



MUNICIPALITY OF  
**GREENSTONE**

# **2023-2026 COLLECTIVE AGREEMENT**

**BETWEEN:**

THE CORPORATION OF THE  
MUNICIPALITY OF GREENSTONE  
(hereinafter called "the Employer")

**AND:**

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3045  
(hereinafter called "the Union")

kd/cope491

**NATURE'S HOME TOWN**

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## THE CORPORATION OF THE MUNICIPALITY OF GREENSTONE

To regulate the working conditions of Municipal Employees of the Corporation of the Municipality of Greenstone, effective January 1, 2023 to December 31, 2026.

### **Article 1 DEFINITIONS**

In this document:

- 1.01** "Employer" shall mean the Corporation of the Municipality of Greenstone.
- 1.02** "Union" shall mean the Canadian Union of Public Employees and its Local 3045.
- 1.03** "Gender" the plural pronouns of they/them/their/themselves shall be interpreted to refer to both the plural and the singular, as appropriate. Plural pronouns are used throughout this Agreement to be inclusive of all gender identities and to avoid prioritizing one gender of other genders.
- 1.04** i) "Full Time" shall mean:
- (a) All salaried employees who have been employed for three full months continually, who have successfully completed their probationary period, excluding those employees designated as part-time, casual and/or temporary; and
  - (b) All hourly employees who have been employed for three full months continually, on a regular working day basis, who have successfully completed their probationary period, excluding those employees designated as part-time, casual, and/or temporary.
- ii) "Part-time Employee" shall mean all employees who have successfully completed their probationary period, and who are regularly scheduled to work not more than twenty-five (25) hours per week, unless otherwise agreed in writing by the parties.
- iii) "Seasonal Employee" shall mean all employees hired on a seasonal basis, who have completed their probationary period, and who may be recalled for a specific period each year to work on a regular basis (i.e. eight (8) hours per day and forty (40) hours per week).
- iv) "Student Employee" shall mean all employees who have successfully completed their probationary period, and who are actively attending and who will continue to actively attend full-time as a student at a secondary college, university or other similar accredited educational institution. Student employees shall not accrue seniority with the Employer.

- (v) "Casual Employee" shall mean employees who have successfully completed their probationary period, and who are hired to perform normally unscheduled work for periods of short duration. Continuity of service shall be considered broken and employment terminated when a casual employee has not worked for the municipality for more than six (6) months. Casual Employees may be scheduled to work as vacation or holiday replacements after the vacation or holiday absence of the regular employee is scheduled. Scheduling of casuals beyond two (2) weeks can only be done by mutual agreement between the Employer and the Union.
- (vi) "Permanent Employees" shall mean all full-time and part-time employees.

**1.05 "Temporary Employee"**

"Temporary Employee" shall mean employees who have been hired to carry out short-term jobs but who cease to be employed when the specific job for which they were hired has been completed. A temporary employee will accrue seniority and shall be required to serve one (1) probationary period.

Employees, including temporary employees, of the Municipality that accept a temporary posting shall remain in that temporary position for no less than three (3) calendar months unless to apply for a full-time position. The employee shall be entitled to remain in the temporary position until such time as the position is no longer required, or the incumbent returns to their original position with the Employer.

**1.06 Pay in Lieu of Benefits**

All employees, excluding students, who are not included in the benefit plans shall receive 14% additional pay in lieu of those benefits. Unless otherwise specified, only Full Time Permanent Staff will receive benefits.

**1.07** "Council" shall mean the Council of the Corporation of the Municipality of Greenstone.

**1.08** "CAO" (Chief Administrative Officer) shall mean the head of the municipal administration of the Corporation.

**1.09 Vacancy**

A vacancy is when a position within the bargaining unit has been vacated by:

- i) Employee has resigned
- ii) Employee has been terminated with just cause
- iii) Employee has successfully posted out to a position with the employer outside of the bargaining unit.
- iv) Retires

## **1.10 Temporary Vacancy**

A temporary vacancy will be posted once the employer is made aware of a leave of absence of greater than 21 days or reaches 21 days (example-three one week doctor's notes in a row). It is understood that the position ends upon the return of the employee who was off. It is also understood that the employee who's temporary in the position returns to the prior position.

## **Article 2 PURPOSE**

**2.01** The purpose of this agreement is to maintain a harmonious relationship between the employer and its employees, to provide just and settled conditions of employment, and to provide an amicable method for fairly and peacefully adjusting any disputes that may arise between the employer and its employees as represented by the Union.

## **Article 3 IMPLEMENTATION**

**3.01** It is understood and agreed that the salaries and allowances agreed upon in any contract made between the Municipality of Greenstone and the Union concerning any employee shall only be the salaries, benefits and allowances as set out in the appropriate Articles of this agreement.

**3.02** No employee shall conduct Union activities on the employer's premises except as specifically permitted by the agreement.

**3.03** The Union agrees that it will not cause, direct or consent to any strike or other collective action on the part of the employees represented by the Union during the term of this agreement and that if such action should be taken by the employees, the Union will instruct the said employees to return to work and perform their usual duties and to resort to the Grievance Procedure established herein for the settlement of any complaint or grievance.

Nothing in this provision shall affect the Employer's right to pursue any remedies available under the Labour Relations Act or at common law.

**3.04** The employer and his officers agree they will not engage in any lockout during the term of this agreement.

## **Article 4 MANAGEMENT RIGHTS**

**4.01** The Union recognizes and acknowledges that the management of the operation and direction of the working force are fixed exclusively with the Corporation, and without

restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Corporation to:

- (a) Maintain order and efficiency;
- (b) Hire, promote, demote, classify, transfer, suspend and re-hire employees, and to discipline or discharge an employee who has completed the probationary period for just cause or, in the case of a probationary employee, for unsuitability, provided that such action may be the subject matter of a grievance and dealt with as hereinafter provided;
- (c) Make, enforce and alter, from time to time, rules and regulations to be observed by the employees;
- (d) Determine the nature and kind of business conducted by the Corporation, the kinds and locations of sections and divisions, the equipment and materials to be used, and the control of materials and parts, the methods and techniques of work, the content of jobs, the schedules of work, the number of employees to be employed, the extension, limitations, curtailment or cessation of operations or any part thereof, and to determine and exercise all other functions and prerogatives which shall remain solely with the Corporation except as specifically limited by the express provisions of this Agreement.

**4.02** To hire, transfer, promote, demote, lay off, recall, assign duties, and to suspend, discipline, or discharge any employee for just and reasonable cause, provided that a claim by any employee who feels he has been unjustly dealt with on any of the foregoing items, may be subject of a grievance and dealt with under Article 38 - Grievance Procedure.

**4.03** To provide the employees that Council deems necessary for the operation of the Municipality.

#### **4.04 Performance Evaluations**

Employees shall participate in an annual evaluation.

Evaluations shall be performed by the respective Department Head or by non-union Supervisors authorized by the respective Department Head.

Each employee shall receive a copy of his evaluation. Memos issued to an employee concerning performance shall be attached to and become part of that employee's evaluation.

All original evaluations shall be submitted to the office of the Human Resource Manager.

Any evaluated employee shall have the opportunity to discuss their evaluation with the evaluator if they so wish.

Performance evaluations are for the sole purpose of personal growth and will not be used for purposes related to any other provision of this agreement contained herein.

**4.05** To only exercise these rights in a manner consistent with the terms of this agreement.

## **Article 5 RECOGNITION AND NEGOTIATION**

### **5.01 Bargaining Unit**

The Employer recognizes the Canadian Union of Public Employees and its Local 3045 as the sole and exclusive collective bargaining agent for all of its employees, save and except Chief Administrative Officer, Executive Secretaries, Economic Development Officer, Director of Public Services, Manager of Human Resources, Manager-Public Works, Manager-Facilities, Director of Corporate Services, Director-Planning and Protective Services, Fire Chief, Director-Community Services, Manager of Parks and Recreation, Manager of Finance and Accounting, Clerk, Senior Analyst-Finance Asset Manager, Manager of Revenue and Business Analyst, Building Inspector, Day Care Manager and Airport Manager.

### **5.02 Work of the Bargaining Unit**

Employees and volunteers whose jobs (paid or unpaid) are not in the bargaining unit shall not normally work on any jobs which are included in the bargaining unit except in cases of emergency, for purposes of training or where bargaining unit employees are not readily available or when mutually agreed upon in writing by the parties.

### **5.03 No Other Agreement**

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

### **5.04 Contracting Out**

Whenever it becomes necessary for the Municipality to contract out work regularly performed by employees covered by this Agreement such contracting out shall not result in the layoff of any permanent employee within the bargaining unit.

## **Article 6 HUMAN RIGHTS**

**6.01** The Employer agrees that there shall be no discrimination exercised or practiced with respect to any employee in the matter of hiring, assigning wage rate, training,

up-grading, promotion, transfer, layoff, recall, discipline, classification, discharge, or any other action by reason of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status (including single status), gender identity, gender expression, record of offences, sex (including pregnancy or breastfeeding), sexual orientation, religion, political affiliation or activity, or membership or activity in the Union.

## **Article 7 OCCUPATIONAL HEALTH AND SAFETY**

**7.01** The parties agree to abide by the Occupational Health and Safety Act and to post copies of the Act in each department.

At least one employee on each shift employed in the following operation/facilities/departments shall hold a current, valid First Aid Certificate.

- (a) Public Services Department
- (b) Recreation Department
- (c) All Day Care Centre Employees
- (d) All Family Resource Centre Employees
- (e) Airport
- (f) ICDP
- (g) APSW
- (h) Administration
- (i) EarlyON Child and Family Centres

The Day Care Centre shall be considered one (1) shift for the purpose of this Article. The Employer agrees to pay for such training and to provide time off in-lieu if such training is not available during regular working hours.

### **7.02 Health and Safety Committee**

The parties agree to co-operate collectively in improving health and safety and working conditions.

## **Article 8 CHECK-OFF OF UNION DUES**

### **8.01 Check-off Payments**

The Employer shall deduct from every employee any dues, initiation fees or assessments levied by the Union or its members.

The Union shall hold the Employer harmless with respect to all dues or the equivalent thereof so deducted as per Article 8 of the collective agreement and remitted with respect to any liability that the employer might incur as a result of such deductions.

## **8.02 Deductions**

Deductions shall be forwarded in one cheque to the National Secretary-Treasurer of the Union not later than the tenth (10th) day of the following month for which the dues were levied. The cheque shall be accompanied by a list of the names, addresses and classifications of employees from whose wages the deductions have been made.

## **8.03 Dues Receipts**

At the same time that Income Tax (T-4) slips are made available, the employer shall type on the amount of union dues paid by each Union member in the previous year.

**8.04** It is understood that refusal by the Union to accept an employee as a member or to continue an employee's membership or refusal of an employee to join or continue membership in the Union will not be cause for dismissal by the Employer.

## **Article 9 LABOUR MANAGEMENT BARGAINING RELATIONS**

### **9.01 Representative**

The employer shall not bargain with or enter into any agreement with an employee or group of employees in the bargaining unit. No employee or group of employees shall undertake to represent the Union at meetings with the employer without the proper authorization of the Union. In representing an employee or group of employees, an elected or appointed representative of the Union shall be the spokesperson.

In order that this may be carried out, the Union will supply the Employer with an up-to-date list of the names of its officers annually or when changes to the Union Executive or stewards occurs.

Likewise, the Employer shall supply the Union with an up-to-date list of its supervisory personnel with whom the Union may be required to transact business.

### **9.02 Union Negotiating Committee**

A Union Negotiating Committee shall be elected or appointed and consist of not more than five (5) members of the Union. The Union will advise the Employer of the Union members of the Committee.

### **9.03 Function of the Negotiating Committee**

All matters pertaining to collective bargaining shall be referred by the Union Negotiating Committee to the employer for discussion and settlement.

#### **9.04 Meeting of Committee**

In the event either party wishes to call a bargaining meeting, the meeting shall be held at a time and place fixed by mutual agreement.

All meetings are to be scheduled during regular working hours where practical. No time or overtime shall be paid if meetings are held at times other than regular working hours. Any employee representative attending such meetings shall not lose regular earnings as a result of such attendance.

### **Article 10 DISCIPLINARY ACTION**

**10.01** Employees may only be disciplined, by their non-union Supervisor. The particular penalty will depend on the seriousness of the offence, and each infraction will be judged on the facts of the case. The employer is to notify the employee of the infraction prior to any meeting taking place, notify the Union, and give a steward time off to attend.

**10.02** "Confidential information" shall be deemed to mean information for which an employee has taken an oath of secrecy. An employee may be subject to immediate disciplinary action for disclosing confidential information.

**10.03** The following Progressive Disciplinary Action may be taken:

- (a) Verbal warning (documented)
- (b) Written warning (interview plus letter)
- (c) Suspension one day
- (d) Suspension two day
- (e) Suspension three day
- (f) Suspension seven day
- (g) Dismissal

### **Article 11 SENIORITY**

#### **11.01 Seniority Defined (Type of Seniority Unit)**

Seniority is defined as the length of service in the bargaining unit and shall include service with the Employer prior to the certification or recognition of the Union. Seniority shall be used as a factor in determining preference or priority for promotion, transfer, demotion, lay off, permanent reduction of the workforce, and recall, as set out in other provisions of the agreement.

Seniority for non-permanent employees shall be based on accumulated time worked with 1820 hours equaling one year of seniority for employees in thirty-five (35) hour

per week jobs and 2080 hours equaling one year of seniority for employees in forty (40) hour per week jobs.

Seasonal staff will carry over and accumulate their seniority year to year unless they have not worked for a period of twenty-four (24) months. In that case, their seniority shall begin again from the date of last hire.

### **11.02 Seniority Lists**

The employer shall maintain seniority lists showing the current classification and the date upon which each employee's service commenced. When two or more employees commence work on the same day, preference shall be by reference to the date of application. Up-to-date seniority lists shall be sent to the Union and posted on all bulletin boards in January and July of each year.

### **11.03 Probation for Newly Hired Employees**

A newly hired full-time employee shall be on probation for the first ninety (90) calendar days of their employment. All classifications other than "full-time" are required to complete a probationary period of five hundred and sixty (560) hours for employees working a 35-hour week, and six hundred and forty (640) hours for employees working a 40-hour week.

During the probationary period, the employee shall be entitled to all working conditions and wages of the agreement. Full-time employees will be eligible for benefits after two (2) months of employment.

After completion of the probationary period, seniority shall be effective from the original date of employment.

In the discharge of a probationary employee, the parties shall take into account whether the standards expected were reasonable and whether the employee was notified of them.

Dismissal of any probationary employee shall not be considered to be a grievable item.

In the event a probationary employee bids into a new classification, their application will be considered at the discretion of the Employer.

**11.04** An employee shall not lose seniority if they are absent from work because of sickness, disability, accident, lay off, maternity/parental leave or leave with pay approved by the employer. An employee shall only lose their seniority and cease to be an employee in the event:

- (a) they are discharged for just cause and is not reinstated;

- (b) they quit;
- (c) they fail to return to work within ten (10) working days following a recall and after notice has been sent by registered mail to do so, unless through sickness or other just cause; or
- (d) employees who are on leave will not engage in gainful employment on such leave and if an employee does engage in gainful employment while on such leave, they will be deemed to have quit and will forfeit all seniority rights and privileges contained in this agreement unless otherwise agreed to by the Union and the Employer. This shall not be deemed to include leave-of-absence for Union business.
- (e) While on LTD seniority maintains but ceases to accrue after twenty-four (24) months. See Letter of Understanding.

### **11.05 Transfer and Seniority Outside Bargaining Unit**

No employee shall be transferred to a position outside the bargaining unit without their consent. If an employee is transferred to a position outside of the bargaining unit, they shall retain their seniority accumulated up to the date of leaving the unit but will not accumulate any further seniority. Such employee shall have the right to return to a position in the bargaining unit during their trial period, which shall be a maximum of ninety (90) days. If an employee returns to the bargaining unit within the ninety (90) days, they shall be placed in a job consistent with their seniority. If an employee returns to the bargaining unit after ninety (90) days, they will be deemed to have no seniority in the unit. Such return shall not result in the lay off or bumping of an employee holding greater seniority.

**11.06** No part-time employee will receive more seniority in a one-year period than a full-time employee.

No employee shall be transferred to a position outside the bargaining unit without their consent.

## **Article 12 PROMOTION AND STAFFING CHANGES**

### **12.01 Job Postings**

When a new position is created or when a vacancy occurs, which shall include the resignation of an incumbent inside the bargaining unit, the employer shall immediately notify the Union, in writing, and post notice of the position on all bulletin boards for a minimum of one (1) week and will remain posted till the vacancy is filled and online postings will be refreshed weekly, so that all members will know about the vacancy or new position. Positions shall be advertised within one (1) week of vacancy where feasible.

## **12.02 Information in Postings**

Such notice shall contain the following information:

Nature of position, qualifications, required knowledge and education, skills, shift, hours of work, wage or salary rate or range. Such qualifications and requirements shall be those necessary to perform the job function and may not be established in an arbitrary or discriminatory manner.

## **12.03 Outside Candidates**

No outside candidates for any vacancy within the bargaining unit shall be considered until the applications of present Union members have been considered.

## **12.04 Role of Seniority in Promotions, Transfers and Staff Changes**

Both parties recognize:

- (a) the principle of promotion within the service of the employer; and
- (b) that job opportunity should increase in proportion to length of service.

Therefore, in making staffing changes, transfers or promotions, appointment shall be made of the applicant having the required qualifications and with the greatest seniority in accordance with Articles above.

## **12.05 Trial Period**

The successful applicant shall be notified as soon as possible following the end of the posting period. They shall be given a trial period of up to thirty (30) working days, during which time they will receive orientation and on the job training for the position. In order to qualify, further time may be allowed if mutually agreed upon. The employer shall not curtail the trial period without just cause, before it has run its full course unless mutually agreed upon. Conditional on satisfactory service, the employee shall be declared permanent in that position or classification after the period of up to thirty (30) working days. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable or unwilling to continue to perform the duties of the new job classification, they shall be returned to their former position, wage or salary rate, without loss of seniority. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to their former position, wage or salary rate, without loss of seniority. This clause does not apply to students.

## **12.06 Notification to Employee and Union**

Within seven (7) calendar days of the date of appointment to a vacant position, the name of the successful applicant shall be provided to the Union to be posted on all bulletin boards. If there is no successful applicant, the Employer agrees to have discussions with the Union.

## **12.07 On the Job Training**

Permanent employees will be provided with training opportunities to become qualified for higher or equal positions within the respective departments during regular working hours provided that training is available, and approval is obtained from the respective Director or their designate whose approval shall be conditional upon the scheduled work load.

Subsequent to training, full-time employees will be provided with opportunities to prove their proficiency in the respective position. Upon proving possession of the necessary qualifications for a given position, the permanent employee will be entitled to receive the remuneration relative to that position for the period worked in that position.

## **12.08 Training Courses**

The employer shall post any Training Courses and Experimental Programs for which employees may be selected. The bulletin shall contain the following information:

- i) type of course (subjects and material covered);
- ii) time, duration and location of the course; and
- iii) minimum qualifications required for applicant.

This bulletin shall be posted for a period of two (2) weeks where feasible on all designated bulletin boards to afford all interested employees an opportunity to apply for such training.

## **12.09 Training Courses and In Services**

All time spent travelling, in conferences, workshops and training will be deemed as time worked. The employer shall pay employees at their rate of pay and in accordance with provision herein this agreement.

## **12.10 Job Descriptions**

All changes to the job descriptions in place as a result of the pay equity process will be subject to notification. The Union and the employee(s) will be notified of the projected change(s) thirty days prior to the projected implementation.

**12.11** Once it is determined that an employee on LTD is not returning permanently to work, the position will be posted immediately. If the employee returns to the workplace, they will return to their original position.

## **Article 13 LAYOFFS AND RECALLS**

### **13.01 Role of Seniority in Layoffs**

An employee who is laid off or displaced or whose hours of work are reduced because of lack of work shall have the right to either:

- (a) accept the lay-off; or
- (b) displace any employee who has lesser bargaining unit seniority provided that the employee exercising the right has the necessary skill, ability and qualification to perform the duties of the position. They shall be given a familiarization period of ten (10) working days during which time they will be provided with orientation. An employee will make their option to bump within seven (7) calendar days.

An employee who is laid off shall not accrue seniority during such period of lay-off.

When a layoff is required, the junior employee in the classification in the Sector will be laid off.

In accordance with the above, the following bumping rights apply:

- i) Permanent employees may displace junior employees including Permanent Seasonal, Temporary, Part-time and Students.
- ii) Seasonal, Temporary and Part-time employees may only displace junior employees who are Seasonal, Temporary, Part-time and Students.

Employees exercising bumping rights, in other sectors, must displace the most junior employee in the classification they are bumping into.

### **13.02 Recall Procedure**

An employee shall have opportunity of recall from a lay off to an available opening in order of seniority, provided the employee has the skill, ability and qualification necessary to perform the work, before such opening is filled on a regular basis under the posting procedure. Employees in the bargaining unit with more seniority than employees laid off will have the 1<sup>st</sup> choice of a vacant position. Laid off employees will be entitled to apply to any vacant position that will become open. All available positions must follow the posting procedure.

Subject to paragraph below, permanent employees will be recalled to permanent positions, with seasonal part-time and student employees only recalled to seasonal part-time and student positions.

If no permanent opportunities exist, permanent employees will be offered other than full-time opportunities prior to them being offered to seasonal and part-time employees. Permanent employees may elect to accept or reject such offer seasonal, part-time or temporary offer without affecting their recall rights. Once recalled to any permanent position they are no longer considered on recall. If they choose not to accept such permanent position they will be deemed terminated.

An employee recalled to work in a different position from which they were laid off shall have the privilege of returning to the position they held prior to lay off, should it become vacant within three (3) months of being recalled if the employee so chooses.

Seasonal employees will be given a minimum thirty (30) days' notice of recall.

### **13.03 No New Employees**

New employees shall not be hired until those laid off employees who have the skill, ability and qualifications necessary for the position have been given an opportunity of recall.

### **13.04 Advance Notice of Layoff**

Unless legislation is more favourable to the employees, the Employer shall notify employees who are to be laid off thirty (30) calendar days prior to the effective date of layoff.

All other employees who are to be laid off shall be notified thirty (30) calendar days prior to the effective date where feasible.

**13.05** For the purposes of layoff and recall the Family Resource Centre Indigenous Residential Counsellor position shall be considered to have the same qualifications, duties and responsibilities as all other Residential Counsellors.

**13.06** Notwithstanding Clauses 13.02, 13.03 and 13.04 the Employer shall notify Student Employees of available positions by April 15 of each year by posting a Notice on the Greenstone website, in advance of any external advertising, that they have the opportunity to return to work with the Municipality. It shall also provide for a two-week period in which the Student shall notify the Employer of their intention. If the Student fails to respond in the required period or fails to return to work, they shall be deemed to have forfeited the opportunity to work for the Municipality.

The Employer further agrees to inform the Students at the end of each summer season of this process.

Existing student employees who no longer qualify as students will be converted to casual status.

## **Article 14 HOURS OF WORK**

### **14.01 Public Works**

Public works employees hours of work shall be days 7:30 a.m. to 4:00 p.m., nights 6:00 p.m. to 2:30 a.m. Landfill hours 9:00 a.m. to 5:30 p.m. with a 30-minute unpaid lunch inclusive in all Sectors.

Coffee breaks shall consist of two fifteen-minute rest periods to be taken on the job site.

### **14.02 Family Resource Centre**

Permanent Family Resource Centre employee regular hours of work shall normally be twelve (12) hour rotation shifts, 8 a.m. to 8 p.m., 8 p.m. to 8 a.m., up to 84 hours per two-week schedule (2184 per year) inclusive of two (2) fifteen-minute paid coffee breaks and a one (1) hour paid meal time, during which the employee must remain on site. Employees will be paid each pay period Eighty (80) hours at regular pay and bank four (4) hours at regular comp hours. Any hours worked over eighty-eight (88) hours will be paid at over time. Only full-time employees shall have the option of banking overtime pay, up to a maximum of one hundred and four (104) hours of lieu time once per calendar year. Scheduling will be as determined by the supervisor. The employer will supply meals and refreshments for the employee while on duty. Employees' attendance at Staff Meetings is mandatory and is not considered overtime, but as a condition of employment. Employees attending Staff Meetings outside of their regular hours of work will be paid at straight time rates.

The permanent FRC Outreach Worker's regular hours of work will normally be seven (7) in a day (1820 in a year), exclusive of a one (1) hour unpaid meal period, to be flexed based on the needs of the Program.

Notwithstanding the above, employees who have worked a night shift on a day previous to a staff meeting will not be expected to attend the staff meeting.

Any workshop, course or training required by the employer shall be paid by the employer. If such workshop, course or training is not held during regular working hours, time off in-lieu will be provided.

### **14.03 Greenstone Day Care Centres**

The Greenstone Day Care Centres hours of work shall be staggered as the Supervisor sees fit.

Employees attending Staff Meetings outside of their regular hours of work will be paid at straight time rates.

Any workshop, course or training required by the employer shall be paid by the employer. If such workshop, course or training is not held during regular working hours, time off in-lieu will be provided.

(See Letter of Understanding)

#### **14.04 Greenstone EarlyON Child & Family Centres**

EarlyON Child & Family Centres hours of work shall be staggered as the Supervisor sees fit.

Employees attending Staff Meetings outside of their regular hours of work will be paid at straight time rates.

Any workshop, course or training required by the employer shall be paid by the employer. If such workshop, course or training is not held during regular working hours, time off in-lieu will be provided.

#### **14.05 Arena**

Arena shifts shall be scheduled on five (5) consecutive days each week, eight (8) hours per day, as follows:

Summer Hours:	7:00 a.m. to 3:30 p.m. – half hour lunch
Winter Hours:	7:30 a.m. to 4:00 p.m. – half hour lunch
Afternoon Hours:	2:30 p.m. to 11:00 p.m. – half hour lunch

#### **14.06 Other Parks or Recreation**

Shifts shall be scheduled on five (5) consecutive days each week, eight (8) hours per day.

#### **14.07 Office**

The regular hours of work for all other employees other than those specified above shall be:

8:30 a.m. to 4:30 p.m. - Monday to Friday inclusive

A rest period of fifteen (15) minutes shall be allowed between the hours of 8:30 a.m. and 12:00 noon, and 1:00 p.m. and 4:30 p.m. One (1) hour for lunch shall be allowed during the regular hours of work, with the exception of modified hours when coverage is required from another unionized employee due to vacation, sickness and to allow suitable time for travel.

#### **14.08 Airport**

The regular hours of work for full-time employees shall be ten (10) per day, 8:00a.m. to 6:00p.m., to be scheduled on a seven-day workweek. A rest period of fifteen minutes shall be allowed in the morning and afternoon when time permits and a paid one (1) hour lunch period when time permits.

Maintenance Operators will be paid the same rate as Heavy Equipment Operator provided the Airport Operators are bound by additional qualifications (i.e. fueling). Any Airport related training will be offered to the incumbent employees first. Additional Airport training opportunities will be offered based on qualifications and seniority of the remaining Heavy Equipment Operators.

#### **14.09 Part-time**

Extra hours will be given to part time employees prior to casual employees. Maximum hours for 7 hours shifts is 35 hours per week and 8 hours shifts maximum is 40 hours per week.

#### **14.10 Students**

The hours of work shall be determined as per established practise.

**14.11** In an attempt to avoid layoffs and/or downsizing, Management and the Union agree to discuss flex time and split shifts on a case by case basis.

**14.12** No employee will have their hours of work changed without at least forty-eight (48) hours of notice.

**14.13** Nothing herein shall be deemed as a guarantee by the employer to provide employment for the number of hours set out herein or for any hours.

#### **14.14 General**

The Employer may determine such variable work schedule as is necessary to accommodate the service provided by it with the agreement of the Union. In the event there is no agreement of proposed changes to the Union, the Employer may, on one months' notice implement such changes as it deems necessary, as long as there is no reduction in the total number of hours worked per week.

**14.15** If any employee is sent home prior to the end of their scheduled shift as a result of adverse conditions or other unforeseen act of nature or should there be a power failure or loss of heat or similar circumstances for a prolonged period or period of unknown duration the employee shall receive their regular pay for that day. All other employees shall be paid for time worked.

**14.16** An employee who is required to work an unplanned overtime in excess of two (2) hours following that day's regularly scheduled shift (over a seven (7) hour day, shall be eligible for a reimbursement of up to \$25.00 for a meal upon proof of receipt. If a tip is added it will be up to a maximum of 20%.

**14.17** The Employer agrees to pay the costs of the DZ/AZ licence renewal and the cost of the associated medical, and vulnerable sector check when required for the job.

**14.18 Distribution of hours (Casual)**

Casual employees will have equitable distribution of hours where feasible.

**Article 15 SHIFT PREMIUM**

**15.01** Shift premium shall apply to hours worked between 11:30 p.m. and 7:30 a.m. Employees shall receive seventy-five (75) cents per hour additional compensation for all such shift hours worked.

Family Resource Centre shift premium shall apply to hours worked between 12:00 a.m. and 8:00 a.m.

Employees shall receive seventy-five (75) cents per hour additional compensation for an evening shift where the majority of hours worked are between 3:00 p.m. and 11:30 p.m. The parties agree with the principle that evening and night shift premium be at the same rate.

**15.02** A shift premium will not be paid when overtime rates are in effect.

**Article 16 HOURLY RATE**

**16.01** In arriving at hourly rates of pay for employees, where the occasion arises, the annual wage rate for the particular classification as set in the Salary Grids, shall be divided by 1,820 hours for employees working a thirty-five (35) hour work week and by 2,080 hours for employees working a forty (40) hour work week.

**Article 17 OVERTIME**

**17.01 General**

Compensable overtime for the purposes of this agreement shall be defined as authorized time in excess of normal working hours.

From time to time, employees may be requested to work in excess of their normal working hours. However, certain personnel hold job positions which normally require a reasonable amount of overtime work, i.e., attendance at various meetings, work on holidays, etc. Such personnel are expected and required to do whatever is necessary to properly carry out their jobs. Time worked in excess of normal working hours must exceed fifteen (15) minutes to be considered as compensable overtime.

Only full-time employees shall have the option of banking overtime pay, up to a maximum of sixty (60) hours of lieu time once per calendar year, to be taken as lieu time at a mutually agreeable time. Banked time must be used by April 30 of the following year. There will be no pay out for such bank time under any circumstances, except termination of employment by the Employer.

### **17.02 Authorization**

All compensable overtime must be authorized by the respective Department Head prior to the working of such overtime, except in cases of emergency. In such cases, justification shall be provided after the fact to the Department Head to obtain authorization.

### **17.03 Documentation**

Documentation of all overtime hours must be submitted on a pre-approved basis only and must be accompanied by a properly completed Authorization Form, attached to and forming part of this agreement as Schedule "C".

### **17.04 Equitable Distribution**

Compensable overtime should be distributed as equitably as possible among the employees in each Department.

### **17.05 Call-Out**

An employee who is called back outside his standard hours, other than for scheduled overtime work, and returns to work voluntarily shall be paid a minimum of three (3) hours at time and one half (1-1/2). No employee who is called back may be paid twice for the same time.

**17.06** Employees required by the Employer to be on standby shall be paid a maximum of three (3) hours at their regular hourly rate of pay for each twenty-four hours on standby.

## **Article 18 DEDUCTIONS FOR ABSENCE**

**18.01** For absences from duty requested by an employee and approved by the Department Head, other than those provided for in this agreement, deduction shall be made by the Employer from the employee's salary for the number of working hours absent. The daily rate shall be calculated by multiplying the hourly rate of pay by the number of hours in the employee's normal working day. Nothing in this Article shall be construed to confer the right of an employee to be absent from duty without leave.

## **Article 19 SPLIT WORK ASSIGNMENTS**

**19.01** Where an employee performs, on a regular basis in a position other than the one for which the employee was employed, duties as prescribed in another job description, and where there is a differential in wage scales between the positions, the employee shall be compensated on a pro-rata basis for the time spent in each position.

"Regular Basis" shall be defined as being for a full day or more of each week for a period longer than three (3) months.

## **Article 20 TEMPORARY PROMOTION**

**20.01** When an employee is required to act in a capacity other than that for which they were employed on a temporary basis for reasons other than holidays, the employee shall be entitled to compensation for the additional responsibility. Compensation will be paid from the eleventh (11<sup>th</sup>) day of such temporary promotion only when the term of the temporary promotion exceeds ten (10) working days. Compensation shall be calculated on the basis of the difference between the employee's current level on the Salary Grid and the same grid level for the position the employee is filling. The employee will receive one hundred percent (100%) of the difference for the eligible time worked.

**20.02** Hourly rated employees promoted temporarily to a higher paying position in the bargaining unit shall receive the rate of the higher paid position for all hours worked in the classification, if qualified.

## **Article 21 PROMOTIONS**

**21.01** When an employee is promoted, previous experience with the Employer will be considered for salary placement on the Grid. Placement will be no less than the nearest level that provides a raise in pay.

**21.02** When an hourly employee is promoted to a salaried position, previous years of experience with the Employer will be considered for salary placement on the Grid.

## **Article 22 TERMINATIONS**

- 22.01** Notice of termination of employment by the employer shall be in accordance with the requirement of the Employment Standards Act.
- 22.02** Notwithstanding Article 22.01, employees with a minimum of one year continuous service with the employer who have their positions terminated shall be eligible for one (1) week of severance pay for every year of service with the employer to a maximum of twenty-six (26) weeks.
- 22.03** An employee who receives severance pay in accordance with Article 22.02, agrees that they have left the organization and shall not be eligible for recall.

## **Article 23 WAGES, SALARY AND SALARY GRID**

### **23.01 Wages and Salary**

All employees shall be paid bi-weekly as per Schedule "A" attached hereto and forming part of this agreement.

All employees shall be paid by direct bank deposit by noon Friday on regular paydays.

### **23.02 Salary Grid**

All employees shall receive their grid allotment on their anniversary date.

- 23.03** Red circled employees will not receive annual wage increases until such time as the grid catches up with their current wage level. Therefore, red circled employees will be paid a lump sum of \$400.00 upon ratification of this agreement.

### **23.04 Pay Equity Maintenance**

The parties will continue to maintain the Pay Equity Plan of October 2005, as per the *Pay Equity Act* of Ontario.

## **Article 24 EMPLOYEE BENEFITS**

All benefits as set out in this Article are applicable to Full Time employees only. The benefits outlined below will change from a Prescribed Plan to a Prescription Plan.

### **24.01 Benefits**

All full-time employees shall be eligible for the following benefits:

- 100% Group Insurance Coverage of two (2) times annual salary to a maximum of \$125,000.00 coverage; Add a provision allowing employees to purchase additional optional coverage up to \$250,000.00, in total;
- 100% Extended Health Care;
- 100% Dental Plan at current O.D.A. rates including 100% dentures;
- 100% Drug Plan.

#### **24.02 Optical**

The employer will contribute one hundred per cent (100%) of the cost of the premium for a Vision Care Plan providing five hundred (\$500.00) dollars every two years for each employee and each member of the employee's family (spouse and children).

#### **24.03 Long Term Disability**

One hundred (100%) per cent of an employer plan that will come into effect after four (4) months of illness (86 days). The plan will pay 66-2/3% of current wages to a maximum of \$5,000.00 per month. The plan will contain a 24 month "own occupation" clause. When an employee is on Long Term Disability, they will be permitted to contribute to O.M.E.R.S. provided that O.M.E.R.S. allows such a practice. All employees shall go on the Long-Term Disability Plan when they become eligible.

#### **24.04 Termination of Benefits**

Payment of all benefits by the employer shall cease as of the date of a layoff or termination. It is further agreed and understood that any benefits prepaid by the employer shall remain in effect and the laid off or terminated employee shall not be required to reimburse the employer for such prepaid benefits.

Payment of the Employer's share of benefits shall cease as of the date an employee has been on Worker's Compensation Benefits for a period of twenty-four (24) months, Long Term Disability for a period of twenty-four (24) months, maternity or parental leave for a period of up to eighteen (18) months.

**24.05** Permanent part-time Resident Counsellors at the Family Resource Centre shall be eligible for the benefits in this Section on a pro-rated basis. The percentage share of the benefit premiums to be paid by the employer shall be based on the number of hours worked by the part-time employee relative to the normal number of hours for the full-time Resident Counsellor classification.

**24.06** The Employer may change carriers at any time provided that benefits remain at least equivalent to those presently in effect.

## **24.07 Retiree Benefits**

Employees have the option to carry on with the benefit package after retirement, excluding Long Term Disability, with the retired employee paying the premiums, in advance at the same rate as the Employer pays, with the following conditions:

1. Group Life Insurance coverage is capped at a flat \$5,000.00 of life insurance.
2. \$50,000.00 lifetime maximum for extended health care, including drugs and optical.
3. No out-of-country coverage.
4. Dental remains unchanged.

**24.08** Employees who choose to receive a hepatitis vaccination shall be reimbursed by the employer for the cost of the vaccination.

## **Article 25 EDUCATIONAL TRAINING**

**25.01** Employees requested by Council to participate in a training program which shall be of benefit to the municipality, shall have their tuition and other costs paid by the Town upon enrolment, subject to the condition that if the course is not successfully completed, the employee will be required to reimburse the Employer for the full amount of tuition costs paid.

The Employer further agrees to pay for the costs of recertification and renewal of required professional licenses and certifications. For purposes of clarification, this clause covers such licenses and certifications as, for working at the pool, power saw training, First Aid, etc. This does not include Drivers Licenses. Certified Early Childhood Educators will have their professional association fees reimbursed by the Municipality of Greenstone (applicable to renewals only).

**25.02** Employees wishing to participate in a training program which shall be of benefit to the municipality will have their tuition paid by the Employer upon successful completion of the program, provided that the employee has received Council's prior consent to enroll in the training program. Council shall at its sole discretion determine whether or not a training program is beneficial to the municipality.

**25.03** Courses successfully completed by employees shall not be considered as grounds for a re-classification of the employee's position for salary purposes.

**25.04** Any employee operating a piece of machinery should be provided with basic instruction in the safe operation of that equipment.

**25.05** Employees will be paid at straight time for traveling to and from attendance at any course, workshop or training whether attendance at such sessions is requested by the

employee or directed by the employer. Mileage, food and hotels will also be paid for by the employer as per the travel policy.

Every reasonable attempt will be made for the employee to travel during their regular working hours. The first two hours in excess of regular working hours will be paid at straight time. Additional hours will be paid at overtime and these overtime hours cannot be banked for future use.

**25.06** Mileage allowance for all kilometres travelled on the Employer's business shall be paid to employees required by the Employer to use their own vehicles in the performance of their duties. The mileage rate paid for kilometres travelled shall be described in the Municipality's policy for travel.

## **Article 26 STATUTORY HOLIDAYS**

**26.01** The following days will be recognized as Statutory Holidays, with pay, to all staff:

- |                    |  |
|--------------------|--|
| (1) New Year's Day | (7) Civic Holiday  |
| (2) Family Day     | (8) Labour Day   |
| (3) Good Friday    | (9) National Day for Truth & Reconciliation  |
| (4) Easter Monday  | (10) Thanksgiving Day  |
| (5) Victoria Day   | (11) Remembrance Day   |
| (6) Canada Day     | (12) Christmas Day   |
|                    | (13) Boxing Day  |
|                    | (14) Any other day declared or proclaimed as a Civic or Public Holiday by the employer or the Provincial or Federal Government |

**26.02** Where any of the above days, falls other than on a regular working day, then the Statutory Holiday shall be observed on the employee's next regular working day.

**26.03** All employees must be in attendance at work on a regular work day immediately preceding and following a Statutory Holiday as a condition for eligibility for payment for a Statutory Holiday if not worked, unless an employee is ill, on authorized vacation or leave-of-absence.

**26.04** Where for any cause an employee within the scope of this agreement is required to work during any of the above-described holidays, or part thereof, such employee shall be paid time and one half (1-1/2) for the hours so worked in addition to the normal pay for the day as set out in the Employment Standards Act. An employee may opt for a day off in lieu of the holiday at a later mutually agreed date rather than the additional normal pay for the day.

## Article 27 VACATIONS

**27.01** Subject to Article 27.08, an employee who has been continuously employed for one (1) year shall take vacation time-off at a time which is satisfactory to the employee and their Department Head. Vacations shall be allowed on the following basis:

After 1 year service - 10 working days

After 3 years' service - 15 working days

After 7 years' service - 20 working days

After 12 years' service - 25 working days

After 18 years' service - 30 working days

After 24 years' service - 31 working days

After 25 years' service - 32 working days

After 26 years' service - 33 working days

After 27 years' service - 34 working days

After 28 years' service - 35 working days

After 29 years of service the employee will gain one day of vacation per year to a maximum of 40 working days

With the approval of the Manager or their designate (which shall not be unreasonably withheld), an employee may hold over no more than ten (10) days of unused vacation entitlement from one (1) vacation year to the next vacation year.

**27.02** Employees shall become eligible for three (3) or more weeks paid vacation in the anniversary year immediately following the third, seventh, twelfth or eighteenth anniversary date of continuous employment.

**27.03** Vacations shall not be allowed to accumulate, except in a case where the employee has been requested by the employer to postpone the vacation, whereupon vacations so earned may be accumulated.

**27.04** Non-permanent employees shall be paid such percentage of their earnings as provided by the Employment Standards Act.

**27.05** In cases where an employee has not been continuously employed for one (1) full year, but has been continuously employed for at least six (6) months, upon requesting a vacation, such employee may, on the approval of the respective Department Head, be granted paid vacation days calculated to the nearest day as follows:

$$\begin{array}{rcccl} \text{One Year Vacation} & & \text{Number of} & & \text{Vacation} \\ \text{No. of Months Employed} & \times & \text{Entitlement} & = & \text{Days to be} \\ 12 & & \text{(number of working days)} & & \text{Granted} \end{array}$$

**27.06** If in the vacation period, a Statutory Holiday should fall, an extra day for each Statutory Holiday shall be allowed.

**27.07** A full-time employee, after one (1) year continuous service, shall be granted three (3) Floating Holidays per year. These floating holidays shall be taken within the calendar year satisfactory to both the Director or their designate and the employee and shall not be carried-over from year to year.

**27.08 Preference in Vacation**

Choice of vacation dates will be given in order of seniority. Where an employee's vacation is divided into two (2) or more periods, the aforementioned seniority shall apply to only one (1) of such divided periods. The portion of vacation you are applying your seniority rights to must be stipulated by the employee at the time you book your vacation.

Choice of vacation dates shall be received by the Department Head or Supervisor, in any department, no later than ten (10) working days prior to the commencement thereof and in any case not later than the thirty-first (31<sup>st</sup>) of October in any year. Vacations shall be approved by the 15<sup>th</sup> of November for the following year (January to December). Vacation dates will not be altered or changed, except by mutual consent after November 15<sup>th</sup> in any year. Where no choice is made in accordance with this agreement, the employer may designate vacation times.

Where any vacation entitlement exceeds twenty (20) working days in any year, such excess shall be taken in January, February, March, April, May, October, November and December of the year to which such vacation applied, at the discretion of the employer.

**27.09** Employees absent from work on unpaid Leave-of-Absence shall only earn vacation credits for the first thirty (30) calendar days of such unpaid Leave-of-Absence.

Employees absent from work on Long Term Disability or WSIB shall only earn vacation credits for the first six (6) calendar months of such leave. Those employees on Long Term Disability who have reached six (6) months will be paid out any balances owing such as vacation, floaters, and Compensation time. Sick time owing excluded. Employees of Pregnancy and Parental Leave shall earn as per the Employment Standards Act.

Such vacation credits are not eligible to be paid out.

**Article 28 SICK LEAVE WITH PAY**

**28.01** Effective January 1st each year, each permanent employee will be credited with eighteen (18) days for the purposes of sick leave.

**28.02** Sick leave days received in Article 28.01 may be accumulated for sick leave use but shall not be paid out on retirement or termination of employment.

**28.03** One hundred (100%) per cent of the unused days credited to each employee on January 1st shall be credited to the employee's sick leave bank for future use.

At the end of each month, the number of sick leave days utilized by the employee shall be deducted from the employee's accumulated total number of sick leave days.

**28.04** A maximum of one hundred and twenty-eight (128) sick leave days may be accumulated by an employee for sick leave purposes.

**28.05** Employees off sick for more than five (5) consecutive work days a signed Doctor's note may be required to submit to their Department Head as soon as possible. The employer will reimburse the employee for the cost charged by the Doctor.

**28.06** Employees absent from work due to an accident or work-related injury shall, within ten (10) days provide to the Municipality a completed medical form as set out in Schedule "D" and thereafter on a monthly basis for as long as the employee is absent from work.

The parties agree to concepts of early and safe return to work in modified or accommodated roles when operationally feasible. An employee absent from work due to illness will keep in regular contact with the Employer. If the employee is absent for ten (10) or more consecutive days, the Employer may request information from the attending physician providing a prognosis for return and information on physical restrictions. The employer will pay the cost of the completed form(s) noted above. Employees absent from work due to illness for more than (10) consecutive working days will keep in contact with their Director or their designate every fifteen (15) calendar days.

**28.07** Where no one at home other than the employee can provide for the needs during illness and medical/dental appointments of a child, spouse or parent, an employee shall be entitled, after notifying the employee's supervisor, to a maximum of five (5) paid working days per year to care for the member of the family who is ill. Such days shall be deducted from sick leave. Employees will identify the circumstances of the requirement, but not any confidential medical information.

To qualify for the above the employee must have been actively at work or scheduled to work and supply medical confirmation of the need for such care.

#### **28.08 Utilization of Sick Leave Days**

Sick leave days may be used for the period of time an employee is absent from work by virtue of being sick or disabled, while attending examination or treatment, or because of an accident for which compensation is not payable under the Workplace Safety Insurance Board (WSIB).

**28.09** Illness during vacation: When an employee's scheduled vacation is interrupted due to a serious illness, requiring the employee to be an in-patient in a hospital, the period of

such hospitalization shall be considered sick leave and such time shall be re-credited to the employee's vacation time.

## **Article 29 LEAVE-OF-ABSENCE WITHOUT PAY, TIME-OFF WITH PAY, VOTING, BEREAVEMENT, JURY DUTY, ETC.**

### **29.01 Leave-of-Absence Without Pay**

The proper Department Head, on the advice of the employer, may grant a leave-of-absence up to a maximum of five (5) days for reasons considered adequate and sufficient. A leave-of-absence request must be made in writing and filed with the proper Department Head for approval. Upon written request, the employer may grant a permanent employee a leave-of-absence for up to six (6) consecutive months. The employee shall be retained on Employee Benefits for one (1) calendar month. Employees who wish to maintain benefits coverage during a leave of absence shall pay one hundred percent (100%) of the cost of the benefits for the duration of their leave period prior to the commencement of their leave of absence.

### **29.02 Time-Off With Pay**

Notwithstanding any of the provisions of this agreement, the Council reserves the right to grant any employee time-off with pay, upon application of the employee to Council.

### **29.03 Voting**

Employees will be allowed time-off for voting in accordance with the appropriate statutes relating to Municipal, Provincial or Federal elections, as the case may be.

### **29.04 Bereavement Leave – Permanent Staff**

Five (5) working days will be allowed in case of each bereavement involving members of the immediate family. Immediate family shall be interpreted to be mother, father, wife, husband, children, brother, sister and immediate stepmother, stepfather, step children, and step brother and/or sister. Three (3) working days will be allowed in case of each bereavement involving the following family members, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandchildren, grandmother, grandfather, grandmother-in-law and grandfather-in-law and stepfamily of each listed previously. An additional two (2) working days leave with pay will be allowed as bereavement leave if the employee must travel for eight hundred (800) kilometers round trip from the employee's place of residence on a go forward basis only. Relevant relations of common-law spouse are covered (i.e. mother of common-law spouse is considered mother-in-law). One (1) working day will be allowed for Aunt or Uncle.

## **29.05 Jury Duty**

Employees who are called to serve as jurors or are subpoenaed as witnesses in legal proceedings:

- (a) Shall be granted leave-of-absence for such purposes, provided that on completion of their jury or witness services, such employee shall present to their Department Head, a satisfactory certificate showing the period of such service.
- (b) Shall be paid their full salary or wage for the period of such jury or witness service, provided that they shall pay over to the Employer, the full amount of compensation received for such service and obtain an official receipt thereof, it being understood that the full amount does not include monies received on days other than the regularly scheduled work day with the Employer or any monies received for meal allowance or travelling expenses.

## **29.06 Maternity Leave/Parental Leave/Adoption Leave**

Maternity, Parental or Adoption Leave of up to eighteen (18) months shall be granted without regular pay. An employee on Maternity Leave, Parental Leave or Adoption Leave shall accumulate seniority during such leave of absence.

## **Article 30 LEAVE-OF-ABSENCE FOR UNION FUNCTIONS**

**30.01** Upon request to the Employer at least five (5) days in advance, an employee elected or appointed and attending Union business shall be allowed leave-of-absence with pay and the Union will reimburse the Employer. Time off will not be unreasonably denied. If said union business is cancelled, the employee will return to work.

## **Article 31 RETIREMENT**

**31.01** The normal age of retirement is sixty-five (65). The Employer will comply with any applicable legislation concerning the ability of an employee to work past the age of sixty-five (65).

## **Article 32 PENSIONS**

**32.01** All permanent employees shall be subject to joining the Ontario Municipal Employees Retirement System (O.M.E.R.S.) as a condition of employment at date of hire and shall be subject to deductions as provided in the regulations of the Ontario Municipal Retirement System Act, as amended.

All employees and the employer are subject to the conditions of the Canada Pension Act and its amendments.

### **Article 33 BULLETIN BOARDS**

**33.01** The Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees on all bulletin boards. Only health and safety information may be posted on bulletin boards dedicated to Health and Safety Committee matters.

### **Article 34 PRESENT CONDITIONS AND BENEFITS**

**34.01** All rights, benefits, privileges, customs, practices and working conditions which employees now enjoy, receive or possess shall continue, insofar as they are consistent with this agreement, unless modified by mutual agreement between the employer and the Union.

### **Article 35 RETROACTIVITY**

**35.01** All changes in the new agreement shall be adjusted retroactively following ratification by both parties unless otherwise specified herein.

### **Article 36 TECHNOLOGICAL CHANGE**

**36.01** Technological change shall be defined as any change in:

- (a) the introduction of equipment, material or processes different in nature, type or quantity from the previously utilized.
- (b) work methods, organization, operation or process, affecting one or more employees.

**36.02** Where new or greater skills are required than are already possessed by affected employees under present methods or operation, such employee shall, at the expense of the employer, be given a reasonable period of time to acquire the skills necessitated by the new method of operation. "Reasonable" in this case refers to the time normally taken to learn a new method or technology.

The employer agrees to pay tuition costs upon successful completion of any courses required outside of normal working hours.

## **Article 37 SAFETY FOOTWEAR**

**37.01** The Employer shall contribute:

Effective January 1, 2023	\$250.00
Effective January 1, 2024	\$255.00
Effective January 1, 2025	\$260.00
Effective January 1, 2026	\$265.00

Per annum towards the purchase of safety footwear upon proof of purchase if required on the job site and position.

### **37.02 Clothing**

The Employer agrees to continue to provide coveralls to employees in the Public Works division.

The employer agrees to reimburse Public Works Employees, up to two hundred dollars (\$200) every two (2) years for safety clothing allowance. Proof of receipt must be provided.

The Employer agrees to provide the cooks in the Day Care with aprons. These aprons to be laundered at the Day Care.

The employer agrees to reimburse Day Care employees required to perform outdoor activities up to one hundred (\$100.00) dollars every two (2) years for outdoor clothing. Proof of receipt must be provided.

## **Article 38 GRIEVANCE PROCEDURE**

### **38.01 Grievance**

It is the mutual desire of the parties hereto that employee grievances will be adjusted as quickly as possible and it is understood that an employee's complaint shall first be referred to the immediate (Department Head or Supervisor) within five (5) working days of the happening of the event which gave rise to the complaint.

In order to provide an orderly and speedy procedure for the settling of grievances, the employer acknowledges the rights and duties of the Union Grievance Committee and the Union Stewards. The Steward may assist any employee which the Steward represents, in preparing and presenting their grievance in accordance with the Grievance Procedure.

### **38.02 Names of Stewards**

The Union shall notify the employer in writing of the name of each Steward and the department(s) they represent and the name of the Chief Steward, before the employer shall be required to recognize them.

### **38.03 Grievance Committee**

The Grievance Committee shall be composed of the Chief Steward of the Union plus the Steward directly involved with the grievance and any one other member of the Union so designated.

### **38.04 Permission to Leave Work**

The Union acknowledges that the Stewards will be required to efficiently perform their regular duties on behalf of the employer and that Stewards will not leave their regular duties without first obtaining permission to leave from their immediate Supervisor and will report back to their immediate Supervisor upon resuming their regular duties. Any Steward granted time off during their regular work period to adjust a grievance or possible grievance shall be paid for such time at their regular rate, the combined total of which shall not exceed their regular daily hours of work.

### **38.05 Definition of Grievance**

A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the collective agreement or a case where the employer or union employee has acted unjustly, improperly or unreasonably.

### **38.06 Settling of Grievances**

An earnest effort shall be made to settle the grievances fairly and promptly in the following manner:

#### **Step 1**

If the Union Steward and/or Union Officer considers the grievance to be justified, they will first seek to settle the dispute with the employee's non-union Supervisor within five (5) working days of the event.

#### **Step 2**

Failing satisfactory settlement within four (4) working days after the dispute was submitted under Step 1, the Union Officer will submit to the CAO a written statement of the particulars of the grievance and the redress sought. The CAO shall meet with the

Union regarding the grievance and shall render their decision within four (4) working days after receipt of such notice.

### **Step 3**

Failing satisfactory settlement being reached in Step 2, the Union may refer the dispute to mediation and/or arbitration.

## **38.07 Policy Grievance**

Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union or employer has a grievance, Steps 1, 2 and 3 of this Section may be by-passed.

## **Article 39 ARBITRATION**

### **39.01 Composition of Board of Arbitration**

When either party requests that a grievance be submitted to arbitration, the request shall be made by e-mail, followed by sending the request by ordinary mail addressed to the other party of the agreement, indicating the name of its nominee on an arbitration Board within five (5) working days thereafter, and the other party shall answer by e-mail, followed by sending the response by ordinary mail indicating the name and address of its appointee to the arbitration Board. The request and the response shall be deemed served fifteen (15) days after they are sent by ordinary mail.

### **39.02 Failure to Appoint**

If the party receiving the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a Chairperson within seven (7) days of their appointment, the appointment shall be made by the Minister of Labour upon request of either party. The parties will equally share the total cost of the Chairperson and will bear their own costs for their nominees to the Board.

### **39.03 Decision of the Board**

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties and may not be changed. The Board of Arbitration shall not have the power to change this agreement or to alter, modify or amend any of its provisions or make any decision contrary to the provisions of this agreement. The Board's powers are governed by the Act.

## **Article 40 TERM OF AGREEMENT**

**40.01** This agreement shall be binding and remain in force from January 1st, 2023 to December 31st, 2026 and shall continue from year to year thereafter unless either party gives to the other party notice in writing during the last ninety (90) days of its operation in any year that it desires its termination or amendment.

### **40.02 Amendments**

This agreement may be amended by mutual consent, in writing, during the lifetime of the Agreement and any amendments thereto shall form part of this agreement and be subject to the grievance and arbitration procedure.

### **WAGE INCREASE**

Wage increases to be structured as follows:

January 1, 2023	2.8%
January 1, 2024	2.5%
January 1, 2025	2.4%
January 1, 2026	2.9%

### **LETTERS OF UNDERSTANDING**

#### **ESSENTIAL SERVICES**

In the case of a possible impending strike or lockout, the parties agree to meet in advance to consider contingency staffing where there may be injury to the public, serious breakdown of Municipal property or damage to the environment caused by the work stoppage.

### **REVIEW OF LETTERS OF UNDERSTANDING**

The Parties agree to the following Letter of Understanding:

- 1) Existing LTD recipients.

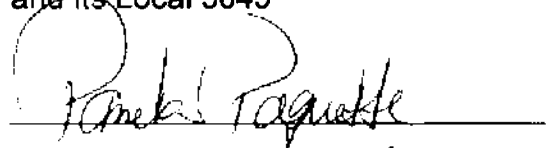
**AGREEMENT**

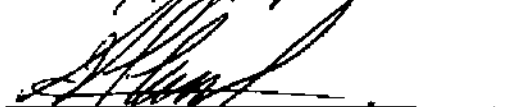
IN WITNESS WHEREOF the parties have caused this agreement to be signed by their duly authorized representatives at Greenstone, this 11 day of October, 2023

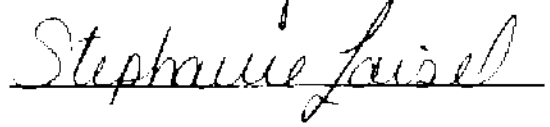
Signed on behalf of the  
Municipality of Greenstone

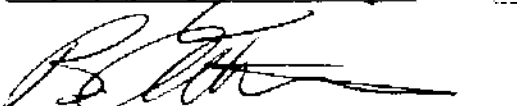
Signed on behalf of the  
Canadian Union of Public Employees  
and its Local 3045



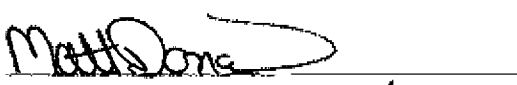


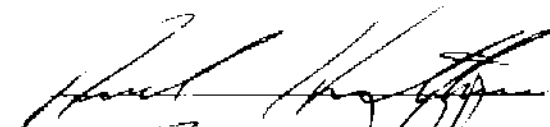


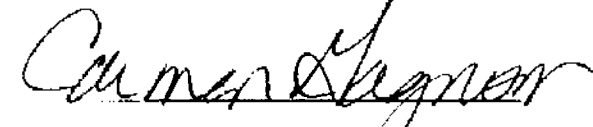


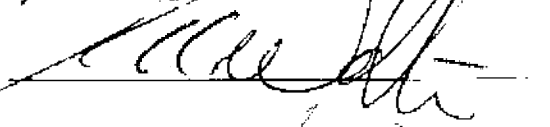


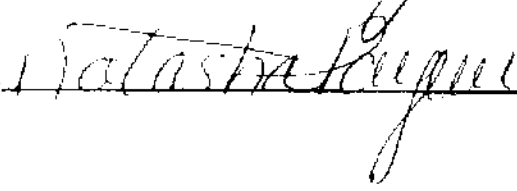














**LETTER OF UNDERSTANDING**

Between

The Corporation of the Municipality of Greenstone

And

Canadian Union of Public Employees – Local 3045

**Re: Existing LTD Recipients**

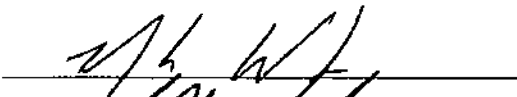
It is agreed and understood that existing employees presently utilizing LTD benefits shall be exempt from revised provisions of Article 11.04 e) seniority accumulation and entitlement shall be in accordance with past practice and the provisions of the collective agreement covering the period of January 1, 2006 to December 31, 2008.

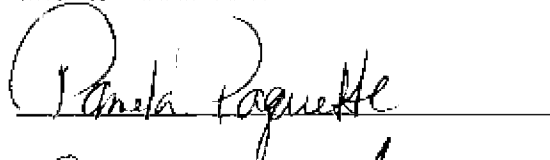
Existing LTD recipients shall mean those employees on LTD before the date of the ratification of the new collective agreement covering the period of January 1, 2009 to December 31, 2011.

SIGNED IN GREENSTONE, ONTARIO this 11 day of October 2023

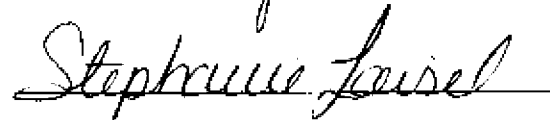
Signed on behalf of the  
Municipality of Greenstone

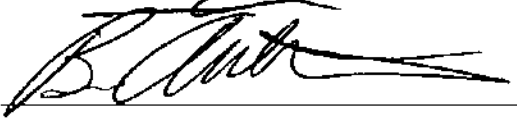
Signed on behalf of the  
Canadian Union of Public Employees  
and its Local 3045

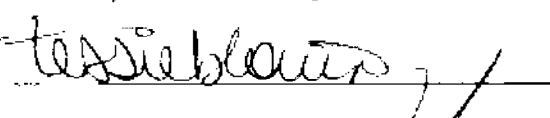




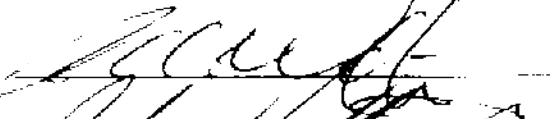


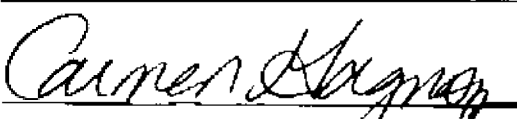


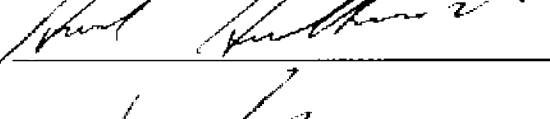


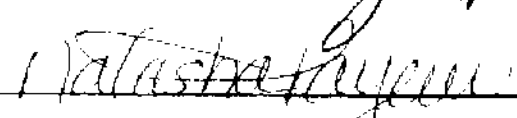














**LETTER OF UNDERSTANDING**

Between

The Corporation of the Municipality of Greenstone

And

Canadian Union of Public Employees – Local 3045

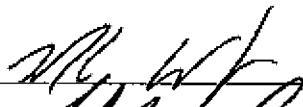

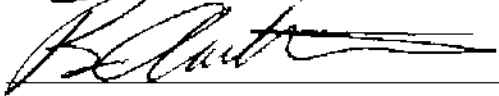

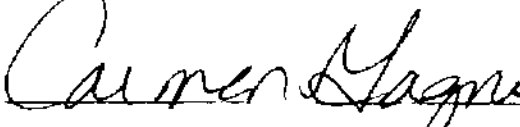
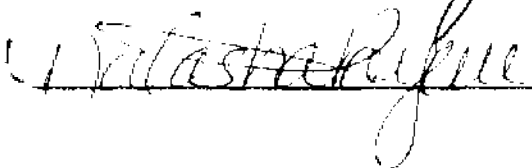
**Re: Job Evaluation of Parks & Recreation Maintenance Operator**


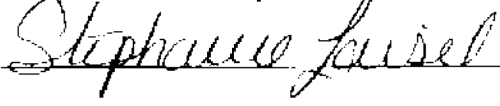
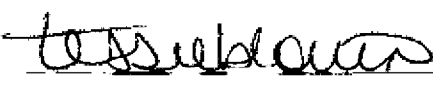
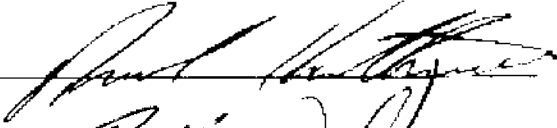


The parties agree to a job evaluation for the position of Parks & Recreation Maintenance Operator. Both parties agree that this evaluation will be done in a timely fashion.

SIGNED IN GREENSTONE, ONTARIO this 11 day of October 2023

Signed on behalf of the  
Municipality of Greenstone

Signed on behalf of the  
Canadian Union of Public Employees  
and its Local 3045

  
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## **LETTER OF UNDERSTANDING**

Between

The Corporation of the Municipality of Greenstone

And

Canadian Union of Public Employees – Local 3045

### **Re: Bumping and Posting – Full Time Permanent Employees**

Whereas the parties wish to confirm their agreement regarding certain aspects of bumping and posting with respect to Full Time Permanent Employees;

Therefore, the Union and the Employer agree as follows:

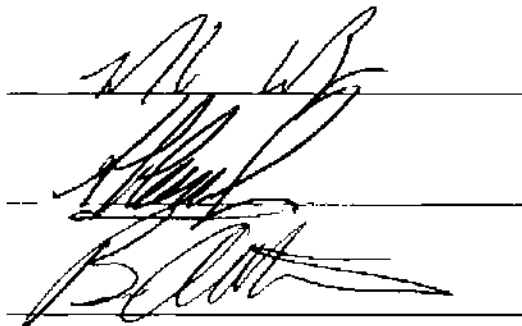
1. For the purposes of this Letter of Understanding, Full Time Permanent Employees are employees of Greenstone who have been actively employed for three continuous months and who have successfully completed their probationary period. Full Time Permanent Employees excludes employees who are designated as part-time, casual, seasonal, student or temporary.
2. For the purposes of this Letter of Understanding, "full time hours" shall mean thirty-five (35) hours per week or greater.
3. If a Full Time Permanent Employee receives a notice of lay off and elects in accordance with Article 13.01 (b) of the Collective Agreement to displace an employee who was in a temporary posting/position with full time hours, such Full Time Permanent Employee will continue to be eligible for employee benefits on the terms and conditions set out at Article 24 of the Collective Agreement while he/she occupies the temporary posting/position or until the temporary posting/position ends, whichever occurs first.
4. In the event a Full Time Permanent Employee is the successful applicant for a temporary posting/position with full time hours, such Full Time Permanent Employee will remain eligible for employee benefits on the terms and conditions set out at Article 24 of the Collective Agreement while he/she occupies the temporary posting/position or until the temporary posting/position ends, whichever occurs first.
5. If a Full Time Permanent Employee successfully posts into a position that is part-time, seasonal, student or casual, including temporary part-time, seasonal, student or casual positions, such Full Time Permanent Employee shall no longer be a Full Time

Permanent Employee and, as such, will no longer be eligible for the benefits outlined at Article 24 of the Collective Agreement.

6. If a Full Time Permanent Employee displaces, through the lay-off procedures in Article 13.01, a part-time seasonal or student employee, including a temporary part-time seasonal or student employee, such Full Time Permanent Employee shall no longer be a Full Time Permanent Employee and, as such, will no longer be eligible for the benefits outlined at Article 24 of the Collective Agreement.
7. A Full Time Permanent Employee who displaced an employee in a full time temporary posting/position and who remained in the posting/position until it concluded shall, at the conclusion of the temporary posting/position, receive a fresh notice of lay-off, effective the last date of the temporary posting/position, and he/she shall be entitled to exercise his/her rights as outlined at Article 13.01 unless the posting/position was terminated prior to its conclusion by either party for any reason.
8. All of the terms and conditions of Article 24 of the Collective Agreement will continue to apply.
9. This Letter of Understanding shall be effective only upon the date of signing and shall not have any retroactive effect whatsoever.
10. Upon execution, this Letter of Understanding shall remain in effect during the term of the present collective agreement between the parties and until the parties have negotiated new terms and conditions of employment or until the parties are in a strike/lock-out position, whichever occurs first.

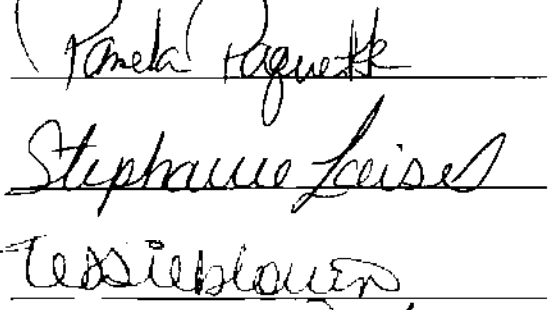
SIGNED IN GREENSTONE, ONTARIO this 11 day of October 2023

Signed on behalf of the  
Municipality of Greenstone



Math Done  
Cameron Hagan  
Victoria [unclear]

Signed on behalf of the  
Canadian Union of Public Employees  
and its Local 3045



[unclear]  
[unclear]  
[unclear]

**LETTER OF UNDERSTANDING**

Between

The Corporation of the Municipality of Greenstone

And

Canadian Union of Public Employees – Local 3045

**Re: Day Care Centre Longlac**

The Day Care Centre hours of work shall be 7:30 a.m. to 5:30 p.m. inclusive.

Employees attending Staff Meetings outside of their regular hours of work will be paid at straight time rates.

Any workshop, course or training required by the employer shall be paid by the employer. If such workshop, course or training is not held during regular working hours, time off in-lieu will be provided.

Day Care shifts shall be scheduled eight (8) hours per day to ensure following Ministry of Education & Day Nurseries Act pertaining to ratios (Staff:Child)

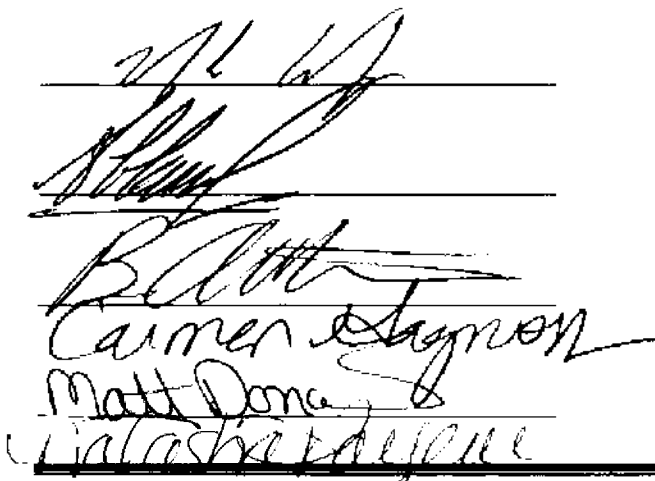
A rest period of 15 minutes shall be allowed between the hours of 8 a.m. to 12 p.m. & 1 p.m. to 5 p.m. One (1) hour unpaid lunch shall be allowed during regular hours of work. If an employee is required to work through their scheduled one (1) hour lunch due to staffing issues and i.e.: staff:child ratios, they will be paid at over-time rates.

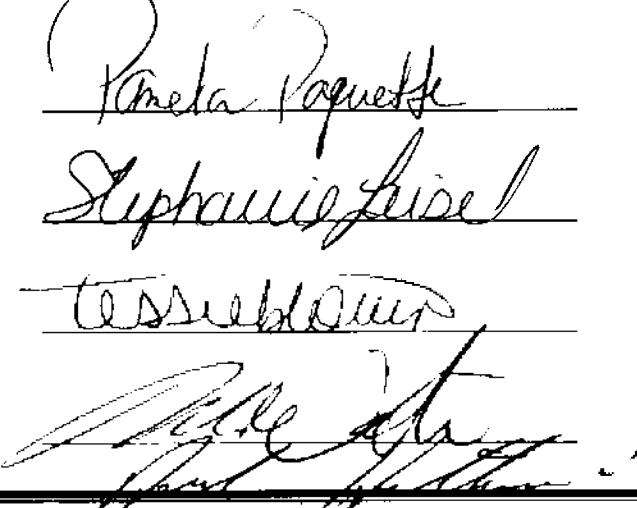
This agreement shall cease upon full staffing compliment being obtained and the employer providing one week notice to the union for the staff to return to their regular scheduled hours.

SIGNED IN GREENSTONE, ONTARIO this 11 day of October 2023

Signed on behalf of the  
Municipality of Greenstone

Signed on behalf of the  
Canadian Union of Public Employees  
and its Local 3045

  
\_\_\_\_\_

  
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# **SCHEDULE “A”**

**2023 - 2026**

**CUPE EMPLOYEE**

**SALARY GRIDS**

**Schedule A- 2023 Rates of Salary-Grid**

**Community Services CUPE Employees**

2.8 % increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Daycare Asst. Supervisor	\$34.46	-	-	-	-	-
Adult Protective Services	\$32.09	-	-	-	-	-
Infant Child Development Wrk	\$32.09	-	-	-	-	-
Child Development Support Wrk	\$24.82	-	-	-	-	-
Outreach Worker	\$35.66	-	-	-	-	-
Integrated Teacher	\$30.21	\$30.72	\$31.22	\$31.41	\$32.23	\$32.72
Administrative Assistant	\$33.03	\$33.55	\$34.08	\$34.59	\$35.12	\$35.66
E.C.E. Teacher	\$28.68	\$29.17	\$29.67	\$30.15	\$30.64	\$31.14
EarlyON Educator	\$32.20	-	-	-	-	-
Elderly Persons Centre Co-ord.	\$30.43	-	-	-	-	-
Family Resource Centre Couns.	\$29.53	\$30.04	\$30.55	\$31.06	\$31.57	\$32.09
Rural Resource Centre Asst.	\$24.39	-	-	-	-	-
Teacher's Aide	\$23.97	\$24.50	\$24.98	\$25.46	\$25.98	\$26.47
Day Care Cook	\$22.25	\$22.75	\$23.25	\$23.80	\$24.30	\$24.82
Home Support Worker	\$24.82	-	-	-	-	-
Early Years Outreach Worker	\$24.82	-	-	-	-	-

## Schedule A - 2023 Rates of Salary-Grid

### Administration CUPE Employees

2.8 % Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Accounting Clerk - Taxes	\$35.66	-	-	-	-	-
Accounting Clerk – Water/Sewer	\$30.43	-	-	-	-	-
Accounting Clerk – Accounts Payable	\$31.14	-	-	-	-	-
Accounting Clerk Administration	\$30.43	-	-	-	-	-
Accounting Clerk - Airport	\$30.43					
Accounting Clerk - Payroll	\$32.29					
Accounting Clerk – Accounts Receivable	\$32.29					
Financial Admin. Asst. Econ. Dev.	\$35.66	-	-	-	-	-
Receptionist/Secretary	\$25.99	\$26.48	\$26.97	\$27.49	\$27.98	\$28.48
Janitor	\$19.25	-	-	-	-	-
Satellite Office Worker	\$20.20	\$21.02	\$21.86	\$22.69	\$23.50	\$24.34
Office Clerk	\$20.34	\$21.18	\$22.02	\$22.82	\$23.66	\$24.51
Tourism Coordinator	\$27.99	\$28.53	\$29.05	\$29.58	\$30.11	\$30.62

**Schedule A - 2023 Rates of Salary-Grid**

**Parks & Recreation CUPE Employees**

2.8% Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
P & R Working Supervisor	\$35.66	-	-	-	-	-
P & R Operations Working Foreman	\$32.72	-	-	-	-	-
P & R Maintenance/Operator	\$26.47	-	-	-	-	-
Rec. Secretary/Assistant Programmer	\$27.87	\$28.32	\$28.89	\$29.40	\$29.93	\$30.43
*Parks & Recreation Assistants STUDENTS UNDER 18	\$14.60	-	-	-	-	-
*Parks & Recreation Assistants GENERAL MIN. WAGE	\$15.50	-	-	-	-	-

Minimum Wage as of January 2023 is \$15.50

Student Wage under age 18 as of January 2023 is \$14.60

\*SUBJECT TO CHANGE:

MINIMUM WAGES RATES AS PER

MINISTRY OF LABOUR REGULATIONS.

**Schedule A - 2023 Rates of Salary-Grid**

**Public Works CUPE Employees**

2.8% Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
PW Working Supervisor	\$35.66	-	-	-	-	-
Facilities Maintenance Supervisor	\$35.66	-	-	-	-	-
Operations Working Foreman	\$32.72	-	-	-	-	-
Heavy Equipment Operator	\$31.14	-	-	-	-	-
Mechanic/Operator (U55)	\$32.72					
Labourer	\$24.82	-	-	-	-	-
Operations Working Foreman - Airport	\$32.72	-	-	-	-	-
Maintenance Operator- Airport	\$31.14	-	-	-	-	-
Maintenance Operator/Mechanic - Airport	\$32.54	-	-	-	-	-

**Schedule A - 2023 Rates of Salary-Grid**

**Summer Students CUPE Employees**

2.8% Increase

	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Campground Attendant	\$15.12	\$15.90	\$17.42	\$18.94	-
Park Maintenance	\$15.12	\$15.90	\$17.42	\$18.94	-
Beardmore Labourers	\$24.82	-	-	-	-
Daycamp Co-ordinator	\$18.15	\$19.67	\$21.18	\$22.69	\$24.19
Daycamp Supervisor	\$15.12	\$15.90	\$17.42	\$18.94	-
*Daycamp Leaders (MOL regs.-students under 18)	\$14.60	\$15.01	\$15.43	\$15.86	\$16.30
*Daycamp Leaders(MOL regs.-General Min. Wage)	\$15.50	\$15.93	\$16.38	\$16.84	\$17.31
*Tourist Information (MOL regs. -students under 18)	\$14.60	\$15.01	\$15.43	\$15.86	\$16.30
*Tourist Information (MOL regs.-General Min. Wage)	\$15.50	\$15.93	\$16.38	\$16.84	\$17.31
Pool Co-ordinator	\$21.18	\$24.84	\$25.37	\$25.98	\$27.09
Pool Instructors	\$18.15	\$19.67	\$21.18	\$22.69	\$24.19
Pool Guards	\$14.60	\$15.12	\$16.62	\$18.15	\$19.67
Refuellers	\$24.82	-	-	-	-

**Minimum Wage as of January 2023 is \$15.50**

**Student Wage as of January 2023 is \$14.60**

\*SUBJECT TO CHANGE:

MINIMUM WAGES RATES AS PER

MINISTRY OF LABOUR REGULATIONS.

## Schedule A – 2024 Rates of Salary-Grid

### Community Services CUPE Employees

2.5 % increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Daycare Asst. Supervisor	\$35.32	-	-	-	-	-
Adult Protective Services	\$32.89	-	-	-	-	-
Infant Child Development Wrk	\$32.89	-	-	-	-	-
Child Development Support Wrk	\$25.44	-	-	-	-	-
Outreach Worker	\$36.55	-	-	-	-	-
Integrated Teacher	\$30.97	\$31.49	\$32.00	\$32.20	\$33.04	\$33.54
Administrative Assistant	\$33.86	\$34.39	\$34.93	\$35.45	\$36.00	\$36.55
E.C.E. Teacher	\$29.40	\$29.90	\$30.41	\$30.90	\$31.41	\$31.92
EarlyON Educator	\$33.01	-	-	-	-	-
Elderly Persons Centre Co-ord.	\$31.19	-	-	-	-	-
Family Resource Centre Couns.	\$30.27	\$30.79	\$31.31	\$31.84	\$32.36	\$32.89
Rural Resource Centre Asst.	\$25.00	-	-	-	-	-
Teacher's Aide	\$24.57	\$25.11	\$25.60	\$26.10	\$26.63	\$27.13
Day Care Cook	\$22.81	\$23.32	\$23.83	\$24.40	\$24.91	\$25.44
Home Support Worker	\$25.44	-	-	-	-	-
Early Years Outreach Worker	\$25.44	-	-	-	-	-

**Schedule A - 2024 Rates of Salary-Grid**

**Administration CUPE Employees**

2.5 % Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Accounting Clerk - Taxes	\$36.55	-	-	-	-	-
Accounting Clerk – Water/Sewer	\$31.19	-	-	-	-	-
Accounting Clerk – Accounts Payable	\$31.92	-	-	-	-	-
Accounting Clerk - Administration	\$31.19	-	-	-	-	-
Accounting Clerk - Airport	\$31.19					
Accounting Clerk - Payroll	\$33.10					
Accounting Clerk - Accounts Receivable	\$33.10					
Financial Admin. Asst. Econ. Dev.	\$36.55	-	-	-	-	-
Receptionist/Secretary	\$26.64	\$27.14	\$27.64	\$28.18	\$28.68	\$29.19
Janitor	\$19.73	-	-	-	-	-
Satellite Office Worker	\$20.71	\$21.55	\$22.41	\$23.26	\$24.09	\$24.95
Office Clerk	\$20.85	\$21.71	\$22.57	\$23.39	\$24.25	\$25.12
Tourism Coordinator	\$28.69	\$29.24	\$29.78	\$30.32	\$30.86	\$31.39

**Schedule A - 2024 Rates of Salary-Grid**

**Parks & Recreation CUPE Employees**

2.5% Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
P & R Working Supervisor	\$36.55	-	-	-	-	-
P & R Operations Working Foreman	\$33.54	-	-	-	-	-
P & R Maintenance/Operator	\$27.13	-	-	-	-	-
Rec.Secretary/Assistant Programmer	\$28.57	\$29.03	\$29.61	\$30.14	\$30.68	\$31.19
*Parks & Recreation Assistants STUDENTS UNDER 18	\$15.60	-	-	-	-	-
*Parks & Recreation Assistants GENERAL MIN. WAGE	\$16.55	-	-	-	-	-

Minimum Wage as of October 2023 is \$16.55

Student Wage as of October 2023 is \$15.60

\*SUBJECT TO CHANGE:

MINIMUM WAGES RATES AS PER

MINISTRY OF LABOUR REGULATIONS.

**Schedule A - 2024 Rates of Salary-Grid**

**Public Works CUPE Employees**

2.5% Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
PW Working Supervisor	\$36.55	-	-	-	-	-
Facilities Maintenance Supervisor	\$36.55	-	-	-	-	-
Operations Working Foreman	\$33.54	-	-	-	-	-
Heavy Equipment Operator	\$31.92	-	-	-	-	-
Mechanic/Operator (U55)	\$33.54					
Labourer	\$25.44	-	-	-	-	-
Operations Working Foreman - Airport	\$33.54	-	-	-	-	-
Maintenance Operator- Airport	\$31.92	-	-	-	-	-
Maintenance Operator/Mechanic - Airport	\$33.35	-	-	-	-	-

**Schedule A - 2024 Rates of Salary-Grid**

**Summer Students CUPE Employees**

2.5% Increase

	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Campground Attendant	\$15.60	\$16.30	\$17.86	\$19.41	-
Park Maintenance	\$15.60	\$16.30	\$17.86	\$19.41	-
Beardmore Labourers	\$25.44	-	-	-	-
Daycamp Co-ordinator	\$18.60	\$20.16	\$21.71	\$23.26	\$24.79
Daycamp Supervisor	\$15.60	\$16.30	\$17.86	\$19.41	-
*Daycamp Leaders (MOL regs.-students under 18)	\$15.60	\$16.44	\$16.90	\$17.37	\$17.86
*Daycamp Leaders(MOL regs.-General Min. Wage)	\$16.55	\$17.44	\$17.93	\$18.43	\$18.94
*Tourist Information (MOL regs. -students under 18)	\$15.60	\$16.44	\$16.90	\$17.37	\$17.86
*Tourist Information (MOL regs.-General Min. Wage)	\$16.55	\$17.44	\$17.93	\$18.43	\$18.94
Pool Co-ordinator	\$21.71	\$25.46	\$26.00	\$26.63	\$27.77
Pool Instructors	\$18.60	\$20.16	\$21.71	\$23.26	\$24.79
Pool Guards	\$15.60	\$16.24	\$17.04	\$18.60	\$20.16
Refuellers	\$25.44	-	-	-	-

Minimum Wage as of October 2023 is \$16.55

Student Wage as of October 2023 is \$15.60

\*SUBJECT TO CHANGE:

MINIMUM WAGES RATES AS PER

MINISTRY OF LABOUR REGULATIONS.

## Schedule A - 2025 Rates of Salary-Grid

### Community Services CUPE Employees

2.4 % increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Daycare Asst. Supervisor	\$36.17	-	-	-	-	-
Adult Protective Services	\$33.68	-	-	-	-	-
Infant Child Development Wrk	\$33.68	-	-	-	-	-
Child Development Support Wrk	\$26.05	-	-	-	-	-
Outreach Worker	\$37.43	-	-	-	-	-
Integrated Teacher	\$31.71	\$32.25	\$32.77	\$32.97	\$33.83	\$34.34
Administrative Assistant	\$34.67	\$35.22	\$35.77	\$36.30	\$36.86	\$37.43
E.C.E. Teacher	\$30.11	\$30.62	\$31.14	\$31.64	\$32.16	\$32.69
EarlyON Educator	\$33.80	-	-	-	-	-
Elderly Persons Centre Co-ord.	\$31.94	-	-	-	-	-
Family Resource Centre Couns.	\$31.00	\$31.53	\$32.06	\$32.60	\$33.14	\$33.68
Rural Resource Centre Asst.	\$25.60	-	-	-	-	-
Teacher's Aide	\$25.16	\$25.71	\$26.21	\$26.73	\$27.27	\$27.78
Day Care Cook	\$23.36	\$23.88	\$24.40	\$24.99	\$25.51	\$26.05
Home Support Worker	\$26.05	-	-	-	-	-
Early Years Outreach Worker	\$26.05	-	-	-	-	-

**Schedule A - 2025 Rates of Salary-Grid**

**Administration CUPE Employees**

2.4 % Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Accounting Clerk - Taxes	\$37.43	-	-	-	-	-
Accounting Clerk – Water/Sewer	\$31.94	-	-	-	-	-
Accounting Clerk – Accounts Payable	\$32.69	-	-	-	-	-
Accounting Clerk - Administration	\$31.94	-	-	-	-	-
Accounting Clerk - Airport	\$31.94					
Accounting Clerk - Payroll	\$33.89					
Accounting Clerk - Accounts Receivable	\$33.89					
Financial Admin. Asst. Econ. Dev.	\$37.43	-	-	-	-	-
Receptionist/Secretary	\$27.28	\$27.79	\$28.30	\$28.86	\$29.37	\$29.89
Janitor	\$20.20	-	-	-	-	-
Satellite Office Worker	\$21.20	\$22.07	\$22.95	\$23.82	\$24.67	\$25.55
Office Clerk	\$21.35	\$22.23	\$23.11	\$23.95	\$24.83	\$25.72
Tourism Coordinator	\$29.38	\$29.94	\$30.49	\$31.05	\$31.60	\$32.14

**Schedule A - 2025 Rates of Salary-Grid**

**Parks & Recreation CUPE Employees**

2.4% Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
P & R Working Supervisor	\$37.43	-	-	-	-	-
P & R Operations Working Foreman	\$34.34	-	-	-	-	-
P & R Maintenance/Operator	\$27.78	-	-	-	-	-
Rec. Secretary/Assistant Programmer	\$29.26	\$29.73	\$30.32	\$30.86	\$31.42	\$31.94
*Parks & Recreation Assistants STUDENTS UNDER 18	\$15.97	-	-	-	-	-
*Parks & Recreation Assistants GENERAL MIN. WAGE	\$16.95	-	-	-	-	-

\*SUBJECT TO CHANGE:

MINIMUM WAGES RATES AS PER

MINISTRY OF LABOUR REGULATIONS.

**Schedule A - 2025 Rates of Salary-Grid**

**Public Works CUPE Employees**

2.4% Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
PW Working Supervisor	\$37.43	-	-	-	-	-
Facilities Maintenance Supervisor	\$37.43	-	-	-	-	-
Operations Working Foreman	\$34.34	-	-	-	-	-
Heavy Equipment Operator	\$32.69	-	-	-	-	-
Mechanic/Operator	\$34.35					
Labourer	\$26.05	-	-	-	-	-
Operations Working Foreman - Airport	\$34.34	-	-	-	-	-
Maintenance Operator- Airport	\$32.69	-	-	-	-	-
Maintenance Operator/Mechanic - Airport	\$34.15	-	-	-	-	-

**Schedule A - 2025 Rates of Salary-Grid**

**Summer Students CUPE Employees**

2.4% Increase

	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Campground Attendant	\$15.97	\$17.49	\$18.29	\$19.88	-
Park Maintenance	\$15.97	\$17.49	\$18.29	\$19.88	-
Beardmore Labourers	\$26.05	-	-	-	-
Daycamp Co-ordinator	\$19.05	\$20.64	\$22.23	\$23.82	\$25.38
Daycamp Supervisor	\$15.97	\$17.49	\$18.29	\$19.88	-
*Daycamp Leaders (MOL regs.-students under 18)	\$15.97	\$16.83	\$17.31	\$17.79	\$18.29
*Daycamp Leaders(MOL regs.-General Min. Wage)	\$16.95	\$17.86	\$18.36	\$18.87	\$19.39
*Tourist Information (MOL regs. -students under 18)	\$15.97	\$16.83	\$17.31	\$17.79	\$18.29
*Tourist Information (MOL regs.-General Min. Wage)	\$16.95	\$17.86	\$18.36	\$18.87	\$19.39
Pool Co-ordinator	\$22.23	\$26.07	\$26.62	\$27.27	\$28.44
Pool Instructors	\$19.05	\$20.64	\$22.23	\$23.82	\$25.38
Pool Guards	\$15.97	\$16.63	\$17.45	\$19.05	\$20.64
Refuellers	\$26.05	-	-	-	-

\*SUBJECT TO CHANGE:  
 MINIMUM WAGES RATES AS PER  
 MINISTRY OF LABOUR REGULATIONS.

## Schedule A - 2026 Rates of Salary-Grid

### Community Services CUPE Employees

2.9 % increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Daycare Asst. Supervisor	\$37.22	-	-	-	-	-
Adult Protective Services	\$34.66	-	-	-	-	-
Infant Child Development Wrk	\$34.66	-	-	-	-	-
Child Development Support Wrk	\$26.81	-	-	-	-	-
Outreach Worker	\$38.52	-	-	-	-	-
Integrated Teacher	\$32.63	\$33.19	\$33.72	\$33.93	\$34.81	\$35.34
Administrative Assistant	\$35.68	\$36.24	\$36.81	\$37.35	\$37.93	\$38.52
E.C.E. Teacher	\$30.98	\$31.51	\$32.04	\$32.56	\$33.09	\$33.64
EarlyON Educator	\$34.78	-	-	-	-	-
Elderly Persons Centre Co-ord.	\$32.87	-	-	-	-	-
Family Resource Centre Couns.	\$31.90	\$32.44	\$32.99	\$33.55	\$34.10	\$34.66
Rural Resource Centre Asst.	\$26.34	-	-	-	-	-
Teacher's Aide	\$25.89	\$26.46	\$26.97	\$27.51	\$28.06	\$28.59
Day Care Cook	\$24.04	\$24.57	\$25.11	\$25.71	\$26.25	\$26.81
Home Support Worker	\$26.81	-	-	-	-	-
Early Years Outreach Worker	\$26.81	-	-	-	-	-

**Schedule A - 2026 Rates of Salary-Grid**

**Administration CUPE Employees**

2.9 % Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Accounting Clerk - Taxes	\$38.52	-	-	-	-	-
Accounting Clerk – Water/Sewer	\$32.87	-	-	-	-	-
Accounting Clerk – Accounts Payable	\$33.64	-	-	-	-	-
Accounting Clerk - Administration	\$32.87	-	-	-	-	-
Accounting Clerk - Airport	\$32.87					
Accounting Clerk - Payroll	\$34.87					
Accounting Clerk - Accounts Receivable	\$34.87					
Financial Admin. Asst. Econ. Dev.	\$38.52	-	-	-	-	-
Receptionist/Secretary	\$28.07	\$28.60	\$29.12	\$29.70	\$30.22	\$30.76
Janitor	\$20.79	-	-	-	-	-
Satellite Office Worker	\$21.81	\$22.71	\$23.62	\$24.51	\$25.39	\$26.29
Office Clerk	\$21.97	\$22.87	\$23.78	\$24.64	\$25.55	\$26.47
Tourism Coordinator	\$30.23	\$30.81	\$31.37	\$31.95	\$32.52	\$33.07

**Schedule A - 2026 Rates of Salary-Grid**

**Parks & Recreation CUPE Employees**

2.9% Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
P & R Working Supervisor	\$38.52	-	-	-	-	-
P & R Operations Working Foreman	\$35.34	-	-	-	-	-
P & R Maintenance/Operator	\$28.59	-	-	-	-	-
Rec. Secretary/Assistant Programmer	\$30.11	\$30.59	\$31.20	\$31.75	\$32.33	\$32.87
*Parks & Recreation Assistants STUDENTS UNDER 18	\$16.43	-	-	-	-	-
*Parks & Recreation Assistants GENERAL MIN. WAGE	\$17.44	-	-	-	-	-

**\*SUBJECT TO CHANGE:  
MINIMUM WAGES RATES AS PER  
MINISTRY OF LABOUR REGULATIONS.**

**Schedule A - 2026 Rates of Salary-Grid**

Public Works CUPE Employees

2.9% Increase

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
PW Working Supervisor	\$38.52	-	-	-	-	-
Facilities Maintenance Supervisor	\$38.52	-	-	-	-	-
Operations Working Foreman	\$35.34	-	-	-	-	-
Heavy Equipment Operator	\$33.64	-	-	-	-	-
Mechanic/Operator	\$35.35					
Labourer	\$26.81	-	-	-	-	-
Operations Working Foreman - Airport	\$35.34	-	-	-	-	-
Maintenance Operator- Airport	\$33.64	-	-	-	-	-
Maintenance Operator/Mechanic - Airport	\$35.14	-	-	-	-	-

**Schedule A - 2026 Rates of Salary-Grid**

**Summer Students CUPE Employees**

2.9% Increase

	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Campground Attendant	\$16.43	\$18.00	\$18.82	\$20.46	-
Park Maintenance	\$16.43	\$18.00	\$18.82	\$20.46	-
Beardmore Labourers	\$26.81	-	-	-	-
Daycamp Co-ordinator	\$19.60	\$21.24	\$22.87	\$24.51	\$26.12
Daycamp Supervisor	\$16.43	\$18.00	\$18.82	\$20.46	-
*Daycamp Leaders (MOL regs.-students under 18)	\$16.43	\$17.32	\$17.81	\$18.31	\$18.82
*Daycamp Leaders (MOL regs.-General Min. Wage)	\$17.44	\$18.38	\$18.92	\$19.42	\$19.95
*Tourist Information (MOL regs. -students under 18)	\$16.43	\$17.32	\$17.81	\$18.31	\$18.82
*Tourist Information (MOL regs.-General Min. Wage)	\$17.44	\$18.38	\$18.92	\$19.42	\$19.95
Pool Co-ordinator	\$22.87	\$26.83	\$27,39	\$28.06	\$29.26
Pool Instructors	\$19.60	\$21.24	\$22.87	\$24.51	\$26.12
Pool Guards	\$16.43	\$17.11	\$17.96	\$19.60	\$21.24
Refuellers	\$26.81	-	-	-	-

\*SUBJECT TO CHANGE:  
 MINIMUM WAGES RATES AS PER  
 MINISTRY OF LABOUR REGULATIONS.

**SCHEDULE "B"**

**DEPARTMENTAL GROUPING AND STEWARDS**

**EXECUTIVE:**

President	Pamela Paquette	(807) 854-8697
Vice-President	Stephanie Loisel	(807) 853-1895
Secretary	Ruth Marszowski	(647) 460-3240
Treasurer	Tessie Blouin	(807) 853-0413

**STEWARDS:**

Andrew Hutchinson	Chief Steward	(807) 853-2382
Steven Ouellet		(807) 853-0118

**NEGOTIATION COMMITTEE:**

Pamela Paquette	See Above
Stephanie Loisel	See Above
Andrew Hutchinson	See Above
Tessie Blouin	See Above
Vickie Beckett	(807) 854-1956

SCHEDULE "C"

OVERTIME AUTHORIZATION FORM

**OVERTIME AUTHORIZATION FORM**

This will certify that \_\_\_\_\_ has been requested to work and has worked \_\_\_\_\_ overtime hours on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Department Head/Supervisor

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Reason for Overtime:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Section 14 – Overtime)

**SCHEDULE "D"**

**INJURY MEDICAL FORM**  
(WORK RELATED)

Employee's Name: \_\_\_\_\_ Payroll No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 \_\_\_\_\_ OHIP No.: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_  
 Department: \_\_\_\_\_

*The above-named employee is seeking medical attention.*

**EMPLOYEE:**

I hereby authorize the attending physician to release the following information to my employer – The Municipality of Greenstone.

\_\_\_\_\_  
 Employee's Signature Date

**PHYSICIAN:**

Please complete the following questionnaire. It will allow our employee to return to regular or suitable work as quickly as possible.

- The above-mentioned patient has been absent from work due to an accident or work-related injury of which I am aware:
  - by patient's statement \_\_\_\_\_
  - by my attendance during disability \_\_\_\_\_
- Prognosis: \_\_\_\_\_  
 \_\_\_\_\_

3. This patient is able to return to his/her normal duties immediately and without any restrictions:

yes  no

If no, the patient will likely be able to return to.

(a) restricted duties on (date) \_\_\_\_\_

(b) normal duties on (date) \_\_\_\_\_

(c) unable to return to work for approximately \_\_\_ day/weeks.

The patient must observe the following restrictions:

lifting maximum lbs. \_\_\_\_\_ bending \_\_\_\_\_ pushing \_\_\_\_\_ twisting \_\_\_\_\_ standing long period \_\_\_\_\_  
 sitting long period \_\_\_\_\_ walking on rough ground \_\_\_\_\_ near machinery \_\_\_\_\_ operating equipment \_\_\_\_\_

Other restrictions: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Physician's Signature Date

**SCHEDULE "E"**

**Please see Attached Grievance No. 2015-09-01**