

COLLECTIVE AGREEMENT

Between:

THE CORPORATION OF THE TOWN OF IROQUOIS FALLS

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND
ITS LOCAL NO. 259

Effective Dates:

January 1st, 2024 to December 31st, 2026

Contents

ARTICLE 1 - PREAMBLE.....	2
ARTICLE 2 - SCOPE AND RECOGNITION.....	3
ARTICLE 3 - MANAGEMENT RIGHTS.....	4
ARTICLE 4- UNION SECURITY.....	5
ARTICLE 5 - UNION COMMITTEES.....	6
ARTICLE 6 - GRIEVANCE PROCEDURE.....	7
ARTICLE 7 - EMPLOYEE CATEGORIES.....	9
ARTICLE 8 - SENIORITY.....	11
ARTICLE 9 - JOB POSTING.....	12
ARTICLE 10 - LAYOFF AND RECALL.....	13
ARTICLE 11 - HOURS OF WORK.....	15
ARTICLE 12 -RELIEF PAY.....	21
ARTICLE 13 - PAID HOLIDAYS.....	22
ARTICLE 14 -VACATION.....	24
ARTICLE 15 - LEAVE OF ABSENCE.....	25
ARTICLE 16 - SICK LEAVE, SHORT-TERM DISABILITY AND LONG-TERM DISABILITY PLANS.....	27
ARTICLE 17 -MEDICAL BENEFITS.....	32
ARTICLE 18 - HEALTH AND SAFETY.....	34
ARTICLE 19 -MEDICAL EXAMINATIONS.....	35
ARTICLE 20 - VALIDITY OF AGREEMENT.....	36
ARTICLE 21 - WAGE RATES.....	37
ARTICLE 22 - DURATION OF AGREEMENT.....	38
SCHEDULE "A" - OFFICE STAFF - 2024-2026.....	40
SCHEDULE "B" - OUTSIDE WORKERS 2024.....	41
SCHEDULE "B" - OUTSIDE WORKERS 2025.....	42
SCHEDULE "B" - OUTSIDE WORKERS 2026.....	43
SCHEDULE "C" PUBLIC WORKS OPERATOR CLASS EQUIPMENT REQUIREMENTS.....	44
SCHEDULE "D" WATERWORKS MAINTENANCE WORKER CLASS LICENCE REQUIREMENTS.....	45

ARTICLE 1 – PREAMBLE

1.01 **THIS AGREEMENT** is to be read with all changes of number and gender as the context may require.

1.02 **WHEREAS** it is the desire of both parties to this Agreement:

- 1) To maintain and improve harmonious relations and settle conditions of employment between the Employer and the Union.
- 2) To recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions, employment, and services.
- 3) To encourage efficiency in operation.
- 4) To promote the morale, well-being, and security of all employees in the bargaining unit of the Union.

NOW THEREFORE the Parties agree as follows:

ARTICLE 2 – SCOPE AND RECOGNITION

- 2.01 The Employer hereby recognizes the CANADIAN UNION OF PUBLIC EMPLOYEES as the sole and exclusive Collective Bargaining Agent for all present and future employees of the Employer save and except the Clerk-Administrator, Administrative Assistant, Treasurer, Director of Public Works, Director of Recreational Services, Deputy Treasurer, Deputy Clerk- Administrator, Tax Collector, Chief Building Official/Planning Officer, Fire Chief, Deputy Fire Chief, Technical and Environmental Compliance Manager, Economic Development Officer, Lifeguards/Pool Instructors, Aquatic Coordinator, Director of Aquatics and Programs, and School Crossing Guards, and all Supervisor positions.

The Employer and the Union will negotiate the Union or Non-Union status of any new position created that is not covered under Schedule "A" or Schedule "B".

2.02 REPRESENTATIVE OF CANADIAN UNION OF PUBLIC EMPLOYEES

The Union shall have the right at any time to have the assistance of representatives of the CANADIAN UNION OF PUBLIC EMPLOYEES or any other advisors when dealing or negotiating with the Employer.

2.03 NO OTHER AGREEMENTS

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

2.04 CONTRACTING OUT

In order to provide job security for the members of the bargaining unit, the Employer agrees that all work and services presently performed by the members of the bargaining unit shall not be sub-contracted, transferred, leased, assigned or conveyed, in whole or in part, to any other plant, person, company or non-union employee(s) where such contracting out results in a layoff, loss of pay or loss of hours for a regular employee.

- 2.05 In order to provide additional job security for all present members, as of June 1st, 2000, of the bargaining unit, the Employer agrees that there shall be no layoffs of any full-time employee. This provision does not in any way prevent the transfer of an employee from one position to another in the bargaining unit or the re-assignment of duties from one position to another in the bargaining unit. The Employer reserves the right to discharge employees for just cause.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.01 The Union agrees that the Employer has the exclusive rights and powers to manage the plants and departments, direct the working forces and to hire, promote, transfer, classify, demote, layoff, discipline, and suspend employees for just cause.
- 3.02 The Employer agrees that these functions shall be executed in a manner consistent with the general purposes and intent of this Agreement and subject to the right of any employee to lodge a grievance as set forth herein.
- 3.03 There shall be no discrimination either by the Employer or the Union because of an employee's race, creed, colour, or political belief. It is further agreed that there shall be no discrimination on the part of Council or its representatives imposed upon any employee for participation either past, present, or future in the formation or maintenance of the Union.

ARTICLE 4 – UNION SECURITY

- 4.01 All present and future employees of the Employer coming within the Scope of this Agreement shall become and remain members of the Union from the first date of their employment as a condition of their continued employment. The Union will provide the Employer with a semi-annual listing of paid-up members.
- 4.02 The Employer shall deduct monthly Union dues, initiation, and assessment fees from the pay of each employee in accordance with the Union Constitution and/or By-Laws. It is the responsibility of the Local Union to advise the Employer, in writing, of any changes in the dues structure.

Amounts deducted shall be forwarded to the National Secretary-Treasurer of the Union not later than the fifteenth (15th) day of the month following, accompanied by a list of names and addresses of all employees from whose wages the deductions have been made.

- 4.03 In consideration of the deduction and forwarding service by the Employer, the Union agrees to indemnify the Employer for any liabilities arising from the deduction and forwarding of these monthly dues.
- 4.04 The Parties agree that there shall be no lockouts, strikes or slowdowns during the life of this Agreement.

ARTICLE 5 – UNION COMMITTEES

5.01 GRIEVANCE COMMITTEE

The Grievance Committee shall consist of not more than four (4) Stewards including the Chief Steward. The Union shall notify the Employer in writing of the name of each Steward and the department(s) he represents and the name of the Chief Steward before the Employer shall be required to recognize them.

The Grievance Committee shall have the right to call upon all witnesses necessary to support their claim at any stage of the Grievance Procedure.

5.02 BARGAINING COMMITTEE

The Bargaining Committee shall consist of not more than four (4) members of the Union. The Union shall advise the Employer of the Union members of the Committee.

5.03 LEAVE OF ABSENCE

Leave of absence with pay and benefits will be granted during standard working hours, to a maximum of four (4) members of the Union as follows:

- 1) While in Negotiations or Grievance meetings approved by the Employer. The Employer's approval shall not be unreasonably withheld.
- 2) For one (1) day for four (4) members for Conciliation Meetings. There shall be no pay for Mediation or Arbitration Meetings. For Mediation or Arbitration meetings the Employer will invoice the Union for associated wages (including Employer portion of benefit deductions). Said invoice to be paid within thirty (30) days.

5.04 LABOUR/MANAGEMENT COMMITTEE

Where the parties mutually agree that there are matters of mutual concern and interest that would be beneficial if discussed at a Labour/Management Committee meeting during the term of this Agreement, the following shall apply:

- 1) An equal number of representatives of each party as mutually agreed (4 people including staff rep) shall meet at a place and time mutually agreed upon. A request for a meeting hereunder will be made in writing prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of grievance or negotiations for the amendment or renewal of this agreement.
- 2) Any representative(s) attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance.

ARTICLE 6 – GRIEVANCE PROCEDURE

6.01 **SETTLING OF GRIEVANCES AND COMPLAINTS**

Informal Stage

Prior to a grievance being submitted, an employee may submit a verbal complaint outlining the nature of a possible grievance. The complaint shall be submitted to the immediate supervisor within five (5) working days of the date when the employee became aware of the event or circumstances giving rise to the complaint. The employee may elect to be accompanied by a steward.

The immediate supervisor shall provide an oral response concerning the complaint to the employee within five (5) working days of the complaint being discussed.

An earnest effort shall be made to settle complaints and grievances fairly and promptly.

For the purpose of this Agreement, a dispute claim or complaint which involves the interpretation, application, administration or alleged violation of some provision of the Agreement shall be considered to be a fit matter for a grievance and shall be dealt with as follows:

Step 1

The aggrieved employee(s) will submit the complaint or grievance to his Department Head in person or in writing. The employee may exercise his option to have the Steward accompany him. A settlement at Step 1 is without precedent or prejudice. The employees' supervisor may be asked to attend this step one grievance meeting.

Step 2

If the employee is not satisfied with Step 1 and if the Steward and/or Grievance Committee considers the complaint or grievance to be justified, he will first seek to settle the dispute with the employee's Department Head. The Department Head will render his decision within five (5) working days.

Step 3

If the matter is not settled in Step 2 the written Grievance will be presented in person by the Union Grievance Committee to Council signed by the Grievor or the Union, stating the remedy sought. Subject to twenty-four (24) hours' notice being received prior to the next Council meeting, the Grievance shall be placed upon the agenda of said meeting, or on the Agenda of the next following Council meeting in the event the twenty-four (24) hour qualification is not met.

The Employer shall reply within five (5) working days following such meeting. Failing this, the Grievance or complaint may be referred to Arbitration, provided the decision to take this step is sent to Council within thirty (30) calendar days of the reply in Step 3.

- 6.02 Grievances and replies to grievances shall be in writing at all stages and a Representative of the CANADIAN UNION OF PUBLIC EMPLOYEES can be present to assist.
- 6.03 In determining the time in which any step is to be taken under the foregoing provisions of this Article, Saturdays, Sundays and Paid Holidays shall be excluded. Any and all the time limits fixed in this Article may at any time be extended by Agreement in writing between the Employer and the Union.
- 6.04 The parties may reach a settlement to a grievance through the services of a grievance settlement officer or other mutually agreeable third-party facilitator. The parties shall jointly bear the expense of the grievance settlement officer or other agreed to facilitator.

6.05 **ARBITRATION PROCEDURE**

It is agreed and clearly understood that all differences of opinion relating to the interpretation, application or administration of this Agreement which cannot be settled after exhausting the Grievance Procedure may be referred to Arbitration as defined in the Ontario Labour Relations Act, for final disposition of grievances.

- 6.06 The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions.

6.07 **DISCIPLINE AND DISCHARGE**

If an employee is discharged or disciplined, and if he believes that he has been unjustifiably discharged or disciplined, he may have his Grievance taken up under the Grievance Procedure, starting at Step 3, if presented in writing within ten (10) working days after the date of such discharge or discipline, and not otherwise. Such grievance may be disposed of by any arrangement which is just and equitable in the opinion of the parties, or in the opinion of a Board of Arbitration if the matter is referred to such a Board.

- 6.08 An employee who is disciplined shall be accompanied by a Steward.

ARTICLE 7 – EMPLOYEE CATEGORIES

7.01 EMPLOYEE

An employee is a person hired by the Employer for full-time, part-time or casual employment in a position which comes within the bargaining unit described in Article 2.01.

7.02 FULL-TIME EMPLOYEE

A full-time employee is one that has successfully completed the probationary period under Article 8.01.

7.03 CASUAL EMPLOYEE

- 1) Casual employees shall not exceed a maximum of ten (10) at any one time. Casual employees shall not work in excess of one hundred and eighty (180) days in any one (1) calendar year.
- 2) Casual employees and part-time employees must not be employed if qualified full-time employees are unemployed and are available and able to perform the work required.
- 3) In lieu of benefits, the employee shall receive five percent (5%) of his hourly rate plus annual vacation pay as per Employment Standards Act as amended and paid holidays as in the Agreement.
- 4) Casual employees shall not accumulate seniority except if retained beyond the one hundred and eighty (180) days. Casual employees shall pay union dues as per the Agreement. The Union will be notified in writing of the casual employee's total days accumulated to date on a quarterly basis (March, June, September & December).
- 5) Casual employees shall not work overtime where qualified full-time employees are available to perform the work required.
- 6) The Employer shall not use casual employees as a means of avoiding filling vacant permanent positions.
- 7) Rates of pay for casual employees shall be listed in Schedule "A" or "B".

7.04 PART-TIME EMPLOYEE

- 1) Students and employees working under Federal or Provincial programs or projects, shall be recognized as part-time employees.

- 2) Part-time employees shall not work overtime where qualified full-time employees are available to perform the work required.
- 3) The Employer shall not use part-time employees as a means of avoiding filling vacant permanent positions.
- 4) Part-time employees shall not accumulate seniority.
- 5) Part-time employees shall not be entitled to vacation or benefits as per the Agreement. In lieu of benefits, the employee shall receive five percent (5%) of his hourly rate plus annual vacation pay as per Employment Standards Act as amended.
- 6) Part-time employees shall not replace full-time or casual employees.
- 7) Work performed during or resulting from the part-time employees shall not create any layoffs to full-time employees.
- 8) Rates of pay for students shall be listed in Schedule "A" or "B". The rate of pay for employees on Federal or Provincial programs or projects shall be in accordance with the pay of the program. All other temporary employees shall receive no less than the rate of a labourer.
- 9) Part-time employees shall pay union dues, initiation fees and assessments and these shall be deducted in accordance with Article 4 of the Agreement effective from their first day of employment.
- 10) The Employer will notify the Union as soon as practical of any Federal or Provincial programs the Employer has applied to participate in.

7.05 **TEMPORARY FULL-TIME EMPLOYEE**

- 1) Employees may be hired for a specific term not to exceed twenty-four (24) months, to replace an employee who will be on an approved leave of absence due to WSIB disability, sick leave, long term disability, or maternity leave. The period of employment of such persons will not exceed the absentee's leave.
- 2) In lieu of benefits, the employee shall receive five percent (5%) of their hourly rate plus annual vacation pay as per Employment Standards Act as amended and paid holidays as in the Agreement.
- 3) Temporary employees shall not accumulate seniority.
- 4) Temporary employees shall pay union dues as per the Agreement.
- 5) The release or discharge of such persons shall not be the subject of a grievance or arbitration.

ARTICLE 8 – SENIORITY

8.01 A newly hired employee, except for casual and part-time employees, shall be on probation for a period of forty-five (45) working days from the date of hiring. Up to an additional sixty (60) working days of probation may be granted if mutually agreed upon to allow the Employer to assess the employee more closely. During the probationary period, the employee shall be enrolled and shall be entitled to all rights, benefits, and conditions of the Agreement, other than the right to grieve dismissal. After completion of the probationary period, seniority shall be effective from the most recent date the employee was hired as a full-time employee.

8.02 **SENIORITY LIST**

The Employer shall maintain a Departmental Seniority List showing the date upon which each full-time employee's service commenced, which shall be the most recent date of hire. The list shall be sent to the Union and be posted on all bulletin boards in January and July of each year. Protests regarding seniority standing must be submitted within thirty (30) days from the date the seniority list is posted unless the affected full-time employee is absent due to leave of absence, accident, illness, or holidays.

8.03 **LOSS OF SENIORITY AND RECALL STATUS**

- 1) Dismissal for just cause.
- 2) Voluntary resignation.
- 3) Failing to report to work within a period of fourteen (14) days after mailing of Registered Mail advising to return to work after a lay-off.
- 4) After a lay-off extending for a period of twenty-four (24) consecutive months.
- 5) Retires.
- 6) Disabled for a period of twenty-four (24) consecutive calendar months.

8.04 **TRANSFER AND SENIORITY OUTSIDE BARGAINING UNIT**

If an employee is transferred to a position outside of the bargaining unit, he shall retain his seniority accumulated up to the date of leaving the unit, but will not accumulate any further seniority. During a trial period of forty-five (45) days, should the employee decide to return to the bargaining unit, or is found to be unsatisfactory, he shall return to his previous position. In the event of such a return, during the trial period, the affected employee(s) will revert to his former position(s).

ARTICLE 9 – JOB POSTING

- 9.01 When a job is open, or a new job is created within the Bargaining Unit, the job will be posted for five (5) working days detailing the job and rate of pay.

Full-time employees shall be given preference in filling the job. Upon creation of all new Union jobs, the Employer and the Union shall agree on rates of pay and working conditions, etc. In the event that a full-time employee does not have the skill, ability, qualification, education, suitability, competence, and efficiency to do the job of the position which is open or a new job which is created, then the Employer may employ anyone that has the skill, ability, qualifications, education, suitability, competence and efficiency to do the job of the position. The Employer shall provide the Union with a copy of the posting and application forms. Appointments from within the Bargaining Unit shall be made within fifteen (15) working days of the selection of the candidate.

9.02 **ASSIGNED POSITIONS**

For assigned positions employees with departmental (By-Law, Finance, Fire, Public Works, Recreation, Waterworks) seniority status may make application for the job in writing and the job shall be awarded to the senior employee provided the employee has the skills, ability, qualifications, education, suitability, competence, and efficiency to do the job of the position.

The Employer has the right to require the applicant to be tested by a competent authority, in order to confirm the employee's claim to qualifications and ability.

9.03 **TRANSFERS OR PROMOTIONS**

When making transfers or promotions, skill, ability, qualifications, education, suitability, competence, and efficiency to do the job of the position shall be the determining factors. Where more than one (1) employee has the skill, ability, qualifications, education, suitability, competence, and efficiency to do the job of the position departmental seniority shall govern.

- 9.04 The selected applicant to any new job shall have a trial period of sixty (60) working days. During that period the Employer will provide written reasons to the Union if the applicant is found to be unsatisfactory and he will be returned to his former position and salary without loss of seniority. If, for any reason, during the trial probationary period, the employee requests to return to his former position, he will do so without loss of seniority.

- 9.05 All employees are to be accorded the opportunity to learn the position to which their ability and seniority would allow them to be promoted. Such learning process will be under the authority of the Head of their Department.

ARTICLE 10 – LAYOFF AND RECALL

10.01 LAYOFF DEFINED

A layoff shall be defined as a reduction in full-time positions or a reduction in the regular hours of work of full-time employees as defined in this Agreement.

10.02 DEMOTIONS

In cases of demotions, an employee shall receive the maximum rate of the classification to which the employee is demoted.

10.03 ADVANCE NOTICE TO UNION OF EXPECTED LAYOFF

The Union shall be informed as soon as practicable and, in any event, in advance of notices of layoff being issued and through to the final phases of the process.

10.04 NOTICE OF LAYOFF

In the event of a proposed layoff, the Employer shall provide to the Union and the affected employee(s), who will be laid off, with written notice of layoff in accordance with the Employment Standards Act or pay in lieu thereof.

Note: Where a proposed layoff results in the subsequent displacement of any member(s) of the bargaining unit, the original notice to the Union provided above shall be considered notice to the Union and said members of any subsequent layoff.

10.05 LAYOFF AND RECALL PROCESS

- 1) When making its determination regarding the layoff and recall of employees, the Employer shall not act in an arbitrary or unfair manner.
- 2) No full-time employee within the bargaining unit shall be laid off by reason of the employee's duties being assigned to one or more casual or part-time employees.
- 3) In the event that a layoff commenced on the day immediately following a paid holiday, an employee otherwise qualified for holiday pay shall not be disentitled thereto solely because of the day on which the layoff commenced.
- 4) In the event of layoff of a full-time employee, that employee would have the option of replacing the least senior employee in another classification, provided the full-time employee has the skill, ability, qualifications, education, suitability, competence and efficiency to do the job of the position. The Employer shall layoff employees in the reverse order of their seniority within their classification, providing that the remaining employees have the ability to perform the work.

- 5) An employee who chooses to exercise the right to displace another employee with lesser seniority shall advise the Employer of their intention to do so and the position claimed within five (5) working days after receiving the notice of layoff. A failure to notify the Employer shall result in the employee accepting the layoff.
- 6) Each employee so displaced, shall notify the employer in writing within five (5) working days, of their intent to either accept the layoff or displace the least senior employee in another classification, provided the employee has the skill, ability, experience, qualifications, education, suitability, competence and efficiency to perform the job. A failure to notify the Employer shall result in the Employee accepting the layoff.
- 7) Employees on layoff or notice of layoff shall be given preference for temporary vacancies for which they have the skill, ability, experience, qualifications, education, suitability, competence, and efficiency which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff.
- 8) No new employees will be hired into a classification where employees are on layoff with recall rights under the provisions of the Agreement until such employee has been offered a recall in accordance with Article 8.03.

ARTICLE 11 – HOURS OF WORK

11.01 SCHEDULE “A” – OFFICE STAFF

- 1) The normal working hours for all full-time employees under this Schedule shall be from 8:00 am to 4:30 pm, Monday to Friday inclusive, with one-half ($\frac{1}{2}$) hour off for lunch, (except the By-Law Enforcement/ Animal Control Officer, Team Leaders and Pool Desk Receptionists who are employed on a flexible hour basis and whose work schedule shall be posted a week in advance).
- 2) The By-Law Enforcement/Animal Control Officer will be paid a minimum of three (3) hours pay at straight-time for work performed on Saturday or Sunday.
- 3) The normal working hours for Schedule "A" Town Hall shall be as follows (with one-half ($\frac{1}{2}$) hour off for lunch):

WINTER HOURS

Monday - Friday (*inclusive*)

8:00 am - 4:30 pm - open at noon

SUMMER HOURS

(Begins the first Monday of June and ends the last Friday before Labour Day)

Monday-Friday (*inclusive*)

7:30 am - 4:00 pm - open at noon

11.02 SCHEDULE “B” – OUTSIDE WORKERS

1) *Public Works Department*

a) HOURS OF WORK – NORMAL

The normal hours of work for all Public Works full-time employees covered by Schedule “B” shall be as follows:

- i) From 7:30 am to 4:00 pm with one-half($\frac{1}{2}$) hour off for lunch between 12:00 pm and 12:30 pm, Monday to Friday, inclusive.
- ii) The hours of work may be adjusted by mutual agreement depending on the required hours of operation and scheduled activities.
- iii) The operation of the municipal landfill site requires a degree of flexibility with respect to hours of work and work days in order to obtain maximum efficiency to achieve organizational objectives. Based on this requirement, the hours of work for the Machine Operators assigned to the municipal landfill site shall consist of

eight (8) hour shifts which shall not start earlier than 7:30 a.m. and finish not later than 6:00 p.m. with one-half (1/2) hour for lunch between 12:00 p.m. and 12:30 p.m. The regular work week shall consist of five (5) consecutive days scheduled between Monday and Saturday, inclusive.

- iv) The hours of work for the Machine Operators assigned to Waste Management & Recycling Collection Services may consist of eight (8) or ten (10) hour shifts which shall not start earlier than 7:00 a.m. and finish not later than 5:30 p.m. with one-half (1/2) hour for lunch. The regular work week shall consist of five (5) or four (4) consecutive days scheduled between Monday and Friday, inclusive.
- b) **HOURS OF WORK WINTER OPERATIONS**
(October 1st to April 30th) – FULL-TIME EMPLOYEES
- i) Five (5) consecutive day shifts between Sunday and Saturday from 7:30 am to 4:00 pm with one-half (1/2) hour for lunch between 12:00 pm and 12:30 pm.
 - ii) Five (5) consecutive continuous evening shifts between Sunday and Saturday from 2:00 pm to 10:00 pm.
 - iii) Five (5) consecutive continuous nights shifts between Sunday and Saturday from 10:00 pm to 6:00 am.
 - iv) Maximum of two (2) Full-Time employees to be scheduled for day shift - Saturday/Sunday.
 - v) Maximum of two (2) Full-Time employees to be scheduled for night shift.
 - vi) Maximum of two (2) Full-Time employees to be scheduled for evening shift.
 - vii) The hours of work may be adjusted by mutual agreement depending on the required hours of operation and scheduled activities.
 - viii) A winter schedule will be posted by September 15th.
- c) **HOURS OF WORK – WINTER OPERATIONS**
(October 1st to April 30th) – CASUAL EMPLOYEES
- i) Start date at discretion of Employer.

- ii) A Casual employee, once hired, will stay on payroll until at least March 15.
- iii) Eight (8) hour (continuous) shift within a twenty-four (24) hour period Sunday to Saturday.

2) *Water Works Department*

The normal hours of work for all Waterworks' full-time employees covered by Schedule "B" shall be as follows:

- a) From 7:30 am to 4:00 pm with one-half(½) hour off for lunch between 12:00 pm and 12:30 pm, Monday to Friday, inclusive.
- b) The hours of work may be adjusted by mutual agreement depending on the required hours of operation and scheduled activities.

3) *Recreation Department*

a) HOURS OF WORK NORMAL

Full-time Recreation Maintenance Workers shall normally work any four (4) or five (5) consecutive days from Sunday to Saturday. The regular work schedule shall be based on an average of forty (40) hours per week. The work week may consist of eight (8) or ten (10) hour shifts based on the required hours of operation and the delivery of service required.

b) HOURS OF WORK – WINTER OPERATIONS
(August 1st to April 30th)

The normal hours of work shall be from 7:30 am to 4:00 pm with one-half (1/2) hour off for lunch, or from 3:30 pm to 11:30 pm continuous shift.

During the ice operating season, the designated operator or alternate will be required to remain in the building for meals/coffee breaks.

c) HOURS OF WORK – SUMMER OPERATIONS
(May 1st to July 31st)

The normal hours of work shall be from 7:30 am to 4:00 pm with one-half (1/2) hour off for lunch.

d) SCHEDULING

Work schedules will be posted one (1) month in advance for the following month.

The hours of work may be adjusted by mutual agreement depending on the required hours of operation and scheduled activities.

4) *Fire Department*

The normal hours of work for the Fire Department's full-time employees covered by Schedule "B" shall be as follows: from 8:00 am to 4:30 pm with one-half(½) hour off for lunch from 12:00 pm to 12:30 pm, Monday to Friday, inclusive

The hours of work may be adjusted by mutual agreement depending on the required hours of operation and scheduled activities.

11.03 **CHANGES OF SCHEDULED SHIFTS**

All employees shall receive three (3) working days' notice, excluding the day of the notice on any changes to the work schedule, all changes must be mutually agreed upon.

Unless mutually agreed upon, all employees shall submit time-off requests three (3) working days prior to the day(s) requested, excluding the day of the notice.

11.04 **SHIFT DIFFERENTIAL**

Any employee assigned to an evening or night shift shall receive a shift differential of seventy-five cents (\$0.75) per hour in addition to their regular rate.

11.05 **OVERTIME**

- 1) For Schedule "A" employees, all work performed in excess of eight (8) hours per day and/or forty (40) hours per week shall be paid for at a rate of time-and-one-half (1 ½) the employee's regular rate of pay.
- 2) For Schedule "B" employees, all work performed in excess of eight (8) hours per day and/or forty (40) hours per week shall be paid at the rate of time-and-one-half (1 ½) the employee's regular rate of pay.
- 3) For Schedule "B" employees assigned to a ten (10) hour shift, all work performed in excess of the ten (10) hours per day and/or forty (40) hours per week shall be paid at the rate of time-and-one-half (1 ½) the employee's regular rate of pay.
- 4) Arena employees and pool employees shall be paid time-and-one-half (1 ½) the employee's regular rate of pay for hours worked Sunday 12:00 am to 12:00 pm.

11.06 **HEIGHT PAY**

“Height Pay” will be paid to employees required to work at a height of over fifty (50) feet from ground level, at the rate of time-and-one-half (1½) the employee's regular rate of pay.

11.07 **HOT MEAL**

The Employer shall provide an employee with a thirty (30) minute paid rest period with hot meal (maximum of \$25.00) on the day that the employee is required to work 2 or more hours over his regularly scheduled shift (excluding rest and meal periods).

An employee who is called out on their regular day off, shall receive a \$25.00 meal allowance after four (4) hours of work.

The meal allowance will be paid by direct deposit and non-taxable.

11.08 **REST PERIODS**

It is understood that rest periods are to be generally taken at the job site. For rest periods taken off the job site, travel time will be part of the rest period.

11.09 **CALL OUT**

- 1) An employee is considered called out when he has completed his scheduled shift and receives an unscheduled call to report to work.
- 2) An employee shall be guaranteed four (4) hours straight-time for a call-out or shall receive time-and-one-half (1½) the employee's regular rate of pay for every hour worked, whichever is greater.
- 3) An employee who is called out on a weekend, defined as the time between the end of the employee's regular work week and the beginning of the employee's next regular work week, shall receive five (5) hours at straight-time or time-and-one-half (1 ½) the employee's regular rate of pay for every hour worked, whichever is greater.

11.10 **ON CALL DUTY**

Waterworks Employees designated for on call duty will be paid at the rate of one (1) hour of regular pay per day (weekday) and two (2) hours regular pay per day (weekends). An additional one (1) hour of regular pay per day on call duty will apply on approved statutory holidays.

An on-call schedule will be posted by October 15th of each year. On call duty will be apportioned equitably among full-time employees who are qualified to perform the work.

It is understood that the employee designated for on call duty will carry the department issued cellular and/or paging device and will respond to all departmental “call-outs”.

11.11 **BANKING OF OVERTIME**

A full-time employee shall have the choice of banking overtime hours worked, up to a maximum of eighty (80) hours per calendar year. Any remaining hours will be paid out on December 31st each year.

ARTICLE 12 – RELIEF PAY

- 12.01 When an employee is temporarily assigned to a position of higher rating, the employee shall receive the rate in the salary range, which is higher than the employee's previous rate for the position in which the employee is assigned for the full period of the assignment.
- 12.02 When an employee is temporarily assigned to a position of lower rating, he shall maintain his regular rate of pay while so assigned.
- 12.03 Where an employee is temporarily assigned to a non-union position, he shall receive an additional ten percent (10%) of his own hourly rate plus the following, when on call:
- 1) One (1) hour's pay at one hundred and ten percent (110%) of his basic rate for each day on call from MONDAY to FRIDAY.
 - 2) Two and one-half (2 ½) hour's pay at one hundred and ten percent (110%) of his basic rate of pay for each day on call for SATURDAY and SUNDAY and paid holidays as outlined in Article 13.02.

ARTICLE 13 – PAID HOLIDAYS

13.01 SCHEDULE “A” – OFFICE STAFF

The following Paid Holidays shall be granted to all Schedule “A” employees:

New Year’s Day	January 2 nd	Family Day*
Good Friday	Easter Monday*	Victoria Day*
Canada Day	Civic Holiday	Labour Day
Thanksgiving Day*	Christmas Day	Boxing Day

One (1) floating holiday in lieu of Remembrance Day and any other day proclaimed as a holiday by the Municipal, Provincial or Federal Government.

*Floating holiday for the Team Leader Program Service/Pool Desk Receptionist

Town Hall full-time employees may exchange one (1) paid holiday per year for one (1) floating holiday.

13.02 SCHEDULE “B” – OUTSIDE WORKERS

The following Paid Holidays shall be granted to all Schedule “B” employees:

New Year’s Day	Good Friday	Victoria Day
Canada Day	Labour Day	Thanksgiving Day
Christmas Day		

Seven (7) floating holidays in lieu of January 2nd, Family Day, Easter Monday, Civic Holiday, National Day for Truth and Reconciliation, Remembrance Day, and Boxing Day **and** any other day proclaimed as a holiday by the Municipal, Provincial or Federal Government.

Employees working less than a full year will be entitled to only one (1) floater for each of the above days worked.

13.03 The following two (2) paid half days shall be granted to all employees: **one-half(½) day** before Christmas and **one-half(½) day** before New Year's Day. Employees shall be paid double time for any time worked in excess of normal hours on these days.

13.04 Public Holidays Pay shall be as per the Employment Standards Act, Part X sec. 24(1).

An employee’s public holiday pay, for a given public holiday, shall be equal to the total amount of regular wages earned and vacation pay payable to the employee in the four work weeks before the work week in which the public holiday occurs divided by twenty (20).

13.05 If an employee is called to work upon the above mentioned holidays, the employee shall be entitled to two (2) times the employee’s normal rate of pay and shall receive a floater.

In the event that the holiday is being observed on a different day, the following shall apply:

- 1) If an employee is called upon to work on the actual day of the holiday, the employee shall be entitled to two (2) times the employee's normal rate of pay and still receive the observed day off.
- 2) If the employee does not work on the actual holiday and is called to work on the observed holiday, the employee shall be entitled to two (2) times the employee's normal rate of pay and shall receive a floater.
- 3) If the employee worked the actual day of the holiday and is also called upon to work the observed day of the holiday, the employee shall be entitled to one and a half (1.5) times the employee's normal rate of pay on the observed day, and shall receive a floater.

13.06 If a Paid Holiday(s) falls on a SATURDAY and/or SUNDAY, the MONDAY and/or TUESDAY immediately following shall be observed as the Paid Holiday(s) excepting in unusual circumstances whereby prolonged closure of the Employer's offices would seriously affect the Taxpayers' ability to conduct business, then coverage shall be provided as agreed upon by the Employer and the employee(s) with a compensatory day off at a later date.

ARTICLE 14 – VACATION

14.01 SCHEDULE “A” AND SCHEDULE “B”

Employees shall be entitled to annual vacation with pay as follows:

After one (1) year of service -	Two (2) weeks vacation with pay
After four (4) years of service -	Three (3) weeks vacation with pay
After seven (7) years of service -	Four (4) weeks vacation with pay
After twelve (12) years of service -	Five (5) weeks vacation with pay
After twenty (20) years of service -	Six (6) weeks vacation with pay

14.02 Where an employee is off work for a period of time exceeding one hundred and twenty (120) consecutive days, the employee's vacation entitlement will cease to accumulate from that point forward until the employee returns to work.

14.03 Employees may request vacation to be carried over to the following year, with an adequate reason which will be subject to the approval of the Employer.

14.04 Vacation requests will be submitted prior to April 1st and will be approved by the end of April. Requests from individual employees will be considered and granted based on seniority.

Vacation requests submitted after April 1 will be considered based on operational needs and will be approved based on a first come, first serve basis.

ARTICLE 15 – LEAVE OF ABSENCE

15.01 GENERAL LEAVE

Upon request of the Union, the Employer agrees that leave of absence may be granted for purposes other than employment and said leave of absence shall be without pay or loss of seniority to any employee, provided that total overall leave concerned does not exceed one (1) year.

15.02 COMPASSIONATE LEAVE

Five (5) working days compassionate leave will be granted to an employee in the event of death to spouse, father, mother, stepfather, stepmother, grandchild, son or daughter. In the event burial service is to be held at a later date, the employee may choose to use one (1) or more of the day(s) to attend the service.

Three (3) working days compassionate leave will be granted to an employee in the event of death to grandfather, grandmother, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, spouse's grandparents, niece and nephew. In the event burial service is to be held at a later date, the employee may choose to use one (1) or more of the day(s) to attend the service.

15.03 JURY OR COURT WITNESS DUTY

The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror, answers jury roll call or is summoned as a witness in any court. The Employer shall pay such an employee the difference between his normal earnings and the payment he receives for jury service or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service or attendance and the amount of pay received.

15.04 PREGNANCY, PARENTAL AND ADOPTION LEAVE

Maternity and adoption leave will be granted in accordance to the provisions contained in the Ontario Employment Standards Act.

15.05 UNION LEAVE

The Manager or designate may grant a leave of absence with pay and without loss of seniority to a maximum of two (2) employees at any one time with not more than one representative from any classification unless mutually agreed by both parties, to attend union conventions, educational sessions or while on union business, which permission shall not be unreasonably withheld. Such leave must be applied for in writing at least ten (10) working days in advance and all leaves for all employees shall not exceed twenty-five (25) working days per year.

It is agreed that the Employer will bill the Union for this time plus benefits.

15.06 Any representative with the Union who is in the employ of the Employer shall, while

attending meetings with the employer held within working hours, do so without loss of remuneration for all such meetings called by the Employer.

**ARTICLE 16 – SICK LEAVE, SHORT TERM DISABILITY AND LONG TERM
DISABILITY PLANS**

16.01 SICK LEAVE BENEFITS

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor, or dentist, or because of an accident for which compensation is not payable under the Workplace Safety and Insurance Act.

Sick leave may also be used when an employee accompanies his/her spouse/dependents/parents on medical appointments outside the community. Sick leave shall be for six (6) days per year that can be used for a part day. These six (6) days will not be cumulative.

The employer may request a medical certificate. The full cost of any medical certificate shall be borne by the Employer.

16.02 SHORT TERM DISABILITY BENEFITS

- 1) Commence:
 - a) the first day of an accident.
 - b) the fourth (4th) day of illness or the first (1st) day of confinement to hospital, whichever is the earlier date. No benefits will be paid for the first three (3) days of sickness unless confined to hospital.
 - c) an employee who works four (4) hours or less on a scheduled working day and leaves his job because of illness, that day will be counted as the first (1st) day of illness. If he works in excess of four (4) hours, the following day will be counted as the first day of illness.
- 2) All claims for disability benefits must be certified by a doctor. Prior to returning to work after an absence of more than one (1) day, the employee may be requested to submit a Certificate from a Certified Medical Practitioner.
- 3) Extent of benefits:
 - a) On bi-weekly basis: seventy-five (75%) percent of an employee's regular bi-weekly salary.
 - b) At the employee's option, the Employer agrees to top-up the Short Term Disability benefits with the employee's earned vacation pay to one hundred (100%) percent of the employee's regular salary.

- c) At the employee's option, the Employer agrees to top up the Short Term Disability benefits with the employee's banked overtime to one hundred (100%) percent of the employee's regular salary.
 - d) Salary is the regular salary of the employee's occupation immediately prior to the accident or illness.
 - e) Short Term Disability benefits shall be payable for a period of one hundred and twenty (120) days, after which Long Term Disability will come into effect.
- 4) The Employer shall pay one hundred percent (100%) of the premiums for a Short Term Disability Plan.

16.03 **LONG TERM DISABILITY BENEFITS**

- 1)
 - a) The waiting period for Long Term Disability benefits is one hundred and twenty (120) calendar days.
 - b) An employee's Long Term Disability benefit period will not continue past the employee's sixty-fifth (65th) birthday.
 - c) The Benefit Formula is seventy-five percent (75%) of the employee's monthly earnings.
 - d) The Income Benefit is the amount derived from the benefit formula, maximum of \$6,000. Benefits in excess of the no evidence maximum of \$5,000 are subject to the Long Term Disability Plan's provisions.
 - e) Definition of Disability
 - own occupation, two (2) years
 - any occupation, after two (2) years
- 2) The Employer shall pay one hundred percent (100%) of the premiums for a Long Term Disability Plan for a maximum of seventy-five percent (75%) of the employee's earnings.
- 3) When an employee goes on Long Term Disability, the Employer shall maintain coverage for the employee of all Medical Benefits for twenty-four (24) consecutive months commencing the first (1st) day the employee is absent for illness or accident.

16.04 **INSURANCE ELIGIBILITY TERMINATES**

- 1) When an employee retires, resigns, is discharged, is laid off or transferred to an ineligible group.

2) When an employee is off work on an authorized leave of absence without pay.

3) *EXCEPTION – SUSPENSIONS:*

Employees suspended for cause for less than thirty (30) days who became disabled while on suspension will be eligible for Short Term Disability benefits as follows:

- a) In the case of accident, on the first (1st) day following the termination date of the suspension
- b) In the case of illness, on the fourth (4th) day following the termination date of the suspension.
- c) When an employee is not able to work as a result of an industrial disability which is compensable under Workers' Compensation.

EXCEPTION:

During the period that an employee is off work and receiving Workers' Compensation and becomes disabled for reasons not related to the industrial disability, they will be eligible for Short Term Disability benefits as follows:

- i) In the case of accident, Short Term Disability benefits will commence the first (1st) day following the termination date of compensation payments.
- ii) In case of sickness, Short Term Disability benefits will commence the fourth (4th) day following the termination date of compensation payments.

Employees will be required to provide proof of date that compensation payments were terminated.

16.05 An employee who returns to active work following a termination of employment of less than one (1) year will become eligible for insurance immediately. After one (1) year, the employee is enrolled as a new employee.

16.06 *VACATION AND FLOATING HOLIDAYS*

Short Term Disability benefits will not be paid for periods of absence from work for which an employee receives vacation or holiday pay.

Employees who receive their vacation pay in advance and are certified disabled during their vacation period and who return their vacation pay to the Employer, in units of no

less than the recognized vacation weeks, will receive Short Term Disability for which they are eligible.

EXCEPTIONS:

- 1) At the end of a calendar year, unused vacation or floating holidays may be paid if an employee was not able to take his vacation or holiday entitlement as a result of being off work due to sickness or accident.
- 2) If an employee so requests, upon his return to work following a disability for accident or sickness, he may be granted floating holiday pay to be applied to the three (3) day waiting period for which no Short-Term Disability benefits were paid.

16.07 **PAID HOLIDAYS**

Disability benefits will not be paid for those days for which an employee is eligible for and receives Paid Holiday pay.

16.08 **EMPLOYMENT INSURANCE**

The employment insurance premium reduction under Service Canada's EI Premium Reduction Program will be retained by the Employer.

16.09 The benefits payable under this plan are reduced by any primary disability payments made under the Canada Pension Plan, any Employer group disability income plan or any Employment Insurance benefit plan. Benefits are not affected by war pensions or by any insurance policies the employee may have purchased.

16.10 While receiving benefits under this Plan, the employee will continue to accrue pension credits based on contributions made by the employee and Employer.

16.11 Proof that the employee continues to be totally disabled will be required at reasonable intervals by the Insurance Company. If the employee does not provide this proof, or if the employee refuses to be examined by the Insurance Company's physician, the employee will no longer be considered totally disabled. If such examination requires any expense to the employee including travel and accommodation, such expenses will be borne by the Insurance Company.

16.12 Pre-existing health conditions are fully covered, provided the employee is actively at work on the date his coverage becomes effective.

16.13 All disabilities are covered unless they result from the following:

- 1) Intentionally self-inflicted injuries,

- 2) War, insurrection, rebellion or participation in a riot; and
- 3) Commission of, or attempt to commit, an assault, battery or riot.

ARTICLE 17 – MEDICAL BENEFITS

17.01 LIFE INSURANCE & ACCIDENTAL DEATH AND DISMEMBERMENT

- 1) The Employer shall pay one hundred percent (100%) of the Life Insurance premiums.
- 2) An employee's Life Insurance benefit is two hundred percent (200%) of the employee's annual earnings.
- 3) The Life Insurance benefit for an employee's spouse is ten thousand dollars (\$10,000) and for an employee's child the benefit is five thousand dollars (\$5,000)
- 4) An employee's Accidental Death and Dismemberment benefit is equal to up to two times the employee's Life Insurance benefit.

17.02 EXTENDED HEALTH PLAN

The Employer shall pay one hundred percent (100%) of the premiums rate towards an Extended Health Plan to include Semi-Private Room, Drugs, and Equipment. Benefits will be in accordance with the third-party carrier's plan.

17.03 DENTAL PLAN

The Employer shall pay one hundred percent (100%) of the dental care premiums towards a Dental Plan, being the Basic Plan with one hundred percent (100%) reimbursement based on the dental fee guide in effect on the date the treatment is rendered.

The Employer shall provide coverage for dentures (\$400 - Lifetime) for employees, spouses, and dependents.

The Employer shall provide coverage of eighty percent (80%) for major, bridges and dentures, up to a maximum of \$2,000 per calendar year for the employee, spouses, and dependents.

The Employer shall provide coverage of fifty percent (50%) for orthodontics up to a maximum of \$2,000 per lifetime for dependents, ages six (6) to eighteen (18).

17.04 OPTICAL PLAN

The Employer shall pay one hundred percent (100%) of the premiums for a Vision Care Plan that includes an eye exam plus the purchase of eye glass lens and frames and/or contact lenses, including dispensing fees, to a maximum of four hundred dollars (\$400.00) per insured employee, spouse and dependents, in any two (2) consecutive

years from the date of purchase.

17.05 **CHANGES IN CARRIER**

The parties agree that any change in health benefit levels as a result of a possible change in carrier must be mutually agreed upon.

ARTICLE 18 – HEALTH AND SAFETY

18.01 Each unit of a Department shall be supervised and provided with First Aid equipment and such equipment shall be administered as provided under the regulations of the Workplace Safety and Insurance Act. The supervision of each unit shall be of a nature as to enforce the recognized rules, safety practices, and procedures to be followed.

18.02 Winter Clothing, winter boots, rubber clothing, rubber boots, rubber and leather gloves shall be provided and replaced when worn out or as required by the nature of the job.

It is further agreed that overalls shall be supplied for employees working on garbage collection, employees working on machinery, and Water Works employees. The Employer agrees to provide a lunchroom and washroom with shower.

18.03 **SAFETY GLASSES**

The Employer shall reimburse all full-time employees for the cost of prescription safety glasses and replacement lenses as required by the nature of the job.

18.04 **SAFETY BOOTS**

The Employer shall reimburse all full-time employees listed in Schedule "B" for safety boots to a maximum of three hundred dollars (\$300.00) per calendar year upon proof of purchase (receipt required).

18.05 **HEARING TEST**

The Employer will cover one hundred percent (100%) of the actual fee of a hearing test, for all full-time employees and their dependents, once every two (2) years, as arranged by the Employer.

18.06 **DZ LICENCE**

The Employer will cover the actual fee of the DZ license for all employees requiring this license.

18.07 **TOWN FITNESS CENTRE**

All full-time employees and their dependents will receive a full membership. All casual and part-time employees will receive a full membership during their time of employment. Membership is non-transferable and has no cash value.

ARTICLE 19 – MEDICAL EXAMINATIONS

- 19.01 All potential new hires shall be medically examined by a qualified medical doctor and be certified medically fit for their work as a condition of employment. Costs (if any) to be borne by the employee (excl. students).

ARTICLE 20 – VALIDITY OF AGREEMENT

- 20.01 In the event of any provisions of this Agreement or any of the practices established hereby being contrary to the provisions of any applicable law hereafter enacted, this Agreement shall not be, or deemed to be abrogated, but, shall be amended so as to make it conform to the requirements of any such law.
- 20.02 It is understood between the parties hereto that the terms of this Agreement may not be changed in any manner except by mutual agreement.

ARTICLE 21 – WAGE RATES

- 21.01 The Employer shall pay salaries and wages bi-weekly to employees covered under Schedule "A" and Schedule "B".
- 21.02 When an employee is discharged, laid off or quits, all monies due to him in wages or holiday pay, shall be paid on the next normal pay day after he has ceased to be an employee.

ARTICLE 22 – DURATION OF AGREEMENT

22.01 This Agreement shall be in force and effect from the first (1st) day of January, 2024 up to and including the thirty-first (31st) day of December, 2026 and from year to year thereafter, unless termination or changes are desired by either party, in which event, the party desiring the change shall serve written Notice upon the other party between the period of thirty (30) to ninety (90) days prior to the 31st day of December in any given year and upon the giving of this Notice, the two (2) parties shall meet within twenty (20) days. This Agreement remains in effect until a new Agreement has been negotiated and signed, but, when the new Agreement has been signed, this Agreement becomes null and void.

IN WITNESS HERE OF the Parties hereto have hereunto set their hands and seals, this 15 day of April, 2024.

FOR:
THE CORPORATION OF THE TOWN OF IROQUOIS FALLS







FOR:
THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL UNION 259



Norm Berthiaume (Apr 15, 2024 14:23 EDT)



Henry Lefebvre (Apr 15, 2024 16:16 EDT)



J. C. D. (Apr 15, 2024 12:44 EDT)





Mel Chasse (Apr 17 2024 11:38 EDT)

SCHEDULE "A"

OFFICE STAFF

2024-2026

2024								
EMPLOYEE	CURRENT POSITION	2023 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2024 WAGE
						3.00%		
206	ACCOUNTING ASSISTANT	\$28.32	\$0.26	\$0.87	\$29.45		\$0.88	\$30.33
230 / 232 / NEW	ACCOUNTING ASSISTANT	\$25.87	\$1.08	\$0.91	\$27.86		\$0.84	\$28.70
NEW	ADMINISTRATIVE ASSISTANT RECREATION							\$27.08
231 / NEW	BY-LAW ENFORCEMENT / ANIMAL CONTROL	\$25.87	\$1.08	\$1.20	\$28.15		\$0.84	\$28.99
204 / NEW	TEAM LEADER - PROGRAMS/SERVICES	\$27.05		\$1.19	\$28.24		\$0.85	\$29.09
NEW	OFFICE CLERK RECREATION							\$25.56
NEW	POOL DESK RECEPTIONIST							\$24.01
2025								
EMPLOYEE	CURRENT POSITION	2024 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2025 WAGE
						3.00%		
206	ACCOUNTING ASSISTANT	\$30.33	\$0.26	\$0.81	\$31.40		\$0.94	\$32.34
230 / 232 / NEW	ACCOUNTING ASSISTANT	\$28.70	\$1.08	\$0.83	\$30.61		\$0.92	\$31.53
NEW	ADMINISTRATIVE ASSISTANT RECREATION							\$28.54
231 / NEW	BY-LAW ENFORCEMENT / ANIMAL CONTROL	\$28.99	\$1.08	\$1.04	\$31.11		\$0.93	\$32.04
204 / NEW	TEAM LEADER - PROGRAMS/SERVICES	\$29.09		\$1.13	\$30.22		\$0.91	\$31.13
NEW	OFFICE CLERK RECREATION							\$27.59
NEW	POOL DESK RECEPTIONIST							\$24.73
2026								
EMPLOYEE	CURRENT POSITION	2025 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2026 WAGE
						3.00%		
206	ACCOUNTING ASSISTANT	\$32.34	\$0.26	\$0.76	\$33.36		\$1.00	\$34.36
230 / 232 / NEW	ACCOUNTING ASSISTANT	\$31.53	\$1.08	\$0.75	\$33.36		\$1.00	\$34.36
NEW	ADMINISTRATIVE ASSISTANT RECREATION							\$30.08
231 / NEW	BY-LAW ENFORCEMENT / ANIMAL CONTROL	\$32.04	\$1.08	\$0.86	\$33.98		\$1.02	\$35.00
204 / NEW	TEAM LEADER - PROGRAMS/SERVICES	\$31.13		\$1.07	\$32.20		\$0.97	\$33.17
NEW	OFFICE CLERK RECREATION							\$29.78
NEW	POOL DESK RECEPTIONIST							\$25.47

SCHEDULE "B"

OUTSIDE WORKERS

2024

PUBLIC WORKS									
EMPLOYEE	CURRENT POSITION	2023 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2024 WAGE	
						3.00%			
160 / NEW	PUBLIC WORKS LEADHAND	\$31.21					\$0.94	\$32.15	
178 / 179 / 187 / 188 / 189 / 203	MACHINE OPERATOR 3	\$29.11					\$0.87	\$29.98	
207	MACHINE OPERATOR 3	\$28.32	\$0.30		\$28.62		\$0.86	\$29.48	
210 / NEW	MACHINE OPERATOR 3	\$27.49	\$0.60		\$28.09		\$0.84	\$28.93	
217	MACHINE OPERATOR 2	\$27.49	\$0.13		\$27.62		\$0.83	\$28.45	
223	MACHINE OPERATOR 2	\$26.69	\$0.41		\$27.10		\$0.81	\$27.91	
225 / 234 / NEW	MACHINE OPERATOR 2	\$25.87	\$0.70		\$26.57		\$0.80	\$27.37	
NEW	MACHINE OPERATOR 1							\$25.73	
151 / NEW	CERTIFIED MECHANIC	\$31.21		\$1.95	\$33.16		\$0.99	\$34.15	
219 / NEW	CLERK OF WORKS	\$26.69	\$0.81	\$0.51	\$28.01		\$0.84	\$28.85	
NEW	UTILITY HANDYMAN							\$32.15	
NEW	PUBLIC WORKS LABOURER							\$25.76	
WATERWORKS									
EMPLOYEE	CURRENT POSITION	2023 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2024 WAGE	
						3.00%			
149 / NEW	WATERWORKS LEADHAND	\$31.21		\$1.12	\$32.33		\$0.97	\$33.30	
159 / 161 / NEW	WATERWORKS MAINTENANCE WORKER - 2	\$31.21		\$0.79	\$32.00		\$0.96	\$32.96	
NEW	WATERWORKS MAINTENANCE WORKER - 1							\$31.13	
214 / NEW	WATERWORKS MAINTENANCE WORKER - OIT	\$25.87		\$0.54	\$26.41		\$0.79	\$27.20	
NEW	WATERWORKS LABOURER							\$25.76	
RECREATION									
EMPLOYEE	CURRENT POSITION	2023 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2024 WAGE	
						3.00%			
153 / NEW	RECREATION LEADHAND	\$31.21			\$31.21		\$0.94	\$32.15	
198	RECREATION MAINTENANCE WORKER	\$29.11			\$29.11		\$0.87	\$29.98	
221 / 224	RECREATION MAINTENANCE WORKER	\$26.69	\$0.88		\$27.57		\$0.83	\$28.40	
226 / NEW	RECREATION MAINTENANCE WORKER	\$25.87	\$1.17		\$27.04		\$0.81	\$27.85	
NEW	RECREATION CARETAKER							\$25.76	
FIRE PREVENTION / STUDENTS									
EMPLOYEE	CURRENT POSITION	2023 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2024 WAGE	
						3.00%			
216 / NEW	FIRE PREVENTION OFFICER	\$27.49	\$0.54	\$2.32	\$30.35		\$0.91	\$31.26	
NEW	STUDENTS							\$19.00	

SCHEDULE "B"

OUTSIDE WORKERS

2025

PUBLIC WORKS								
EMPLOYEE	CURRENT POSITION	2024 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2025 WAGE
						3.00%		
160 / NEW	PUBLIC WORKS LEADHAND	\$32.15					\$0.96	\$33.11
178 / 179 / 187 / 188 / 189 / 203	MACHINE OPERATOR 3	\$29.98					\$0.90	\$30.88
207	MACHINE OPERATOR 3	\$29.48	\$0.27		\$29.75		\$0.89	\$30.64
210 / NEW	MACHINE OPERATOR 3	\$28.93	\$0.56		\$29.49		\$0.88	\$30.37
217	MACHINE OPERATOR 2	\$28.45	\$0.10		\$28.55		\$0.86	\$29.41
223	MACHINE OPERATOR 2	\$27.91	\$0.38		\$28.29		\$0.85	\$29.14
225 / 234 / NEW	MACHINE OPERATOR 2	\$27.37	\$0.66		\$28.03		\$0.84	\$28.87
NEW	MACHINE OPERATOR 1							\$27.46
151 / NEW	CERTIFIED MECHANIC	\$34.15		\$1.86	\$36.01		\$1.08	\$37.09
219 / NEW	CLERK OF WORKS	\$28.85	\$0.81	\$0.45	\$30.11		\$0.90	\$31.01
NEW	UTILITY HANDYMAN							\$33.11
NEW	PUBLIC WORKS LABOURER							\$26.53
WATERWORKS								
EMPLOYEE	CURRENT POSITION	2024 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2025 WAGE
						3.00%		
149 / NEW	WATERWORKS LEADHAND	\$33.30		\$1.02	\$34.32		\$1.03	\$35.35
159 / 161 / NEW	WATERWORKS MAINTENANCE WORKER - 2	\$32.96		\$0.72	\$33.68		\$1.01	\$34.69
NEW	WATERWORKS MAINTENANCE WORKER - 1							\$32.77
214 / NEW	WATERWORKS MAINTENANCE WORKER - OIT	\$27.20		\$0.49	\$27.69		\$0.83	\$28.52
NEW	WATERWORKS LABOURER							\$26.53
RECREATION								
EMPLOYEE	CURRENT POSITION	2024 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2025 WAGE
						3.00%		
153 / NEW	RECREATION LEADHAND	\$32.15			\$32.15		\$0.96	\$33.11
198	RECREATION MAINTENANCE WORKER	\$29.98			\$29.98		\$0.90	\$30.88
221 / 224	RECREATION MAINTENANCE WORKER	\$28.40	\$0.83		\$29.23		\$0.88	\$30.11
226 / NEW	RECREATION MAINTENANCE WORKER	\$27.85	\$1.11		\$28.96		\$0.87	\$29.83
NEW	RECREATION CARETAKER							\$26.53
FIRE PREVENTION / STUDENTS								
EMPLOYEE	CURRENT POSITION	2024 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2025 WAGE
						3.00%		
216 / NEW	FIRE PREVENTION OFFICER	\$31.26	\$0.54	\$2.21	\$34.01		\$1.02	\$35.03
NEW	STUDENTS							\$19.25

SCHEDULE "B"

OUTSIDE WORKERS

2026

PUBLIC WORKS								
EMPLOYEE	CURRENT POSITION	2025 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2026 WAGE
						3.00%		
160 / NEW	PUBLIC WORKS LEADHAND	\$33.11					\$0.99	\$34.10
178 / 179 / 187 / 188 / 189 / 203	MACHINE OPERATOR 3	\$30.88					\$0.93	\$31.81
207	MACHINE OPERATOR 3	\$30.64	\$0.24		\$30.88		\$0.93	\$31.81
210 / NEW	MACHINE OPERATOR 3	\$30.37	\$0.51		\$30.88		\$0.93	\$31.81
217	MACHINE OPERATOR 2	\$29.41	\$0.08		\$29.49		\$0.88	\$30.37
223	MACHINE OPERATOR 2	\$29.14	\$0.35		\$29.49		\$0.88	\$30.37
225 / 234 / NEW	MACHINE OPERATOR 2	\$28.87	\$0.62		\$29.49		\$0.88	\$30.37
NEW	MACHINE OPERATOR 1							\$29.56
151 / NEW	CERTIFIED MECHANIC	\$37.09		\$1.77	\$38.86		\$1.17	\$40.03
219 / NEW	CLERK OF WORKS	\$31.01	\$0.81	\$0.38	\$32.20		\$0.97	\$33.17
NEW	UTILITY HANDYMAN							\$34.10
NEW	PUBLIC WORKS LABOURER							\$27.33
WATERWORKS								
EMPLOYEE	CURRENT POSITION	2025 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2026 WAGE
						3.00%		
149 / NEW	WATERWORKS LEADHAND	\$35.35		\$0.96	\$36.31		\$1.09	\$37.40
159 / 161 / NEW	WATERWORKS MAINTENANCE WORKER - 2	\$34.69		\$0.65	\$35.34		\$1.06	\$36.40
NEW	WATERWORKS MAINTENANCE WORKER - 1							\$34.40
214 / NEW	WATERWORKS MAINTENANCE WORKER - OIT	\$28.52		\$0.45	\$28.97		\$0.87	\$29.84
NEW	WATERWORKS LABOURER							\$27.33
RECREATION								
EMPLOYEE	CURRENT POSITION	2025 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2026 WAGE
						3.00%		
153 / NEW	RECREATION LEADHAND	\$33.11			\$33.11		\$0.99	\$34.10
198	RECREATION MAINTENANCE WORKER	\$30.88			\$30.88		\$0.93	\$31.81
221 / 224	RECREATION MAINTENANCE WORKER	\$30.11	\$0.77		\$30.88		\$0.93	\$31.81
226 / NEW	RECREATION MAINTENANCE WORKER	\$29.83	\$1.05		\$30.88		\$0.93	\$31.81
NEW	RECREATION CARETAKER							\$27.33
FIRE PREVENTION / STUDENTS								
EMPLOYEE	CURRENT POSITION	2025 WAGE	GRID COLLAPSE	ADJ	ADJ WAGE	WAGE INCREASE		2026 WAGE
						3.00%		
216 / NEW	FIRE PREVENTION OFFICER	\$35.03	\$0.54	\$2.00	\$37.57		\$1.13	\$38.70
NEW	STUDENTS							\$19.50

SCHEDULE "C"

PUBLIC WORKS OPERATOR CLASS EQUIPMENT REQUIREMENTS

<u>OPERATOR 3</u>	<u>OPERATOR 2</u>	<u>OPERATOR 1</u>
BACKHOE (Excavating)	BACKHOE (Using as loader)	TRUCK
VAC TRUCK	LOADER	SIDEWALK MACHINE
GRADER	COMPACTOR	STREET SWEEPER
	GARBAGE TRUCK	

**OPERATORS MUST BE SIGNED OFF ON ALL REQUIRED EQUIPMENT WITHIN
THE CLASS TO ASCEND TO THAT RATE**

SCHEDULE "D"

WATERWORKS MAINTENANCE WORKER CLASS LICENCE REQUIREMENTS

WATERWORKS MAINTENANCE WORKER - 2

WATER TREATMENT
CLASS 1

WASTEWATER TREATMENT
CLASS 2

WATER DISTRIBUTION
CLASS 1

WASTEWATER COLLECTION
CLASS 2

WATERWORKS MAINTENANCE WORKER - 1

WATER TREATMENT
CLASS 1

WASTEWATER TREATMENT
CLASS 1

WATER DISTRIBUTION
CLASS 1

WASTEWATER COLLECTION
CLASS 1

WATERWORKS MAINTENANCE WORKER - OIT

WATER TREATMENT
OPERATOR IN TRAINING

WASTEWATER TREATMENT
OPERATOR IN TRAINING

WATER DISTRIBUTION
OPERATOR IN TRAINING

WASTEWATER COLLECTION
OPERATOR IN TRAINING

EMPLOYEES WILL BE REQUIRED TO OBTAIN AND RETAIN A MINIMUM OF CLASS 1 CERTIFICATIONS IN WATER TREATMENT AND WATER DISTRIBUTION IN ADDITION TO CLASS 1 LICENCES IN WASTEWATER TREATMENT AND WASTEWATER COLLECTION AS A CONDITION OF ONGOING EMPLOYMENT

EMPLOYEES WILL BE REQUIRED TO OBTAIN OIT CERTIFICATIONS/LICENCES WITHIN TWO (2) YEARS OF COMMENCING EMPLOYMENT