



COLLECTIVE AGREEMENT

between

**THE CORPORATION OF THE TOWNSHIP OF
CRAMAHE**

(hereinafter called the “Employer”)

and

**CANADIAN UNION OF PUBLIC EMPLOYEES
and its LOCAL 5070**

(hereinafter called the “Union”)

EXPIRING DECEMBER 31, 2026

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PREAMBLE

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

1. To maintain and improve the harmonious relations and settled conditions of employment between the Employer and the Union.
2. To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services etc.
3. To encourage efficiency in operation.
4. To promote the morale, well-being and security of all the Employees in the bargaining unit of the Union.
5. Our values guide the behaviors and actions of our people. They provide the foundation for how we conduct business on behalf of our ratepayers and how we interact with one another, our users, our volunteers and our communities.

AND WHEREAS it is now desirable that methods of bargaining and all matters pertaining to working conditions of the Employees be drawn up in an agreement.

NOW THEREFORE the parties agree as follows:

ARTICLE 1 – RECOGNITION

- 1.01 The Employer recognizes the Canadian Union of Public Employees and its Local 5070 as the sole Collective Bargaining Agent for all employees employed by the Corporation of the Township of Cramahe in the County of Northumberland, save and except supervisors and persons above the rank of supervisor, the Chief Building Official, the Deputy Clerk and all persons employed by the Fire Department and the Library Board, interns and apprentice workers and students employed during the school vacation period.
- 1.02 "Employee" as used in this Agreement shall mean those persons described in the bargaining unit set forth in 1.01.
- 1.03 Wherever applicable in this agreement, the singular number shall include the plural and the masculine gender shall include the feminine.
- 1.04 The Corporation recognizes the right of the Union to have the assistance of a National Representative of the Canadian Union of Public Employees for the purpose of processing grievances as provided for herein, negotiating renewals or

amendments to this agreement and for the purposes of consultation between the parties.

ARTICLE 2 – DEFINITIONS

2.01 Office Employees

- a) Permanent Full Time Office Employee: is one who works thirty-five (35) hours per week.
- b) Permanent Part Time Office Employee: is one who works, on average, less than the standard thirty-five (35) hour work week of a Permanent Full Time Office Employee but more than twenty-four (24) hours per week on a regular, continuous basis.
- c) Casual Office Employee: is not a Permanent Employee but is employed on an ad hoc basis for a specified period of time and is not regularly scheduled.
- d) Temporary Office Employee: is not a Permanent Employee and can be hired at any time, and from time to time, for a period of not over eighteen (18) months for each period of employment and provided that such Temporary Office Employee does not displace a Permanent Full Time or Permanent Part Time employee. Temporary employees hired for less than 12 months will be entitled to vacation pay as set out in the ESA. Temporary employees who are hired for 12 months up to 18 months shall not be entitled to the provisions of this agreement except for Article 9, 10, 12, 13, 14, 16.04, 16.05, Article 15 & 20 will be prorated upon the completion of the probationary period.

2.02 Operations Employees

- a) Permanent Full Time Operations Employee: is one who works forty (40) hours per week.
- b) Permanent Part Time Operations Employee: is one who works, on average, less than the standard (40) hour work week of a Permanent Full Time Operations Employee but more than twenty-four (24) hours per week on a regular, continuous basis.
- c) Casual Operations Employee: is not a Permanent Employee but is employed on an ad hoc basis or for a specified period of time and is not regularly scheduled.

- d) Temporary Operations Employee – Arena and Parks: is not a Permanent Employee and can be hired at any time, and from time to time, for a period of not over nine (9) months for each period of employment and provided that such Temporary Operations (Arena and Parks) Employee does not displace a Permanent Full Time or Permanent Part time employee.
- e) Temporary Operations Employee – Roads and Environment: is not a Permanent Employee and can be hired at any time, and from time to time, for a period of not over six (6) months for each period of employment and provided that such Temporary Operations (Roads and Environment) Employee does not displace a Permanent Full Time or Permanent Part Time employee. If a Temporary Operations Employee (Roads and Environment) is retained beyond six (6) months in a twelve (12) month period, from his/her last date of hire, he/she shall be deemed a permanent Employee and be credited with six (6) months' seniority at the time and shall be entitled to all the benefits of the Collective Agreement unless the employer and the Union mutually agree to an extension of the six (6) month period. Students and Interns are exempted.

ARTICLE 3 – RELATIONSHIP

- 3.01 The parties hereto mutually agree that any Employee of the Employer covered by this Agreement may become a member of the Union if he/she wishes to do so and may refrain from becoming a member of the Union if he/she so desires.
- 3.02 The Employer and the Union agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practiced by either of them or by any of their Representatives or members because of an Employee's membership or non-membership in the Union or because of his/her activity or lack of activity in the Union or by reason of age, race, creed, or color, national origin, political or religious affiliation, sex or marital status.
- 3.03 It is agreed that the Union and the Employees will not engage in Union activities during working hours or hold meetings any time on the premises of the Employer without the permission of the Chief Administrative Officer or designate.

ARTICLE 4 – MANAGEMENT RIGHTS

4.01 The Union recognizes and acknowledges that the Management of the Employer and direction of the working force are fixed exclusively in the Employer and, without restricting the generality of the fore-going, the Union acknowledges that it is the exclusive function of the Employer to:

- (a) maintain order and efficiency;
- (b) hire, promote, demote, classify, transfer, suspend, assign, direct, evaluate, layoff, recall and for just cause discharge or otherwise discipline employees;
- (c) make, enforce and alter, from time to time, rules and regulations to be observed by the Employees;
- (d) determine the nature and kind of operations conducted by the Employer, the kinds and locations of depots, equipment and materials to be used, the control of materials and parts, the methods and techniques of work, the content of jobs, the schedules of work and overtime, the number of employees to be employed, the extension, limitation, curtailment or cessation of operations, or any part thereof, and to determine and exercise all other functions and prerogatives which shall remain solely with the Employer.
- (e) It is understood that Bargaining Unit Members will only take direction from the Employer's Management Representative or other designated employees.

ARTICLE 5 – NO STRIKES – NO LOCKOUTS

5.01 In view of the orderly procedures established by this Agreement for the settling of disputes and the handling of grievances, the Union agrees that during the life of this Agreement the Union will not cause or permit its members to cause nor any of the members of the Union or Employees covered by this Agreement to take part in, any strike, picketing, slowdown, work-to-rule or stoppage of work, either complete or partial.

5.02 During the term of this Agreement, the Employer agrees that there will be no lockout of Employees because of a labour dispute between the Employer and the Union.

ARTICLE 6 – UNION SECURITY AND CHECK-OFF OF UNION DUES

- 6.01 The Employer agrees to deduct from the pay of all Employees an amount equal to the monthly dues of the Union from each pay and shall remit the same not later than the fifteenth (15) day of the month following the month in which the deduction is made to CUPE National Union along with a list of those Employees from whose pays such deductions were made. A copy of this list shall also be provided to the Treasurer of the Local Union.
- 6.02 The Union shall indemnify and save harmless the Employer against any and all claims, demands, suits or other forms of liability that arise out of or by reason of any action taken or not taken by the Employer for the purpose of complying with any of the provisions of this Article, or in reliance on any list, notice of assignments, furnished under any of such provisions.
- 6.03 The Union will advise the Employer in writing, the amount or percentage of Union Dues to be deducted at least 30 days in advance.

ARTICLE 7 – CORRESPONDENCE

- 7.01 All correspondence between the parties hereto arising out of this Agreement or incidental thereto shall pass to and from the Chief Administration Officer or designate of the Corporation of the Township of Cramahe and the President of the Local Union with a copy to the Recording Secretary of the Local Union.

ARTICLE 8 – UNION REPRESENTATION

- 8.01 The Employer acknowledges the right of the Union to appoint or otherwise select Four (4) Union Representatives. The Union Representatives so selected shall constitute the Grievance Committee as long as they remain Employees or until their successors are chosen.

The name of each of the Union Representatives and the name of the President of the Local, from time to time selected, shall be given to the Employer in writing and the Employer shall not be required to recognize such Union Representatives or President until the Employer has been so notified.

- 8.02 The privilege of Union Representatives to leave his/her work without loss of basic pay to attend Union business is granted on the following conditions:

- (a) He/she must request and receive permission from his/her Supervisor or the Supervisor's representative to leave his/her work for the purpose of presenting and adjusting complaints and grievances arising in accordance with the grievance procedure provided herein and to attend any regularly scheduled meetings with the Employer representatives, or any other meeting. Such permission shall not be unreasonably withheld. The Employer will have a reasonable period of time to provide a suitable replacement when required for continuance of work.
- (b) The time away from work shall be reported in accordance with the timekeeping methods of the employer.
- (c) The Employer reserves the right to limit such time if it deems that time taken becomes excessive.

8.03 The Union understands and agrees that each Union Representative is employed to perform full-time work for the Employer and that he/she will not leave his/her work during working except to perform his/her duties under this Agreement and will obtain prior approval from his/her supervisor before doing so.

ARTICLE 9 – GRIEVANCE PROCEDURE

9.01 The parties to this Agreement are agreed that it is of the utmost importance to adjust complaints and grievances concerning the interpretation or alleged violation of the Agreement as quickly as possible. The parties to this agreement encourage employees and supervisors to undertake informal resolution to disagreements and concerns prior to involving the terms of the Article.

9.02 No grievance shall be considered where the circumstances giving rise to it occurred or originated more than five (5) full working days before the filing of the grievance. All suspension, termination and policy grievances must be filed in accordance with Article 9.06.

9.03 Grievances properly arising under this Agreement shall be adjusted and settled as follows:

Complaint Stage:

The aggrieved Employee shall present his/her grievance orally to his/her supervisor. The supervisor shall respond orally within 24 hours.

Step No. 1

Failing a resolution at the Complaint Stage, the Union shall file a written grievance on behalf of the employee(s) with his/her Supervisor. A meeting will be set up with the appropriate supervisor, a union representative and the employee(s). He/she may have the assistance of his/her representative if he/she so desires. The Supervisor shall give his/her decision in writing within five (5) working days following the presentation of the grievance to him/her. If the decision is not satisfactory to the Employee(s) concerned, then the grievance will proceed to Step 2.

Step No. 2

Within five (5) working days after the decision is given in writing at Step No. 1, the Union may take the matter up with the Chief Administrative Officer or designate at a meeting arranged mutually between the Union and the Employer. The decision of the Chief Administrative Officer or designate shall be given in writing, within ten (10) working days following the meeting.

- 9.04 If the final settlement of the grievance is not reached, then the grievance may be referred, in writing, by either party to arbitration as provided in Article 10 below at any time within ten (10) working days after the decision in writing is given under Step No. 2 and if no such written request for arbitration is received within the time limit, then it shall be deemed to have been abandoned.
- 9.05 All decisions arrived at between the Employer and the Union shall be final and binding upon the employer, the Union, and the Employee or Employees concerned.
- 9.06 All Suspension, Termination and Policy Grievances shall be lodged with the Chief Administrative Officer or designate at Step No. 2 of the grievance procedure within five (5) full working days after the suspension or discharge.
- 9.07 Working days referred to in Article 9 and Article 10 of this Agreement shall exclude Saturdays, Sundays, and Statutory Holidays.
- 9.08 The time limits outlined in this Article may be extended by mutual agreement by the parties in writing.
- 9.09 A Probationary Employee shall not have the right to the grievance procedure except where said Probationary Employee is grieving termination for performance related issues during the probationary period, or for any allegation of discrimination

under the Ontario Human Rights Code, the Labour Relations Act or this Collective Agreement.

ARTICLE 10 – MEDIATION AND ARBITRATION

10.01 The parties agree to implement a grievance mediation procedure in accordance with the following provisions:

- 10.01.a Either party, with the agreement of the other party, may submit a grievance to mediation at any time within ten (10) working days after the employer's decision at Step 2 of the Grievance Procedure, or within ten (10) working days of either party referring a matter to arbitration. Where the matter is so referred, the mediation process shall take place before the matter is referred to arbitration and all set out in Article 10.00 timelines.
- 10.01.b Mediation will commence within twenty-one (21) working days of the grievance being submitted to mediation or such longer period as may be agreed upon by the parties.
- 10.01.c No matter may be submitted to mediation which had not been properly carried through the Grievance Procedure.
- 10.01.d Agreement on a mediator shall be reached within ten (10) working days. Once an agreement has been reached, either party may contact the mediator and determine her available dates.
- 10.01.e Proceedings before the mediator shall be informal. Accordingly, the rules of evidence will not apply and no record of the proceedings shall be maintained.
- 10.01.f If possible, an Agreed Statement of Facts will be provided to the mediator in advance of the grievance mediation.
- 10.01.g The mediator will have the authority to meet separately with either party.
- 10.01.h If no settlement is reached within five (5) working days following grievance, the parties are free to submit the matter to arbitration in accordance with the provision of this agreement. In the event that a grievance which has been mediated subsequently proceeds to arbitration, no person having served as a mediator may serve as an

arbitrator. Nothing said or done by the mediator may be referred to in arbitration.

- 10.01.i The Union and the Employer will share the cost, if any, of the mediation.
- 10.02 If a grievance is not resolved at Step 2 of the Grievance Procedure and the Union wishes to move the matter to Arbitration, the Union shall make such request in writing addressed to the other party within ten (10) working days of receipt of the written answer to the grievance at Step 2, or with ten (10) working days of the expiration of the time limit provided under Step 2. Where no written request for arbitration is received within the time limits set out herein, the grievance shall be deemed to have been settled and not eligible for arbitration.
- 10.03 A written request that a grievance be submitted to arbitration shall include the names of three (3) choices for the arbitrator. If the party receiving the request accepts one of the proposed arbitrators, that arbitrator will be contacted within ten (10) working days to arrange dates for the arbitrator. When the party receiving the request rejects all three (3) names, that party will respond with three (3) more choices within ten (10) working days. If agreement is not reached, either party may apply to the Ontario Ministry of Labour to appoint an arbitrator within ten (10) working days of the rejection.
- 10.04 No matter may be submitted to arbitration which has not been properly carried through the grievance procedure.
- 10.05 The Arbitrator shall hear and determine the differences between the parties and the decision of the Arbitrator shall be final and binding upon the parties hereto and the employees.
- 10.06 The Arbitrator shall not make any decision inconsistent with the provision of this agreement, nor alter, modify or amend any part of the Agreement.
- 10.07 The parties will jointly bear the fees and expenses of the Arbitrator.
- 10.08 The time limits set out in the Article may be extended by mutual agreement of the parties in writing.
- 10.09 The Employer and the Union may, by written agreement substitute a Board of Arbitration for the sole Arbitrator provided for herein and the Board of Arbitration shall possess the same powers and be subject to the same limitations as the sole Arbitrator. The parties shall provide the name of their nominee to the other party within five (5) working days of agreeing to substitute a Board of Arbitration. The two nominees shall, within five (5) working days of the nomination of the latter of

them, or such longer period as may be agreed upon, agree to the selection of the person to be the Chair of the Arbitration Board. If they are unable to agree, they may then request the Minister of Labour for the Province of Ontario to appoint a Chair.

ARTICLE 11 – MANAGEMENT AND UNION POLICY GRIEVANCE

11.01 Any grievance initiated by Management shall be in writing and may be referred to an Officer of the Union within five (5) full working days of the occurrence of the circumstances giving rise to the grievance, and the Officers shall meet within five (5) working days thereafter with Management to consider the grievance. If final settlement of the grievance is not completed within five (5) working days of such meeting, the grievance may be referred by either party to the Arbitrator as provided in Article 10 at any time within ten (10) working days thereafter but not later.

11.02.1 A Union policy grievance which is defined as an alleged interpretation and administration violation of this Agreement, concerning all or a substantial number of the Employees in the bargaining unit shall be in writing and may be lodged by the Stewards with the Supervisor as Step No. 1 of the grievance procedure at any time within three (3) full working days after the circumstances giving rise to such grievance occurred or originated, and if it is not satisfactorily settled, it may be processed in the same manner and to the same extent as the grievance of an Employee.

ARTICLE 12 – SENIORITY

12.01 Seniority as referred to in this Agreement shall be defined as:

- (a) Permanent Full-time and Permanent Part-time Employee – the length of service with the Employer from the date of last hiring by the Employer.
- (b) Temporary and Casual – shall be based upon all hours worked from date of last hiring by the Employer.

12.02 The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

- 12.03 A Permanent Employee will be considered on probation for his/her ninety (90) calendar days during any twelve (12) consecutive months.
- 12.04 A Temporary Full-time or Part-time Employee will be considered on probation for a period of sixty (60) working days during any twelve (12) consecutive months. Casual employees will be on probation for a minimum of one (1) year as long as a minimum of six (6) shifts are worked.
- 12.05 After completion of the above probationary period, Permanent Full Time, Permanent Part-Time and Temporary employees shall be assigned a seniority date crediting them ninety (90) calendar days of service.
- 12.06 Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff, Employees shall be laid off in the reverse order of their seniority provided that the Employer may retain Employees with the demonstrated skills, abilities and qualifications to do the available work. Employees shall be recalled in the order of their seniority.
- 12.07 Seniority shall accumulate in the following circumstances only:
- (a) when actually at work for the Employer;
 - (b) when not at work due to lay off, sickness, or accident in which case seniority will continue to accumulate for a period of time equal to twelve (12) months or the length of his/her seniority whichever is shorter;
 - (c) when not at work due to personal leave of absence, then seniority will continue to accumulate for the first calendar month of such leave.
 - (d) when absent on vacation or on legal holidays.
- 12.08 Seniority shall terminate and an Employee shall cease to be employed by the Employer when he/she:
- (a) voluntarily quits his/her employment with the Employer;
 - (b) is discharged and is not reinstated through the grievance procedure or arbitration;
 - (c) is not at work for a continuous period of twelve (12) months or the length of his/her seniority whichever is shorter;
 - (d) fails to report for work when recalled from lay off within five (5) working days following notice to report by the Employer sent by registered mail to his/her last known address;

- (e) is absent from work without providing a valid reason acceptable to the Employer for three (3) working days or more.

12.09 An Employee promoted outside the bargaining unit for not more than eighteen (18) months retain his/her seniority earned while in the bargaining unit. In the event the Employee returns to the bargaining unit his/her placement will be consistent with the bargaining unit seniority.

ARTICLE 13 – LAYOFF AND RECALL

13.01 Definition of Lay-off

A lay-off shall be defined as a reduction in the work force or a reduction in the regular hours of work as defined in this agreement.

13.02 Role of Seniority in Lay-offs

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a lay-off, employees shall be laid off in the reverse order of their seniority. An employee about to be laid off may bump a more junior employee provided the employee exercising the right has the qualifications and ability to perform the work of the junior employee. An employee who elects to bump will receive the rate of pay for the position into which the employee bumps.

13.03 Recall Procedure

Employees shall be recalled in order of seniority, provided that such employees have the qualifications and ability to perform the available work.

13.04 No New Employees

New employees shall not be hired until those laid off employees who have the qualifications and ability to perform the available work have been an opportunity of recall.

13.05 Advance Notice of Lay-off

Notice of lay-offs shall be in accordance with the Employment Standards Act, provided that the minimum notice of an indefinite lay-off shall be two (2) weeks.

13.06 Grievance on Lay-offs and Recalls

Grievances concerning lay-offs and recalls shall be initiated at Step No. 3 of the grievance procedure.

13.07 Benefits

The Employer shall continue to provided the premiums for a laid off full-time employee, who is in receipt of the extended health care benefits, as outlined in Article 18 until the end of the month in which the lay-off occurs.

ARTICLE 14 – HOURS OF WORK AND OVERTIME

14.01 The following paragraphs and sections are intended to define the normal hours of work. For all part time positions, the hours of work will be determined by the supervisor and approved by the department head, and shall not be construed as a guarantee of hours of work per day or per week, or of days of work per week.

14.02 The standard hours of work and overtime shall be specifically defined for:

Office Employees – Schedule “A”
Operations Employees – Schedule “B”

14.03 An employee who is called back to work by the Employer at any time after completing a shift, including holidays listed in Article 14 of this agreement, except where such employee is required to work overtime as a consequence of an oral or written notice given prior to the end of the employee’s shift, shall be paid for a minimum of three (3) hours of the employees normal rate of pay from the time they commence work.

Notwithstanding the callout minimum, an employee who is required to be at the work place prior to the commencement of the employee’s scheduled shift and who is required to commence work prior to the commencement of the employee’s scheduled shift, shall be paid in accordance with the overtime provision for the actual time worked prior to the commencement of the employee’s scheduled shift.

14.04 No Employee will be laid off his/her regularly scheduled hours of work in order to avoid paying any overtime.

14.05 There shall be no pyramiding of the premium pay provisions of this Agreement.

14.06 All overtime must be approved in advance by the employee’s Manager.

All permanent employees may transfer overtime hours to be taken in lieu at a time mutually agreed to between the Employer and the employee. Overtime hours shall be calculated and transferred at the overtime rates which would apply to those hours worked. The maximum number of lieu hours, in an employees bank at any given time is one hundred (100) hours. Any unused overtime banked will be paid out on the last pay period in November of each year. Employees wishing to bank overtime must notify the Employer of their desire to bank overtime hours in advance. Banking of overtime will not take place during the month of December.

- 14.08 Standby is a normal requirement of the job and an employee on standby shall be available to respond for work when called by telephone.

Any employee designated to standby duty during other than normal hours of work will receive thirty dollars (\$30.00) per day as standby pay for regular dates, forty dollars (\$40.00) per day as standby pay for weekends (Saturdays and Sundays), and fifty dollars (\$50.00) per day for days that a statutory holiday actually falls. Employees who are performing standby duties shall be given preference for overtime that arises during the course of their standby.

For the purpose of this article standby duties for Winter shall fall within the period of November 1 until March 31.

Standby duties for April 1 - October 31 will alternate weekly between the two Lead Hands.

Standby schedules shall be posted for a 2 month period, two weeks in advance of the start date. Changes to the schedule will be done by providing one weeks notice or by mutual consent. Employees may trade standby duties with another employee with approval of the employer, and such requests shall not be unreasonably denied.

Public Works Lead Hands will be scheduled to be on standby for one week periods. Allocation of standby shall be distributed equally.

Operators will be scheduled to be on Standby for one week periods. The Allocation of standby shall be distributed equally.

1 Lead Hand and 1 Operator will be scheduled for standby each week between November 1 and March 31 each year on a rotational basis.

It is understood that employees will not be scheduled for Standby during any period of vacation.

ARTICLE 15 – STATUTORY HOLIDAYS

15.01 The Employer recognizes the following as paid holidays for all permanent Full-Time and Part-Time employees who have completed their probationary period.

New Year's Day	Thanksgiving Day
Good Friday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Labour Day
Easter Monday	Civic Holiday
Family Day	
½ day before Christmas	
½ day before New Years	
Remembrance Day	

Any Holiday approved and recognized by the Province will be added accordingly.

15.02 Payment for full day holidays shall be based on the employee's regular hourly rate multiplied by the number of hours he/she would normally have worked on such days. When any of the said full day holidays falls on a Saturday or Sunday, it shall be observed on either the Friday or Monday as determined by the Municipality. Payment for the ½ day holidays shall be paid at the Employee's regular hourly rate.

The Employer is giving notice that statutory holidays will be observed as per article 15.01 and 15.02.

15.03 In order to be entitled to payment for a holiday an Employee must have worked the full scheduled shift immediately preceding the holiday and the full scheduled shift immediately following the holiday and the first half of the last scheduled shift before Christmas Day and provided however that an Employee who would otherwise be entitled to receive payment for the holiday but was absent due to illness verified by a qualified physician's certificate on one of the days mentioned herein, will not thereby be deprived of holiday pay.

15.04 Employees who are receiving sickness or accident benefits or on Worker's Compensation shall not be entitled to be paid holiday pay. If an Employee suffers a compensable accident within seven (7) days prior to a paid holiday he/she will be paid the difference between the Worker's Compensation payment and the holiday pay.

- 15.05 If a paid holiday falls or is observed during an Employee's vacation period, he/she shall be granted an additional day's vacation for each holiday, in addition to his/her regular vacation time.
- 15.06 If an Employee has been laid off in a reduction of the work force provided that his/her last day of work occurred during the work week immediately preceding the work week in which the holiday falls, and he/she returned from layoff during the work week immediately following the work week in which the holiday falls, he/she shall receive holiday pay.
- 15.07 If an Employee is absent due to a death in his/her immediate family and is on an approved bereavement leave on one of the qualifying days, he/she shall be considered to have been at work on that day for the purposes of payment of the holiday leave day.
- 15.08 If the employer decides to close operations between Christmas and New Years, employees will have the choice to continue working or utilize time off entitlements. An employee must submit a request of the days and hours they are proposing to work to their Manager for approval two (2) weeks in advance of the office closure.

ARTICLE 16 – VACATIONS

- 16.01 An Employee will be entitled to receive an annual vacation with pay in accordance with his/her years of employment as follows:

On completion of less than one year of employment in a calendar year **if start date is on or before the 15 th of the month, entitlement is one (day), if start date is after the 15 th of the month entitlement is one half (1/2) day	One working day for each completed month of employment to a maximum of ten working days calculated as of December 31 st of the year in which employment commenced**
In the calendar year of the 1 st anniversary and each year thereafter	2 weeks
In the calendar year of the 5 th anniversary and each year thereafter	3 weeks

In the calendar year of the 10 th anniversary and each year thereafter	4 weeks
In the calendar year of the 15 th anniversary and each year thereafter	5 weeks

16.01 b)

Effective January 1, 2025, An Employee will be entitled to receive an annual vacation with pay in accordance with his/her years of employment as follows:

On completion of less than one year of employment in a calendar year **if start date is on or before the 15 th of the month, entitlement is one (day), if start date is after the 15 th of the month entitlement is one half (1/2) day	One working day for each completed month of employment to a maximum of ten working days calculated as of December 31 st of the year in which employment commenced**
In the calendar year of the 1 st anniversary and each year thereafter	3 weeks
In the calendar year of the 8 th anniversary and each year thereafter	4 weeks
In the calendar year of the 15 th anniversary and each year thereafter	5 weeks
In the calendar year of the 20 th anniversary and each year thereafter	6 weeks
In the calendar year of the 35 th anniversary and each year thereafter	7 weeks

16.02 New Employees

New employees shall not be entitled to take vacation within the first six (6) months of employment except by mutual agreement of the parties

16.03 All Permanent Part time Employees, Part time Employees, Temporary Employees and Casuals shall be paid vacation pay twice per year in the months of June and December.

- 16.04 In the event an Employee takes his/her vacation prior to his/her qualifying date and terminates his/her employment, the Employer shall be entitled to recover any overpayment of vacation pay from any monies owing to the Employee.
- 16.05 Employees are required to take their scheduled vacation and may not work and receive vacation pay for the time worked.
- 16.06 Pro-ration on Hire/Termination
Entitlement to vacation with pay will be pro-rated upon hire and termination as per Article 15.01.
- 16.07 Vacation must be scheduled in a minimum of one hour (1) increments.
- 16.08 Choice of vacation dates shall be governed according to seniority within a Department subject to the requirement to maintain an efficient operation within that Department. Employees shall make application for vacation approval on the appropriate form prior to April 1st of each year. The holiday schedule shall be posted on or before May 1st, any weeks of entitlement not booked or chosen at that time will lose seniority preference. All employees shall make application for vacation approval on the appropriate form and shall be submitted to their Department Head. Absences shall only be deemed authorized when forms have been completed and approved. For vacation requests received prior to the April 1 deadline, full week vacation requests will be approved for individual days.
- 16.09 Illness while on vacation
If an employee has an accident or is hospitalized while on vacation, or becomes ill during a vacation, with the presentation of a Doctor's certificate, the lost days may be added to vacation entitlement at the discretion of the Chief Administrative Officer.
- 16.10 Bereavement Leave during vacation
If an employee loses a member of the family to which he/she is entitled to bereavement leave, and upon a written request to the Chief Administrative Officer outlining the details of such loss the entitled bereavement leave may be added to the vacation entitlement at the discretion of the Chief Administrative Officer.
- 16.11 Accrual During Absence
Employees shall not accumulate nor accrue entitlement to paid vacation days during periods of absence due to illness or injury in excess of ninety (90) calendar days however, they will accumulate unpaid vacation time.
- Repetitive absences are to be accumulated at such time the unpaid vacation time will be calculated.

16.12 Exceed 90 days – return to work

If the 90 day period has been exceeded and the employee returns to work on a modified time schedule, all vacation and sick leave accrual will be pro-rated based on actual hours worked. Hours worked may be recorded on an hourly basis rather than salaried compensation until the employee returns to full time hours and paid on one week hold back.

ARTICLE 17 – LEAVE OF ABSENCE

17.01 For Union Business

Where permission has been granted to representatives of the Union to leave their employment temporarily in order to carry on negotiations with the Employer, a maximum of four (4) such Employees shall suffer no loss of pay for the time so spent. With respect to grievance representation a maximum of three (3) employees will suffer no loss of pay for the time spent.

17.02 Union Conventions

Leave of absence without pay and without loss of seniority shall be granted, upon request to the employer, to an employee elected or appointed to represent the Union at Union Conventions or Seminars. Such time shall not exceed a total of ten (10) days in any calendar year.

17.03 Training and Development

- a) The Parties recognize the value of training and development for all employees of the Township of Cramahe. Furthermore, the Parties recognize that continuing education may be a requirement for some employees. The responsibility for such training and development lies not only with the individual but also with the Employer.
- b) An approved training plan will be developed by the employee and his/her supervisor and will form part of the employees annual Performance Evaluations, in accordance with the Article 24, Performance Evaluations.
- c) The Employer will post, by department, job specific training opportunities. To ensure equity, all training will be provided to employees on a rotating basis.
- d) An Employee who is absent on approved training leave shall be reinstated by the Employer in the same position and classification held by him/her immediately prior to taking such leave or be provided with alternate work of a comparable nature.
- e) A paid leave of absence and/or reasonable expenses may be granted to an Employee at the discretion of the employer, to enable the employee to participate in approved training and development opportunities.

- f) Should the Employer direct an Employee to participate in a specific program or course, such Employee shall be compensated in accordance with the following:
 - i) For program attendance on regularly scheduled working days, the Employee shall suffer no loss of regular earnings.
 - ii) For hours in attendance at such program(s) on regularly scheduled day off, the employee shall be paid at his/her basic rate of pay to a maximum of their regularly scheduled hours/day.
 - iii) The Employer will pay or reimburse the cost of the course including tuition fees and reasonable travel expenses subject to prior approval.
 - iv) Employees who are required to attend an approved educational seminar, course or workshop and who use a personal vehicle will be compensated the mileage rate as per the Township of Cramahe's mileage policy.
 - v) In cases when the training is a requirement of the job, employees who do not meet the minimum standard, as defined in the course material or outline, shall be required to repeat the course at their own cost and/or shall be responsible for any other costs incurred to satisfy the requirements of the approved course, seminar or workshop.
- g) Employees will be required to show proof of successful completion of the approved course, workshop or training session.
- h) Should the employee fail to successfully complete a workshop, course or seminar the employer may require the Employee to reimburse for all the costs associated with attending the course, workshop or seminar.
- i) Employees will not be paid for travel time in excess of their normal work day.

17.04 Bereavement Leave

An employee shall be granted up to seven (7) working days of leave without loss of wages and without loss of seniority in the event of the death of a spouse or child, parent or step parent, brother, step brother, sister or step sister, mother-in-law, father-in law, grandparent or grandchild.

An employee shall be granted up to three (3) working days of leave without loss of wages and without loss of seniority in the event of the death of a brother-in-law, sister-in-law, aunt, uncle or cousin. Where death occurs in the family of an Employee who has acquired seniority, they shall be granted a leave of absence, without loss of wages and without loss of seniority, for the consecutive working days specified above which must be taken to coincide with the funeral arrangements of the deceased person.

At management's discretion additional time without pay may be granted under special circumstances. Such determination to be made by the Department Head in consultation with the Chief Administrative Officer, or his designate.

Generally, bereavement leave is taken immediately after the death however, there may be circumstances when the needs for flexibility arise, for example, if a memorial service is scheduled at a time in the future. In these cases, the employee shall notify the Manager of the days needed off up to the maximums defined in this article.

17.05 Jury or Witness Duty

An employee who is summoned to serve as a juror or who is subpoenaed as a witness in a case in which he/she has no personal interest, and who would otherwise be on normal working duty for the Employer, will be granted a leave of absence. The employee shall be paid his/her full wages at regular rates (less usual deductions), provided the employee:

- a) provides satisfactory proof to the employer of the necessity for the employee's attendance as a juror or witness;
- b) pays to the employer the conduct money provided, less the amount the employee had to use for expenses.

If the employee is temporarily excused from attendance as a juror or witness for a period greater than one-half shift, the employee shall be required to attend for work.

17.06 If not selected to sit on a jury or perform witness service, the Employee shall forth with report to his/her Supervisor and commence work.

17.07 General Leave

The employer may grant leave of absence without pay and without loss of seniority for up to 12 months to any Employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the employer. Such approval shall not be unreasonably withheld.

17.08 If an employee does not return to work following a Pregnancy/Parental Leave, their vacation will be paid out as per the *Ontario Employment Standards Act*.

17.09 Pregnancy/Parental and Adoption Leave

No employee will be laid off or otherwise adversely affected in her employment due to pregnancy. The Employer will not deny the pregnant employee the right to continue employment during the period of pregnancy. Where working conditions may be hazardous to an unborn child or to the pregnant employee, the employee will

be accommodated where there is suitable work available provided she is capable of performing the work.

Where there is uncertainty around the safety of specific job requirements, the employee may be asked to have her physician complete a physical abilities questionnaire based on the job description to ensure that she is not performing tasks which may be hazardous to her health or that of the unborn child.

Length of Pregnancy/Parental/Adoption Leave

The length of the pregnancy/parental/adoption leave shall be in accordance with the Employment Standards Act.

Seniority Status during Pregnancy/Parental/Adoption Leave

While on any of the legislated leave periods an employee will retain full employment status and rights and will accumulate all benefits and seniority under this Collective Agreement.

Employer Payment of Employee Benefits During Pregnancy/Parental/ Adoption Leave/ (Seasonal Exempt)

During the period of pregnancy/parental/adoption leave, the Employer will continue to pay benefits in accordance with Article 18 (General Health Benefits) for a full-time permanent employee.

Procedure upon Return from Pregnancy/Parental/Adoption Leave

When an employee decides to return to work, following pregnancy, parental or adoption leave, he/she will provide the Employer with at least two weeks' written notice. On return from leave, the employee will be placed in his/her former position. If the former position no longer exists, he/she will be placed in a position of comparable rank and value with no reduction in hourly rate.

17.10 Parental/Adoption Leave

- a) Parental leave will be granted in accordance with the provisions of the employment Standards Act except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- b) The Employee who qualifies for parental leave, other than an adoptive parent, shall be given written notification of at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return.
- c) For the purpose of this Article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of

some permanence with a parent of a child and who intends to treat the child as his or her own.

ARTICLE 18 – WAGES

18.01 The Employer shall pay salaries and wages every second Thursday in accordance with Schedule “A” attached hereto and forming part of this Agreement. On each pay day each Employee shall be provided with an itemized statement of his/her wages and deductions.

18.02 Recovery of Overpayment/Monies Owed as per the *Wages Act*.

a) If an overpayment in wages is made, an adjustment may be made through an employee's future earnings.

b) Upon ceasing employment with the Township of Cramahe, any monies owing under Municipality funded programs will be deducted from an employee's final pay owing, including vacation pay owing.

ARTICLE 19 – EMPLOYEE INSURED BENEFIT PLAN

19.01 All Township Employees hired into Permanent Full Time position are entitled to various benefits, which come into effect after ninety (90) full calendar days. Notwithstanding this the availability of some insured benefits is dependent on the qualifying periods and other limitations, if any, as determined by the insurance carrier. The insured benefits available and the exact terms of the employee's coverage must be ascertained from the particular policies of the insurance carrier. Every full time employee must participate in the insured benefit plan. The employer's only obligation is to pay the appropriate premium. Any change to the benefits set out below shall be a matter of negotiations between the parties save and except that the employer shall have the exclusive right to designate the insurance carrier.

19.02 All Permanent Part Time Township Employees shall be paid, in lieu of benefits, 7% of salary earned in the pay period to which that pay applies.

19.03 On successful completion of the probationary period, the Municipality agrees to pay the premium cost of the following benefits with coverage pursuant to the rules and regulations of the particular insurer plans which are not incorporated into this Agreement. This coverage applies only while the individual is employed by the

Township of Cramahe. An employee on a pre-approved, unpaid leave of absence, in excess of one month, will be responsible for the insured benefit premium cost.

a) Insurance

1. *Group Life Insurance* based on two (2) times annual earnings to a maximum of \$200,000.
2. *Spousal Life Insurance*, \$5,000.00 plus \$2,500.00 per child
3. *AD & D* on the basis of two (2) times annual earnings to a maximum of \$200,000.00

b) Short Term Disability

66.7% of weekly earnings to a maximum of \$700.00. The elimination period shall be 0 days for accident/hospitalization and/or 3 days for sickness. The maximum benefit period shall be 17 weeks but will not extend beyond retirement. No weekly indemnity will be provided during notice periods applicable to termination

c) Long Term Disability (to age 65 maximum)

75% of weekly earnings to a maximum of \$6,000.00. The elimination period shall be 119 days. No long term disability will be provided during notice periods applicable to terminations.

d) Extended Health Benefits

Major Medical benefits with prescription drug plan and semi-private hospital coverage.

e) Vision Care

Prescription glasses maximum five hundred fifty dollars (\$550.00) per person in any twenty four (24) consecutive months. Eye examinations: One hundred and fifty dollars (\$150.00) coverage for all eye examinations in any twenty four (24) consecutive months.

f) Additional Services/Benefits

Chiropractor
Osteopath
Podiatrist/Chiropodist
Naturopath
Speech Therapy
Clinical Psychologist, Psychotherapist
Physiotherapist
Massage Therapist

Benefits for all practitioners, as listed above, are limited to two thousand five hundred (\$2,500.00) per covered person per calendar year combined with a one thousand five hundred (\$1,500.00) per calendar year maximum for each practitioner.

g) Dental Plan

Preventative and Minor restorative including space maintainers: 100% to a maximum of twenty five hundred (\$2,500.00) per calendar year. The ODA Fee Schedule shall be current, less one year. Recall frequency shall be 9 months and termination age shall be 65.

The employer shall provide dependent only orthodontic coverage at \$2500.00 per covered person, per lifetime at a 50/50 cost share.

Major Dental coverage of \$2500.00 per covered person annually on a 50/50 cost share.

h) Hearing Aid

\$450.00 Life Time maximum

i) Travel

Benefit maximum \$1,000,000.00, with maximum trip duration of 60 days. Termination age 65.

ARTICLE 20 – ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

20.01 The employer agrees to continue participation in the Ontario Municipal Employees Retirement System (OMERS) by matching employee pension contributions and as provided in the OMERS Act, as amended from time to time.

All permanent full-time employees are requested to enroll in OMERS immediately upon hire or re-classification as a permanent full-time employee.

There is no means of opting out of the plan other than through permanent employment termination.

A part-time employee may elect to enroll in OMERS.

It is the part-time employee's choice as to whether or not to enroll, but once enrolled there is no means of opting out of the plan other than through employment termination. Should the part-time employee opt not to participate in the OMERS plan, they will be required to sign an eligibility waiver indicating that they have

declined the opportunity, but this in no way precludes them from opting in at a later date.

20.02 Pension (OMERS)

The Employer agrees to continue participation in the pension plan as provided by the Ontario Municipal Employees Retirement Systems Act.

ARTICLE 21 – SICK/PERSONAL LEAVE/EMERGENCY LEAVE

21.01 Sick Days

Permanent Full Time and Permanent Part Time employees shall be entitled to ten (10) days, effective January 1, 2025 twelve (12) days annually for sick leave. For Permanent Full Time employees sick days may be used to top up the Township's short term disability benefit that comes into effect after three consecutive sick days have passed. If an employee does not utilize their full allotment of sick days in a calendar year, one hundred (100%) unused days may be carried forward and accrued for future use to a maximum accrual of 24 days.

Only eighteen (18) sick days can be used in any calendar year, which includes the 5 days that can be used for personal leave, unless they are being used to top up Short Term Disability

Up to a maximum 5 days sick leave per year can be used as personal for personal leave. Each Employee shall give as much prior notice as possible when using a personal days.

Sick days will be pro-rated for new employees who begin work part way through a calendar year.

There shall however, be no pay out upon termination of employment, retirement or death for accumulated sick days.

Proof of Illness

A medical certificate from a legally qualified medical doctor may be required to confirm any illness or injury. In the case of prolonged absence, a medical certificate shall be submitted at intervals no less than thirty (30) days and unless otherwise advised by the Employer. No employee shall draw sick leave benefits if the absence from work is not due to illness or injury as may be attested to by the medical certificate. The Employer reserves the right to interview on matters related to use of sick leave and/or emergency leave. Where there is a patterned use or

other unusual use, the Employer reserves the right to request a second medical opinion. If the Employer requests a second medical opinion, the doctor may be selected by the employee from a list of doctors mutually agreed upon between the Municipality and the Union. If the Employer requests a second medical opinion, the Employer will reimburse the employee for the medical costs and mileage related to the issuance of the doctor's certificate only.

21.02 Emergency Leave

Emergency Leave shall be as provided for in *the Employment Standards Act*.

ARTICLE 22 – JOB POSTING

22.01 Where a vacancy occurs or a new position is created by the employer, inside the bargaining unit, the employer agrees to post notice of the vacancy or new position on the bulletin boards provided, for a period of ten (10) working days in order that all employees will know about the vacancy, or new position, and be able to make written application therefore within the ten (10) day period.

The employer reserves the right to post any vacancy internally and externally simultaneously.

22.02 Information Postings

Such notice shall contain the following information: Nature of position, qualifications, required knowledge and education skills, shift, hours of work, wages or salary rate or range.

22.03 If the Employer, upon reviewing the applications, considers that the qualifications, demonstrated skills and ability of the applicant or any of them are relatively equal, seniority shall prevail. If no Employees of the bargaining unit apply or if the Employer, upon reviewing the applications, considers that no applicants qualify on the posting, the Employer may consider and begin assessment of outside applicants.

ARTICLE 23 – CLOTHING AND MAINTENANCE OF SAME

Provision for this Article shall be specified for:

Office – Schedule "A"

Operations – Schedule "B"

Gender appropriate clothing as required

ARTICLE 24 – GENERAL PROVISIONS

24.01 Meal Allowance

An Employee requested to work and working at least three (3) consecutive hours after normal quitting time on any day shall receive twenty three dollars (\$23.00) upon submission of receipt as a meal allowance for that day.

24.02 Bulletin Board

The employer shall provide a bulletin board in the Township's garage, office and arena upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees. No notice will be posted without prior consent of the Chief Administrative Officer or designate.

24.03 Promotion/Transfer to Higher Classification

Permanent Promotion: Employees promoted to a classification with a higher job rate than their own shall be placed at the first increment level on the new classification scale which provides an increase in salary.

Temporary Transfer/Acting pay: Employees who work in a higher classification, or are temporarily assigned to the majority of the duties of a higher paying position, for longer than one (1) day shall receive an increase that represents an annual increase of at least five hundred dollars.

24.04 Transfer to Lower Classification

Permanent Transfer: When an employee is transferred to a position in a lower grade, the employee will be placed at a pay level nearest to, without being greater than, their pay at the time of the transfer.

Temporary Transfer: When an employee is detailed to relieve on a temporary basis for any period in a position of lower rating, they shall maintain their regular rate of pay while so assigned.

24.05 Direct Deposit Plan for Payroll

The Employer will continue the Direct Deposit Plan for payroll and provide each employee with an electronic pay stub or a printed copy if requested.

24.06 Work of the Bargaining Unit

Employees excluded from the bargaining unit shall not take on work normally performed by Employees within the bargaining unit for the purpose of causing the layoff or discharge of such Employees, a reduction in the number of Employees, or a reduction in the standard hours of work as per Article 13.

24.07 It shall be the duty of each Employee to notify the Employer promptly of any change in address. If an Employee fails to do this Employer will not be responsible for failure of a notice to reach such Employee.

ARTICLE 25 – PERFORMANCE EVALUATION

25.01 All employees shall participate in the performance evaluation process. Where a formal evaluation of an employee's performance is carried out, the employee shall be given sufficient time to complete the employee self-evaluation during work hours and will have an opportunity to meet with the Employer to review and ask questions about the evaluations. The employee will be given up to five (5) days to read, review and sign the final evaluation.

25.02 The evaluation form shall provide for the employee's signature to indicate that the employee has read the evaluation.

25.03 An evaluation form shall not be changed after an employee has signed it, without the knowledge of the employee.

25.04 An employee shall receive a copy of his/her evaluation and a copy will form part of the employees human resources file.

25.05 All performance evaluations shall be carried out in a confidential manner.

ARTICLE 26 – LABOUR- MANAGEMENT COMMITTEE

26.01 A Labour Management Committee shall be set up to discuss topics of general interest and overall working conditions within the Township. The Labour Management Committee shall be made up of two (2) Union Representatives and two (2) Management Representatives and shall meet every 4 months or as required.

ARTICLE 27 – HEALTH AND SAFETY

Joint Health and Safety Committee

- a) The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the workplace in order to prevent accidents, injury and illness.
- b) Recognizing its responsibilities under the applicable legislation, the Employer agrees to accept as a member of its Health & Safety Committee at least one (1) representative selected or appointed by the Union from amongst bargaining unit employees.
- c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- d) The Employer agrees to co-operate reasonably in providing necessary information to the Committee.
- e) Meetings shall be held every third month or more frequently at the call of the chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- f) Any representative appointed or selected in accordance with b) hereof shall serve for a term of one (1) calendar year from the date of appointment which may be renewed for further periods of one (1) year. Time off for such representative(s) to attend meetings of the Health & Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Employer at his/her regular or overtime rate as may be applicable.
- g) The Union agrees to endeavour to obtain the full co-operation of its membership in the observance of all safety rules and practices.


ARTICLE 28 – TERM OF AGREEMENT

This Agreement shall remain in effect from January 1st, 2024 to December 31st, 2026 and will continue in force from year to year thereafter unless written notice shall be given by one party to the other within ninety (90) days prior to the


termination date or the anniversary date of any subsequent extension that it is desired to terminate or amend the Agreement.

Signed this 22 day of May 2024.


FOR THE EMPLOYER



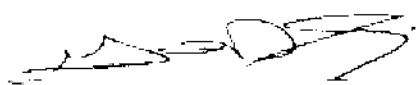
Holly J. M.
Anderson



FOR THE UNION



Sayed G. M.
Khatun Behar



SCHEDULE A – WAGES

SCHE A

Effective January 1, 2024

35 Hours per week 1.0385
1820 Hours per year

POSITION	GRADE	STEP 1	ANNUAL	STEP 2	ANNUAL	STEP 3	ANNUAL	STEP 4	ANNUAL	STEP 5	ANNUAL
	10 925-974	\$ 42.37	\$ 77,115	\$ 44.05	\$ 80,177	\$ 46.04	\$ 83,787	\$ 48.10	\$ 87,548	\$ 50.27	\$ 91,498
	9 875-924	\$ 37.59	\$ 68,421	\$ 39.03	\$ 71,029	\$ 40.70	\$ 74,072	\$ 42.37	\$ 77,115	\$ 44.04	\$ 80,158
	8 825-874	\$ 33.41	\$ 60,804	\$ 34.71	\$ 63,166	\$ 36.14	\$ 65,774	\$ 37.59	\$ 68,421	\$ 39.03	\$ 71,029
Tax & AP Clerk Planning Coordinator PW Clerk & Asset Management Coordinator	7 775-824	\$ 29.47	\$ 53,640	\$ 30.77	\$ 56,003	\$ 32.08	\$ 58,384	\$ 33.41	\$ 60,804	\$ 34.72	\$ 63,185
Customer Service Coordinator Admin Assistant/RM Clerk Reception/Cashier ByLaw Enforcement	6 725-774	\$ 25.70	\$ 46,779	\$ 26.81	\$ 48,802	\$ 28.14	\$ 51,221	\$ 29.47	\$ 53,640	\$ 30.77	\$ 56,003
	5 675-724	\$ 22.46	\$ 40,882	\$ 23.43	\$ 42,640	\$ 24.54	\$ 44,662	\$ 25.69	\$ 46,760	\$ 26.81	\$ 48,802
	4 625 - 674	\$ 19.59	\$ 35,647	\$ 20.54	\$ 37,386	\$ 21.50	\$ 39,124	\$ 22.46	\$ 40,882	\$ 23.43	\$ 42,640
	3 575-624	\$ 16.96	\$ 30,865	\$ 17.69	\$ 32,188	\$ 18.65	\$ 33,946	\$ 19.59	\$ 35,647	\$ 20.54	\$ 37,386
	2 525-574							\$ 16.96	\$ 30,865	\$ 17.69	\$ 32,188
	1 475-524										
	C 425 - 474										
	B 375-424										
	A 325-374										

- Step 1: Starting Wage at Hire
- Step 2: Wage at 6 Month Anniversary
- Step 3: Wage at 1st Year Anniversary
- Step 4: Wage at 2nd Year Anniversary
- Step 5: Wage at 3rd Year Anniversary

40 Hours per week 1.0385
 2080 Hours per year

POSITION	GRADE	STEP 1	ANNUAL	STEP 2	ANNUAL	STEP 3	ANNUAL	STEP 4	ANNUAL	STEP 5	ANNUAL
Mechanic	10 924-974	\$ 37.07	\$ 77,115	\$ 38.55	\$ 80,182	\$ 40.28	\$ 83,790	\$ 42.09	\$ 87,548	\$ 43.99	\$ 91,501
Public Works Lead Hand Parks, Recreation & Facilities Lead Hand	9 875-924	\$ 32.90	\$ 68,431	\$ 34.14	\$ 71,002	\$ 35.61	\$ 74,069	\$ 37.07	\$ 77,115	\$ 38.55	\$ 80,182
	8 825-874	\$ 29.21	\$ 60,763	\$ 30.38	\$ 63,182	\$ 31.63	\$ 65,796	\$ 32.88	\$ 68,388	\$ 34.14	\$ 71,002
WWTO Operator Public Works Operator	7 775-824	\$ 25.77	\$ 53,592	\$ 26.92	\$ 55,989	\$ 28.08	\$ 58,409	\$ 29.21	\$ 60,763	\$ 30.38	\$ 63,182
Parks & Recreation Attendant	6 725-774	\$ 22.48	\$ 46,766	\$ 23.48	\$ 48,839	\$ 24.63	\$ 51,237	\$ 25.77	\$ 53,592	\$ 26.92	\$ 55,989
	5 675-724	\$ 19.65	\$ 40,869	\$ 20.48	\$ 42,597	\$ 21.49	\$ 44,692	\$ 22.48	\$ 46,766	\$ 23.48	\$ 48,839
	4 625-674			\$ 17.98	\$ 37,391	\$ 18.80	\$ 39,097	\$ 19.65	\$ 40,869	\$ 20.48	\$ 42,597
Crossing Guard	3 575-624					\$ 17.17	\$ 35,706	\$ 18.04	\$ 37,521	\$ 18.29	\$ 38,039
	2 525-574										
Canteen Attendant	1 475-524										
Bartender Arena Attendant	A 375-424										
	A 325-374										

- Step 1: Starting Wage at Hire
- Step 2: Wage at 6 Month Anniversary
- Step 3: Wage at 1st Year Anniversary
- Step 4: Wage at 2nd Year Anniversary
- Step 5: Wage at 3rd Year Anniversary

35 Hours per week 1.035
 1820 Hours per year

POSITION	GRADE	STEP 1	ANNUAL	STEP 2	ANNUAL	STEP 3	ANNUAL	STEP 4	ANNUAL	STEP 5	ANNUAL
	10 925-974	\$ 43.85	\$ 79,814	\$ 45.60	\$ 82,983	\$ 47.65	\$ 86,719	\$ 49.79	\$ 90,612	\$ 52.03	\$ 94,701
	9 875-924	\$ 38.91	\$ 70,815	\$ 40.39	\$ 73,515	\$ 42.12	\$ 76,664	\$ 43.85	\$ 79,814	\$ 45.58	\$ 82,963
	8 825-874	\$ 34.58	\$ 62,932	\$ 35.92	\$ 65,377	\$ 37.40	\$ 68,077	\$ 38.91	\$ 70,815	\$ 40.39	\$ 73,515
Tax & AP Clerk Planning Coordinator PW Clerk & Asset Management Coordinator	7 775-824	\$ 30.50	\$ 55,518	\$ 31.85	\$ 57,963	\$ 33.20	\$ 60,428	\$ 34.58	\$ 62,932	\$ 35.93	\$ 65,397
Customer Service Coordinator Admin Assistant/RM Clerk Reception/Cashier By.Law Enforcement	6 725-774	\$ 26.60	\$ 48,417	\$ 27.75	\$ 50,510	\$ 29.13	\$ 53,014	\$ 30.50	\$ 55,518	\$ 31.85	\$ 57,963
	5 675-724	\$ 23.25	\$ 42,313	\$ 24.25	\$ 44,132	\$ 25.40	\$ 46,226	\$ 26.59	\$ 48,397	\$ 27.75	\$ 50,510
	4 625 - 674	\$ 20.27	\$ 36,894	\$ 21.26	\$ 38,694	\$ 22.25	\$ 40,494	\$ 23.25	\$ 42,313	\$ 24.25	\$ 44,132
	3 575-624	\$ 17.55	\$ 31,945	\$ 18.30	\$ 33,314	\$ 19.30	\$ 35,134	\$ 20.27	\$ 36,894	\$ 21.26	\$ 38,694
	2 525-574							\$ 17.55	\$ 31,945	\$ 18.30	\$ 33,314
	1 475-524										
	C 425 - 474										
	B 375-424										
	A 325 374										

- Step 1: Starting Wage at Hire
- Step 2: Wage at 6 Month Anniversary
- Step 3: Wage at 1st Year Anniversary
- Step 4: Wage at 2nd Year Anniversary
- Step 5: Wage at 3rd Year Anniversary

40 hours per week
 2080 hours per year
 1.035

POSITION	GRADE	STEP 1	ANNUAL	STEP 2	ANNUAL	STEP 3	ANNUAL	STEP 4	ANNUAL	STEP 5	ANNUAL
Maintenance	10 924-974	\$ 35.37	\$ 79,814	\$ 39.90	\$ 82,989	\$ 41.69	\$ 86,722	\$ 43.56	\$ 90,612	\$ 45.53	\$ 94,704
Public Works Lead Hand Parks, Recreation & Facilities - Lead Hand	9 875-924	\$ 34.05	\$ 70,826	\$ 35.33	\$ 73,487	\$ 36.86	\$ 76,662	\$ 38.37	\$ 79,814	\$ 39.90	\$ 82,989
	8 825-874	\$ 30.74	\$ 62,890	\$ 31.44	\$ 65,394	\$ 32.74	\$ 68,099	\$ 34.03	\$ 70,782	\$ 35.33	\$ 73,487
WWTC Operator Public Works Operator	7 775-824	\$ 26.67	\$ 55,467	\$ 27.86	\$ 57,949	\$ 29.06	\$ 60,453	\$ 30.24	\$ 62,890	\$ 31.44	\$ 65,394
Parks & Recreation Attendant	6 725-774	\$ 23.17	\$ 48,403	\$ 24.30	\$ 50,549	\$ 25.50	\$ 53,030	\$ 26.67	\$ 55,467	\$ 27.86	\$ 57,949
	5 675-724	\$ 20.34	\$ 42,299	\$ 21.20	\$ 44,088	\$ 22.24	\$ 46,256	\$ 23.27	\$ 48,403	\$ 24.30	\$ 50,549
	4 625-674			\$ 18.61	\$ 38,700	\$ 19.45	\$ 40,466	\$ 20.34	\$ 42,299	\$ 21.20	\$ 44,088
Crossing Guard	3 575-624					\$ 17.77	\$ 36,956	\$ 18.67	\$ 38,834	\$ 18.93	\$ 39,370
	2 525-574										
Canteen Attendant	1 475-524										
Bartender Arena Attendant	C 425-474										
	B 375-424										
	A 325-374										

- Step 1: Starting Wage at Hire
- Step 2: Wage at 6 Month Anniversary
- Step 3: Wage at 1st Year Anniversary
- Step 4: Wage at 2nd Year Anniversary
- Step 5: Wage at 3rd Year Anniversary

SCHEDULE A

Effective January 1, 2026

35 Hours per week 1.0325
1820 Hours per year

POSITION	GRADE	STEP 1	ANNUAL	STEP 2	ANNUAL	STEP 3	ANNUAL	STEP 4	ANNUAL	STEP 5	ANNUAL
	10 925-974	\$ 45.28	\$ 82,408	\$ 47.08	\$ 85,680	\$ 49.20	\$ 89,538	\$ 51.41	\$ 93,557	\$ 53.72	\$ 97,779
	9 875-924	\$ 40.17	\$ 73,117	\$ 41.71	\$ 75,904	\$ 43.49	\$ 79,156	\$ 45.28	\$ 82,408	\$ 47.07	\$ 85,660
	8 825-874	\$ 35.70	\$ 64,977	\$ 37.09	\$ 67,502	\$ 38.62	\$ 70,289	\$ 40.17	\$ 73,117	\$ 41.71	\$ 75,904
Tax & AP Clerk Planning Coordinator PW Clerk & Asset Management Coordinator	7 775-824	\$ 31.50	\$ 57,322	\$ 32.88	\$ 59,847	\$ 34.28	\$ 62,392	\$ 35.70	\$ 64,977	\$ 37.10	\$ 67,522
Customer Service Coordinator Admin Assistant/RM Clerk Reception/Cashier ByLaw Enforcement	6 725-774	\$ 27.47	\$ 49,990	\$ 28.65	\$ 52,151	\$ 30.08	\$ 54,737	\$ 31.50	\$ 57,322	\$ 32.88	\$ 59,847
	5 675-724	\$ 24.00	\$ 43,688	\$ 25.04	\$ 45,567	\$ 26.22	\$ 47,728	\$ 27.46	\$ 49,970	\$ 28.65	\$ 52,151
	4 625 - 674	\$ 20.93	\$ 38,093	\$ 21.95	\$ 39,952	\$ 22.97	\$ 41,810	\$ 24.00	\$ 43,688	\$ 25.04	\$ 45,567
	3 575-624	\$ 18.12	\$ 32,983	\$ 18.90	\$ 34,397	\$ 19.93	\$ 36,276	\$ 20.93	\$ 38,093	\$ 21.95	\$ 39,952
	2 525-574							\$ 18.12	\$ 32,983	\$ 18.90	\$ 34,397
	1 475-524										
	C 425 - 474										
	B 375-424										
	A 325-374										

- Step 1: Starting Wage at Hire
- Step 2: Wage at 6 Month Anniversary
- Step 3: Wage at 1st Year Anniversary
- Step 4: Wage at 2nd Year Anniversary
- Step 5: Wage at 3rd Year Anniversary

40 Hours per week 1.0325
 2080 Hours per year

POSITION	GRADE	STEP 1	ANNUAL	STEP 2	ANNUAL	STEP 3	ANNUAL	STEP 4	ANNUAL	STEP 5	ANNUAL
Mechanic	10 924-974	\$ 39.12	\$ 82,408	\$ 41.20	\$ 85,686	\$ 43.05	\$ 89,541	\$ 44.98	\$ 93,557	\$ 47.01	\$ 97,781
Public Works Lead Hand Parks, Recreation & Facilities Lead Hand	9 875-924	\$ 35.16	\$ 73,128	\$ 36.48	\$ 75,875	\$ 38.05	\$ 79,153	\$ 39.62	\$ 82,408	\$ 41.20	\$ 85,686
	8 825-874	\$ 31.22	\$ 64,934	\$ 32.46	\$ 67,519	\$ 33.80	\$ 70,312	\$ 35.14	\$ 73,082	\$ 36.48	\$ 75,875
WWTO Operator Public Works Operator	7 775-824	\$ 27.53	\$ 57,270	\$ 28.77	\$ 59,832	\$ 30.01	\$ 62,418	\$ 31.22	\$ 64,934	\$ 32.46	\$ 67,519
Parks & Rec Attendant	6 725-774	\$ 24.13	\$ 49,976	\$ 25.09	\$ 52,192	\$ 26.32	\$ 54,754	\$ 27.53	\$ 57,270	\$ 28.77	\$ 59,832
	5 675-724	\$ 21.00	\$ 43,674	\$ 21.88	\$ 45,521	\$ 22.96	\$ 47,760	\$ 24.03	\$ 49,976	\$ 25.09	\$ 52,192
	4 625-674			\$ 19.21	\$ 39,957	\$ 20.09	\$ 41,781	\$ 21.00	\$ 43,674	\$ 21.88	\$ 45,521
Crossing Guard	3 575-624					\$ 18.34	\$ 38,157	\$ 19.28	\$ 40,096	\$ 19.54	\$ 40,650
	2 525-574										
Canteen Attendant	1 475-524										
Bartender Arena Attendant	C 425-474										
	B 375-424										
	A 325-374										

- Step 1: Starting Wage at Hire
- Step 2: Wage at 6 Month Anniversary
- Step 3: Wage at 1st Year Anniversary
- Step 4: Wage at 2nd Year Anniversary
- Step 5: Wage at 3rd Year Anniversary

SCHEDULE "A"
OFFICE STAFF (35 Hours Per Week)

Hours of Work

The normal hours of work for Office Staff shall be seven (7) hours per day, from 8:30 a.m. to 4:30 p.m., (35) hours per week, Monday to Friday inclusive, with a one (1) hour unpaid lunch period. It is understood that the Employer may vary the starting and ending time of normal hours by up to thirty (30) minutes. It is each employee's responsibility to be present and available to work at the start time and up to the finish time as specified above.

Overtime

Overtime at the rate of time and one half (1 and 1/2) the employee's regular hourly rate shall be paid for all work performed in excess of seven (7) hours per day, or thirty-five (35) hours per week. All work performed on Sundays shall be paid at the rate of double time the Employee's regular hourly rate. All overtime must be approved in advance, in writing, by the Supervisor. Overtime in excess of thirty (30) minutes will be compensated at the overtime rate of pay effective before and after the normal end of working hours.

Safety Boots

Employees who work in an environment where safety boots are required on an infrequent or occasional basis under the Occupational Health and Safety Act will be reimbursed three hundred and fifty dollars (\$350.00) for the purchase of approved safety boots upon presentation of a receipt. Reimbursement will be on an "as required" basis not annually.

SCHEDULE "B"
OPERATIONS STAFF (40 hours per week)
ARENAS/PARKS

Hours of Work

The normal hours of work for the Arena Parks Employees shall be forty (40) hours per week.

Overtime

Overtime at the rate of time and one half (1 and 1/2) the Employee's regular hourly rate shall be paid for all work performed in excess of the employee's scheduled shift or forty (40) hours per week.

All work performed on an unscheduled Sunday shall be paid at the rate of double time (x2) the employee's regular hourly rate.

All overtime must be approved in advance by the Supervisor

Scheduling

Work Schedules will be posted at least two (2) weeks in advance of the work periods.

Clothing Issue – Permanent Employees

Employees required to represent the Municipality to the public on an ongoing and continual basis will be required to wear clothing issued/provided by the Municipality.

Upon presentation of receipt, the employee shall be reimbursed to a maximum of three hundred and fifty dollars (\$350.00) a year towards the purchase of approved safety boots.

SCHEDULE "B"
OPERATIONS STAFF (40 hours per week)
ROADS/ENVIRONMENTAL (WWTP)/MECHANIC

Hours of Work

The normal hours of work for the Roads/Environmental workers shall be 40 hours per week as follows:

7:00 am to 4:00 pm Monday thru Thursday with ½ hour unpaid lunch period

7:00 am to 1:30 pm Friday with an unpaid lunch period.

Overtime

Overtime at the rate of time and one half (1 and ½) the Employee's regular hourly rate shall be paid for all work performed in excess of 8.5 hours per day, Monday to Thursday, and in excess of 6 hours on Friday and all work performed on Saturday. All work performed on Sundays and paid holidays shall be paid at the rate of double time the Employees regular hourly rate.

All overtime must be approved in advance by the Manager.

The employer shall endeavor to divide overtime and call-back time equitably amongst the employees normally performing the work within the classification they normally perform the work. Overtime and call-back time refused shall be considered time worked for the purposes of this Article.

There shall be a fifteen (15) minute rest period in the first half of each shift and one fifteen (15) minute rest period in the second half of each shift to be granted at a time or times selected by the Employer, but in any case, no later than one (1) hour before quitting time or earlier than one (1) hour after starting time.

SCHEDULE "B"

OPERATIONS STAFF (40 hours per week)

CLOTHING ISSUE – PERMANENT EMPLOYEES

Employees required to represent the Municipality to the public on an ongoing and continual basis will be required to wear clothing issued/provided by the Municipality.

Upon presentation of receipt, the employee shall be reimbursed to a maximum of three hundred and fifty dollars (\$350.00) a year towards the purchase of approved safety boots.

LETTER OF UNDERSTANDING #1
between

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

and

CANADIAN UNION OF PUBLIC EMPLOYEES

and its Local 5070

Re: Operations Staff Summer Hours

Summer Hours for Public Works shall be 40 hours per week between the first full week of April and the last full week of October each year as follows:

6:00 am to 4:30 pm Monday thru Thursday with ½ hour unpaid lunch period.

Overtime

Overtime at the rate of time and one half (1 and ½) the Employee's regular hourly rate shall be paid for all work performed in excess of ten (10) hours per day, Monday to Thursday. All work performed on Sundays and paid holidays shall be paid at the rate of double time the Employees regular hourly rate.

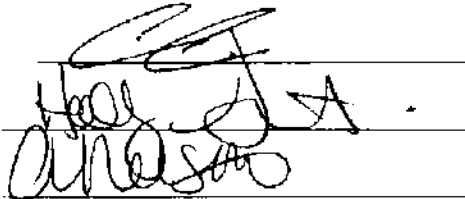
All overtime must be approved in advance by the Manager.

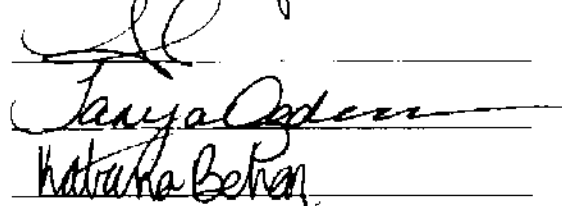
The employer shall endeavor to divide overtime and call-back time equitably amongst the employees normally performing the work within the classification they normally perform the work. Overtime and call-back time refused shall be considered time worked for the purposes of this Article.

There shall be a fifteen (15) minute rest period in the first half of each shift and one fifteen (15) minute rest period in the second half of each shift to be granted at a time or times selected by the Employer, but in any case, no later than one (1) hour before quitting time or earlier than one (1) hour after starting time.

Where a scheduled work day falls on a statutory holiday, the Employee shall be paid for their regularly scheduled shift.

SIGNED AT Colborne, ONTARIO THIS 22 DAY OF May 2024





LETTER OF UNDERSTANDING #2
between
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE
and
CANADIAN UNION OF PUBLIC EMPLOYEES
and its Local 5070

Within sixty (60) days of the ratification of the collective agreement the parties agree to amend the hours of work for the office staff, excluding the Customer Service Coordinator and the Receptionist/Cashier/AR classifications as follows for a three (3) month trial period.

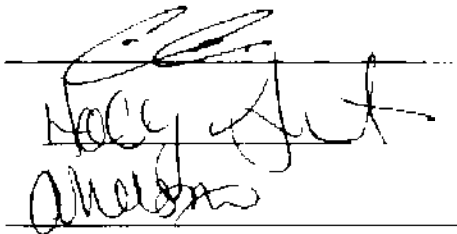
- a. Monday through Thursday 8:30 am until 5:00 pm with a forty five minute unpaid lunch.
- b. Friday 8:30Am to 12:30pm with no lunch

Six weeks into the trial the parties shall meet to discuss these hours of work and any issues arising out of the new hours.

The Union shall meet with members of the Local whose hours of work are affected by the changes listed above and hold a vote to make a determination if the above hours and parameters are accepted on a permanent basis for all office employees or if the schedule returns to the hours in the collective agreement.

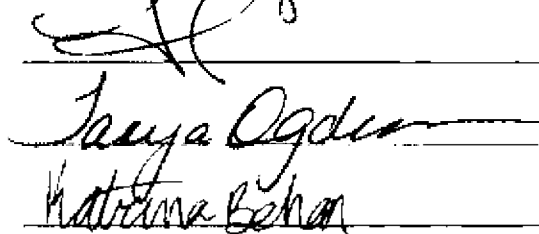
If the Permanent hours are accepted the parties agree to meet three (3) months after the beginning of these hours to discuss any issues arising out of the new hours.

SIGNED AT Colborne, ONTARIO THIS 22 DAY OF May 2024



Nancy Jeff

Melissa



Tanya Ogden

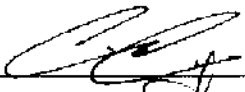
Katherine Behan

LETTER OF UNDERSTANDING #3
between
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE
and
CANADIAN UNION OF PUBLIC EMPLOYEES
and its Local 5070

Re: 20.01 Sick Days


Notwithstanding Article 21.01 of the Collective agreement, employees as of January 1, 2024 who have accumulated beyond the maximum days will be grandfathered with their current banks but will not be permitted to accumulate any further sick time until the maximum amount is reached.

SIGNED AT Colborne ONTARIO THIS 22 DAY OF May 2024



Holly West

Melissa



Tanya Ogden

Katharina Behen

LETTER OF UNDERSTANDING #4
between

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

and

CANADIAN UNION OF PUBLIC EMPLOYEES

and its Local 5070

Re: Wage Adjustments and Movement on the Grid

During the term of this collective agreement employees in the positions noted below including anyone hired during the term of this Collective Agreement shall move to the next step of the Grade Band annually beginning January 1, 2025 up to December 31, 2026.

Parks, Recreation and Facilities Lead Hand

Rural Roads Lead Hand


Public Works Operator

Parks and Recreation Attendant

Mechanic


This Letter of Understanding shall expire December 31, 2026 at which time all employees in the above noted positions shall be placed on the grid in accordance with their anniversary dates as per Schedule A.

SIGNED AT Colborne ONTARIO THIS 22 DAY OF May 2024



Holly Smith

Alma Smith



Katrina Behar

Katrina Behar