employees with the fact that the Collective Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and dues check off.

ARTICLE 6 – CHECKOFF OF UNION DUES

- 6.01 Upon written authorization from the employee, the Town agrees to deduct from every employee any monthly dues as may be uniformly levied on all employees in accordance with the Union Bylaws owing by him to the Union. Deduction will be made from the payroll period at the end of each month and shall be forwarded to the Secretary-Treasurer of the Union not later than the tenth (10th) day of the month following in respect of which deductions have been made, accompanied by a list of all employees from whose wages the deductions have been made.
- 6.02 The Town agrees to record all Union dues paid in the previous year on the employees' income (T4) slips.

ARTICLE 7 – BULLETIN BOARDS

- 7.01 The Town shall provide bulletin boards in the shop and Town Office upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

ARTICLE 8 – DEFINITION OF EMPLOYEE STATUS

- 8.01 "Regular Full-Time Employee" or "Permanent Employee" means any employee who has been assigned a job which is recognized as a permanent position and who has successfully completed the probationary period as provided in Article 9.02 of this Agreement. Such employees shall normally work the full daily and weekly hours for the Department in which they are employed.
- 8.02 "Seasonal Employee" means any person who is employed by the Town in a position which is seasonal in nature and is subject to layoff and recall.
- 8.03 "Casual Employee" means any person who is employed by the Town for casual work to augment the regular work force and who does not work a regular and recurring schedule or who is employed for sixty (60) days or less on any occasion.
- 8.04 "Permanent Part-time Employee" means any person employed by the Town to work less than the full weekly hours of work for the Department in which they are

employed, on a regular and recurring basis who has been assigned a job which is recognized as a permanent position and who has successfully completed the probationary period as provided in Article 9.02 of this Agreement.

- 8.05 "Temporary Employee" means any person employed by the Town on a full-time basis for a period of more than sixty (60) days to relieve in the absence of a permanent employee or to fill a temporary requirement.

ARTICLE 9 – SENIORITY

- 9.01 Seniority shall be based on an employee's continuous service with the Town since the last date of hire.
- 9.02 A new employee shall be on probation for a continuous working period until he has accumulated six-hundred and ninety-three (693) hours of work. A new employee shall not accumulate seniority or acquire any seniority rights while on probation. However, upon successful completion of probation, seniority shall be established retroactive to the date on which the employee last entered the service of the Employer.
- 9.03 Employees shall accumulate seniority, in accordance with the above provisions, on the basis of the number of hours worked. An employee shall earn seniority for:
- 1) All regular hours worked
 - 2) Statutory holiday hours
 - 3) Hours of vacation pay
 - 4) All paid leave
 - 5) Authorized unpaid leave up to ten (10) calendar days at one time
- 9.04 Seniority shall be lost and all rights forfeited when:
- 1) An employee is dismissed by the Town for cause.
 - 2) An employee voluntarily leaves the service of the Town.
 - 3) If the employee is laid off and fails to return to work within seven (7) days after he has been notified to do so by the Town by registered mail to his last known address or by telephone or personal notification, and in such event the employee shall be deemed to have voluntarily quit; advice of such notification shall be given by the Town to the Union.
 - 4) An employee has been continuously laid off work due to lack of work for a period in excess of twelve (12) months.
 - 5) An employee is absent from work without authorization or reason deemed sufficient by the Town.

- 9.05 When an employee has been continuously off work due to accident or sickness for a period in excess of twenty-four (24) months, the Union and the Town shall meet to discuss future employment prospects of the employee with the Town.
- 9.06 The Employer agrees to post an up-to-date seniority list in the month of May of each year. The list shall include the accumulated seniority hours up to February 28 of the current year.

ARTICLE 10 – LAYOFF AND RECALL

- 10.01 When reducing staff or recalling laid off employees, seniority shall prevail; provided, however, the senior employee has the qualifications and ability as determined by the Employer to handle the work to be performed. If the senior employee does not have the required qualifications and ability to perform the work being done by a less senior employee, he shall not claim seniority over the less senior employee.
- 10.02 The Town agrees that should a need arise for layoffs, the notice period required shall be as per *The Saskatchewan Employment Act*.
- 10.03 No employee will be laid off as a direct result of the Town's contracting out practises. The Town can continue its historically contracted out services and work.

ARTICLE 11 – PROMOTION AND VACANCIES

- 11.01 Permanent full-time and permanent part-time vacancies and new positions, within the scope of this Agreement, shall be posted on the bulletin board, and employees shall be allowed seven (7) working days in which to make written application for such vacancies or new positions. Job postings shall include the nature of the position, salary range and qualifications required.
- 11.02 Promotions within the scope of this Agreement shall be on the basis of qualifications and ability, as determined by the Employer, to perform the work satisfactorily. Where qualifications and ability as determined by the Employer are relatively equal and sufficient to perform the required duties, the senior applicant will be selected.
- Should the Employer create a part-time position or additional hours of work for which an existing employee is qualified, and the additional position or hours do not conflict with the applicant's current hours of work, the position or additional hours shall first be offered to internal applicants as set out above.
- 11.03 Any employee promoted to a new position shall be on a trial period for three-

hundred and sixty (360) hours. During the trial period, the employee may be returned to his former position at his former rate of pay and such reversion shall not be the subject of a grievance.

ARTICLE 12 – SAFETY AND HEALTH

12.01 The Employer recognizes the right of employees to work in a clean, safe and healthy workplace. The Employer agrees to establish an Occupational Health and Safety Committee and provide all the protection to the employees as provided under *The Saskatchewan Employment Act*. The Employer shall further ensure that the Occupational Health and Safety Committee meet regularly.

ARTICLE 13 – GRIEVANCE PROCEDURE

13.01 A grievance shall be defined as a dispute between the Employer and any employee regarding the interpretation, meaning, operation or application of this Agreement, and including a question of whether an employee has been wrongfully suspended or discharged.

13.02 Any grievance submitted shall be in writing and shall specify the Article and section of the Agreement alleged to have been violated, the circumstances and occurrence leading to the alleged violation, and the redress or adjustment requested.

There shall be no grievance unless an employee has first attempted to resolve the matter through informal discussions with their department head.

13.03 Where a grievance does arise, the parties to this Agreement shall make an earnest effort to resolve such differences through the following procedure:

STEP 1

The aggrieved employee, with the Steward present if the employee so desires, shall present a written grievance in the form provided in Article 13.02 above to the Town Administrator within, but not after, ten (10) working days from the date of the circumstances giving rise to the grievance. If an adjustment satisfactory to the employee concerned is not made within ten (10) working days of the time it is brought to the attention of the Town Administrator, the grievance shall be processed as outlined in Step 2 or considered settled. The Town Administrator shall respond in writing.

STEP 2

Failing satisfactory adjustment within the time limit of Step 1, the employee, the Steward or the Grievance Committee may, within ten (10) working days but not thereafter, from the time the Town Administrator gave his answer, submit a

written grievance to the Administration Committee of Council. The Administration Committee shall investigate the circumstances, consider the grievance, and give the Steward, the employee, or Grievance Committee a decision within ten (10) working days from the receipt of the grievance in writing.

- 13.04 If satisfactory settlement is not reached in Step 2, either party may request arbitration, providing the request is made in writing, within but not after ten (10) working days of receipt of the decision of Step 2.
- 13.05 The procedure for the appointment of an Arbitration Board as outlined in *The Saskatchewan Employment Act* shall be the procedure followed by the parties to this Collective Agreement.
- 13.06 The Arbitration Board shall not have jurisdiction to alter, to add to or subtract from this Agreement, to substitute any new provisions in lieu thereof, to give any decision inconsistent with the terms of this Agreement, or to deal with any matter not covered by this Agreement.
- 13.07 The decision of the Arbitration Board shall be final and binding on both parties. Each party shall bear the expenses of its appointee, and the Employer and the Union shall equally bear the fee and expenses of the Chairman.
- 13.08 The time limits specified in this Article may only be extended by agreement of the Employer and the Union in writing. In the absence of such agreement, the following shall apply:
- 1) Should the Employer fail to reply within the required time limits, the Union shall have the right to proceed to the next step.
 - 2) Should the Union or employee fail to proceed within the required time limits, the grievance shall be considered settled in accordance with the Employer's answer at the last step, and the grievance shall be deemed to be abandoned.
- 13.09 The Employer and the Union agree to reply to all steps of the grievance procedure in writing.

ARTICLE 14 – LEAVE OF ABSENCE

- 14.01 Leave of absence without pay for personal reasons may be granted at the sole discretion of the Employer.
- 14.02 An employee on leave of absence without pay shall not be eligible for sick leave benefits nor payment of statutory holidays which fall during the authorized period of absence.

14.03 Leaves of absence without pay may be granted upon request, with not less than two (2) weeks' written notice to the Town Administrator, to employees elected or appointed to represent the Union at union conventions, insofar as such leave of absence does not interfere with the regular operation of any department. Such leave will not be granted to more than one (1) employee at any one time and shall not exceed five (5) working days on any occasion. A maximum of ten (10) days may be granted in any year.

During such leave, the employee shall remain on the Town payroll, however, the Union will reimburse the Town for all wages and benefits paid by the Town during the period of absence.

14.04 The Employer shall grant leave of absence without loss of wages, seniority or benefits to an employee who is summoned to serve as a juror or is a witness in a matter arising out of their employment with the Town. The Employer shall pay such an employee the difference between his normal earnings and the payment he receives for potential or actual jury service or court witness duties. The employee will present proof of service and the amount of pay received.

14.05 The Employer shall grant Maternity, Paternity, Adoption and Victim of Interpersonal Violence leaves in compliance with *The Saskatchewan Employment Act* and *The Saskatchewan Employment (Paid Interpersonal Violence and Sexual Violence Leave) Amendment Act, 2019*.

ARTICLE 15 – DISCHARGE AND SUSPENSION

15.01 The Town agrees to issue discipline, suspension or termination only for just cause. An employee disciplined, discharged or suspended shall have full access to Article 13, Grievance Procedure.

15.02 When discipline, dismissal, or suspension without pay takes place, the employee and the Union shall be advised in writing by the Town as to the reason for such discipline, dismissal or suspension.

15.03 Whenever it is found necessary to discipline or censure an employee, the written particulars of the matter shall be given to the employee—copy to the Union—within thirty (30) working days following the disciplinary action. If this procedure is not followed, such disciplinary action shall not become a part of the employee's record.

15.04 After three (3) years of subsequent employment following the discipline or suspension during which no subsequent discipline is issued and upon written request from the employee, the Employer shall remove the disciplinary documentation from the personnel files.

ARTICLE 16 – BEREAVEMENT LEAVE

- 16.01 When a death occurs to an employee's spouse, father, mother, brother, sister, child, stepchild or grandchild, bereavement leave with pay will be granted for five (5) days.
- 16.02 When a death occurs to an employee's brother-in-law, sister-in-law, father-in-law, mother-in-law, stepfather, step mother, son-in-law, daughter-in-law, grandchild, grandfather or grandmother, bereavement leave with pay will be granted for three (3) days.
- 16.03 Up to one (1) day leave with pay shall be granted to attend a funeral as pall bearer or mourner, provided such employee has notified the Employer at least twenty-four (24) hours in advance of the leave.
- 16.04 Casual and Temporary employees shall be entitled to an equivalent amount of time off without pay.
- 16.05 In the event an employee is on vacation and a death occurs as outlined in the above Articles, the employee shall have their vacation credit(s) reimbursed for the amount of time utilized for the bereavement leave.

ARTICLE 17 – HOURS OF WORK AND OVERTIME

- 17.01 Employees shall be paid on an hourly basis, dependent upon actual hours worked per day. A regular day shall consist of eight (8) hours, and a regular week shall consist of forty (40) hours. The regular days of work shall be Monday through Friday for all Town Office and Public Works employees, or as otherwise mutually agreed by the Town and the Union.
- 17.02 All authorized hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be considered as overtime hours and shall be paid at the rate of one and one-half times (1 1/2X) the regular rate of pay. An equivalent amount of time off with pay may be taken for any overtime hours worked at the employee's option. Time off in lieu of overtime shall be taken at a mutually agreeable time. No employee shall be required to work overtime, except in the case of an emergency.
- 17.03 Employees shall work such hours as are assigned by the Employer.
- 17.04 Every employee who is called out after having left work, and is required to work overtime hours, shall be paid at overtime rates for a minimum of three (3) hours. This clause shall not apply where the hours worked are consecutive with a regular shift.

- 17.05 An employee who is called out and required to work on their day off shall be paid at overtime rates for a minimum of three (3) hours.
- 17.06 Employees shall be called out in order of seniority provided they have the ability to perform the duties required.
- 17.07 Employees assigned in advance to make necessary plant or security checks will be paid time and one-half (1 1/2) the employee's regular rate of pay for one (1) hour for each such check.
- 17.08 The senior employee will be assigned to higher duty work, except when not immediately available, and the work assignment is for a period of one hour or less, then the Employer can assign another employee. An employee assuming the higher duty work in excess of one hour shall be paid at the rate of pay of the higher duty work. An employee temporarily assigned to perform duties of a lower paid classification, shall continue to be paid at their own higher rate of pay for all time worked in the lower classification.
- 17.09 All employees will be granted a fifteen (15) minute rest period in each half of a full regular day.

ARTICLE 18 – SICK LEAVE

- 18.01 Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled, to care for a spouse, child or parent during their period of illness or injury, for preventative health care appointments, or because of an accident for which compensation is not payable under *The Workers' Compensation Act* or by the Town's Group Insurance Policy holder.
- 18.02 All employees shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days for each month worked (fifteen (15) days per year) and shall continue to accumulate credits from year to year to a maximum of twenty-six (26) weeks.
- 18.03 A deduction shall be made from accumulated sick leave credits for any day or portion thereof that an employee is absent from work due to sick leave. When warranted, employees may use full day(s) of sick leave for each occurrence as set out in Article 18.01 and Article 18.05.
- 18.04 The Employer may require a medical certificate stating the employee was unable to work, signed by a medical practitioner, for any absence greater than three (3) days. In the event of serious injury or illness, the Employer may require a medical certificate indicating the employee is capable of returning to work. The Employer shall reimburse the employee for the cost of medical certificates.

- 18.05 Employees shall be permitted to use up to six (6) sick days per calendar year of their sick leave entitlement to care for a spouse, child or parent during a period(s) of illness or injury.
- 18.06 Employees shall be permitted to use up to five (5) sick days per calendar year of their sick leave entitlement for preventative health care appointments. Sick leave credits shall be provided to each employee on a monthly basis and upon request by the employee.
- 18.07 Casual and Temporary employees shall be entitled to necessary time off for sick leave without pay.
- 18.08 An employee who becomes ill while utilizing their vacation shall be reimbursed their vacation credit(s) for the amount equivalent to their use of sick time. The Employer may request medical verification that the employee was ill.

ARTICLE 19 – STATUTORY HOLIDAYS

19.01 The following days shall be observed as holidays:

- | | |
|---------------------|---------------------|
| a) New Year's Day | g) Labour Day |
| b) Family Day | h) Thanksgiving Day |
| c) Good Friday | i) Remembrance Day |
| d) Victoria Day | j) Christmas Day |
| e) Canada Day | k) Boxing Day |
| f) Saskatchewan Day | |

and any other day duly legislated as a Statutory Holiday by the Province of Saskatchewan.

- 19.02 The above holidays shall be observed on days other than the calendar days when so proclaimed by the Provincial Government.
- 19.03 When a statutory holiday occurs, the work week shall be reduced by the number of hours equivalent to one (1) day's work. Employees working in excess of the reduced hours of work for that week shall be paid overtime rates for all such hours worked.
- 19.04 Employees required to work on any holiday shall be paid in addition to his statutory holiday pay entitlement, an amount equal to one and one-half times (1 1/2X) his regular rate of pay for each hour or part thereof he works.

ARTICLE 20 – VACATIONS

20.01 All permanent full-time and permanent part-time employees shall receive an annual vacation in accordance with his continuous length of service with the Town as follows:

Less than one (1) year: One and one-quarter (1 1/4) working days for each month or major portion thereof of service

After one (1) year: Fifteen (15) working days

After eight (8) years: Twenty (20) working days

After sixteen (16) years: Twenty-five (25) working days

After twenty-four (24) years: Thirty (30) working days

20.02 Vacation pay shall be calculated on the basis of 1/52 of gross annual earnings in the vacation year in which the vacation entitlement was earned for each five (5) working days of vacation.

20.03 If a statutory holiday or declared holiday falls or is observed during an employee's vacation period, he will be granted an additional day of vacation for each such holiday which shall be taken immediately following the vacation period affected.

20.04 By March 1st of each year, the Employer will post a vacation schedule in each workplace. The Employer reserves the right to limit the number of employees permitted to be absent on vacation from any Department at any one time. Employees shall select their preferred vacation dates and the completed vacation schedule shall be posted no later than March 31st.

Insofar as operational efficiency will permit, preference in choice of vacation dates shall be determined by seniority or service with the Town.

20.05 For the purpose of the administration of this Article, the vacation year shall be March 1 to February 28th.

20.06 Upon giving the Employer not less than two (2) weeks' notice, employees may receive, on the last office day preceding commencement of their vacation, any pay cheques which may fall due during the period of their vacation.

20.07 The Employer shall post vacation credits monthly on Bulletin Boards in accordance with Article 7.01.

ARTICLE 21 – BENEFITS

21.01 The Employer agrees to participate in and to comply with the terms and conditions of the Group Benefits Plan providing the following: Life Insurance, Accidental Death and Dismemberment Insurance, Dependent Life Insurance, Long-Term Disability Insurance, Extended Health Insurance, Vision and Dental Insurance as summarized in the Saskatchewan Urban Municipality Association (SUMA) Group Benefits Plan Policy No. 91489.

ARTICLE 22 – NO STRIKES OR LOCKOUTS

22.01 The Union agrees that during the life of this Agreement there will be no strike, slow down, study sessions, overtime bans, or any withdrawal of normally provided services. The Employer agrees that during the life of this Agreement there will be no lockouts.

22.02 In the event of a legal strike, the Union agrees to provide the Town with a level of service necessary to ensure the safety of the residents of the Town.

ARTICLE 23 – WORKERS' COMPENSATION

23.01 In the event an employee goes on Workers' Compensation, the Town agrees to provide the employee an advance in monies until said employee receives his first Workers' Compensation benefits. The employee agrees to reimburse the Town for any monies advanced, in total, on receipt of his first benefit payment.

23.02 The Town and the Union will develop a mutually agreeable return to work program to accommodate an employee on Workers' Compensation on the advice of a duly qualified medical physician or practitioner.

ARTICLE 24 – INSURANCE

24.01 Should the Employer incur additional insurance costs due to the driving record of any employee who is required to operate an Employer vehicle, such additional costs shall be recovered from the employee by payroll deduction. This section applies only if additional costs are a result of actions while not on Town business.

ARTICLE 25 – GENERAL PROVISIONS

25.01 All rights, benefits, privileges and working conditions which employees now enjoy, receive or possess shall continue to be enjoyed or possessed insofar as they are consistent with this Agreement, but may be modified by mutual

agreement between the Employer and the Union.

25.02 The Employer and its employees shall participate in and comply with the terms and conditions of the Municipal Employees Pension Plan (MEPP). The Employer and the Employee shall make contributions in accordance with the provisions of the Plan.

25.03 Employees who are required to use their private vehicles to conduct Town business shall be paid at the rate set by Town policy or ten dollars (\$10.00) each day of required use, whichever is greater.

25.04 a) Where the Employer requires an employee to attend a course, class, or seminar, the Employer shall pay costs including time (at the employee's regular or overtime rates of pay), travel, meals, accommodation, and cost of the course, class or seminar.

b) Training relevant to employees' job duties shall be offered on an equitable basis within a classification.

25.05 The Town shall pay salaries and wages on a bi-weekly basis. Each employee will be provided with an itemized statement of their wages and deductions each month.

25.06 The Town will:

- supply and clean all coveralls required by the Mechanic.
- Permanent employees shall receive five-hundred dollars (\$500.00) per year for clothing allowance (retroactive to March 1, 2022). Less than full-time employees shall receive the same, prorated and based on the average number of hours worked in the past twelve (12) months.

ARTICLE 26 – DURATION OF AGREEMENT

26.01 This Agreement shall take effect on **March 1, 2023**, and shall continue in effect until **February 28, 2026**, and automatically from year to year thereafter unless either party gives written notice of its desire to renegotiate the Agreement. Such notice shall be given not less than sixty (60) days and not more than one-hundred and twenty (120) days prior to the anniversary of this Agreement.

Signed this 11th day of July, 2023, at the Town of Watrous, Saskatchewan.

ON BEHALF OF THE UNION:

Francis [unclear]

M. J. [unclear]

Rhonda [unclear]

ON BEHALF OF THE EMPLOYER:

[Signature]

[Signature]

SCHEDULE "A" – WAGES

Wages are retroactive to March 1, 2023.

Effective March 1, 2023 – February 29, 2024

Classification	Start	2080 (1 year)	4160 (2 years)	6240 (3 years)	Increase
PW 1	22.05	23.23	24.52	25.83	\$1.00 + 4.5%
PW 2	25.10	26.61	28.22	29.89	4.50%
PW 3	27.82	29.48	31.24	33.13	4.50%
W/WW	30.55	32.36	34.29	36.37	4.50%
Caretaker	19.82	21.01	22.29	23.61	4.50%
Office Clerk 1	22.23	23.53	24.95	26.46	4.50%
Office Clerk 2	22.67	24.00	25.45	26.98	4.50%

	1 st Season	2 nd Season	3 rd Season	Increase
Pool Manager	19.50	21.07	22.76	2.50%
Assistant Pool Manager	17.36	18.41	19.50	2.50%
Lifeguard/Instructor	15.45	16.36	17.36	2.50%
Students/Casual/ Junior Lifeguard	min wage + \$1.00			

Effective March 1, 2024 – February 28, 2025

Classification	Start	2080 (1 year)	4160 (2 years)	6240 (3 years)	Increase
PW 1	22.93	24.16	25.50	26.87	4.00%
PW 2	26.10	27.67	29.34	31.08	4.00%
PW 3	28.93	30.66	32.48	34.45	4.00%
W/WW	31.77	33.66	35.66	37.82	4.00%
Caretaker	20.62	21.86	23.18	24.55	4.00%
Office Clerk 1	23.12	24.47	25.95	27.52	4.00%
Office Clerk 2	23.57	24.96	26.46	28.06	4.00%

	1 st Season	2 nd Season	3 rd Season	Increase
Pool Manager	19.98	21.60	23.32	2.50%
Assistant Pool Manager	17.80	18.87	19.98	2.50%
Lifeguard/Instructor	15.83	16.77	17.80	2.50%
Students/Casual/ Junior Lifeguard	min wage + \$1.00			

Effective March 1, 2025 – February 28, 2026

Classification	Start	2080 (1 year)	4160 (2 years)	6240 (3 years)	Increase
PW 1	23.73	25.01	26.39	27.81	3.50%
PW 2	27.02	28.64	30.37	32.17	3.50%
PW 3	29.94	31.73	33.62	35.66	3.50%
W/WW	32.88	34.84	36.91	39.14	3.50%
Caretaker	21.34	22.62	23.99	25.41	3.50%
Office Clerk 1	23.93	25.33	26.86	28.48	3.50%
Office Clerk 2	24.40	25.84	27.39	29.04	3.50%

	1st Season	2nd Season	3rd Season	Increase
Pool Manager	20.48	22.14	23.91	2.50%
Assistant Pool Manager	18.24	19.34	20.48	2.50%
Lifeguard/Instructor	16.23	17.19	18.24	2.50%
Students/Casual/ Junior Lifeguard	min wage + \$1.00			

***Staff are paid for what they are classified and never paid at a lower classification if performing duties of a higher classification.**

EMPLOYEE CLASSIFICATIONS

PUBLIC WORKS I

Operators: lawn mowers (push and riding), half-ton truck, one-ton truck (limited use), park maintenance light equipment, transfer station operator

PUBLIC WORKS II

Operators: one-ton truck (water), three-ton trucks (gravel/snow), *Ag Tractor and attachments*, sweeper, backhoe

Mechanic: who by experience indicates they are capable of fulfilling the duties assigned, not possessing a Journeyman MVMR or Journeyman HDM Certificate or Journeyman Millwright Certificate

PUBLIC WORKS III

Operators: one-ton truck (water), three-ton truck (gravel/snow), *Ag Tractor and attachments*, sweeper, backhoe, grader, skid steer loader (uniloader)

Mechanic: possessing a minimum of Journeyman MVMR or Journeyman HDM Certificate, or Journeyman Millwright Certificate

WATER/WASTEWATER OPERATOR

The Water/Wastewater Operator shall:

- ensure that the water and wastewater systems and related facilities, equipment and machinery operate effectively and efficiently acting under the direction of the Public Works Superintendent.
- possess current and valid certification in Water Treatment, Water Distribution, Waste Water Collection and Waste Water Treatment, to the required level as determined by *The Saskatchewan Water and Wastewater Works Operator Certification Standard, 2002*, or any subsequent governing standards as is required for the operation of the Town of Watrous' Water and Wastewater Systems.
- perform other duties as assigned.

OFFICE CLERK/STENO

General office duties in Town Office

CARETAKER

Minor maintenance and general cleaning duties in Town Office, Library, Civic Centre, Kinsmen Club Room, Maintenance Shop and other cleaning duties as assigned from time to time.

STUDENT

An employee who is attending high school, including a student on summer vacation who is returning to school for the next semester.

The foregoing descriptions are intended for the sole purpose of classifying employees into rates of pay in Schedule "A".

Without Prejudice

LETTER OF UNDERSTANDING

BETWEEN

CUPE LOCAL 3597

AND

THE TOWN OF WATROUS

Re: Rhonda Burkitt

The Parties recognize:

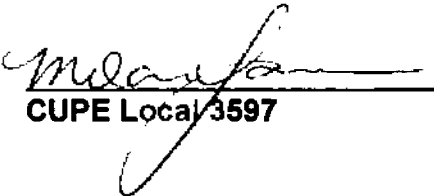
- 1) the value of fair wage compensation for skills, experience and service;**
- 2) our mutual desire to promote career pathing, employment incentives, and career stability;**
- 3) a current Public Works I employee, Rhonda Burkitt, regularly utilizes higher-level skills than set out in the Public Works I job classification.**

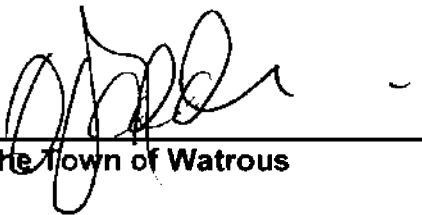
Therefore, the Parties agree to the following terms:

- 1) Rhonda Burkitt will be paid regular, base wages as follows:**
 - a) Public Works I wage; plus**
 - b) 25% of the difference between the PW I and PW II wages; plus**
 - c) The regular progression through the steps on the wage grid**
 - d) All other negotiated wage increases, including general wage increases.**
(For example, the current difference between PW I and PW II hourly wage is $\$4.88 \times 25\% \text{ difference} = \$1.22 + \$23.72 = \24.94 base hourly wage)
- 2) The Town agrees to review this calculation annually.**
- 3) Should the percentage of time Rhonda Burkitt performs PW II duties increase annually, the base wage calculation will increase proportionally to the additional percentage of time spent on PW II duties. This calculation shall not decrease below the 25% difference set out above.**
- 4) The Town will provide Rhonda access to equipment to improve skills and experience when there is opportunity to do so.**

- 5) The Town will evaluate, provide feedback and make recommendations to Rhonda Burkitt at regular intervals.
- 6) Should a Public Works II position become vacant, the Town will give Rhonda Burkitt serious consideration when making its selection.
- 7) This LOU shall expire at the end of the current Collective Agreement (February 28, 2026) and the Parties agree to review this matter.

Date: July 11, 2023


CUPE Local 3597


The Town of Watrous

Without Prejudice

LETTER OF UNDERSTANDING

BETWEEN

CUPE LOCAL 3597

AND

THE TOWN OF WATROUS

Re: Cell Phone Use

The Parties recognize the benefits of safety and convenience when using cell phones for work purposes.

Therefore, the Parties agree to the following:

- 1) The Town of Watrous agrees to pay designated full-time employees (except students) thirty-five (\$35.00) dollars per month for the use of employees' personal cell phones for Town/business operations.
- 2) Payment shall be made semi-annually on or about June 30 and December 31 for the previous months phone usage, or on termination of employment. For example, the June 30, 2023, payment would be for January 1, 2023, to June 30, 2023, or 6 X \$35.00, etc.
- 3) The Town may, at its discretion, provide employees with cellular phones paid for by the Town.
- 4) Employees who work less than full-time hours, are seasonal employees or students, will have access to a cell phone provided by the Town during the employee's working hours, if required. This provision applies if the employee is required to use a cell phone for Town business/operations or if the employee works alone. The Town reserves the right to determine if these employees are required to use a phone or if they work alone.
- 5) Employees agree that the use of their cell phones for personal reasons during work hours is restricted to emergent calls or use during the employee's lunch or coffee breaks.
- 6) Employees must be aware of, and follow, all current legislation and regulations regarding the use of cell phones while operating vehicles or mobile equipment. It is illegal to use a hand-held cell phone (talk, text, etc.) while operating vehicles or mobile equipment.

*March 1 2023, will
be Jan 1
beginning
202*

Date: July 11, 2023

Melan J. am
CUPE Local 3597

[Signature]
The Town of Watrous