

# COLLECTIVE AGREEMENT

– BETWEEN –

THE CORPORATION OF  
THE CITY OF PRINCE ALBERT,  
PRINCE ALBERT, SASKATCHEWAN



City of  
**Prince Albert**

– AND –

THE CANADIAN UNION OF PUBLIC EMPLOYEES  
CUPE LOCAL 882

***CUPE*** / *Canadian Union  
of Public Employees*

**JANUARY 1, 2022 TO DECEMBER 31, 2025**

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THIS AGREEMENT MADE THIS 17<sup>th</sup> DAY OF April, 2024

BETWEEN:

**THE CORPORATION OF THE CITY OF PRINCE ALBERT**  
(hereinafter called "the Employer")

**PARTY OF THE FIRST PART**

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 882**  
(hereinafter called "the Union")

**PARTY OF THE SECOND PART**

#### **ARTICLE 1 – PREAMBLE**

1.01 Whereas it is the desire of both parties to maintain the existing harmonious relations between the Employer and members of the Union to promote co-operation and understanding between the Employer and its employees, to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scales of wages, to encourage economy of operation and elimination of waste and to promote morale, well being and security of all employees included in the Bargaining Unit represented by the Union.

#### **ARTICLE 2 – DEFINITIONS**

2.01 In this Agreement, the expression:

- a) **"Employer"** means the Corporation of the City of Prince Albert.
- b) **"Employee"** means any person who is employed by the Employer in any Department excepting the Police Service and the Fire and Emergency Services and those represented by Prince Albert Civic Employees Local Union No. 160.
- c) **"Permanent Employee"** means any person employed by the Employer to fill a position designated as a permanent position. During their first six (6) months of service as a permanent employee, an employee shall be subject to the probationary requirements under Section **10.04** of the Agreement.

- d) **"Non-Permanent"** employee includes employees listed under Subsections i), ii) and iii) below:
  - i) **"Recreation Employee"** means any person employed by the Employer who works on an hourly basis as specifically scheduled by their supervisor. Only employees working in the Recreation Division shall be included under this definition.
  - ii) **"Part-Time"** employee means any person employed by the Employer who works on a regular basis in a position not designated as a permanent position. Employees in this category may work on a Part-time or Full-time basis.
  - iii) **"Temporary Employee"** means any person employed by the Employer for a fixed period of time, on a full-time basis. Temporary employees shall be paid on a monthly salary basis.
- e) **"Classification"** means the classification for the various positions, as described in the Schedules "A", "B", and "C" of this Agreement.
- f) **"Council or City Council"** means the Council of the City of Prince Albert.
- g) **"Head of a Department"** means the official in charge of a department as appointed by the City Manager or City Council.
- h) **"Member"** means a member of the Canadian Union of Public Employees and its Local 882 who is also an employee of the Employer.
- i) **"Lay off"** means the discontinuation of a position(s) due to lack of work or reduction or discontinuation of a service or services.

### **ARTICLE 3 – RECOGNITION AND NEGOTIATION**

#### **3.01 Bargaining Unit**

The City recognizes the Canadian Union of Public Employees and its Local 882 as the sole and exclusive collective bargaining agent for all of its employees save and except the following:

**CITY MANAGER**  
**CM - City Manager**  
**CM - City Clerk**  
**CM - City Solicitor**

CM - Corporate Legislative Manager  
CM - Corporate Information Manager  
CM - Executive Assistant – City Manager's Office  
CM - Executive Assistant – Mayor's Office  
CM - Records Coordinator  
CM - Confidential Secretary - City Manager's Office  
CM - Confidential Secretary - Mayor's Office

#### COMMUNITY SERVICES

CS - Director of Community Services  
CS - Parks Manager  
CS - Facilities Manager  
CS - Sports and Recreation Manager  
CS - Parks Operations Manager  
CS - General Manager – EARC  
CS - Golf Course Superintendent  
CS - Marketing and Sponsorship Coordinator  
CS - Project Coordinator  
CS - Recreation Coordinator – Arenas  
CS - Recreation Coordinator – Alfred Jenkins  
CS - Recreation Coordinator - Aquatics  
CS - Arts and Culture Coordinator

#### CORPORATE SERVICES

COR - Director of Corporate Services  
COR - Human Resources Manager  
COR - Innovation and IT Manager  
COR - Human Resources Consultant  
COR - Human Resources Consultant  
COR - Health Safety and Environment Coordinator  
COR - Business Systems Team Lead  
COR - Infrastructure Systems Team Lead  
COR - Business Systems Analyst  
COR - Communications Manager  
COR - Communications Coordinator  
COR - Human Resources Coordinator - Payroll  
COR - Human Resources Coordinator  
COR - Infrastructure System Analyst

#### FINANCIAL SERVICES

FS - Director of Financial Services  
FS - Senior Accounting Manager  
FS - City Assessor  
FS - Financial Operations Manager

**FS - Finance Manager**  
**FS - Audit Manager**  
**FS - Asset Manager**  
**FS - Finance Controller**  
**FS - Purchasing Manager**  
**FS - Utilities Services Manager**

**FIRE DEPARTMENT**

**FD - Fire Chief**  
**FD - Deputy Fire Chief**  
**FD - Battalion Chief**  
**FD - Battalion Chief**  
**FD - Battalion Chief**  
**FD - Battalion Chief**

**PLANNING AND DEVELOPMENT SERVICES**

**PD - Director of Planning and Development Services**  
**PD - Chief Building Official**  
**PD - Economic Development Manager**  
**PD - Planning Manager**  
**PD - Bylaw Services Manager**  
**PD - GIS Manager**  
**PD - Tourism Coordinator**

**PUBLIC WORKS**

**PW - Director of Public Works**  
**PW - Capital Projects Manager**  
**PW - Engineering Services Manager**  
**PW - Operations Manager**  
**PW - Senior Utilities Manager**  
**PW - Fleet Manager**  
**PW - Sanitation Manager**  
**PW - Surface Works Manager**  
**PW - Transportation and Traffic Manager**  
**PW - Utilities Manager**  
**PW - Waste Water Treatment Plant Manager**  
**PW - Water Treatment Plant Manager**  
**PW - Airport Manager**  
**PW - Assistant Environmental Manager**  
**PW - Roadways Manager**  
**PW - Water and Sewer Manager**

And those employed by the Prince Albert Board of Police Commissioners, those represented by the International Association of Fire Fighters Local #510, and those

represented by the Prince Albert Civic Employees' Local Union No. 160, CUPE; and hereby agrees to negotiate with the Union or any of its authorized Committees concerning all matters affecting the relationship between the two parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.

3.02 No Other Agreements

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

3.03 Copies of Agreement

Sufficient copies of new agreements or **amended** agreements for all members will be furnished to the Union's Secretary within sixty (60) days after such agreements are signed.

**ARTICLE 4 – CHECK OFF AND UNION MEMBERSHIP REQUIREMENTS**

4.01 Maintenance of Membership in the Union

Every employee who is now or hereafter becomes a member of the Union shall maintain their membership in the Union as a condition of their employment and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of their employment, apply for and maintain membership in the Union and maintain membership in the Union as a condition of their employment provided that any employee in the appropriate Bargaining Unit who is not required to maintain their membership or apply for and maintain their membership in the Union, shall, as a condition of their employment, tender to the Union the periodic dues uniformly required to be paid by members of the Union.

4.02 Check Off

The Employer shall deduct from every employee any dues, initiation fees, or assessments levied, in accordance with the Union Constitution and Bylaws, upon written request by the Union.

4.03 Deductions

Deductions shall be made bi-weekly and shall be forwarded to the Secretary-Treasurer of the Union not later than ten (10) days of the deduction being made, accompanied by a list of the names, addresses and classifications of employees from whose wages the deductions have been made.

#### 4.04 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.

#### 4.05 New Employees

The Employer agrees to include within the general orientation process, a Union Representative for the purposes of acquainting new employees with the Union and providing a copy of the Agreement and a brief description of how it works.

The practical interpretation of this language shall be that a member of CUPE 882 Executive or Shop Steward will be invited to make a concise presentation at any general orientation workshops set up by the Employer in order to provide the new employees with a copy of the Collective Agreement and how it works. For individual employee orientation, one representative of the Union will meet with the employee together with management to deliver a copy of the Collective Agreement and to briefly explain the Union's role in the workplace.

#### 4.06 Work of the Bargaining Unit

Persons whose jobs are not in the Bargaining Unit shall not work on any jobs which are included in the Bargaining Unit, except as follows:

- a) Emergency training and emergency response;
- b) Training of new employees by managers;
- c) Volunteers and user groups providing program services and activities within civic facilities;
- d) Practicum students coming into the workplace for a period of time defined by their educational institutions;
- e) Managers' ability to do normal work and maintain public service (word processing, file retrieval, answering telephones, dispatching calls, etc), however, the Employer acknowledges that these functions shall not be used as means of reducing the workforce; and
- f) Out-of-scope staff from the IT area providing coverage when required for the Application Programmer and IT Support Technician classifications; and
- g) Any other cases agreed upon in writing by the Employer and the Union.

#### **4.07 Notification of New Hires**

The Union shall be notified of the full name, position and employment status (e.g. full-time, part-time, temporary, seasonal, casual), start date and work location of all employees hired into the Bargaining Unit prior to their first day of employment or as practicable.

#### **4.08 Contact Information**

The Employer will provide to the Union a list of all the employees in the Bargaining Unit. The list will include each person's name, job title/classification, home mailing address and telephone number.

The list will also indicate the employee's work site and employment status (such as full-time, part-time, temporary, seasonal, casual), and if the employee is on a leave of absence.

The employee contact list will be provided in an electronic spreadsheet to the Union contact designated by the Local Executive on a quarterly basis.

### **ARTICLE 5 – NO DISCRIMINATION**

#### **5.01 Employer Shall Not Discriminate**

The City agrees that there shall be no employee discrimination by reason of age, race, creed, colour, national origin, political or religious affiliation, sex or marital status, sexual orientation, nor by reason of an employee's membership or activity in the Union. The City agrees that there shall be no employee discrimination as defined in *The Saskatchewan Human Rights Code*.

### **ARTICLE 6 – LABOUR MANAGEMENT RELATIONS**

#### **6.01 Resolutions and Bylaws of City Council**

Resolutions, general policies or bylaws of this City passed in public council as they affect the Union shall be forwarded by the City Clerk to the Recording Secretary of the Union.

#### **6.02 Committees to be Heard**

Any Committee of the Union shall, upon written request, be accorded a prompt hearing by the Head of the Department, the City Manager and by the City Council in their

respective order, provided that the use of this clause shall not preclude a case being considered subsequently under the Grievance Procedure.

#### **6.03 Time Off for Meeting**

The Employer recognizes that the Union shall form committees for bargaining, grievance, occupational health and safety and Municipal Employees' Pension Plan, each Committee to consist of not more than five (5) members of the Union and members of such committees shall not suffer any loss of pay while participating in discussions or negotiations with the Employer which shall also include arbitration procedures. In addition, the Employer recognizes the right of Union Officers (Executive Members and Shop Stewards) to be involved in the resolution of grievances. Permission to leave the workplace during working hours for such purposes shall first be obtained from the immediate out-of-scope supervisor. Such permission shall not be unreasonably withheld. In such cases, the Union Officer shall not suffer any loss of pay or benefits. Unless such meetings are initiated at the request of management, the Union will reimburse the Employer for half of the wages and benefits for time spent by Union Officers on resolving grievances.

#### **6.04 Representatives of Canadian Union of Public Employees**

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when dealing or negotiating with the Employer.

#### **6.05 Plural Terms May Apply**

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

#### **6.06 Bulletin Boards**

The Employer shall provide bulletin boards which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices related to Union business, as may be of interest to the employees.

### **ARTICLE 7 – GRIEVANCE PROCEDURE**

#### **7.01 Definition of Grievance**

A grievance shall be defined as any difference or dispute between the Employer and any employee(s) or the Union.

## 7.02 Recognition of Union Stewards and Grievance Committee

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer recognizes the Union Grievance Committee and the Union Stewards and their right to assist any employee in preparing and presenting their grievance in accordance with the Grievance Procedure.

## 7.03 Settling of Grievances

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

**Step #1:** The aggrieved employee(s) will submit the grievance to their Steward or Union Officer within twenty (20) working days of the discovery of the grievance. At each step of the Grievance Procedure, the griever(s) shall have the right to be present.

**Step #2:** If the Steward, the Union Executive and/or the Grievance Committee consider the grievance to be justified, they will first seek to settle the dispute with the employee's Department Head within five (5) working days of the grievance being submitted. The Department Head shall reply within five (5) working days of the grievance being submitted.

**Step #3:** Failing satisfactory settlement under Step #2, the Union Grievance Committee may submit the grievance to the City Manager within five (5) working days of the Department Head's reply, accompanied by a written statement of the particulars of the grievance and the redress sought. The City Manager shall hear the grievance within five (5) working days of receipt of the grievance and shall render their decision within five (5) working days of hearing the grievance.

**Step #4:** Failing settlement being reached in Step #3, the Grievance Committee or Union Executive may, within fifteen (15) working days, submit the written grievance to the City Clerk and City Council shall consider the grievance within fifteen (15) working days and render their decision within fifteen (15) working days after considering the grievance.

**Step #5:** Failing a satisfactory settlement being reached in Step #4, the Union may refer the dispute to arbitration within sixty (60) calendar days.

## 7.04 Policy Grievances

Where a dispute involving a question of general application or interpretation occurs, such a grievance may commence at **Step #2 or Step #3.**

7.05 Union May Institute Grievances

The Union and its representatives shall have the right to originate a grievance on behalf of an employee, or group of employees and to seek adjustment with the Employer in the manner provided in the Grievance Procedure. Such a grievance **may** commence at Step #2 or Step #3.

7.06 Replies in Writing

Submissions of and replies to grievances shall be in writing at all steps.

7.07 Mutually Agreed Changes

Any mutually agreed changes in writing to this Collective Agreement shall form part of this Collective Agreement and are subject to the Grievance and Arbitration Procedure.

**ARTICLE 8 – ARBITRATION**

8.01 Composition of Board of Arbitration

When either party requests that a grievance be submitted to arbitration as provided for herein, the request shall be hand delivered or sent electronically addressed to the other party of the Agreement, indicating the name and address of its nominee on the Arbitration Board. Within six (6) working days thereafter, the other party shall answer by hand delivery or sent electronically indicating the name and address of its nominee to the Arbitration Board. The two arbitrators shall then select a **chairperson**.

8.02 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 fourteen (14) days of their appointment, the appointment shall be made by the Minister of Labour upon request of either party.

8.03 Board Procedure

The Board shall determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations.

8.04 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. However, the Board shall have the power to dispose of a grievance by any arrangement which it deems just and equitable.

#### 8.05 Expenses of the Board

Each party shall pay:

- a) The fees and expenses of the nominee it appoints.
- b) One-half (1/2) of the fees and expenses of the **chairperson**.
- c) The fees and expenses of any witnesses they bring forward.

#### 8.06 Amending of Time Limits

The time limits fixed in both the Grievance **Procedure** and the **Arbitration Procedure** may be extended by mutual consent of the parties.

### **ARTICLE 9 – DISCHARGE, SUSPENSION AND DISCIPLINE**

#### 9.01 Burden of Proof

Both parties agree that an employee is considered innocent until proven guilty. In cases of discharge, suspension or discipline, the Burden of Proof of Just Cause, **or unsuitability in the case of probationary employees**, shall rest with the Employer.

#### 9.02 Discipline Procedure

The employee shall be notified in writing of the action and/or penalty in any disciplinary procedure, with a copy to the Secretary of the Union. During any discussions with an employee on any discipline, the employee shall be accompanied by a member of the Union Executive or Union Grievance Committee.

#### 9.03 Employee's Record

The record of an employee shall not be used against **the employee** at any time after twenty-four (24) months following a suspension or disciplinary action, including letters of reprimand or any adverse reports.

## **ARTICLE 10 – SENIORITY**

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

Seniority is defined as the length of service in the Bargaining Unit. Length of service in the Bargaining Unit shall include all unbroken service within the Bargaining Unit, subject to the provisions listed in Article 10.05 of this Agreement.

### **10.02 Seniority List**

#### **a) Permanent Employees**

The Employer shall maintain a seniority list showing the seniority date for each permanent employee. An up to date permanent seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

#### **b) Non-Permanent Employees**

A separate seniority list for non-permanent employees shall be sent to the Union and posted on all bulletin boards at the end of the pay period closest to each quarter of the year.

Seniority for non-permanent employees shall be in accordance with Article 10.03 of the Collective Agreement.

### **10.03 Seniority for Non-Permanent Employees**

Employees who work less than the normal hours of work shall accumulate seniority in direct proportion to the time worked from the time the employee entered the service of the City. For purposes of seniority, one (1) year of service shall be equal to the following:

- All Schedule "A" and Schedule "B" classifications – one thousand seven hundred and ninety-eight (1798) hours worked;
- All Schedule "C" classifications – one thousand nine hundred and eighty-four (1984) hours worked.

### **10.04 Probation for Newly Hired Employees**

- #### **a) During the probationary period, a Permanent or Non-Permanent employee may be terminated or discharged for unsuitability.**

b) Permanent

A newly hired permanent employee shall be on probation for a period of six (6) months from the date of hiring. During the probationary period, the employee shall be entitled to all rights and benefits of this Agreement.

c) Non-Permanent

Newly hired non-permanent employees in Schedule "B" classifications shall be on probation until they have accumulated nine hundred (900) hours of seniority.

Newly hired non-permanent employees in Schedule "C" shall be on probation until they have accumulated six hundred (600) hours of seniority.

10.05 Loss of Seniority

An employee shall not lose seniority rights if the employee is absent from work because of sickness, accident, layoff or leave of absence approved by the Employer.

An employee shall only lose their seniority in the event:

- a) The employee is discharged for just cause and is not reinstated.
- b) The employee resigns in writing and is not reinstated within thirty (30) days by the Employer, except for voluntary resignation for the purpose of attending a recognized educational institute, in which case seniority would be retained provided the employee is reinstated within twelve (12) months.
- c) The employee fails to return to work within seven (7) calendar days following a layoff and after being notified to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed of their current address. An employee recalled for non-permanent work or employment of short duration at a time when the employee is employed elsewhere shall not lose their recall rights for refusal to return to work. Should the City have difficulty contacting the employee, the City will inform the Union prior to loss of seniority.
- d) The employee has been on continuous lay off for more than twelve (12) months.

## **ARTICLE 11 – PROMOTIONS AND STAFF CHANGES**

### **11.01 Job Posting**

- a) Notice of all new positions or vacancies coming within the scope of this Agreement shall issue from the office of Human Resources for posting at City Hall, with a copy supplied immediately to the Union. Postings will also be placed on the internal employment opportunities website. Vacancy postings shall carry a closing date to be set not earlier than five (5) business days from the date of the posting. All postings shall set forth the exact classification of the job and a rate and range of pay.
- b) When circumstances require a temporary replacement in a permanent position for four (4) months OR longer the position shall be posted to be first filled within the scope of this Agreement before consideration is given to applicants not currently members of the Union. One (1) additional posting shall be required for the position of the employee transferred as a result of the original posting. No postings shall be required for temporary entry level positions as determined by the Department Head.
- c) The Employer agrees to review with the Union any temporary positions which exceed one (1) year in duration to determine if the position should be permanent.
- d) While performing duties temporarily in an out-of-scope position, an employee shall be deemed to be within the scope of the Bargaining Unit during the relief period. No employee shall work temporarily in an out-of-scope position against their wishes. If an employee works in or is expected to work in a temporary out-of-scope position for four (4) months or longer, their permanent position will be filled on a temporary basis.

### **11.02 Information in Postings**

Postings for positions shall include a job description of the position and the name of the department concerned and further provided that if regrading or reclassification is necessary in order to fill the position, the vacancy shall again be advertised.

### **11.03 Applications for Positions or Vacancies**

Employees shall be entitled to bid for such positions or vacancies by means of written application, a copy of which shall be submitted to the Human Resources office. It shall be the responsibility of the employee to notify the Union Executive in writing that they have applied for another position in the Bargaining Unit. No applications from employees received later than the posting closing date will be considered. Employees

who are absent for any reason in which absence does not constitute a break in service under the terms of this Agreement, shall maintain their right to bid for such positions within the posting period.

#### 11.04 Role of Seniority in Promotions and Transfers

a) In selecting the successful applicant for vacancies or new positions, seniority shall be the determining factor provided the applicant possesses the required qualifications and sufficient ability for the position. The required qualifications must be met at the time of the closing date on the posted competition.

b) The City endorses the principle of promotion within the service. Therefore, when a vacancy occurs, or is created, the order of selection shall be:

- First, senior qualified in-service applicant (which includes all permanent employees and all non-permanent employees who have successfully passed probation);
- Second, senior qualified non-permanent in-service applicant (who has not successfully passed probation);
- Third, qualified out-of-service applicant.

If the vacancy is not filled based on the above criteria, the City may decide to review the job requirements whereby all non-qualified internal and external applications from the original posting will be reconsidered.

c) If a non-qualified applicant is successful, there may be situations where the successful candidate is required to pursue and complete required qualifications in a timely manner. The timeline to complete any requirements may be extended for good reason at the discretion of the City.

d) The Union shall receive a copy of the posting. Where interviews of current employees are conducted, the Union shall be so advised and may have a representative present as an observer during the interview.

e) The Union shall receive notification of the successful applicant within ten (10) days following the closing date shown on the vacancy posting. If the Employer is unable to fill the vacancy from among the applicants, the notification of the successful applicant may be delayed.

#### 11.05 Proving Period

##### a) Permanent Employees

A successful applicant shall be allowed six (6) months in which to prove **they are** capable to fill the position concerned. If such an employee does not qualify within such time, they shall revert to their former position without loss of seniority, provided that if before the expiry of six (6) months it appears to the Employer that such employee is incapable of qualifying for such position within six (6) months, the employee may be required to revert to their former position before such time, without prejudice and without loss of seniority.

An employee may revert to their former status within six (6) months if the employee so desires without loss of seniority.

##### b) Non-Permanent Employees

A successful applicant to a subsequent position, who has passed probation as set out in Article 10.04 above, shall be allowed six hundred (600) hours for Schedule "C" classifications, and nine hundred (900) hours for Schedule "B" classifications, in which to prove capable to fill the position concerned. If such an employee does not qualify within such time, the employee shall revert to their former position without loss of seniority.

An employee may revert to their former status within six hundred (600) hours for Schedule "C" classifications, and nine hundred (900) hours for Schedule "B" classifications, if the employee so desires, without loss of seniority.

#### 11.06 Workplace Accommodation

The City shall endeavour to provide an employee, unable through injury or illness to perform their normal duties with alternative suitable employment and if such employment is provided, the employee shall be paid their current rate of pay for a period not to exceed three (3) months in duration. If the workplace accommodation were to extend beyond the three (3) month period, the employee will be paid the rate of pay established for that position. Such employee shall not displace another permanent employee.

#### 11.07 Older Worker Provision

The City shall endeavour to provide an employee, who, through advancing years, is unable to perform their normal duties with alternative suitable employment and if such is provided, the employee shall be paid at the rate of pay established for that function. Such employee shall not displace another permanent employee.

#### 11.08 Increments for Non-Permanent Employees

Increments for non-permanent employees shall be on a pro-rata basis. For the purposes of increments, each year of service shall be as identified in Article 10.03, except for Schedule "C". Non-permanent employees in the Administration classification who have served a six (6) month continuous period shall be paid at the permanent rates.

### **ARTICLE 12 – LAYOFFS AND RECALLS**

#### 12.01 Role of Seniority in Layoffs

Both parties recognize that job security shall increase in proportion to length of service. In the event of a layoff, employees shall be laid off in the reverse order of their seniority provided that those employees retained shall have the necessary qualifications to do the work required.

#### 12.02 Recall Procedure

Employees shall be recalled in the order of their seniority, provided they have the necessary qualifications. A copy of the Recall Notice shall be provided to the Union.

#### 12.03 No New Employee

No new employee shall be hired until those laid off have been given an opportunity of recall, as provided in Article 10.05.

#### 12.04 Advance Notice of Layoff

Unless legislation is more favourable to the permanent employees, the Employer shall notify permanent employees who are to be laid off twenty (20) working days prior to the effective date of layoff. If the permanent employee has not had the opportunity to work the days as provided in this Article, they shall be paid for the days for which work was not made available.

#### 12.05 Layoff of Non-Permanent Employees

For the purpose of this article, work areas are defined as administration, concessions, aquatics, playgrounds and recreation.

a) Layoff

Non-permanent employees shall be laid off first and in reverse order of seniority and work area, provided those remaining have the required qualifications. Laid off non-permanent employees shall not have the right to displace another employee upon layoff.

b) Recall

Non-permanent employees shall be recalled in order of seniority and work area, provided they have the required qualifications.

#### 12.06 Changes in Employment Positions

In the event the City should consider changes in employment by not filling a vacant position created by resignation, termination, layoff, maternity leave, leave of absence or otherwise, the City agrees it shall consult the Union within thirty (30) days of the vacancy and prior to making a final decision to determine the most effective means to accomplish the employment position change.

#### 12.07 Contracting Out Work

Having regard to the desirability of maintaining a stable work force and having regard to periodic peaks in work load dictating the necessity of contracting work out, the City agrees to notify and consult with the Union prior to making any final decision to contract out work presently being performed by City employees. The Union will be a participant in studying any contracting out plans and will be supplied with all information and research done prior to the final decision being made.

#### 12.08 Reduction in Staff and Services

- a) Prior to making reductions in staff, services, or hours of work, the City will contact the Union to consult and review the most efficient methods of operation and other alternative ways to avoid layoffs.
- b) Should school board funding for the position of Recreation Programmer – Aquatics be lost, the City reserves the right to eliminate this position and lay off in accordance with the Collective Agreement.

## **ARTICLE 13 – HOURS OF WORK**

### 13.01 Hours of Work

- a) The hours of work for all employees covered by this Agreement shall be from 8:00 a.m. to 4:45 p.m. with one (1) hour allowed for lunch, Monday to Friday inclusive. Exceptions are noted below. A schedule of days off shall be drawn up and approved by the Union and the City.
- b) For classifications listed in Schedule "C", the work week shall not exceed forty (40) hours and the work day shall not exceed eight (8) hours. Part-time and Recreation employees will be given first choice of extra hours of work in addition to scheduled hours up to eight (8) hours per day at regular rates.
- c) The Hours of work for the permanent positions of Recreation Programmer, **Arts & Cultural Programmer, Aquatic Programmer** and Aquatic Coordinator shall not exceed seven and three-quarter (7 3/4) hours per day five (5) days per week (Monday to Friday) and one (1) day off every three (3) weeks designated as an earned day off. When required and upon seven (7) days notice, the Recreation Programmer, **Arts & Cultural Programmer, Aquatic Programmer** and/or Aquatic Coordinator will work a Saturday and/or Sunday and an alternate consecutive day(s) off will be scheduled.
- d) The hours of work for the Production Manager, Head Theatre Technician, Theatre Technician, Marketing & Events Coordinator, Front of House Coordinator, Concession Manager, Assistant Concession Manager and Bylaw Enforcement Officer shall not exceed seven and three quarter (7 3/4) hours per day five (5) days per week and one (1) day off every three (3) weeks designated as an earned day off.
- e) As directed by the supervisor, the Application Programmer and IT Support Technician may work on a flexible schedule which may require the employee to work between the hours of 6:00 a.m. – 10:00 p.m.
- f) Subject to the mutual agreement of the Department Head and the Union, flex time may be implemented to alter the regular working hours of a day. This may be accomplished by altering the start time, end time or adjusting the lunch break or a combination of each.
- g) The hours of work for the permanent positions of Clerk Steno II assigned to work at the Alfred Jenkins Field House shall not exceed seven and three quarter (7 3/4) hours per day five (5) days per week (Monday to Friday) and one (1) day off every three (3) weeks designated as an earned day off. Shifts will be scheduled to fall within the hours of operation of the Alfred Jenkins Field House.

- h) All employees working full-time hours shall be entitled to two (2) rest breaks, not exceeding fifteen (15) minutes duration. An employee working less than full-time hours shall be entitled to one (1) rest break within each continuous four (4) hour period or portion thereof worked in a day. Rest breaks are to be taken at a time and place considered convenient by the Department Head or designate, but preferably at the job site.

### 13.02 Schedules

- a) 5-5-4 work schedules in each Department shall be subject to modification for the purpose of improvement of the system. Changes in the schedules shall be negotiated between the Union and the City. Both parties shall submit any proposed changes to the other party so that negotiations can take place concerning changes in the schedules.
- b) Two (2) employees within a department may exchange an earned day off provided that both employees make written application to their Department Head at least fourteen (14) days in advance of the first earned day off to be exchanged. Any such exchange must be approved by the concerned Department Head.
- c) Subject to the approval of the Department Head, earned days off may be banked to a maximum of five (5) in any calendar year and a maximum of five (5) banked days may be carried over into the succeeding year. All requests and responses between employee and the Department Head must be in writing.
- d) Should a paid holiday fall on an employee's earned day off or in the case of an emergency where an employee is requested by the City to work on their designated day off, an alternative day shall be taken as mutually agreed by the employee and the Head of the Department.

### 13.03 Scheduling of Non-Permanent Employees

- a) Employees required to work twelve (12) hours or more per week will be provided a work schedule on a minimum of a two (2) week basis corresponding to their bi-weekly pay period. The work schedule will be posted at each work site one (1) week prior to the effective date of the schedule.
- b) An employee must be available for a minimum of twelve (12) hours per week at least three (3) hours of which will be available from Monday to Friday to be eligible for scheduled hours of work.
- c) A minimum of fourteen (14) days before the end of a schedule, each scheduled employee shall submit a written request to the Employer or designate stating

the days available for work and desired number of hours for the next schedule.

- d) Switching of work hours within the current schedule, however, is permissible, subject to the approval of manager.
- e) The distribution of hours will be determined on the basis of:
  - seniority;
  - qualifications;
  - availability; and
  - program requirements.

#### 13.04 Use of Seniority Lists for the Assignment of Additional (Non-Scheduled) Hours for Non-Permanent Employees

Hours not filled in accordance with Article 13.03 shall be filled as follows:

- a) Separate call lists will be utilized in each of the following areas: administration; aquatics; concessions, playgrounds and recreation.
- b) In each area, an up to date list of qualified employees available within each classification will be provided.
- c) In accordance with Article 10.02 "Seniority List", employees' names will be listed on the call list, beginning with the most senior, in descending order of seniority. Beside each employee's name will be their position, phone number and days of the week not available for work.
- d) The Employer or designate shall attempt to contact an employee once and shall record such calls.
- e) When additional hours need to be offered, wherever possible an employee shall be given forty-eight (48) hours' advance notice.
- f) Employees may be on more than one (1) call list. Employees on more than one (1) call list shall be required to inform the Employer or designate of any potential overtime situations and/or scheduling conflicts.

### **13.05 Replacement and Supplement of Scheduled Hours for Non-Permanent Employees**

- a) The Employer or designate will replace an employee who is unable to work and will allocate hours which become available, to scheduled staff. The replacement or additional employee must be qualified for the work. The distribution of hours of work will be determined on the basis of:
  - i) seniority;
  - ii) qualifications;
  - iii) availability; and
  - iv) program requirements.
  
- b) Switching of work hours within the current schedule, however, is permissible. The appropriate request for leave of absence form must be completed and provided to the Employer or designate three (3) calendar days prior to the requested leave. In case of emergency situations, the leave may be approved by telephoning the Employer or designate, following up with the completed leave of absence form.

### **13.06 Minimum Payment**

- a) Non-Permanent employees shall be paid for a minimum of three (3) hours on any day in which they work.
  
- b) The Employer reserves the right to cancel a non-permanent employee's scheduled shift(s). If such shift(s) are cancelled without six (6) hours' notice, the employee shall be paid for a minimum of three (3) hours. The employee will be required to work the minimum three (3) hours they are being paid for.

### **13.07 Job Sharing**

Upon approval by the Department Head and the Union of a job share, an individual agreement may be established for each request as required in accordance with Appendix "A".

## **ARTICLE 14 – OVERTIME**

### **14.01 Overtime Defined**

All time worked beyond the normal working day as set out in Article 13 of this Agreement shall be deemed to be overtime. Overtime shall be paid at the rate of double time. Overtime work shall be on a voluntary basis for all employees except in

cases of an emergency. An employee will not be required to work overtime in emergency situations if the employee has a valid and reasonable reason.

#### 14.02 Offers of Overtime

- a) If overtime is required as an extension to the employee's scheduled hours as identified in Article 13.01, that employee will be given first opportunity to the overtime. If that employee does not accept the overtime, it shall be offered to the next senior qualified employee within the work unit.
- b) In all cases, where overtime is required and whenever possible, the overtime shall be offered to the most senior qualified employee within the work unit. If the offer is not accepted from within the work unit, then the most senior, qualified employee from outside the work unit shall be offered the overtime.

#### 14.03 Compensation for Work on a Paid Holiday

- a) During a week in which a paid holiday falls, employees working seven and three quarters (7 3/4) hours per day are entitled to overtime after thirty-one (31) hours and twenty-three and one quarter (23 1/4) hours during a week in which two (2) paid holidays fall. These hours do not include any hours worked on the public holiday.
- b) During a week in which a paid holiday falls, employees working eight (8), ten (10) and twelve (12) hours per day are entitled to overtime after thirty-two (32) hours and twenty-four (24) hours during a week in which two (2) paid holidays fall. These hours do not include any hours worked on the public holiday.

#### 14.04 Time Off in Lieu of Pay

Subject to approval by the Department Head, an employee may request time off in lieu of overtime pay. Such time off shall be scheduled at a time acceptable to the Department Head. The amount of overtime banked by any employee shall be limited to a maximum of ten (10) working days at any point in time. Any overtime worked beyond the ten (10) day maximum will be paid out at overtime rates as per Article 14.01.

#### 14.05 Minimum Callback

An employee who is called out to work outside their regular working hours shall be paid a minimum of four (4) hours at straight time but shall nevertheless be paid at overtime rates for all hours in excess of two (2) hours during each callback.

**14.06 Phone Calls After Hours**

After an employee has left their place of work and receives a phone call from management or designate, and is required to provide off-site assistance which does not involve a return to their place of work, the employee shall be paid for each hour or portion thereof or for a minimum of one-half (1/2) hour at regular rates of pay. Notwithstanding the above, an employee called more than once in the one-half (1/2) hour period shall not receive any further pay until the one-half hour period has elapsed.

**14.07 Supply of Meals**

An employee required to work more than one and one-half (1 1/2) hours overtime after the end of their regular work day shall be provided with a meal by the City, or payment in lieu of that meal as per City policy.

**ARTICLE 15 – PAID HOLIDAYS**

**15.01 The Employer recognizes the following as paid holidays:**

New Year's Day  
Family Day  
Good Friday  
Easter Monday  
Victoria Day  
Canada Day  
Saskatchewan Day  
Labour Day  
National Day for Truth and Reconciliation  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

and any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government applicable in Saskatchewan.

**15.02 Holidays Falling on Saturday or Sunday**

When any of the above noted holidays falls on a Saturday or Sunday and are not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday for the purpose of this Agreement. Where the Monday is already deemed to be a holiday, the Employer will determine what other day will be

deemed to be a holiday based on operational requirements of the City as a whole and will inform the Union prior to January 1 of that year.

15.03 Paid Holidays for Non-Permanent Employees

- a) Paid Holidays shall be paid at the rate of 4.6% of the employees' earnings each pay period.
- b) Article 15.02 of this Agreement will not apply to Recreation employees. Paid Holidays shall be observed as they fall on the calendar for Recreation employees.

**ARTICLE 16 – VACATION**

16.01 Length of Vacation

- a) An employee shall receive an annual vacation with pay in accordance with their years of employment as follows:

After the completion of one year's employment	Three (3) weeks
In the calendar year of the 8th Anniversary and each year thereafter	Four (4) weeks
In the calendar year of the 15th Anniversary and each year thereafter	Five (5) weeks
In the calendar year of the 25th Anniversary and each year thereafter	Six (6) weeks

- b) With the implementation of the 5-5-4 work week, three (3) weeks' vacation represents fourteen (14) working days; four (4) weeks' vacation represents nineteen (19) working days; five (5) weeks' vacation represents twenty-four (24) working days; and six (6) weeks' vacation represents twenty-eight (28) working days.

16.02 Compensation for Holidays Falling Within Vacation Schedule

If a paid holiday falls or is observed during an employee's vacation period, the employee shall be allowed an additional vacation day with pay at a time designated by the employee upon approval of the Department Head.

### 16.03 Calculation of Vacation Pay Rates

For Permanent employees only, the vacation pay rates shall be determined as follows:

- a) The employee's total earned income as reported on the year end pay stub for the preceding year shall be divided by 26 to establish the vacation pay rate for a two (2) week pay period.
- b) The employees shall be paid their current salary or the vacation pay rate whichever is the higher while using vacation days.

### 16.04 Preference in Vacation

Seniority shall be the governing factor for preferences in vacation.

### 16.05 Vacation Schedules

- a) Every year, no later than April 15, employees will be required to provide their managers with a list of requested vacation for that current year. Vacation schedules shall be posted no later than May 15 each year and shall not be changed unless mutually agreed upon by the employee and the Employer. A maximum of five (5) unused vacation credits may be carried over into the following calendar year and must be used by May 30 of that year. Subject to the approval of the City Manager, the unused portion may be taken after that date.
- b) For the period of January 1 to April 15, vacation requests will be received until January 1 and will be allocated based on seniority. After January 1, requests will be considered for approval as they are received.
- c) If an employee has received approval for a vacation request and subsequently moves to a new work area, the Employer shall attempt to accommodate the request, but will retain the right to cancel the vacation approval to meet the operational requirements of the new work area.

### 16.06 Unbroken Vacation Period

An employee shall be entitled to receive their vacation in an unbroken period, unless otherwise mutually agreed upon between the employee and the Employer.

### 16.07 Use of Sick Leave During Vacation

Where an employee qualifies for Sick Leave as stated in Article 17 and provided that the employee has been sick for a minimum of four (4) days during the Leave, that employee shall be allowed the working days during which the employee was sick to be charged to

their Sick Leave credits. The employee must produce a certificate from a medical practitioner for the illness certifying that they were unable to carry out their duties during the vacation period. Such certificate must be produced on the first day of the employee's return to work.

#### 16.08 Vacation Pay for Non-Permanent Employees

Vacation Pay shall be paid at the rate of 3/52 for employees entitled to three (3) weeks' vacation, 4/52 for employees entitled to four (4) weeks' vacation, 5/52 for employees entitled to five (5) weeks' vacation and 6/52 for employees entitled to six (6) weeks' vacation as per Article 16.01, provided there has not been a break in service as identified in Article 10.05. Vacation Pay shall be included on each pay cheque.

### **ARTICLE 17 – SICK LEAVE**

#### 17.01 Sick Leave Defined

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 contagious disease, **quarantine** or under the examination or treatment of a physician, chiropractor, dentist, optometrist, **nurse practitioner or psychologist**, or because of an accident for which compensation is not payable under *The Workers' Compensation Act* or *The Automobile Accident Insurance Act*.

#### 17.02 Annual Paid Sick Leave

Fifteen (15) days Sick Leave per year shall be earned by an employee at the rate of one and one-quarter (1 1/4) days for every month an employee is employed. **One of these days will be allocated to the Sick Leave Bank as per Article 17.10 (a).**

#### 17.03 Accumulation of Sick Leave

Permanent Employees unused Sick Leave shall be credited to the employee's account and be accumulative. When Sick Leave is required, it shall be drawn from the total accumulation.

#### 17.04 Illness in the Family

- a) Where no one other than the employee can provide for the needs during the illness of an immediate member of their family, the employee may use a maximum of five (5) accumulated sick leave days per calendar year, upon the approval of the Department Head, for the purpose of caring for the immediate

member of the family. Immediate family will be defined for the purpose of this Article as:

- spouse or common-law partner
- father or mother or their common-law partner
- children, or children of the employee's spouse or common-law partner
- grandchildren
- brothers and sisters
- grandparents
- the father or mother of your spouse or common-law partner, as well as their spouses or common-law partners
- relatives who live with the employee permanently or with whom the employee permanently resides

- b) The employee will only be eligible for this benefit if their personal sick leave balance is two (2) days or more at the time this provision is accessed. Two (2) of the five (5) Sick Leave days will be charged to the employee's current year Sick Leave and the remaining days will be charged against the contribution they have made to the Sick Bank. Should their Sick Bank contributions be insufficient, the Sick Leave will be charged against the City's Sick Bank contributions.

#### 17.05 Deductions from Sick Leave

Deductions shall be made from the accumulated Sick Leave credits for all time recorded as Sick Leave.

#### 17.06 Proof of Illness

An employee may be required to produce a certificate from a medical practitioner for any illness certifying that the employee was unable to carry out their duties due to illness providing such request for a medical certificate occurs while the employee is ill. If the Employer requests the medical certificate, the Employer shall pay the cost of the medical certificate.

#### 17.07 Sick Leave During Leave of Absence and Layoff

When an employee is laid off, they shall not receive sick leave credit for the period of such absence but shall retain their cumulative credit, if any, existing at the time of such layoff.

#### 17.08 Sick Leave Records

The Employer shall supply each employee with a record of their sick leave credits. The Secretary of the Union shall also be supplied with a list of sick credits for all employees together with a list of all sick bank contributions. Such list shall be supplied to the Union and employees by March 31 of each year.

#### 17.09 Sick Leave – Non-Permanent Employees

- a) Recreation employees who have worked in excess of six hundred (600) hours from the time the employee entered the service of the City, shall be eligible for Sick Leave on a pro-rata basis.
- b) Part-time and Temporary employees shall be eligible for Sick Leave at the rate of one and one quarter (1 1/4) days per month upon completion of six hundred (600) hours continuous service. Sick credits shall accumulate upon appointment to Permanent staff provided the employee has unbroken service with the City subject to the provisions of Article 10.05 of this Agreement.

#### 17.10 Sick Leave Bank

A Sick Leave Bank shall be administered by a four (4) member Committee comprised of two (2) members representing the Union and two (2) members representing the City. The duties of the Committee would be to compute, deduct, record and balance Sick Bank contributions, and to consider applications for use of, and contributions to the Sick Bank. The Committee's consideration of applications is limited to ensuring that the proper medical documentation is provided. The Bank will operate on the following basis:

- a) Each employee **earning Sick Leave** shall contribute **1/15 of the employee's Sick Leave earned each pay period** and the City shall match the employees' contribution.
- b) All employees who have completed their probation period shall be entitled to utilize the Bank.
- c) All unused Sick Leave accumulated in excess of one hundred and ninety four (194) days for permanent employees, or 1500 hours for non-permanent employees, shall be deposited to the Sick Bank upon termination of employment by the employee.
- d) Employees applying to the Sick Bank shall make a written application. The application will include a physician's medical note (doctor's slip) along with a completed Modified Work Form. Based on the information in the modified work form, the Committee will explore options for modified duties. If further

information or clarification on the modified work form is required, a Union member of the Sick Bank Committee or member of the Union Executive will be present. The duration of each modified work assignment will be determined on a case by case basis and should not extend beyond three (3) months unless **there are** extenuating circumstances. Employees performing modified work will be paid at the rate of pay they were earning at the time the employee began drawing credits from the Sick Bank. Such employees shall not displace another permanent employee. Employees who are on a return to work plan that includes modified hours are not eligible to work overtime.

- e) Employees shall use all accumulated Sick Leave credits, and Vacation Leave credits in excess of five (5) days before drawing credits from the Sick Bank. When an employee is drawing Sick Leave credits from the Sick Bank on a full-time basis, that employee shall not be entitled to accumulate regular Sick Leave or Vacation Credits. Employees working on a temporary modified return to work assignment basis shall be entitled to accumulate regular Sick Leave and Vacation Credits on a prorated basis.
- f) The first three (3) days of Sick Bank will be without pay unless the employee requests vacation or banked time to cover these days (this may include vacation, banked time off in lieu of pay or earned days off).

Employees who are unable to work due to injury or illness are eligible to apply to the Sick Bank. Employees are eligible to receive 100% of their current rate of pay (excludes overtime and other premiums) for a maximum of twelve (12) months.

g) Recurrent Disability

If an employee recovers after receiving Sick Bank benefits and returns to work, but the same disability recurs, it will be considered a continuation of the previous disability if the period between disabilities is less than six (6) months.

h) Reduction of Benefit

The amount of the Sick Bank benefit shall be reduced by any benefits received from the Canada Pension Disability Plan.

- i) Subject to item e), while receiving Sick Bank benefits, an employee shall retain their full employment status and accumulate all benefits under this Collective Agreement.

- j) If a permanent employee remains unable to work due to injury or illness beyond twelve (12) months, they can apply for Long Term Disability (LTD) benefits. Details of the LTD plan include:
- i) Employees pay 100% of the monthly LTD premium. Therefore, any benefit that is received is considered non-taxable.
  - ii) The monthly benefit amount is 60% of their current rate of pay (excludes overtime, and other premiums) of the first \$3,000 of monthly earnings and then 45% of earnings in excess of \$3,000 per month.
  - iii) Employees are eligible to receive LTD benefits until age 65 or no longer disabled.
  - iv) The definition of disability is based on 'own occupation' for the first 24 months of LTD and thereafter 'any occupation'.
  - v) The insurance provider is the adjudicator of the LTD plan.

## **ARTICLE 18 – LEAVE OF ABSENCE**

### **18.01 Leave of Absence With Pay**

Employees granted leave under this Article will not be subject to salary reductions or loss of seniority and benefits during the leave.

- a) **Bereavement Leave**
- i) An employee may, upon approval of the Department Head, be granted up to five (5) regularly scheduled work days leave in the case of death of a parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, former guardian, fiancée or any person with whom the employee has experienced a very close relationship ordinarily ascribed to that of immediate family or any other relative for whom an employee is required to administer bereavement responsibilities.

Where burial occurs outside the province and the employee travels to attend, such leave may be extended by the Department Head to include reasonable travelling time with the total leave not to exceed seven (7) days.

Non-permanent employees **shall be allowed** the same benefit on a pro-rated basis upon completion of the probationary period.

Each instance of Bereavement Leave may be used in one or two blocks of time. If used in two blocks, the second block shall be used within twelve (12) months.

- ii) The Employer may, upon written request, grant additional Bereavement Leave without pay.

b) Time Off for Voting

Employees shall be granted leave of absence with pay in accordance with applicable legislation for voting in federal and provincial elections. When necessary, the Employer will grant such time as may be required by employees to ensure that they have a minimum of three (3) consecutive hours during the hours the polls are open to exercise their right to vote during a municipal election. It is clearly understood that the three (3) consecutive hours includes any off-duty time.

18.02 Leave of Absence Without Pay

Employees granted leave under this Article will not receive pay during the leave. While on Leave of Absence without pay, employees must make arrangements through the Financial Services Department to pay their group insurance premiums.

a) Leave of Absence for Union Functions

Upon request to the Employer, an employee elected or appointed to represent the Union at a Union function of the Canadian Union of Public Employees National, Canadian Union of Public Employees Saskatchewan Division, Canadian Union of Public Employees Saskatchewan Municipal Workers' Steering Committee, Canadian Labour Congress, Saskatchewan Federation of Labour, Prince Albert and District Labour Council, Municipal Employees' Pension Plan, Prince Albert Civic Employees and any other organization the Union is affiliated to shall be granted leave not exceeding five (5) working days at one time, provided a minimum of five (5) working days' notice is provided to the Employer and provided that the work of the department in which the employee is employed can continue. While on such leave, an employee shall continue to earn and accumulate seniority and benefits.

b) Leave of Absence for Full-Time Union or Public Duties

- i) The Employer recognizes the right of an employee to participate in public

affairs. Therefore, upon written request, the Employer shall allow Leave of Absence, without pay and without loss of benefits but with no accumulation of benefits, so that the employee may be a candidate in a Federal or Provincial election.

- ii) An employee who is elected to public office requiring time off shall be allowed Leave of Absence without pay and without loss of seniority during their term of office.
- iii) An employee who is elected or selected for a full-time position with the Union or any body to which the Union is affiliated, may be granted by the Employer, Leave of Absence without loss of seniority for a period of up to one (1) year. Such leave may be renewed for further periods of time upon request by the employee and approval of the Employer. Such employee shall receive their pay and benefits as provided for in this Agreement providing the Union reimburses the Employer for all pay and benefits, including the Employer's share of any benefits during the period of absence.

c) General Leave

An employee may be granted Leave of Absence without pay when the requested leave is for good and sufficient cause. Such request shall be in writing and approved by the City Manager. While on such leave, an employee shall not lose accumulated seniority and benefits but shall not earn seniority and benefits during such a leave. During a leave of thirty (30) calendar days or less, seniority and benefits shall continue to be earned and accumulated.

d) Maternity/Adoption/Parental Leave

1. Maternity/Adoption Leave

i) Service Requirements

An employee shall qualify for Maternity/Adoption Leave after completion of **thirteen (13)** weeks of employment prior to the leave commencing. The City shall not deny the pregnant employee the right to continue employment during the period of pregnancy, providing **the employee** is capable of undertaking **their** regular duties.

ii) Length of Leave

Such Leave shall cover a period of up to **nineteen (19)** weeks before or after the birth of a child or following notification of the adoption of a child, and submission of a written application for Maternity or Adoption Leave without pay, at least four (4) weeks before the day specified by **the employee** as the intended date of commencement.

**If the employee fails to submit a proper application, as specified, the employee will be given leave not to exceed fifteen (15) weeks commencing at any time during the period of nine (9) weeks preceding the estimated date of birth.**

iii) Seniority Status

While on Maternity/Adoption Leave, an employee shall retain full employment status and accumulate all **benefits** of seniority under this Collective Agreement.

iv) Return to Work

When an employee decides to return to work after Maternity or Adoption Leave, the employee shall provide the Employer with at least two (2) weeks' notice. Upon return from such leave, the employee shall be placed in their former position, or if the former position no longer exists, they shall be placed in an equivalent position.

2. Parental Leave

i) Service Requirements

An employee shall qualify for Parental Leave after completion of **thirteen (13)** weeks of employment prior to the leave commencing and submission of a written application for Parental Leave without pay at least four (4) weeks before the day specified by the employee as the intended date of commencement.

ii) Length of Leave

Employees who **take** Maternity or Adoption Leave are entitled to an **additional** unpaid leave of absence not exceeding **fifty-nine (59)** weeks and employees who **did not take** Maternity or

Adoption Leave are entitled to an unpaid leave of absence not exceeding **seventy-one (71)** weeks.

Parental Leave must be taken between the period **thirteen (13)** weeks before the estimated date of birth or the estimated date on which an adopted child will come in to the employee's care and **eighty-six (86)** weeks after the actual date the child was born or the adopted child came into the employee's care. If the employee fails to submit a proper application, as specified, Parental Leave must commence on a day within three (3) weeks after the date of birth or the day the adopted child came into the employee's care.

iii) Seniority Status

While on Parental Leave, an employee shall retain full employment status and accumulate all benefits of seniority under this Collective Agreement.

iv) Return to Work

When an employee decides to return to work after Parental Leave, the employee shall provide the Employer with at least two (2) weeks' notice. Upon return from such Leave, the employee shall be placed in their former position, or if the former position no longer exists, they shall be placed in an equivalent position.

3. Paternity Leave

Upon request, a father shall be granted leave, with pay, for a period of up to three (3) days of work for Paternity Leave.

Paternity Leave may be used as follows:

- a) To attend at the birth of the employee's child;
- b) To be present when the mother and child return from the hospital;
- c) To be present at the hospital on the day following delivery if it falls on a work day; or
- d) A combination of a) and b) or c) totaling three (3) days.

Notwithstanding the above, the Employer may grant additional leave should circumstances warrant.

18.03 Paid Jury or Court Witness Duty Leave

The Employer shall grant Leave of Absence without loss of seniority or benefits to an employee who attends jury selection, serves as a juror or a subpoenaed witness in any Court. The Employer shall pay such an employee the difference between their normal earnings and the payment the employee receives for jury service or Court Witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve as a Court Witness in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

**ARTICLE 19 – PAYMENT OF WAGES AND ALLOWANCES**

19.01 Pay Days

The Employer shall pay salaries and wages every two (2) weeks in accordance with Schedule "A", "B" or "C" attached hereto and forming part of this Agreement. On each pay day, each employee shall be provided with an itemized statement of their wages, overtime and other supplementary pay and deductions.

19.02 Pay on Transfer, Lower Rated Job

When an employee is assigned a temporary position paying a lower rate, their rate shall not be reduced.

19.03 Pay Adjustment – Job Changes

a) Promotion

When an employee moves from one job classification to another with a higher maximum salary range, it shall be considered a promotion. **The employee shall be placed in the pay step of the new classification that provides for a minimum five percent (5%) increase to their rate of pay, not to exceed the maximum of the salary range.** The employee's increment date shall change to the effective date of the promotion.

b) Lateral Transfer

When an employee moves from one position to another position with the same pay range, an employee shall maintain their rate of pay and increment date.

c) Demotion

When an employee successfully applies for a position with a salary range which is lower than their previous position, it shall be considered a demotion and an employee shall be paid at the rate of pay in the new lower salary range which corresponds with their total years of service with the City and retain their increment date.

d) Recognition of Previous Experience – Municipal Government

Employees commencing employment who have previous municipal government experience acceptable to the Employer shall be placed on the salary range in accordance with the following:

- i) less than one (1) year of experience in the three (3) years immediately preceding the date of employment shall be placed at the Start rate of pay;
- ii) one (1) year of experience in the three (3) years immediately preceding the date of employment shall be placed at 1 Year rate of pay;
- iii) two (2) years of experience in the five (5) years immediately preceding the date of employment shall be placed at 2 Years rate of pay;
- iv) three (3) years of experience in the seven (7) years immediately preceding the date of employment shall be placed at 3 Years rate of pay;
- v) four (4) years of experience in the nine (9) years immediately preceding the date of employment shall be placed at 4 Years rate of pay.

e) Recognition of Previous Experience – Non-Municipal Government

Employees commencing employment who have previous non-municipal government experience acceptable to the Employer shall be placed on the salary range in accordance with the following:

- i) less than one (1) year of experience in the three (3) years immediately preceding the date of employment shall be placed at the Start rate of pay;
- ii) one (1) year of experience in the three (3) years immediately preceding the date of employment shall be placed at 1 Year rate of pay;

- iii) Where an employee has more than one (1) year of related work experience in the last three (3), the Employer retains the right to place the employee at a step that exceeds the 1 Year rate.

#### 19.04 Additional Duty Pay

- a) When an employee is required to perform duties or assume full responsibilities for those of another classification in addition to their own for a period in excess of three (3) consecutive days, provided such responsibilities have been authorized by the Department Head, the employee shall receive pay at the initial rate of pay of the classification the employee is fulfilling for each and every work day the employee performs the duties, but in any event the employee shall not receive less than an additional fifteen percent (15%) of their present rate of pay.
- b) When two (2) employees are required to share duties or share full responsibilities for those of another classification in addition to their own for a period in excess of three (3) consecutive days, but not more than twenty-five (25) consecutive working days provided such responsibilities have been authorized by the Department Head, the employee shall receive an additional ten percent (10%) over and above their regular pay.
- c) When circumstances require two (2) employees to share duties or one (1) employee is required to share full responsibilities for those of another classification or position, in addition to their own, for a period in excess of twenty-five (25) consecutive working days, the employee(s) shall receive pay at the initial rate of pay of the classification they are sharing for each and every work day they perform the duties, but in any event they shall not receive less than an additional twenty percent (20%) of their present rate of pay. This additional pay shall be retroactive to the first day in which the employee(s) share the additional duties.
- d) Where the higher position is outside the Bargaining Unit, the employee shall be paid at the higher of the first step of the pay range for the position filled or fifteen percent (15%) more than their regular rate of pay, to the maximum of the range being filled. The employee shall be deemed to be covered by the Collective Agreement during the period of temporary assignment.

#### 19.05 Mileage

All employees who are required to use their private vehicles on City business shall be paid mileage in accordance with the City policy.

19.06 Required Apparel

- a) The Employer shall provide working aprons for all workers in Concessions. The aprons shall be left at the facility and cleaned by the Employer.

The Employer shall provide two (2) shirts per year for all workers in Concessions.

- b) Aquatics staff working on a full-time or part-time basis that have worked a minimum of 400 hours in the previous calendar year shall be reimbursed by the Employer for up to **one hundred and twenty-five dollars (\$125.00)** per year for the purchase of bathing suits, approved aquatic footwear or sunglasses upon presentation of receipt of payment.
- c) The City shall pay the cost of CSA approved safety footwear to a maximum contribution of **two hundred and fifty dollars (\$250.00)** per pair for all employees who work a minimum of seven (7) months in a calendar year and to a maximum of **one hundred and fifty dollars (\$150.00)** per pair for employees who work less than seven (7) months in a calendar year. Safety footwear will be replaced on an exchange cost shared basis. Receipts will be required for reimbursement.
- d) The Employer shall supply CSA approved steel-toed rubber boots to all Employees as required
- e) **Where the Employer determines clothing is required for the purposes of identification, the Employer shall provide such clothing.**
- f) **The Employer shall provide clothing for safety purposes on an as required basis.**
- g) **Clothing items will be replaced upon satisfactory proof of need to the Manager and provided that the item to be replaced is returned to the Manager.**
- h) **All work clothing with City of Prince Albert Bylaw Enforcement identification must be returned to the Employer upon termination of the employee's employment.**

19.07 Re-certification Costs

**The City will pay, upon successful completion, the cost of re-certification for courses required for the employee's current classification.**

**19.08 Standby – Information Technology and Bylaw Classifications**

- a) Standby shall mean a period during which an employee is not at work and is assigned to be on call and be available to return to work within fifteen (15) minutes.
- b) The period of standby for emergencies will be continuous for employees in these classifications that are placed on standby from the time they are notified by an out-of-scope manager of their start time and until they are notified by an out-of-scope manager of their end time, unless broken by regular hours of work.
- c) Employees who are specifically designated to be on standby will receive fifty dollars (\$50.00) for each day or portion thereof. Should an employee be called back to work and fail to report, the standby pay will not be paid.
- d) Standby pay is paid for availability. An employee on standby who is called back and reports to work will be paid in accordance with Article 14.05.
- e) During the standby period, an employee must abstain from consuming alcohol, drugs and other substances which may impair their ability to perform work safely. An employee who is on standby and who has consumed any of the above-mentioned substances must disclose their status and advise their manager of their unavailability to work.

**19.09 Temporary Instructor/Training**

Employees selected by the Employer to temporarily train or instruct training courses outside of their job description will receive a differential of ten percent (10%) of their current hourly rate of pay for all hours of such instruction.

**ARTICLE 20 – EMPLOYEE BENEFITS**

**20.01 Representation on Municipal Employees' Pension Plan Advisory Committee**

The Union shall have representation on the Municipal Employees' Pension Plan Advisory Committee of the Prince Albert City Pension Plan provided for employees of the City of Prince Albert and such Committee shall meet a minimum of once each year and that in the month of October.

20.02 Municipal Employees' Pension Plan

It shall be a condition of employment that all employees shall join The Municipal Employees' Pension Plan in accordance with *The Municipal Employees' Pension Plan Act and Regulations*.

20.03 Group Benefits

Upon appointment to the permanent staff of the City, it is a condition of employment that every employee shall be required to apply for Group Benefits and authorize the monthly deductions from the employee's salary of the required premiums. The Insurance Company is responsible for the adjudication of claims submitted to the Group Insurance Program.

a) Life Insurance

Employee Basic Life Insurance	\$50,000
Dependent Basic Life Insurance – Spouse	\$10,000
Dependent Basic Life Insurance – Child	\$5,000

Premiums – one-half (1/2) employee; the remainder to be paid by the City.

b) Accidental Death & Dismemberment

An amount equal to your Basic Life Insurance

Premiums – one-half (1/2) employee; the remainder to be paid by the City.

c) Health Care

Premiums – one-half (1/2) employee; the remainder to be paid by the City.

d) Dental Care

Permanent employees shall be eligible for benefits under the City employees' dental plan. The Employer and/or insurer shall be responsible for the cost of such benefits subject to general guidelines as follows:

- i) Basic dental expenses shall be reimbursed at the rate of 100% of eligible costs.
- ii) Restorative dental expenses shall be reimbursed at the rate of 60% of eligible costs.

- iii) Orthodontic dental expenses shall be reimbursed at the rate of 60% of eligible costs, subject to a \$2,000 lifetime limit per family member.

Any dental costs in excess of rates stated in the College of Dental Surgeons of Saskatchewan suggested fee guide shall be the responsibility of the employee.

- e) **Employee Family Assistance Program**

All employees shall be eligible for coverage by the Employee Family Assistance Program. Non-permanent employees shall have the ability to opt out upon offering of the program, or upon initial hire. The premiums shall be cost shared on a 50/50 basis between the Employer and the covered employee. The current cost on date of signing is three dollars and eighty-one cents (\$3.81) per month, cost shared between the Employer and the covered employee. A joint Union/Management committee made up of equal representation from both parties shall meet to review changes in the service provider or structure of the program.

- f) **Vision – Eyeglasses**

Permanent employees shall be eligible for vision coverage of two hundred dollars (\$200.00) every two (2) years for employees and dependents. The premiums shall be cost shared on a 50/50 basis between the Employer and the covered employee.

- g) **Group Benefits – Non-Permanent Employees**

Non-permanent employees shall qualify for group benefits in accordance with *The Saskatchewan Employment Act* and *Regulations* thereto unless provided otherwise elsewhere in this Agreement.

#### 20.04 **Workers' Compensation Pay Supplement**

- a) When a permanent employee is injured or incapacitated by sickness throughout the performance of their duties, the Employer shall pay the difference between the Workers' Compensation Board payments and the employee's salary until a permanent disposition of the case is made by the Workers' Compensation Board. Non-permanent employees shall only receive this benefit after the Workers' Compensation Board has approved the claim.
- b) Provisions of this Article shall apply for a period not in excess of eighteen (18) months.

- c) For periods of time during which benefits are being paid under the provisions of *The Workers' Compensation Act*, an employee shall be entitled to earn benefits under this Agreement as follows. all benefits for periods less than sixty (60) calendar days, however, Sick Leave and Vacation Leave shall not be earned during periods in excess of sixty (60) calendar days.

#### 20.05 Study Courses

- a) Any member of this Union desiring to improve their knowledge of their work by a Home Study Course, may apply to the City Manager stating the name of the course, its cost and the time during which the work will be done. If the Manager approves of the course, the Employer will advance the cost of such course. If an employee fails to complete the course within the length of their employment or leaves the service of the Employer before the course is completed, any advance made for the course within the preceding twelve (12) month period shall be payable by the employee to the Employer. Anyone leaving the employment of the Employer within twelve (12) months of the completion of the Home Study Course, which the Employer has advanced the cost of, shall reimburse the Employer any money paid by them within a twelve (12) month period preceding the date of termination.
- b) All employees are eligible to submit individual requests for training and development courses. If such applications are approved by the City, the costs of tuition and books will be reimbursed upon proof of successful completion of the course. If the course goes beyond the regular work schedule of the employee, or if the training occurs outside of Prince Albert that requires travel outside of the employee's regular work hours, the equivalent time off will be granted. The costs of meals and accommodation for all City approved courses outside of Prince Albert shall be reimbursed as per City policy and the costs for travel shall be as per Article 19.05.
- c) Where an employee is required to take a specific course and/or attend a conference as a requirement of their job, the employee will be reimbursed the cost of the course and/or conference, the costs of meals and accommodation as per City policy, the costs for mileage as per Article 19.05 of this Agreement and any books or other required materials. If the course and/or conference goes beyond the regular work schedule of the employee, or if it occurs outside of Prince Albert that requires travel outside of the employee's regular work hours, the employee will be paid as per Article 14.

#### 20.06 Safety Measures

The Employer shall observe all reasonable precautions and provide all safety devices which may be reasonably required for the protection of employees in the performance

of their duties. All employees will cooperate with the Employer in the prevention of accidents and as occasion requires, will make representations to the Head of the Department and the Occupational Health and Safety Committee as to suggested precautions. The City and employees agree to adhere to *The Occupational Health and Safety Act* and the *Regulations* made thereunder.

20.07 New Equipment or Work Techniques

When new equipment or work techniques are introduced by the Employer, the Employer will provide the employees who are affected with the training and orientation required as determined by the Employer in consultation with those employees.

**ARTICLE 21 – GENERAL CONDITIONS**

21.01 Continuation of Acquired Rights

All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the parties as set out in this Agreement shall remain in existence and either party, upon notice to the other, may reopen the pertinent parts of the Agreement for negotiation.

21.02 Classification

When the Employer desires to include a classification or job description not presently included in this Agreement, such classification shall be prepared by Management, reviewed with the Union and the rate or rates therefore shall be negotiated before a vacancy is posted for such a position.

21.03 Job Descriptions

Classifications or job descriptions for all positions for which the Union is the Bargaining Unit shall be prepared by the Employer and reviewed with the Union and any changes made to a current job description(s) that add additional duties or tasks or that change the qualifications, shall be reviewed with the Union. How these changes affect the rates of pay shall be negotiated before a vacancy is posted for such a position. Copies of the classifications or job descriptions shall be made available to the Union.

## **ARTICLE 22 – TERM OF AGREEMENT**

### 22.01 Duration

This Agreement shall be binding and remain in effect from January 1, **2022** to December 31, **2025** and shall continue from year to year thereafter unless either party gives to the other party notice in writing between the period of **sixty (60) days and one hundred and twenty (120) days** prior to the termination **of the agreement** of their desire to negotiate revisions to the Agreement or to terminate the Agreement. All conditions of this Agreement, except a general salary increase, are negotiable during the term of this Agreement.

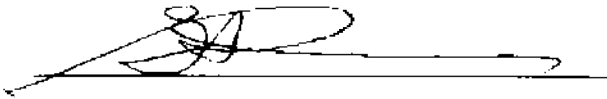
### 22.02 Attached Schedules

All the attached schedules and appendices to this Agreement shall form part of this Agreement.


**SIGNING PAGE**

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THESE PRESENTS TO BE EXECUTED THE DAY AND DATE FIRST ABOVE WRITTEN IN THE PRESENCE OF:

ON BEHALF OF THE CITY OF  
PRINCE ALBERT



Greg Dionne, Mayor



Terri Mercier, City Clerk

ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882



Date: April 17, 2024

**SCHEDULE "A" – RATES OF PAY – PERMANENT  
(EFFECTIVE JANUARY 1, 2022)**

General Wage Adjustment – 1.00%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,404	\$3,574	\$3,752	\$3,940	\$4,135	Aquatics Coordinator, Assistant Concession Manager
2	\$3,611	\$3,793	\$3,981	\$4,180	\$4,388	Clerk Steno II
3	\$3,853	\$4,046	\$4,247	\$4,461	\$4,683	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$3,958	\$4,157	\$4,364	\$4,582	\$4,812	Economic Development Coordinator
5	\$4,062	\$4,266	\$4,478	\$4,703	\$4,938	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,130	\$4,337	\$4,554	\$4,782	\$5,022	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,202	\$4,411	\$4,632	\$4,864	\$5,106	Aquatics Programmer
8	\$4,373	\$4,592	\$4,823	\$5,064	\$5,318	Assessment Appraiser I
9	\$4,583	\$4,813	\$5,053	\$5,306	\$5,571	Planning Technician
10	\$4,791	\$5,031	\$5,281	\$5,546	\$5,823	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$5,001	\$5,250	\$5,513	\$5,788	\$6,077	Building Inspector I, Property Coordinator
12	\$5,210	\$5,469	\$5,742	\$6,029	\$6,331	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,416	\$5,685	\$5,970	\$6,270	\$6,583	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "A" – RATES OF PAY – PERMANENT  
(EFFECTIVE JANUARY 1, 2023)**

General Wage Adjustment – 2.00%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,472	\$3,645	\$3,827	\$4,019	\$4,218	Aquatics Coordinator, Assistant Concession Manager
2	\$3,683	\$3,869	\$4,061	\$4,264	\$4,476	Clerk Steno II
3	\$3,930	\$4,127	\$4,332	\$4,550	\$4,777	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$4,037	\$4,240	\$4,451	\$4,674	\$4,908	Economic Development Coordinator
5	\$4,143	\$4,351	\$4,568	\$4,797	\$5,037	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,213	\$4,424	\$4,645	\$4,878	\$5,122	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,286	\$4,499	\$4,725	\$4,961	\$5,208	Aquatics Programmer
8	\$4,460	\$4,684	\$4,919	\$5,165	\$5,424	Assessment Appraiser I
9	\$4,675	\$4,909	\$5,154	\$5,412	\$5,682	Planning Technician
10	\$4,887	\$5,132	\$5,387	\$5,657	\$5,939	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$5,101	\$5,355	\$5,623	\$5,904	\$6,199	Building Inspector I, Property Coordinator
12	\$5,314	\$5,578	\$5,857	\$6,150	\$6,458	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,524	\$5,799	\$6,089	\$6,395	\$6,715	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "A" – RATES OF PAY – PERMANENT  
(EFFECTIVE DECEMBER 7, 2023)**

General Wage Adjustment – 2.00%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,541	\$3,718	\$3,904	\$4,099	\$4,302	Aquatics Coordinator, Assistant Concession Manager
2	\$3,757	\$3,946	\$4,142	\$4,349	\$4,566	Clerk Steno II
3	\$4,009	\$4,210	\$4,419	\$4,641	\$4,873	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$4,118	\$4,325	\$4,540	\$4,767	\$5,006	Economic Development Coordinator
5	\$4,226	\$4,438	\$4,659	\$4,893	\$5,138	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,297	\$4,512	\$4,738	\$4,976	\$5,224	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,372	\$4,589	\$4,820	\$5,060	\$5,312	Aquatics Programmer
8	\$4,549	\$4,778	\$5,017	\$5,268	\$5,532	Assessment Appraiser I
9	\$4,769	\$5,007	\$5,257	\$5,520	\$5,796	Planning Technician
10	\$4,985	\$5,235	\$5,495	\$5,770	\$6,058	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$5,203	\$5,462	\$5,735	\$6,022	\$6,323	Building Inspector I, Property Coordinator
12	\$5,420	\$5,690	\$5,974	\$6,273	\$6,587	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,634	\$5,915	\$6,211	\$6,523	\$6,849	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "A" – RATES OF PAY – PERMANENT  
(EFFECTIVE JANUARY 1, 2024)**

General Wage Adjustment -- 1.50%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,594	\$3,774	\$3,963	\$4,160	\$4,367	Aquatics Coordinator, Assistant Concession Manager
2	\$3,813	\$4,005	\$4,204	\$4,414	\$4,634	Clerk Steno II
3	\$4,069	\$4,273	\$4,485	\$4,711	\$4,946	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$4,180	\$4,390	\$4,608	\$4,839	\$5,081	Economic Development Coordinator
5	\$4,289	\$4,505	\$4,729	\$4,966	\$5,215	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,361	\$4,580	\$4,809	\$5,051	\$5,302	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,438	\$4,658	\$4,892	\$5,136	\$5,392	Aquatics Programmer
8	\$4,617	\$4,850	\$5,092	\$5,347	\$5,615	Assessment Appraiser I
9	\$4,841	\$5,082	\$5,336	\$5,603	\$5,883	Planning Technician
10	\$5,060	\$5,314	\$5,577	\$5,857	\$6,149	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$5,281	\$5,544	\$5,821	\$6,112	\$6,418	Building Inspector I, Property Coordinator
12	\$5,501	\$5,775	\$6,064	\$6,367	\$6,686	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,719	\$6,004	\$6,304	\$6,621	\$6,952	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "A" – RATES OF PAY – PERMANENT  
(EFFECTIVE JULY 1, 2024)**

General Wage Adjustment – 1.50%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,648	\$3,831	\$4,022	\$4,222	\$4,433	Aquatics Coordinator, Assistant Concession Manager
2	\$3,870	\$4,065	\$4,267	\$4,480	\$4,704	Clerk Steno II
3	\$4,130	\$4,337	\$4,552	\$4,782	\$5,020	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$4,243	\$4,456	\$4,677	\$4,912	\$5,157	Economic Development Coordinator
5	\$4,353	\$4,573	\$4,800	\$5,040	\$5,293	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,426	\$4,649	\$4,881	\$5,127	\$5,382	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,505	\$4,728	\$4,965	\$5,213	\$5,473	Aquatics Programmer
8	\$4,686	\$4,923	\$5,168	\$5,427	\$5,699	Assessment Appraiser I
9	\$4,914	\$5,158	\$5,416	\$5,687	\$5,971	Planning Technician
10	\$5,136	\$5,394	\$5,661	\$5,945	\$6,241	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$5,360	\$5,627	\$5,908	\$6,204	\$6,514	Building Inspector I, Property Coordinator
12	\$5,584	\$5,862	\$6,155	\$6,463	\$6,786	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,805	\$6,094	\$6,399	\$6,720	\$7,056	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "A" – RATES OF PAY – PERMANENT  
(EFFECTIVE JANUARY 1, 2025)**

General Wage Adjustment – 1.50%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,703	\$3,888	\$4,082	\$4,285	\$4,499	Aquatics Coordinator, Assistant Concession Manager
2	\$3,928	\$4,126	\$4,331	\$4,547	\$4,775	Clerk Steno II
3	\$4,192	\$4,402	\$4,620	\$4,854	\$5,095	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$4,307	\$4,523	\$4,747	\$4,986	\$5,234	Economic Development Coordinator
5	\$4,418	\$4,642	\$4,872	\$5,116	\$5,372	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,492	\$4,719	\$4,954	\$5,204	\$5,463	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,573	\$4,799	\$5,039	\$5,291	\$5,555	Aquatics Programmer
8	\$4,756	\$4,997	\$5,246	\$5,508	\$5,784	Assessment Appraiser I
9	\$4,988	\$5,235	\$5,497	\$5,772	\$6,061	Planning Technician
10	\$5,213	\$5,475	\$5,746	\$6,034	\$6,335	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$5,440	\$5,711	\$5,997	\$6,297	\$6,612	Building Inspector I, Property Coordinator
12	\$5,668	\$5,950	\$6,247	\$6,560	\$6,888	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,892	\$6,185	\$6,495	\$6,821	\$7,162	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "A" – RATES OF PAY – PERMANENT  
(EFFECTIVE JULY 1, 2025)**

General Wage Adjustment – 1.50%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,759	\$3,946	\$4,143	\$4,349	\$4,566	Aquatics Coordinator, Assistant Concession Manager
2	\$3,987	\$4,188	\$4,396	\$4,615	\$4,847	Clerk Steno II
3	\$4,255	\$4,468	\$4,689	\$4,927	\$5,171	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$4,372	\$4,591	\$4,818	\$5,061	\$5,313	Economic Development Coordinator
5	\$4,484	\$4,712	\$4,945	\$5,193	\$5,453	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,559	\$4,790	\$5,028	\$5,282	\$5,545	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,642	\$4,871	\$5,115	\$5,370	\$5,638	Aquatics Programmer
8	\$4,827	\$5,072	\$5,325	\$5,591	\$5,871	Assessment Appraiser I
9	\$5,063	\$5,314	\$5,579	\$5,859	\$6,152	Planning Technician
10	\$5,291	\$5,557	\$5,832	\$6,125	\$6,430	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$5,522	\$5,797	\$6,087	\$6,391	\$6,711	Building Inspector I, Property Coordinator
12	\$5,753	\$6,039	\$6,341	\$6,658	\$6,991	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,980	\$6,278	\$6,592	\$6,923	\$7,269	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "B" – RATES OF PAY – NON-PERMANENT  
(EFFECTIVE JANUARY 1, 2022)**

General Wage Adjustment – 1.00%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,098	\$3,251	\$3,414	\$3,586	\$3,764	Aquatics Coordinator, Assistant Concession Manager
2	\$3,287	\$3,451	\$3,624	\$3,805	\$3,993	Clerk Steno II
3	\$3,508	\$3,682	\$3,866	\$4,058	\$4,263	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$3,602	\$3,781	\$3,971	\$4,170	\$4,378	Economic Development Coordinator
5	\$3,698	\$3,882	\$4,075	\$4,279	\$4,491	Accounting Clerk II, Arts & Cultural Programmer
6	\$3,759	\$3,947	\$4,145	\$4,353	\$4,569	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$3,823	\$4,015	\$4,216	\$4,426	\$4,647	Aquatics Programmer
8	\$3,980	\$4,179	\$4,388	\$4,608	\$4,838	Assessment Appraiser I
9	\$4,171	\$4,379	\$4,598	\$4,828	\$5,069	Planning Technician
10	\$4,360	\$4,578	\$4,807	\$5,047	\$5,299	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$4,549	\$4,778	\$5,016	\$5,266	\$5,529	Building Inspector I, Property Coordinator
12	\$4,740	\$4,976	\$5,225	\$5,486	\$5,760	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$4,927	\$5,174	\$5,434	\$5,704	\$5,991	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "B" – RATES OF PAY – NON-PERMANENT  
(EFFECTIVE JANUARY 1, 2023)**

General Wage Adjustment – 2.00%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,160	\$3,316	\$3,482	\$3,658	\$3,839	Aquatics Coordinator, Assistant Concession Manager
2	\$3,353	\$3,520	\$3,696	\$3,881	\$4,073	Clerk Steno II
3	\$3,578	\$3,756	\$3,943	\$4,139	\$4,348	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$3,674	\$3,857	\$4,050	\$4,253	\$4,466	Economic Development Coordinator
5	\$3,772	\$3,960	\$4,157	\$4,365	\$4,581	Accounting Clerk II, Arts & Cultural Programmer
6	\$3,834	\$4,026	\$4,228	\$4,440	\$4,660	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$3,899	\$4,095	\$4,300	\$4,515	\$4,740	Aquatics Programmer
8	\$4,060	\$4,263	\$4,476	\$4,700	\$4,935	Assessment Appraiser I
9	\$4,254	\$4,467	\$4,690	\$4,925	\$5,170	Planning Technician
10	\$4,447	\$4,670	\$4,903	\$5,148	\$5,405	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$4,640	\$4,874	\$5,116	\$5,371	\$5,640	Building Inspector I, Property Coordinator
12	\$4,835	\$5,076	\$5,330	\$5,596	\$5,875	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,026	\$5,277	\$5,543	\$5,818	\$6,111	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "B" – RATES OF PAY – NON-PERMANENT  
(EFFECTIVE DECEMBER 7, 2023)**

General Wage Adjustment – 2.00%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,223	\$3,382	\$3,552	\$3,731	\$3,916	Aquatics Coordinator, Assistant Concession Manager
2	\$3,420	\$3,590	\$3,770	\$3,959	\$4,154	Clerk Steno II
3	\$3,650	\$3,831	\$4,022	\$4,222	\$4,435	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$3,747	\$3,934	\$4,131	\$4,338	\$4,555	Economic Development Coordinator
5	\$3,847	\$4,039	\$4,240	\$4,452	\$4,673	Accounting Clerk II, Arts & Cultural Programmer
6	\$3,911	\$4,107	\$4,313	\$4,529	\$4,753	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$3,977	\$4,177	\$4,386	\$4,605	\$4,835	Aquatics Programmer
8	\$4,141	\$4,348	\$4,566	\$4,794	\$5,034	Assessment Appraiser I
9	\$4,339	\$4,556	\$4,784	\$5,024	\$5,273	Planning Technician
10	\$4,536	\$4,763	\$5,001	\$5,251	\$5,513	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$4,733	\$4,971	\$5,218	\$5,478	\$5,753	Building Inspector I, Property Coordinator
12	\$4,932	\$5,178	\$5,437	\$5,708	\$5,993	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,127	\$5,383	\$5,654	\$5,934	\$6,233	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "B" – RATES OF PAY – NON-PERMANENT  
(EFFECTIVE JANUARY 1, 2024)**

General Wage Adjustment – 1.50%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,271	\$3,433	\$3,605	\$3,787	\$3,975	Aquatics Coordinator, Assistant Concession Manager
2	\$3,471	\$3,644	\$3,827	\$4,018	\$4,216	Clerk Steno II
3	\$3,705	\$3,888	\$4,082	\$4,285	\$4,502	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$3,803	\$3,993	\$4,193	\$4,403	\$4,623	Economic Development Coordinator
5	\$3,905	\$4,100	\$4,304	\$4,519	\$4,743	Accounting Clerk II, Arts & Cultural Programmer
6	\$3,970	\$4,169	\$4,378	\$4,597	\$4,824	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,037	\$4,240	\$4,452	\$4,674	\$4,908	Aquatics Programmer
8	\$4,203	\$4,413	\$4,634	\$4,866	\$5,110	Assessment Appraiser I
9	\$4,404	\$4,624	\$4,856	\$5,099	\$5,352	Planning Technician
10	\$4,604	\$4,834	\$5,076	\$5,330	\$5,596	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$4,804	\$5,046	\$5,296	\$5,560	\$5,839	Building Inspector I, Property Coordinator
12	\$5,006	\$5,256	\$5,519	\$5,794	\$6,083	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,204	\$5,464	\$5,739	\$6,023	\$6,326	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "B" – RATES OF PAY – NON-PERMANENT  
(EFFECTIVE JULY 1, 2024)**

General Wage Adjustment – 1.50%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,320	\$3,484	\$3,659	\$3,844	\$4,035	Aquatics Coordinator, Assistant Concession Manager
2	\$3,523	\$3,699	\$3,884	\$4,078	\$4,279	Clerk Steno II
3	\$3,761	\$3,946	\$4,143	\$4,349	\$4,570	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$3,860	\$4,053	\$4,256	\$4,469	\$4,692	Economic Development Coordinator
5	\$3,964	\$4,162	\$4,369	\$4,587	\$4,814	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,030	\$4,232	\$4,444	\$4,666	\$4,896	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,098	\$4,304	\$4,519	\$4,744	\$4,982	Aquatics Programmer
8	\$4,266	\$4,479	\$4,704	\$4,939	\$5,187	Assessment Appraiser I
9	\$4,470	\$4,693	\$4,929	\$5,175	\$5,432	Planning Technician
10	\$4,673	\$4,907	\$5,152	\$5,410	\$5,680	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$4,876	\$5,122	\$5,375	\$5,643	\$5,927	Building Inspector I, Property Coordinator
12	\$5,081	\$5,335	\$5,602	\$5,881	\$6,174	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,282	\$5,546	\$5,825	\$6,113	\$6,421	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "B" – RATES OF PAY – NON-PERMANENT  
(EFFECTIVE JANUARY 1, 2025)**

General Wage Adjustment – 1.50%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,370	\$3,536	\$3,714	\$3,902	\$4,096	Aquatics Coordinator, Assistant Concession Manager
2	\$3,576	\$3,754	\$3,942	\$4,139	\$4,343	Clerk Steno II
3	\$3,817	\$4,005	\$4,205	\$4,414	\$4,639	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$3,918	\$4,114	\$4,320	\$4,536	\$4,762	Economic Development Coordinator
5	\$4,023	\$4,224	\$4,435	\$4,656	\$4,886	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,090	\$4,295	\$4,511	\$4,736	\$4,969	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,159	\$4,369	\$4,587	\$4,815	\$5,057	Aquatics Programmer
8	\$4,330	\$4,546	\$4,775	\$5,013	\$5,265	Assessment Appraiser I
9	\$4,537	\$4,763	\$5,003	\$5,253	\$5,513	Planning Technician
10	\$4,743	\$4,981	\$5,229	\$5,491	\$5,765	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$4,949	\$5,199	\$5,456	\$5,728	\$6,016	Building Inspector I, Property Coordinator
12	\$5,157	\$5,415	\$5,686	\$5,969	\$6,267	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,361	\$5,629	\$5,912	\$6,205	\$6,517	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "B" – RATES OF PAY – NON-PERMANENT  
(EFFECTIVE JULY 1, 2025)**

General Wage Adjustment – 1.50%						
Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)	Classification Placements subject to change through JJE Maintenance
1	\$3,421	\$3,589	\$3,770	\$3,961	\$4,157	Aquatics Coordinator, Assistant Concession Manager
2	\$3,630	\$3,810	\$4,001	\$4,201	\$4,408	Clerk Steno II
3	\$3,874	\$4,065	\$4,268	\$4,480	\$4,709	Accounting Clerk I, Customer Service Representative, Secretary I, Theatre Technician
4	\$3,977	\$4,176	\$4,385	\$4,604	\$4,833	Economic Development Coordinator
5	\$4,083	\$4,287	\$4,502	\$4,726	\$4,959	Accounting Clerk II, Arts & Cultural Programmer
6	\$4,151	\$4,359	\$4,579	\$4,807	\$5,044	Concession Manager, Front of House Coordinator, Head Theatre Technician, Marketing & Events Coordinator, Payroll Clerk, Recreation Programmer, Secretary II
7	\$4,221	\$4,435	\$4,656	\$4,887	\$5,133	Aquatics Programmer
8	\$4,395	\$4,614	\$4,847	\$5,088	\$5,344	Assessment Appraiser I
9	\$4,605	\$4,834	\$5,078	\$5,332	\$5,596	Planning Technician
10	\$4,814	\$5,056	\$5,307	\$5,573	\$5,851	Bylaw Enforcement Officer, Development Coordinator, Engineering CAD Technician, GIS Technician
11	\$5,023	\$5,277	\$5,538	\$5,814	\$6,106	Building Inspector I, Property Coordinator
12	\$5,234	\$5,496	\$5,771	\$6,059	\$6,361	Application Programmer, Chief Clerk, IT Support Technician, Payroll Supervisor, Bylaw Enforcement Supervisor, Senior CAD Technologist
13	\$5,441	\$5,713	\$6,001	\$6,298	\$6,615	Assessment Appraiser II, Building Inspector II, Planner, Production Manager

**SCHEDULE "C" – RATES OF PAY – RECREATION  
(EFFECTIVE JANUARY 1, 2022)**

General Wage Adjustment – 1.00%

Pay Band	Start Rate	400 Hours	800 Hours	1200 Hours	2000 Hours	2400 Hours	Classification Placements subject to change through JJE Maintenance
1				\$13.43			Public Skating Cashier
2	\$12.67	\$13.30		\$13.97			No classifications assigned
3	\$13.41	\$14.08		\$14.78			Concession Worker
4	\$14.13	\$14.84		\$15.58			Guest Service Attendant, Recreation Cashier, Recreation Assistant, Recreation Attendant (AJFH)
5A	\$15.59	\$16.37		\$17.19			Playground Supervisor I, Recreation Attendant (Skatepark), Recreation Attendant (Pottery)
5B	\$16.37	\$17.19					Playground Supervisor II
6A	\$17.07		\$17.92				Lifeguard I
6B	\$17.92		\$18.81				Lifeguard II, Aquatics Janitor
7	\$17.24	\$18.11		\$19.01	\$19.95	\$20.96	Playground Coordinator
8	\$19.01	\$19.95		\$20.96	\$22.01	\$23.11	Lifeguard III

**SCHEDULE "C" – RATES OF PAY – RECREATION  
(EFFECTIVE JANUARY 1, 2023)**

General Wage Adjustment – 2.00%							
Pay Band	Start Rate	400 Hours	800 Hours	1200 Hours	2000 Hours	2400 Hours	Classification Placements subject to change through JJE Maintenance
1				\$13.70			Public Skating Cashier
2	\$12.92	\$13.57		\$14.25			No classifications assigned
3	\$13.68	\$14.36		\$15.08			Concession Worker
4	\$14.41	\$15.14		\$15.89			Guest Service Attendant, Recreation Cashier, Recreation Assistant, Recreation Attendant (AJFH)
5A	\$15.90	\$16.70		\$17.53			Playground Supervisor I, Recreation Attendant (Skatepark), Recreation Attendant (Pottery)
5B	\$16.70	\$17.53					Playground Supervisor II
6A	\$17.41		\$18.28				Lifeguard I
6B	\$18.28		\$19.19				Lifeguard II, Aquatics Janitor
7	\$17.58	\$18.47		\$19.39	\$20.35	\$21.38	Playground Coordinator
8	\$19.39	\$20.35		\$21.38	\$22.45	\$23.57	Lifeguard III

**SCHEDULE "C" – RATES OF PAY – RECREATION  
(EFFECTIVE DECEMBER 7, 2023)**

General Wage Adjustment – 2.00%							
Pay Band	Start Rate	400 Hours	800 Hours	1200 Hours	2000 Hours	2400 Hours	Classification Placements subject to change through JJE Maintenance
1							No classifications assigned
2							No classifications assigned
3	\$15.00	\$15.72		\$16.50			Concession Worker
4	\$15.80	\$16.57		\$17.40			Guest Service Attendant, Public Skating Cashier, Recreation Cashier, Recreation Assistant, Recreation Attendant (AJFH)
5A	\$16.22	\$17.03		\$17.88			Playground Supervisor I, Recreation Attendant (Skatepark), Recreation Attendant (Pottery)
5B	\$17.03	\$17.88					Playground Supervisor II
6A	\$17.76		\$18.65				Lifeguard I
6B	\$18.65		\$19.57				Lifeguard II, Aquatics Janitor
7	\$17.93	\$18.84		\$19.78	\$20.76	\$21.81	Playground Coordinator
8	\$19.78	\$20.76		\$21.81	\$22.90	\$24.04	Lifeguard III

**SCHEDULE "C" – RATES OF PAY – RECREATION  
(EFFECTIVE JANUARY 1, 2024)**

General Wage Adjustment – 1.50%							
Pay Band	Start Rate	400 Hours	800 Hours	1200 Hours	2000 Hours	2400 Hours	Classification Placements subject to change through JJE Maintenance
1							No classifications assigned
2							No classifications assigned
3	\$15.23	\$15.96		\$16.75			Concession Worker
4	\$16.04	\$16.82		\$17.66			Guest Service Attendant, Public Skating Cashier, Recreation Cashier, Recreation Assistant, Recreation Attendant (AJFH)
5A	\$16.46	\$17.29		\$18.15			Playground Supervisor I, Recreation Attendant (Skatepark), Recreation Attendant (Pottery)
5B	\$17.29	\$18.15					Playground Supervisor II
6A	\$18.03		\$18.93				Lifeguard I
6B	\$18.93		\$19.86				Lifeguard II, Aquatics Janitor
7	\$18.20	\$19.12		\$20.08	\$21.07	\$22.14	Playground Coordinator
8	\$20.08	\$21.07		\$22.14	\$23.24	\$24.40	Lifeguard III

**SCHEDULE "C" – RATES OF PAY – RECREATION  
(EFFECTIVE JULY 1, 2024)**

General Wage Adjustment – 1.50%							
Pay Band	Start Rate	400 Hours	800 Hours	1200 Hours	2000 Hours	2400 Hours	Classification Placements subject to change through JJE Maintenance
1							No classifications assigned
2							No classifications assigned
3	\$15.46	\$16.20		\$17.00			Concession Worker
4	\$16.28	\$17.07		\$17.92			Guest Service Attendant, Public Skating Cashier, Recreation Cashier, Recreation Assistant, Recreation Attendant (AJFH)
5A	\$16.71	\$17.55		\$18.42			Playground Supervisor I, Recreation Attendant (Skatepark), Recreation Attendant (Pottery)
5B	\$17.55	\$18.42					Playground Supervisor II
6A	\$18.30		\$19.21				Lifeguard I
6B	\$19.21		\$20.16				Lifeguard II, Aquatics Janitor
7	\$18.47	\$19.41		\$20.38	\$21.39	\$22.47	Playground Coordinator
8	\$20.38	\$21.39		\$22.47	\$23.59	\$24.77	Lifeguard III

**SCHEDULE "C" – RATES OF PAY – RECREATION  
(EFFECTIVE JANUARY 1, 2025)**

General Wage Adjustment – 1.50%							
Pay Band	Start Rate	400 Hours	800 Hours	1200 Hours	2000 Hours	2400 Hours	Classification Placements subject to change through JJE Maintenance
1							No classifications assigned
2							No classifications assigned
3	\$15.69	\$16.44		\$17.26			Concession Worker
4	\$16.52	\$17.33		\$18.19			Guest Service Attendant, Public Skating Cashier, Recreation Cashier, Recreation Assistant, Recreation Attendant (AJFH)
5A	\$16.96	\$17.81		\$18.70			Playground Supervisor I, Recreation Attendant (Skatepark), Recreation Attendant (Pottery)
5B	\$17.81	\$18.70					Playground Supervisor II
6A	\$18.57		\$19.50				Lifeguard I
6B	\$19.50		\$20.46				Lifeguard II, Aquatics Janitor
7	\$18.75	\$19.70		\$20.69	\$21.71	\$22.81	Playground Coordinator
8	\$20.69	\$21.71		\$22.81	\$23.94	\$25.14	Lifeguard III

**SCHEDULE "C" – RATES OF PAY – RECREATION  
(EFFECTIVE JULY 1, 2025)**

General Wage Adjustment – 1.50%							
Pay Band	Start Rate	400 Hours	800 Hours	1200 Hours	2000 Hours	2400 Hours	Classification Placements subject to change through JJE Maintenance
1							No classifications assigned
2							No classifications assigned
3	\$15.93	\$16.69		\$17.52			Concession Worker
4	\$16.77	\$17.59		\$18.46			Guest Service Attendant, Public Skating Cashier, Recreation Cashier, Recreation Assistant, Recreation Attendant (AJFH)
5A	\$17.21	\$18.08		\$18.98			Playground Supervisor I, Recreation Attendant (Skatepark), Recreation Attendant (Pottery)
5B	\$18.08	\$18.98					Playground Supervisor II
6A	\$18.85		\$19.79				Lifeguard I
6B	\$19.79		\$20.77				Lifeguard II, Aquatics Janitor
7	\$19.03	\$20.00		\$21.00	\$22.04	\$23.15	Playground Coordinator
8	\$21.00	\$22.04		\$23.15	\$24.30	\$25.52	Lifeguard III

**SCHEDULE "D" – INACTIVE**

**As of December 2023**

<b>CLASSIFICATION</b>
Accountant
Accounting Clerk I
Administrative Planner
Aquatics Cashier
Asset Management Technician
Assistant Assessor
Assistant Comptroller
Assistant Purchasing Agent
Building Inspector Fieldperson I
Building Inspector Fieldperson II
Cashier
Clerk Steno I
Clerk Steno / Property Sales
Community Development Officer
Data Processing Operator
Development Officer
Election Official
Program Supervisor
Property Coordinator I
Records/Election Clerk
Research Planner
Skateboard Park Supervisor
Tennis Court Attendant
These classifications are currently inactive. In order for them to be activated, new job descriptions must be prepared and rates of pay negotiated between the parties.

## **APPENDIX "A" – JOB SHARING**

The following guidelines shall be used when preparing individual letters of agreement in accordance with Article 13.07 – Job Sharing.

### **Hours of Work**

A schedule of working days for each job share member will be drawn up jointly by the job share employees and will be submitted for approval by their Department Head. The schedule will include provision for EDOs and statutory holidays on a pro-rated basis.

The employees involved in a job sharing arrangement may be offered, on a voluntary basis, additional hours of work for which they are qualified. Such additional hours will be offered in accordance with the seniority and qualifications provisions of the Collective Agreement. Such hours will be paid at the applicable rate for the position in accordance with the Collective Agreement. Additional hours shall not be included in the calculation for pro-rated EDOs but shall be included in the calculation of vacation and sick day entitlements.

### **Extended Absence**

Should a job sharing employee be absent due to extended illness, vacation or approved leave, it is expected that the other employee who is in the job sharing arrangement will, if possible, cover the period of absence. Should it not be possible for the other employee to cover the period of extended absence, the vacant job sharing position may then be posted in accordance with Article 11 and/or filled temporarily for the duration of the leave. Should a job sharing employee be absent due to extended illness, vacation or approved leave of absence for a period of less than six (6) months, it is expected that the other employee in the job share will, if possible, cover the period of absence.

### **Duration, Renewal and Resignation**

Each job share arrangement will end on an agreed termination date. The participating permanent employee or the Employer, on ninety (90) days' notice, may terminate the agreement. The notice to terminate will be provided to the employees participating in the job sharing arrangement and to the Union.

By mutual agreement by the parties this ninety (90) day period may be shortened. If the permanent incumbent or the Employer terminates the job sharing arrangement, the permanent incumbent shall return to their original full-time permanent status. The remaining employee shall also return to their former status.

If the permanent incumbent shall resign or transfer to another position during the term of the arrangement, the job sharing arrangement shall terminate and the position shall be posted as a permanent full-time position.

If the non-permanent employee should resign during the term of the arrangement, the permanent incumbent may be required to resume regular working hours pending the filling of the vacancy in accordance with the Collective Agreement.

The job sharing employees, management and the Union agree to meet during the job sharing arrangement to review, discuss and resolve any issues which may arise. Meetings may be initiated at any time on request of the parties and should be held after three (3) months and six (6) months of initiation and upon completion of the job share. Should a meeting be scheduled on a regular day off of one of the employees in the job share arrangement, time so spent shall be considered time worked.

### **Rates of Pay and Benefits**

Pay shall be calculated for each job share on a pro-rated basis. The rate of pay for a job sharer will be the rate and range of that position as provided for in the Collective Agreement.

Each job sharing employee, where applicable, will earn vacation, sick leave days and EDOs on a pro-rated basis.

Workers' Compensation pay supplement will be paid to the pro-rated salary level only.

Increments will be earned on a pro-rated basis.

Seniority of a permanent employee will continue to accrue in accordance with Article 10.01 of the Collective Agreement.

Seniority of a non-permanent employee shall accrue in accordance with Article 10.03 of the Collective Agreement.

Employees in the job sharing arrangement shall receive the following benefits subject to eligibility terms and conditions of the Collective Agreement and the plan: life insurance, dental, medical plan, accidental death and dismemberment and pension plan.

**LETTER OF UNDERSTANDING #2022-01**

**BETWEEN**

**THE CITY OF PRINCE ALBERT**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 882**

**RE: SICK BENEFITS ON TERMINATION OF EMPLOYMENT**

---

WHEREAS the City of Prince Albert and the Canadian Union of Public Employees Local 882 have agreed that Article 17.09 and the provisions contained therein will be removed from the Collective Agreement. It is further agreed the provisions of Article 17.09 "Sick Benefits on Termination of Employment" as described in the 2011-2013 Collective Agreement will be retained for all employees covered by this agreement as of the ratification date of the 2014-2016 Collective Agreement.

NOW, THEREFORE, the parties agree that the following language shall apply only to those employees covered by the agreement as of the date of ratification of the 2014-2016 Collective Agreement, which is March 23, 2015:

Sick Benefits on Termination of Employment

Upon leaving the service of the City, each permanent employee who has served five (5) years or more, shall be entitled to receive payment for the unused sick time allowance remaining to their credit on termination of employment or on being retired, or in the event of death before termination of employment to be made to their estate in the following manner:

After the completion of five (5) years' continuous service, the unused sick credits will be paid on the basis of two percent (2%) each year of employment of accumulative sick credits as of the date the employee actually leaves the service of the City, to a maximum of sixty percent (60%) of sick credits.

The maximum of accumulative sick credits shall be one hundred ninety-four (194) days and such payment shall be at the rate of the employee's average daily earnings over the last five (5) full calendar years of service as reported on the T-4 slips before termination of employment or retirement.

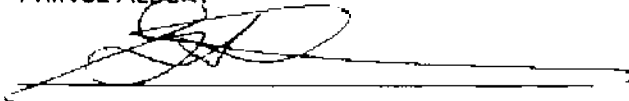
Upon leaving the service of the City, each non-permanent employee who has served ten (10) years or more, shall be entitled to receive payment for the unused sick time allowance remaining to their credit on termination of employment or on being retired, or in the event of death before termination of employment to be made to their estate in the following manner:

After the completion of ten (10) years' continuous service, the unused sick credits will be paid on the basis of two percent (2%) each year of employment of accumulative sick credits as of the date the employee actually leaves the service of the City, to a maximum of sixty percent (60%) of sick credits.

The maximum of accumulative sick credits shall be one thousand five hundred (1500) hours and such payment shall be at the rate of the employee's average hourly rate over the last five (5) full calendar years of service before termination of employment or retirement.

This Letter of Understanding supersedes LOU #2015-03, signed on April 27, 2015 and LOU #2018-01, signed on June 28, 2018.

ON BEHALF OF THE CITY OF  
PRINCE ALBERT



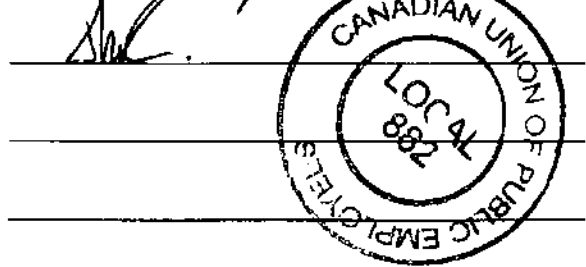
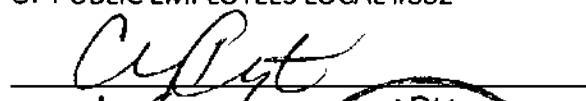
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Greg Dianne, Mayor

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Terri Mercier

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Terri Mercier, City Clerk

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ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882



\_\_\_\_\_

Date: April 17, 2024

LETTER OF UNDERSTANDING #2022-02

BETWEEN

THE CITY OF PRINCE ALBERT

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 882

RE: GROUP BENEFIT REFUND ACCOUNT

WHEREAS the City of Prince Albert provides a comprehensive group benefits program to all City employees whereby the dental premiums are 100% paid for by the City and the health premiums are cost shared at 50% for employee and 50% for City;

AND WHEREAS the City of Prince Albert's current health and dental plan is on a self-funding basis whereby the total contributions made in a given year are used to pay out all employee claims made on the plan;

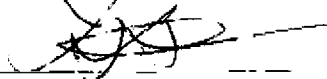
AND WHEREAS the City of Prince Albert's accumulated Refund Deposit Account balance as at June 30, 2014 is \$617,943.12, which is currently being held by Great West Life Insurance Company;

NOW, THEREFORE, the parties agree as follows:

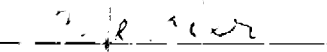
1. The City of Prince Albert's group benefit refund account balance as at June 30, 2014 shall be used towards any future deficits incurred by the City of Prince Albert group benefit program until such time the balance as at June 30, 2014 plus accrued interest is depleted;
2. The outstanding refund deposit account balance at June 30, 2014 shall be transferred and maintained in a separate City of Prince Albert bank account that will accrue interest at applicable corporate interest rates in force at the time
3. That both Parties to this agreement will review on an annual basis any jointly funded surpluses or deficits in the group benefit program.

This Letter of Understanding supersedes LOU #2015-06, signed on September 24, 2015 and LOU #2018-02, signed on June 28, 2018.

ON BEHALF OF THE CITY OF  
PRINCE ALBERT



Greg Dianne, Mayor



Terri Merzler, City Clerk

ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882





Date: April 17, 2024

LETTER OF UNDERSTANDING #2022-03

BETWEEN  
THE CITY OF PRINCE ALBERT  
AND  
THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 882

RE: CONCESSIONS SUPERVISION PREMIUM

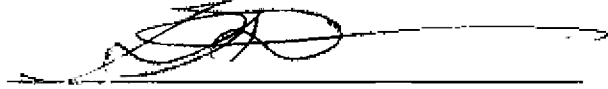
WHEREAS the City of Prince Albert and the Canadian Union of Public Employees Local 882 have agreed to the following terms with respect to a wage premium for the classification of Concession Worker I;

NOW, THEREFORE, the parties agree as follows:

1. Individuals who are classified as Concession Worker I will be paid a premium of \$2.00 per hour when assigned by the Concession Manager, or designate, to:
  - a) Train other staff members, or
  - b) Supervise three or more staff members
2. The rate of pay will be reflected as per actual hours worked, and will be recorded on the Concessions Attendance Record provided to Financial Services on a bi-weekly basis.

This Letter of Understanding supersedes LOU #2015-04, signed on April 27, 2015 and LOU #2018-03, signed on June 28, 2018.

ON BEHALF OF THE CITY OF  
PRINCE ALBERT


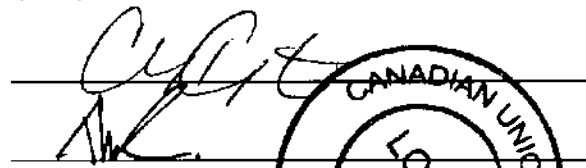


\_\_\_\_\_  
Greg Dionne, Mayor

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Terri Mercier, City Clerk

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Terri Mercier, City Clerk

ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882



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Date: April 17, 2024

**LETTER OF UNDERSTANDING #2022-04**

**BETWEEN**

**THE CITY OF PRINCE ALBERT**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL #882**

**RE: JOINT JOB EVALUATION MAINTENANCE COMMITTEE**

---

WHEREAS the City of Prince Albert and the Canadian Union of Public Employees Local 882 have agreed to jointly maintain the CUPE Local 882/City of Prince Albert job evaluation process to fairly and consistently evaluate newly created and significantly changed jobs within the City of Prince Albert and Local 882;

NOW, THEREFORE, the parties agree as follows:

The Joint Job Evaluation Maintenance Committee (JJEMC) shall have equal representation and participation from the parties, consisting of three (3) representatives from the Employer and three (3) representatives from the local Union.

The JJEMC shall maintain the Job Evaluation Program by:

- a) Evaluating all the jobs using the job evaluation plan;
- b) Maintaining the integrity of the program;
- c) Recommending to the parties changes to the job evaluation plan, its procedures or methods, as may be deemed necessary from time to time;
- d) Recording the results and rationale on the rating sheet and providing a Summary Sheet showing the results of the ratings to the incumbent(s), and providing copies of the Summary Sheet to the supervisor, co-chairs and the Union;
- e) Documenting decision criteria and precedents on an ongoing basis for future Committee reference.

The JJEMC shall meet to develop a JJE Maintenance Plan that will be used to provide the framework for the job evaluation process. This framework will be subject to the approval of the Employer and the local Union's Executive.

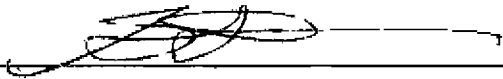
The parties agree that no employee will have their current rate of pay reduced as a result of a job evaluation decision. Wage adjustments resulting in increases in job value shall be effective the pay period following the date of request.

If the JJEMC is unable to reach a consensus on any matter, it may use the assistance of a mutually agreed-upon external advisor. If the JJEMC cannot agree upon an advisor, two advisors may be engaged. If the Committee is still unable to reach a consensus, it will be dealt with through a mutually agreed-upon third party review of the information. The decision of the third party review will be final and binding.

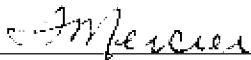
The term of this Letter of Understanding may be extended upon mutual agreement of the parties.

This Letter of Understanding supersedes LOU #2018-04, signed on June 28, 2018.

ON BEHALF OF THE CITY OF  
PRINCE ALBERT

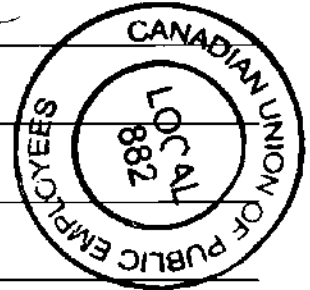



Greg Dionne, Mayor



Terri Mercier, City Clerk

ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882



Date: April 17, 2024

LETTER OF UNDERSTANDING #2022-05

BETWEEN

THE CITY OF PRINCE ALBERT

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL #882

RE: DEVELOPMENT COORDINATOR, BUILDING INSPECTOR I & II

---

WHEREAS a restructure has occurred in the Planning & Development Services Department and the City of Prince Albert and the Canadian Union of Public Employees Local 882 (CUPE Local 882) have agreed to the creation of the classifications of Building Inspector I and Building Inspector II, and the amendment of the classification of Development Coordinator in the Planning Development Services Department;

NOW, THEREFORE, the parties agree as follows:

1. The classifications of Building Inspector I and Building Inspector II within the scope of CUPE Local 882 will be established, and the classifications have been rated by the Joint Job Evaluation Committee.
2. The classification of Development Coordinator has been amended and rated by the Joint Job Evaluation Committee.
3. All duties, responsibilities and qualifications in effect for these classifications are contained in the job descriptions which have been drafted by Administration and reviewed by CUPE Local 882.
4. Schedule "A" – Rates of Pay – Permanent

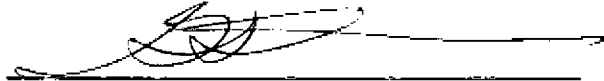
2021 Rates (monthly unless stated)	Step 1	Step 2	Step 3	Step 4	Step 5
Development Coordinator	\$4,744	\$4,981	\$5,229	\$5,491	\$5,765
Building Inspector I	\$4,951	\$5,198	\$5,458	\$5,731	\$6,017
Building Inspector II	\$5,362	\$5,629	\$5,911	\$6,208	\$6,518

5. Schedule "B" – Rates of Pay – Non-Permanent

2021 Rates (monthly unless stated)	Step 1	Step 2	Step 3	Step 4	Step 5
Development Coordinator	\$4,317	\$4,533	\$4,759	\$4,997	\$5,247
Building Inspector I	\$4,504	\$4,731	\$4,966	\$5,214	\$5,475
Building Inspector II	\$4,878	\$5,123	\$5,380	\$5,648	\$5,932

6. The former classification of Building Inspector will be removed from Schedule "A" and Schedule "B" and placed in Schedule "D" (Inactive Classifications) during the next round of negotiations.
7. These changes and additions will be brought into the Collective Agreement during the next round of negotiations.

ON BEHALF OF THE CITY OF  
PRINCE ALBERT

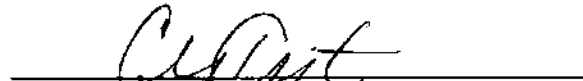


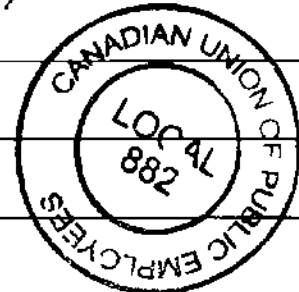
Greg Dionne, Mayor



Terri Mercier, City Clerk

ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882





Date: April 17, 2024

**LETTER OF UNDERSTANDING #2022-06**

**BETWEEN**

**THE CORPORATION OF THE CITY OF PRINCE ALBERT**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 882**

**RE: CITY HALL REORGANIZATION**

---

WHEREAS the Employer is currently undertaking an organizational restructure that impacts the Financial Services, Corporate Services and Planning & Development Services departments, in which job titles and job duties will be amended to more properly reflect the organizational structure, and that the parties desire for the restructure to proceed in a timely manner.

NOW, THEREFORE, the parties agree as follows:

1. The Employer is creating the following new classifications which will be posted as per Article 11.01 of the Collective Bargaining Agreement:
  - Customer Service Representative (interim rate equivalent to Accounting Clerk I)
  - Customer Service Supervisor (interim rate equivalent to Chief Clerk)
  - Payroll Supervisor (interim rate equivalent to Chief Clerk)
  - Bylaw Enforcement Supervisor (interim rate equivalent to Chief Clerk)
  - GIS Technician (interim rate equivalent to Engineering CAD Technician)

2. In addition to the above new classifications, the Employer will be specializing the classifications of Chief Clerk and Accounting Clerk II.

There will be the following Chief Clerk positions:

- Revenue & Banking
- Tax & Collections
- Payables & Assets

There will be the following Accounting Clerk II positions:

- Water
- Accounts Payable & Assets
- Deposits & Accounts Receivable
- Bylaw & Parking

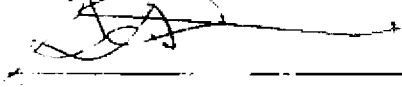
3. The positions of Accounting Clerk I and Property Coordinator are being abolished and the classifications shall be moved to the inactive list.

4. The following positions will see a reduction in number:
  - Payroll Clerk (1)
  - Accounting Clerk II (5)
5. There shall be no layoffs as a result of this reorganization. No employee shall be required to accept lesser pay as a result of this reorganization.
6. All positions listed in Section 1 and Section 2 shall become rated through the Joint Job Evaluation Committee. The Joint Job Evaluation Committee shall then rate the positions as follows:
  - a) Not later than six (6) months from commencing in the position, the incumbent(s) will be required to complete a Job Assessment Questionnaire (JAQ).
  - b) The Joint Job Evaluation (JJE) Committee will meet to review the JAQ not later than six (6) weeks beyond the submission of the completed JAQ.
  - c) If the JJE process determines a wage increase is appropriate, such increase shall be retroactive to the incumbent(s) commencement in the position.
  - d) If the JJE process determines a wage decrease is appropriate, such decrease shall be implemented on a going forward basis.
7. The existing Accounting Clerk I shall be placed in one of the new Customer Service Representative positions. Then the existing Accounting Clerk IIs and the existing Property Co-ordinator shall, in order of seniority, select either one of the new Accounting Clerk II specialization positions as listed in Section 2 above, or one of the new Customer Service Representative positions. This process will be repeated until such time as all existing employees affected by this restructuring are placed and all positions are filled. Any future vacancies after this selection process is completed shall be posted in accordance with the Collective Bargaining Agreement. There shall be no proving period or reversion period for positions selected through the above process.
8. The existing Chief Clerks shall, in order of seniority, select a new Chief Clerk Specialization position as listed in Section 2 above. If any of the new Chief Clerk Specialization positions become vacant after these selections, then the position shall be posted in accordance with the Collective Bargaining Agreement. There shall be no proving period or reversion period for positions selected through the above process.
9. If, as a result of the selections in Section 7 and Section 8 above, an employee is in a position that pays a lower wage rate than they were in prior to their selection (even if it is a result of a future reduction in pay through the Joint Job Evaluation process), they

shall be paid at the higher of the classification they were in prior to their selection and their current classification.

10. The following new positions shall be posted as per the Collective Bargaining Agreement once the selections in Section 7 and Section 8 above are complete.
- Payroll Supervisor
  - Customer Service Supervisor

ON BEHALF OF THE CITY OF  
PRINCE ALBERT

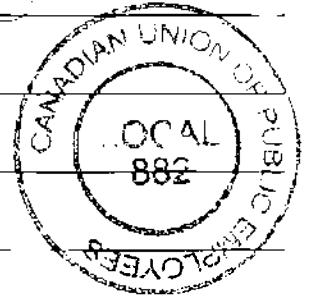
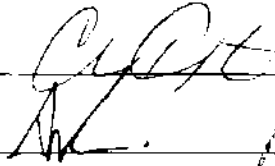


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Greg Dionne, Mayor

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M. C. Dionne

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Terri Mercier, City Clerk

ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882



Date: April 17, 2024

**LETTER OF UNDERSTANDING #2023-01**

**BETWEEN**

**THE CORPORATION OF THE CITY OF PRINCE ALBERT**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 882**

**RE: MARKET SUPPLEMENTAL PROGRAM**

---

WHEREAS the City of Prince Albert and the Canadian Union of Public Employees Local 882 have agreed to a Market Supplemental Program to assist with the attraction and retention of employees required to provide appropriate services to the people of Prince Albert.

WHEREAS the City of Prince Albert and/or the Canadian Union of Public Employees Local 882 can identify classifications where recruitment or retention of employees has impeded service delivery. Either party may submit classifications for review. The parties may also review other situations by mutual agreement.

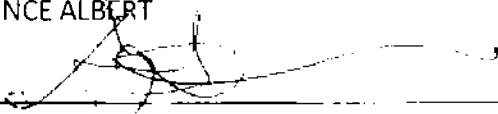
NOW, THEREFORE, the parties agree the following review process shall apply:

1. The review shall be completed annually, by the end of February.
2. Submissions by either party shall be required by January 15<sup>th</sup> of each year.
3. The Joint Job Evaluation Maintenance Committee shall review submissions.
4. If the parties agree, the salary supplement shall be implemented at the beginning of the first pay period in March.
5. All relevant and available factors of the submissions being considered shall be provided to the committee upon request and prior to the final decision being made. These could include but not be limited to, information such as frequency and timing of vacancy occurrences/turnover rates, supply and demand, industry comparators, training/education hindrances.
6. If the parties disagree, the issue shall be referred to an independent third party agreed to by both parties. The costs for the third party will be shared equally.

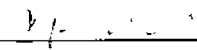
NOW, THEREFORE, the parties also agree the following implementation process shall apply:

1. When the supplemented salary range is introduced or increased, current employees affected will receive an increase in their salary rate equivalent to the percentage increase in the supplemented salary range maximum.
2. When the supplemented salary range is reduced or terminated, the employees affected shall be red circled.
3. Supplemented salary rates and ranges shall be treated as regular salary for all salary administration and payroll purposes.

ON BEHALF OF THE CITY OF  
PRINCE ALBERT

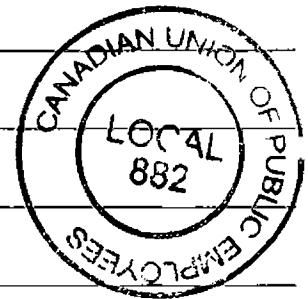


Greg Dionne, Mayor



Terri Mercier, City Clerk

ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882



Date: April 17, 2024

**LETTER OF UNDERSTANDING #2024-01**

**BETWEEN**

**THE CORPORATION OF THE CITY OF PRINCE ALBERT**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 882**

**RE: AQUATICS MARKET SUPPLEMENTAL PROGRAM**

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WHEREAS the City of Prince Albert and Canadian Union of Public Employees Local 882 have agreed to a Market Supplemental Program to assist with the attraction and retention of employees.

NOW, THEREFORE, the parties agree to the following:

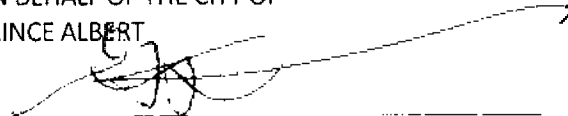
1. All future agreed to Market Supplements will be included in the next Collective Agreement.
2. Market Supplements will remain in place until negotiated salaries exceed the supplemented pay level.
3. Market Supplemented positions will be reviewed annually by representatives from both parties as appointed.
4. If job descriptions of supplemented positions are amended, the positions will be reviewed by the JJE Committee.
  - If the new rating places the position in a pay band that exceeds the supplemented rate, the position will be moved to the higher pay band and the supplement will be discontinued.

The following Market Supplement rates are agreed to:

<b>Occupation</b>	<b>Rate</b>	<b>400 Hours</b>	<b>800 Hours</b>	<b>1200 Hours</b>	<b>2000 Hours</b>	<b>2400 Hours</b>
<b>Lifeguard I</b>						
Regular	\$18.03		\$18.93			
Supplemental	\$19.28		\$20.18			
<b>Lifeguard II</b>						
Regular	\$18.93		\$19.86			
Supplemental	\$20.18		\$21.11			
<b>Aquatics Janitor</b>						
Regular	\$18.93		\$19.86			
Supplemental	\$20.18		\$21.11			
<b>Lifeguard III</b>						
Regular	\$20.08	\$21.07		\$22.14	\$23.24	\$24.40
Supplemental	\$21.33	\$22.32		\$23.39	\$24.49	\$25.65

Occupation	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)
<b>Aquatics Coordinator</b>					
Regular	\$3,594	\$3,774	\$3,963	\$4,160	\$4,367
Supplemental	\$3,790	\$3,966	\$4,160	\$4,356	\$4,563
<b>Aquatics Programmer</b>					
Regular	\$4,438	\$4,658	\$4,892	\$5,136	\$5,392
Supplemental	\$4,634	\$4,854	\$5,088	\$5,333	\$5,588

ON BEHALF OF THE CITY OF  
PRINCE ALBERT



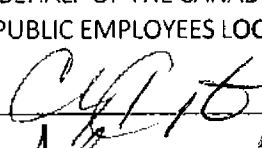

Greg Dionne, Mayor

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Terri mercier, City Clerk

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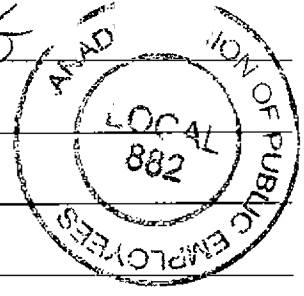
ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882

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Date: April 17, 2024

**LETTER OF UNDERSTANDING #2024-02**

**BETWEEN**

**THE CORPORATION OF THE CITY OF PRINCE ALBERT**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 882**

**RE: NEW PAY BAND ADDITIONS**

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WHEREAS the City of Prince Albert and the Canadian Union of Public Employees Local 882 (CUPE Local 882) have agreed to the creation of additional pay bands to the existing rates of pay structure within both Schedule "A" and Schedule "B" of the CUPE 882 Collective Bargaining Agreement.

NOW, THEREFORE, the parties agree as follows:

1. Schedule "A" – Rates of Pay – Permanent

**Schedule "A"**  
**Rates of Pay – Permanent**  
**Effective January 1, 2024**

Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)
14	\$5,948	\$6,244	\$6,556	\$6,885	\$7,230
15	\$6,186	\$6,494	\$6,818	\$7,160	\$7,519
16	\$6,433	\$6,754	\$7,091	\$7,446	\$7,820

2. Schedule "B" – Rates of Pay – Non-Permanent

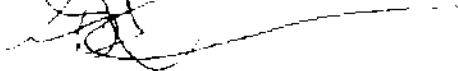
**Schedule "B"**  
**Rates of Pay – Non-Permanent**  
**Effective January 1, 2024**

Pay Band	Step 1 (Start)	Step 2 (1 Year)	Step 3 (2 Years)	Step 4 (3 Years)	Step 5 (4 Years)
14	\$5,412	\$5,683	\$5,967	\$6,265	\$6,578
15	\$5,628	\$5,909	\$6,205	\$6,515	\$6,840
16	\$5,853	\$6,146	\$6,453	\$6,776	\$7,114

3. These additions will be brought into the Collective Agreement during the next round of negotiations.

4. All new and/or changed job descriptions or classifications to fall under the additional pay bands described above will be subject to the following:
- a) Will be posted in accordance with Article 21.07 and Article 21.03 of the Collective Bargaining Agreement.
  - b) Will be subject to the Joint Job Evaluation Process as described in the Joint Job Evaluation Committee (JJEC) Terms of Reference and LOU #2022-04

ON BEHALF OF THE CITY OF  
PRINCE ALBERT



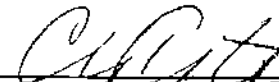
Greg Dionne, Mayor

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Terri Merzler, City Clerk

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ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES LOCAL #882



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Date: April 17, 2024

LETTER OF UNDERSTANDING #2024-03

BETWEEN

THE CORPORATION OF THE CITY OF PRINCE ALBERT

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 882

RE: NEW POSITIONS

WHEREAS the City of Prince Albert and the Canadian Union of Public Employees Local 882 have agreed to a New Position Procedure to assist with the creation of new in-scope positions in order to hire employees required to provide appropriate services to the people of Prince Albert.

NOW, THEREFORE, the parties agree that the following review process shall apply:

1. The Employer will complete a job description for the position and provide it to the Union for review prior to posting as per Article 21.03 of the Collective Bargaining Agreement (CBA). The Union will review the position description within five (5) days. The period for review can be extended by the parties.
2. The Employer shall establish a temporary pay rate for the job based on the job description and provide it in writing to the Union to be reviewed as per Article 21.02 of the CBA.
3. The position shall be posted in accordance with the CBA, and the person appointed to the position shall be paid the agreed-upon temporary pay rate until the Joint Job Evaluation Committee (JJEC) rates the position using the processes set out in the JJEC Terms of Reference and LOU #2022-04, and as per the Joint Job Evaluation Plan.
4. All new positions shall be included in the next collective agreement.

ON BEHALF OF THE CITY OF PRINCE ALBERT

*[Handwritten signature]*

Greg Dionne, Mayor

*[Handwritten signature]*

Terri Mercier, City Clerk

Date: April 17, 2024

ON BEHALF OF THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL #882

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