

COLLECTIVE AGREEMENT

Between
City of Mission
and
Canadian Union of Public Employees
Local No. 1267

January 1, 2021 to December 31, 2025



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THIS AGREEMENT made and entered into

BETWEEN

CITY OF MISSION
(Hereinafter called the "Employer")

PARTY OF THE FIRST PART

AND

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL NO. 1267

Chartered by the Canadian Union of
Public Employees and affiliated with
The Canadian Labour Congress
(Hereinafter called the "Union")

PARTY OF THE SECOND PART

Article 1. Preamble

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

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

AND WHEREAS it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an Agreement:

NOW THEREFORE, the Parties agree as follows:

Article 2. Definitions

1994/1995

2.1 Employee

"Employee" shall mean a person who is an "Employee" as defined in the *Labour Relations Code* of British Columbia.

2.2 Regular Employee

"Regular Employee" shall mean an employee, full and part-time who has successfully completed the probationary period and who is employed on a regular basis.

2.3 Regular and Probationary Employees

Regular and Probationary Employees shall be entitled to all benefits provided by the Collective Agreement, from date of hire except as otherwise specifically excluded in the Collective Agreement.

2.4 Regular Full-Time Employees

“Regular full-time employees” are those who are regularly scheduled to work such number of hours as recognized in the collective agreement as normal for a particular class or position.

2.5 Regular Part-Time Employees

2021/2025

“Regular part time employees” are those who are regularly scheduled to work a **minimum of four (4) shifts per pay period but** less than full time hours as recognized in the collective agreement as normal for a particular class or position.

Part-Time Employees who are eligible for and who opt in for benefits in accordance with Article 20.3 will have their benefits pro-rated based on the number of hours worked, other than those identified in article 20.3

2009/2013

2.6 Retirement

“Retirement” shall be defined as: an employee leaving the service of the Employer in accordance with the provisions of the Municipal Pension Plan, as amended from time to time; and shall apply to all employees as though contributing under the said Plan, provided they retire at the retirement ages permitted in the Municipal Pension Plan Rules.

2009/2013

2.7 Time-Durated Employee

“Time-Durated Employee” shall mean an employee, other than a regular, seasonal, auxiliary or probationary employee, who is employed to augment the regular staff, or on a special project of limited duration not exceeding three (3) calendar months, (such period of time may be extended up to three (3) calendar months by mutual consent of both parties, in writing).

2021/2025

(a) All time-durated employees completing the required seniority accumulation period will be paid **12.4%** in lieu of all benefits, including vacation, general holidays and employee benefits **with the exception of sick leave, for which they will be entitled to five (5) paid days.**

2005/2008

(b) The time limit for time durated employees, including the provision for benefits, shall not apply where an employee is hired to augment staff who are absent on pregnancy/parental leave, sick leave, leave for union duties, or workers' compensation.

2021-2025

2.8 Auxiliary Employee

“Auxiliary Employee” shall mean an employee who is called in on a temporary basis not to exceed **three (3) months** at any one time:

(a) To replace an employee, who is absent from work

(b) To augment staff

(c) **Auxiliary employees will receive 4.4% in lieu of benefits during the probationary period, which will increase to 12.4% upon completion of probation. In addition, after 90 days of employment, Auxiliary Employees will be entitled to five (5) paid sick days per year.**

Auxiliary employees will be entitled to accumulate time-durated seniority in accordance with Article 9.6 (a), (b), & (c).

2005/2008

2.9 Seasonal Employee

"Seasonal Employee" shall mean an employee other than regular, probationary, time-durated, or auxiliary employee who is employed for a period of 9 months or less (which may be extended by circumstances which cannot be foreseen at the time of hiring) to augment regular staff to do work of a seasonal nature.

During the seasonal work period, seasonal employees will be entitled to all of the benefits provided to regular part-time employees under this agreement, except as noted hereunder:

- (a) Vacation entitlement will be paid as a percentage in lieu, in accordance with Article 14.1
- (b) Except by mutual consent, no vacation time may be taken by seasonal employees. Any requests for vacation time will be subservient to vacation requests of any regular employees, and vacation entitlement under Article 14.1 will be adjusted for any paid vacation taken
- (c) Seasonal employees will have no bumping rights of any kind
- (d) For the period of time that a seasonal employee is not working and they have selected benefits, they may continue to participate in benefits programs outlined in Articles 20.2 and 20.3 by paying** both the Employer and employee portion of costs for the benefits.

2021/2025

(e) If work is available, the Employer may call and offer the opportunity to seasonal employees during their off-season. Such work is not considered a "recall" and may be turned down by the employee for any reason without impacting their ability to be recalled. Hours worked will be added to the employee's accumulated seniority.

Seasonal employees will accumulate seniority, and will be recalled in subsequent years for the same seasonal work for which they were hired, based on seniority.

For greater clarity, if a regular employee, probationary employee, time-durated or auxiliary employee posts into a seasonal position, that employee will forfeit any ability to move back to their former position at the conclusion of the seasonal work period.

2009/2013

An approximate date of when the seasonal work will finish will be included on each new posting.

2021/2025

Seasonal employees shall be entitled to the same bidding rights as regular employees while they are employed by the City of Mission.

2009/2013

Seasonal employees will be paid out their banked time at the end of their seasonal employment.

2009/2013

If a seasonal employee has accrued sick time, that sick time will be carried forward if and when they are recalled or post into another position.

***Various methods of pre-paying the cost of benefits for the time-off period are available and may be reviewed with the Human Resources department.*

2021-2025

2.10 Student Employee (Project)

"Student Employee" shall mean an Employee who is employed for a defined period, is registered as a student, either part-time or full-time, and intends to return to school in the next academic year; or an Employee who is registered in a recognized cooperative education program (Co-op) in a participating post-secondary institution and is employed within their field of study. A Student Employee may work no more than two consecutive four-month terms.

Student Employees shall receive 12.4% in lieu of vacation, statutory holidays, other paid leaves, fringe benefits and premiums. Student employees do not acquire seniority and their employment ends at the conclusion of the assignment.

Student Employees will be required to become a member of CUPE Local 1267 and dues will apply; however, they will not acquire seniority. They will not displace CUPE employees and will work on project work only. The Employer will define each project and advise the Union in writing prior to hiring the student; if the Union does not respond in writing within 21 calendar days, the City may proceed with the student hire. **Recurring student positions will be considered as having Union approval, unless otherwise stated in writing by the Union.**

Article 3. Recognition and Negotiations

1994/1995

3.1 Exclusive Bargaining Agency

The Employer recognizes the Canadian Union of Public Employees, Local No. 1267, as the sole and exclusive collective bargaining agency for all of its employees save and except those excluded by the *Labour Relations Code of British Columbia* and hereby consents and agrees to negotiate when the Union, or any of its authorized committees, concerning all matters affecting the relationship between the Parties of this Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

3.2 Union Work

Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except for the purposes of instruction, experimenting, or in emergencies when regular employees are not available and provided that the act of performing the aforementioned operations, in itself, does not reduce the hours of work or pay of any employee.

3.3 Conflict with Collective Agreement

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

Article 4. Management Rights

4.1 Direction and Control

Except as otherwise provided in this Agreement, the management, supervision and control of the Employer's operation and the direction of the working force shall remain the exclusive function of Management provided that such management and direction does not contravene the express provisions of this Agreement.

4.2 Direction and Control Limitations

The question of whether one of these rights is limited by this Agreement may be decided through the grievance procedure.

Article 5. Union Security

5.1 Enrolment in Union

As a condition of continuing employment, all employees of the Employer shall become and remain members in good standing of the Union, according to the Constitution and Bylaws of the Union.

1999/2001

5.2 Union Orientation

An appointed union representative shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum of thirty (30) minutes during the first week of employment for the purpose of acquainting the new employee with the benefits and duties of union membership and their responsibilities and obligations to the Employer and the Union.

Article 6. Check-off of Union Dues

6.1 Check-off of Dues and Assessments

(a) The Employer agrees to the check-off of all Union dues, fees and assessments levied in accordance with the Constitution and/or Bylaws of the Union.

(b) The Union agrees to advise the Employer of the amounts of such Union dues and/or assessments as may be determined from time to time by the said Union.

2009/2013

(c) The Employer, upon receipt of such advice from the Union, shall thereupon deduct from the earnings of the employees such dues, fees and assessments and shall forward to the Union the total of such amounts deducted, together with a list of those employees from whom such deductions were made, such deductions to be remitted bi-weekly on a Thursday by direct deposit to the bank account number provided to the Employer by the Union Treasurer.

(d) The Union further agrees to provide the employer with an authorization form for check-off; and that a condition of employment shall be that the employee shall sign such an authorization.

Article 7. Labour Management Relations

7.1 Representation

(a) No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the name of its Officers. Similarly, the Employer will, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

1999/2001

(b) An Employee shall have the right to have their Shop Steward present at any discussion with management personnel which involves disciplinary action.

2005/2008 (c) The Employer agrees that stewards shall not be hindered or interfered with in any way in the performance of their duties while investigating disputes and presenting adjustments as provided in this Article. The Union recognizes that the City employs each steward and that the steward will not leave their work during working hours except to perform their duties under this Agreement. Therefore, no steward shall leave their work without obtaining the permission of their supervisor.

2002/2004 **7.2 Joint Bargaining Committee**
A Bargaining Committee shall be appointed and consist of up to five (5) members of the Employer, as appointees of the Employer, and up to five (5) members of the Union, as appointees of the Union. The Union will advise the Employer of the Union nominees to the Committee.

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

1994/1995 **7.4 Meeting of Committee**
In the event either party wishes to call a meeting of the Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than fourteen (14) calendar days after the request has been given.

7.5 Time Off For Meeting
Any representative of the Union on any of the following committees, or such other committees as the employer may establish or as may be established by mutual agreement, from time to time who is in the employ of the Employer, shall have the privilege of attending Committee meetings held within working hours without loss of remuneration, and after giving reasonable notice to the Director of Corporate Administration or Chief Administrative Officer.

- 2014/2016
- (i) Joint Bargaining Committee
 - (ii) Joint Labour Management Co-operation Committee
 - (iii) Joint Health and Safety Committee
 - (iv) Risk Management Committee

7.6 Technical Information
The Employer and the Union agree to exchange such information as: job descriptions, positions in the bargaining unit, job classifications wage rates, pension and welfare plans, and all other technical information and reports, records, studies, surveys, manuals, directives, or documents required for collective bargaining purposes.

Article 8. Grievance Procedure and Arbitration

2021/2025 **8.1 Grievance Procedure**
Should any difference arise between the persons bound by this Agreement concerning its interpretation, application, operation, or any alleged violation thereof,

including any question governing the dismissal or suspension of any employee bound by the Agreement, and including any question as to whether any matter is arbitrable, there shall be no stoppage of work on account of such difference and an earnest effort shall be made to settle the difference in the following manner:

Unless Union representation is present, the grievance process has not commenced.

(a) Meeting with Supervisor

(i) An employee with a complaint shall raise it with their immediate Supervisor or the Supervisor who is directly responsible for the decision giving rise to the complaint. This will be done by the employee or Union Representative notifying the Supervisor within fourteen (14) calendar days of the incident giving rise to the complaint, or of the date when the employee first became aware of the incident, whichever is later.

(ii) A meeting shall be held within seven (7) calendar days of the date on which the Supervisor is advised of the complaint. If this is not possible, the complaint may be referred to Step 1 of the formal grievance procedure.

The purpose of this meeting is to review the circumstances giving rise to the incident, and to determine whether the complaint can be satisfactorily resolved without using the formal grievance procedure.

At the option of the employee, Union representation may be present at the meeting.

(iii) If the employee is not satisfied with the Supervisor's response or if the Supervisor does not respond within seven (7) calendar days of the meeting, the Union may choose to advance the complaint to Step 1 of the formal grievance procedure.

(b) Step 1

(i) A Union Representative may file a grievance by notifying the Department Head (or designate) in writing, within seven (7) calendar days of the date the response from the Supervisor was given or was due.

(ii) A grievance meeting will be held with the Department Head (or designate) within twenty-one (21) calendar days of the Union Representative filing the grievance. If the Department Head (or designate) is unable to meet within twenty-one (21) calendar days, the Union has fourteen (14) calendar days from the date the meeting should have been held to refer the matter to Step 2.

(iii) The Department Head (or designate) will respond in writing within fourteen (14) calendar days of the meeting.

(iv) If the grievance is not resolved at Step 1, or the Department Head (or designate) does not respond within fourteen (14) calendar days of the meeting, the Union may refer the grievance to Step 2.

(c) Step 2

(i) A Union Representative may advance the grievance to Step 2 by notifying the Manager of Human Resources (or designate) within fourteen (14) calendar days of the date the Step 1 response was received or was due.

- (ii) Upon receiving the notice that the grievance has been referred to Step 2, the Manager of Human Resources (or designate) and the Union shall meet within twenty-one (21) calendar days of the Union Representative advancing the grievance to Step 2.
- (iii) The Manager of Human Resources (or designate) will respond in writing within twenty-one (21) calendar days following the meeting.
- (iv) If the grievance is not resolved at Step 2, the Union may advance the grievance to arbitration by advising the Manager of Human Resources (or designate) in writing within twenty-eight (28) calendar days of the date of the Step 2 response. Grievances not advanced to arbitration are deemed to be abandoned.

(d) Arbitration

- (i) The parties shall use a single Arbitrator unless either party wants a three (3) member Arbitration Board which shall consist of one (1) member appointed by each party and a Chairperson mutually appointed by the Employer delegate and the Union delegate.
- (ii) The parties will agree on a single arbitrator, or in the case of an Arbitration Board, the Employer delegate and the Union delegate shall mutually agree on the Chairperson, within fourteen (14) calendar days of the referral.
- (iii) Where the parties are unable to agree on a single Arbitrator or a Chairperson within fourteen (14) calendar days of the referral, either party may apply to the Director, Collective Agreement Arbitration Bureau of the Labour Relations Board of British Columbia, within the following ninety (90) calendar days to make the appointment.
- (iv) In all respects, the provisions of the Labour Relations Code shall apply. The decision of the Arbitrator or Arbitration Board shall be final and binding on both parties.

Each party shall pay half the expense of the Arbitrator or Chairperson and the expenses of their representative.

(e) Pre-arbitration Consultation

The parties may agree to meet at least thirty (30) days prior to an arbitration hearing to discuss the issues in dispute and reach resolution if possible.

(f) Employer-Initiated Grievances

Employer-initiated grievances shall have the same time limits and procedures as Union-initiated grievances.

(g) Policy Grievances

- (i) When a "dispute", as defined in the Labour Relations Code, arises between the parties, including any difference concerning the interpretation, application, operation or alleged violation of this Agreement which does not specifically involve an employee, the matter may be submitted in writing by the Union to the Manager of Human Resources (or designate) or, alternatively, by the Employer to the President of the Union.

- (ii) The Manager of Human Resources (or designate) and the Union will meet and discuss the grievance within twenty-one (21) calendar days of the notification of the grievance.
- (iii) The responding party will respond to the grievance in writing within fourteen (14) calendar days of the meeting.
- (iv) If a satisfactory settlement is not reached between the Manager of Human Resources (or designate) and the Union, the grieving party may refer the matter to the Chief Administrative Officer (or the Union where applicable) within fourteen (14) days of the response or the date the response was due.
- (v) The Chief Administrative Officer and the Union Representative will meet and discuss the grievance within twenty-one (21) calendar days of the referral.
- (vi) The responding party will respond to the grievance in writing within fourteen (14) days of the meeting.
- (vii) If the grievance is not resolved through the above process, the grieving party may refer the grievance to Arbitration as provided for in Clause (d) Arbitration.

(h) Suspension or Dismissal

When an employee is suspended or dismissed, the Union Representative may file a grievance at Step 1 without first meeting with the immediate Supervisor.

(i) Variations

The parties may mutually agree to vary the procedure or to alter the timelines.

Article 9. Seniority

- 2014/2016 **9.1 Definition of Seniority**
- “Seniority” is defined as the length of the accumulated service in the Bargaining Unit.
- 1999/2001 **9.2 Seniority Rights**
- Seniority shall be used in determining preference or priority for annual vacation, promotion, transfer, demotion, layoff, bumping, permanent reduction of the workforce, and recall, subject to other provisions of this Agreement. Seniority shall operate on a bargaining-unit-wide basis. Overtime hours shall not be considered as part of the accumulation of seniority.
- 9.3 Recognition of Seniority**
- Both Parties recognize:
- (a) The principle of promotion within the service of the Employer;
 - (b) That job opportunity should increase in proportion to length of service.

9.4 Calculation of Seniority – Regular Employee (Full-Time)

Seniority shall be accumulated on the basis of an employee's service with the Employer, calculated from the date upon which the employee commenced employment with the Employer.

2005/2008 **9.5 Calculation of Seniority – Regular Part-Time & Seasonal Employees**

(a) Seniority shall be established on the basis of an employee's regular service with the Employer, calculated from the date upon which the employee commenced employment with the Employer.

(b) Seniority shall be calculated on the accumulated hourly service.

2005/2008 (c) Calculation of part-time seniority for a regular part-time employee or a seasonal employee appointed to a regular full-time position shall be based on accumulated hours of seniority converted to full-time equivalent.

2014/2016 (d) Calculation of seniority for a regular full-time employee who is appointed to a regular part-time position or a seasonal position shall be converted to accumulated hourly service. Conversion of part-time or seasonal seniority hours will reflect an appropriate factor for pro-rated vacation, sick leave, general holidays and paid leaves as applicable.

9.6 Calculation of Seniority – Time-Durated and Auxiliary Employee

2005/2008 (a) Time-durated and auxiliary employees shall be entitled to accumulate time duration seniority from date of hire, but shall not be entitled to fringe benefits other than those to which a person becomes entitled by reason of Statute.

2017/2020 (b) Schedule 'A' and 'C' time-durated and auxiliary employees shall be entitled to accumulate time-durated seniority on completion of six hundred and eighty-two (682) hours of service with the Employer. Schedule 'B' time-durated and auxiliary employees shall be entitled to accumulate time-durated seniority on completion of seven hundred and two (702) hours of service with the Employer. Calculation of the cumulative hourly service ceases if the time-durated or auxiliary employee does not work for more than six (6) consecutive months.

2017/2020 (c) On completion of the required number of hours to qualify for time-durated seniority accumulation, the time-durated or auxiliary employee shall be credited with that number of seniority hours. Time-durated seniority is lost if the time-durated or auxiliary employee does not work for more than six (6) consecutive months. Notwithstanding the foregoing, the Employer and the Union may mutually agree to vary this period.

2009/2013 (d) Notwithstanding the provisions contained in this Article, it is agreed and understood that where a time-durated or an auxiliary employee is the successful applicant to a regular posted position, seniority on the regular staff commences from either the start date of the current time-durated position or the current accumulation of time-durated seniority, converted to full-time equivalent, whichever is the greater.

- 2005/2008 **9.7 Seniority Lists**
- The Employer shall maintain seniority lists indicating the respective seniority of each employee. Up-to-date seniority lists shall be sent to the Union every pay period.
- 9.8 Accumulation of Seniority**
- (a) Seniority as defined in Article 9 shall accumulate during the following absences:
- (i) Authorized leave of absence with pay, including sick leave, negotiations, grievances;
 - (ii) Authorized leave of absence without pay provided the leave is for thirty (30) days or less in any one instance;
 - 1999/2001 (iii) Authorized leave of absence without pay in excess of thirty (30) days as a result of illness, disability, or accident;
 - (iv) Employee's paid annual vacation and paid general holidays;
 - (v) Absences while on workers' compensation benefits;
 - 2002/2004 (vi) Pregnancy/Parental Leave.
- 1999/2001 (b) For regular part-time employees, the calculation for seniority accumulation related to sections (ii), (iii), (v) and (vi) of this Article shall be based on an average of hours worked during the preceding twelve (12) months.
- 1999/2001 **9.9 Loss of Seniority**
- (a) An employee shall not lose seniority if she/he is absent from work because of sickness, disability, accident, layoff, or leave of absence approved by the Employer.
- 1994/1995 (b) An employee shall only lose her/his seniority in the event:
- (i) The employee is discharged for proper cause and is not reinstated; or
 - (ii) The employee resigns, in writing; or
 - (iii) The employee is absent from work in excess of five (5) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible; or
 - (iv) The employee fails to return to work within seven (7) calendar days following a lay-off and after being notified by registered mail 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; or
 - 1999/2001 (v) The regular employee with less than ten (10) years seniority is laid off for a period longer than one (1) year; or
 - 1999/2001 (vi) The regular employee with ten (10) years or more seniority is laid off for

a period longer than two (2) years; or

2017/2020

- (vii) The time-durated or auxiliary employee does not work for more than six (6) consecutive months.

Article 10. Promotions and Staff Changes

10.1 Changes in Staffing

The Employer agrees to notify the Union, in writing, when an employee covered by this Agreement is hired, promoted, demoted, transferred, laid-off, recalled, resigns, is suspended or is terminated.

1994/1995

10.2 Changes in the Hours of Positions

(a) When any portion of a regular full-time employee's posted position, which is comprised of service in more than one department, increases in hours to become a full-time position, the employee currently holding the combined position shall have the opportunity of choosing which position they wish to hold. Any new position created as a result of this process, shall be posted.

2014/2016

(b) When a position held by a regular part-time employee is increased or decreased in hours it shall not become a new position; the incumbent may:

- (i) Accept the position with the increase or decrease in hours or,
- (ii) Not accept the position with the increase or decrease in hours and be issued a lay-off notice with the option to bump, and the vacant position will be posted.

1994/1995

(c) When an existing part-time position is replaced with a full-time position at a higher classification, the position shall be posted.

2017/2020

10.3 Job Posting

- (a) When a vacancy occurs or a new position is created, either inside or outside the bargaining unit, the Employer shall notify the Union in writing and post notice of the position in the Employer's offices, shops and on all Bulletin Boards for a minimum of one (1) week in order that all members will know about the position and be able to make written application therefore. It is agreed between the Parties that should the necessity arise, the vacancy or new position may be filled by an auxiliary employee for a period not exceeding six (6) weeks; however, due to unusual circumstances, this period may be extended by mutual consent.

- b) Employees absent from work for annual vacation, sick leave, bereavement, or pregnancy/parental leave may submit applications for positions that may be posted while they are absent from work.
 - i. Prior to their absence from work, employees must complete an "internal Competition application" form(s) indicating the position(s) they wish to apply for, including a detailed summary of their experience and qualifications for the position(s).
 - ii. It is the responsibility of the employees to ensure that their application(s) reaches Human Resources prior to their departure.
 - iii. If their absence is to be longer than two weeks, it is the responsibility of employees to provide a telephone number where they can be contacted.

10.4 Information in Posting

2021/2025 Such notice shall contain the following information: nature of the position, **number of positions being posted (where known)**, qualifications, required knowledge and education, skills, shift, wage or salary rate or range. Those qualifications may not be established in an arbitrary manner.

10.5 Time-Durated Postings

1999/2001 (a) Employees cannot apply for time-durated positions if they have not completed their respective trial or probation period at the time the posting for the time-durated position closes, or are currently more than thirty (30) days from the expiry of their current time-durated positions.

1994/1995 (b) Regular employees who transfer to positions made available by augmenting the regular staff or by a special project of limited duration shall upon completion of said assignment be returned to the employee's former position without loss of seniority and scheduled rate of pay.

2017/ 2020 (c) Employees, other than regular employees, employed to fill those positions made available by the re-assigning of regular employee positions shall be laid off or may maintain status as an auxiliary employee.

2021-2025 (d) The Employer has the right to schedule the time-durated or auxiliary employee with the most skill, knowledge, ability and availability for any time-durated or auxiliary position at **three (3) months** or less without considering time-durated seniority or length of service.

2021/2025 (e) **Time-durated positions that become regular positions during the temporary posting may remain filled with the time-durated employee until such time as the assignment ends.**

10.6 Outside Advertising

2021/2025 **Where the Employer does not anticipate receiving any internal applications, the Employer may advertise the position(s) concurrently with the posting. External applicants will not be considered until all internal applicants with bidding rights have been considered first.**

- 2005/2008 **10.7 Time-Durated and Auxiliary Employees – Applications for Postings**
- (a) Time-durated and auxiliary employees who have time-durated seniority may apply for posted vacancies on the regular staff; however, no regular position shall be filled by such employees until all provisions applying to regular and seasonal employees have been fulfilled.
- 2005/2008 (b) Time-durated and auxiliary employees who have not accumulated the required number of seniority hours are eligible to apply for posted positions at the same time as outside applicants.
- 10.8 Method of Making Appointments**
- (a) In making promotions and transfers, the required knowledge, ability and skills for the position shall be the primary consideration, and where two or more employees are capable of fulfilling the duties of the position, length of service shall be the determining factor. The employees shall retain the right of appeal under the Grievance Procedure contained in this Agreement.
- 1999/2001 (b) Where the appointment is made from within the bargaining unit, the employer will make reasonable efforts to make such appointment within one month of the close of the posting.
- 2017/2020 **10.9 Probationary Employees**
- The purpose of the probationary period is to assess the performance of newly hired employees and their suitability for permanent employment with the Employer.
- 2021/2025 Regular full time employees shall be placed on probation for a period of four (4) months. Regular part-time and seasonal employees shall be placed on probation for a period of six (6) months. Should the employee miss more than **one (1) week** of work during the probationary period, **for any reason**, the probationary period will be extended for an equivalent amount of time that was missed.
- Auxiliary and time-durated employees shall be placed on probation for a period of six hundred and eighty-two (682) hours for a Schedule 'A' and 'C' employee and seven hundred and two (702) hours of hourly service for a Schedule 'B' employee.
- This probationary period may be extended for good and sufficient cause by up to three (3) calendar months by mutual agreement of both parties, in writing.
- During the probationary period, employees shall be entitled to all rights and privileges of this Agreement, except with respect to annual vacation and sick leave, which may be taken during the probationary period with the approval of the Employer.
- The continued employment of such employees may be determined at any time during the probationary period and such employment may be terminated.
- After completion of the probationary period, seniority shall be effective in accordance with Article 9.

2017/2020 **10.10 Trial Period**

The purpose of the trial period is to assess the performance of an existing employee who has been awarded a new position.

The successful applicant shall be placed on trial for a period of three (3) months.

This trial period may be extended for good and sufficient cause by up to three calendar months by mutual agreement of both parties, in writing.

During the trial period, if the successful applicant proves unsatisfactory in the position, or if the employee finds herself/himself unable to perform the duties of the new job classification or chooses to revert to their former position, the employee shall be returned to her/his former position without loss of seniority and wage or salary. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to her/his former position without loss of seniority and wage or salary and fringe benefits.

When an employee is absent from work in excess of one (1) work week during a trial period, for any reason, the trial period shall be extended a length of time equal to the period of the absence.

Conditional on satisfactory service, such trial promotion shall become permanent after the aforementioned trial period.

10.11 Transfers Outside Bargaining Unit

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

2017/2020 **10.12 On the Job Training**

The Employer shall post a list upon which each employee can show their willingness to be trained in the use of equipment. Selection for training shall be by seniority and aptitude. The employees shall be paid their regular rate while being trained during their regular shift.

Article 11. Layoffs and Recalls

11.1 Layoff and Recall Procedure

(a) 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. Employees shall be recalled in the order of their seniority, providing they are qualified to do the work.

1996/1998 (b) Employees may elect to remain on benefits provided that the Employer and employee premium payment for all benefits are made to the Employer in advance.

11.2 No New Employees

No new employees will be hired until those laid off have been given an opportunity of re-employment.

11.3 Notice of Layoff

The Employer shall notify, in writing, those employees who are to be laid off fourteen (14) calendar days before the layoff is to be effective. If the employee laid off has not had the opportunity to work fourteen (14) calendar days after notice of

layoff, he shall be paid in lieu of work for that part of the fourteen (14) calendar days during which work was not made available.

11.4 Temporary Layoff

2017/2020

In the case of temporary layoff due to inclement weather or other situation beyond the control of the Employer, the fourteen (14) day notice of layoff shall not apply. In these instances, layoff shall only occur in the Departments affected and shall not last beyond thirty (30) calendar days. (i.e., Engineering & Public Works, Fire & Rescue Services Parks, Recreation & Culture, Corporate Administration, Finance, Development Services, Forestry and RCMP (Mission) Detachment.)

2014/2016

(a) "Inclement weather" includes physical, severe or stormy environmental conditions, the timing of which the Employer cannot reasonably predict, which render either impossible or impractical work which has been scheduled to be performed by Employees.

(b) If, as a result of inclement weather, employees are unable to perform work for which they are normally and regularly scheduled, the Employer will endeavour where possible, to schedule alternate available work of a meaningful nature to keep employees gainfully employed.

(c) Prior to the Employer implementing layoffs due to inclement weather, its representatives will, where possible, endeavour to contact representatives of the Union to advise of the circumstances of the layoffs and where feasible, discuss alternative means of proceeding.

2017/2020

(d) In the event that a layoff occurs as a result of inclement weather, employees affected shall have the right to "bump" within the department affected, providing the employee exercising the right is qualified to perform the work of the less senior employee and, providing further, that the employee so exercising his seniority rights shall do so immediately being notified of the layoff due to inclement weather. For this purpose, the operations of the Employer shall be understood to consist of the following nine departments:

- (i) Engineering & Public Works
- (ii) Fire & Rescue Services
- (iii) Parks, Recreation and Culture
- (iv) Corporate Administration
- (v) Finance
- (vi) Development Services
- (vii) Forestry
- (viii) RCMP (Mission) Detachment.

(e) Subject to Article 11.4(f), the parties further agree that any employee laid off due either to inclement weather or "bumping" pursuant to this section shall not suffer a reduction in his or her seniority as a result of the temporary layoff. Seniority will continue to be accumulated for up to thirty (30) days by any such employee notwithstanding the layoff, in accordance with Article 9 of the Collective Agreement between the Parties.

(f) It is further understood and agreed that the continuance of an employee's seniority pursuant to Article 11.4(e) shall not result in any monetary cost to the Employer.

(g) Should a layoff due either to inclement weather or "bumping" pursuant to this section exceed thirty (30) days, a displaced employee shall have the right to "bump" outside of the employee's particular department.

1994/1995

(h) In the case of temporary layoff for annual maintenance of the aquatic centre, the Employer shall notify, in writing, those Schedule 'C' employees who are to be temporarily laid off, fourteen (14) calendar days before such layoff. All other provisions shall be in accordance with Article 11.4 Temporary Layoff.

11.5 Bumping

In the event an employee is laid off or a position becomes redundant, employees affected may bump an employee with less seniority, in accordance with the terms following, provided that the employee exercising the right to bump is qualified to perform the work of the less senior employee. The right to bump shall include the right to bump up. Employees exercising their seniority rights under the provisions of this Article shall do so within four (4) days of the notice of layoff.

2005/2008

- (a) Employees will belong to one of the following divisions:
- Inside Division (including clerical staff and technical staff in all departments)
 - Outside Division
 - Parks Recreation & Culture Division (excluding parks workers, clerical and administrative positions)

2017/ 2020

- (b) The divisions will include the following groups of employees:

Inside Division (includes all staff within the named sections unless otherwise noted):

Corporate Administration
Development Services
Engineering
Finance
Fire & Rescue Services
Forestry – Schedule A
Parks, Recreation & Culture – Schedule A
Public Works (clerical staff)
RCMP (Mission) Detachment

Outside Division

Roads and Drainage
Utilities
Shop
Forestry Department – Schedule B
Parks workers (including cemetery, labourers and equipment operators)

Parks, Recreation & Culture Division

Arena staff
Aquatic Centre staff
Program Registration/Receptionist staff
Programming staff
Facilities maintenance workers

2005/2008

- (c) Employees exercising their bumping rights shall bump first within their division to a position that offers the same number, or a greater number of hours of work, in the following sequence:
- (i) the least senior employee in all of the higher pay grades within the division or
 - (ii) the least senior employee within the employee's job classification, then
 - (iii) the least senior employee within the employee's pay grade, then
 - (iv) the least senior employee in the next lower pay grade(s) successively within the Division
 - (v) the affected employee(s) may always choose a position with fewer hours if they wish.
- (d) Upon exhausting all opportunities to bump within the division to which the employee belongs, the employee shall then have the option of bumping into a position in any other division, following the same process.

11.6 Service Severance Pay

2014/2016

- (a) A regular employee who has received written notice of layoff shall, within five (5) calendar days, elect to:
- (i) exercise their seniority rights for bumping purposes; or
 - (ii) accept layoff.

2014/2016

- (b) If the regular employee accepts layoff, he/she shall within thirty (30) calendar days from the effective date of layoff elect to:
- (i) either retain seniority rights of layoff and recall; or
 - (ii) accept severance pay.
- (c) Upon acceptance of severance pay all seniority rights and rights of recall under the Agreement are terminated; or, upon acceptance of retention of seniority rights of layoff and recall all rights to severance pay under these provisions are terminated.
- (d) Entitlement to and severance pay for each regular employee will be as follows:
- (i) Three (3) days pay for each calendar year of service up to and including five (5) calendar years of service.
 - (ii) Five (5) days pay for each calendar year of service after six (6) years of service.
 - (iii) The maximum number of days pay for severance will be ninety (90) days pay.
- (e) Part time service shall be calculated on a pro-rata basis. Salary upon which severance pay is calculated shall be based on the employee's salary at the effective date of his or her termination.

Article 12. Hours of Work

SCHEDULE 'A'

12.1 Schedule 'A'

2017/2020

The hours of work for Schedule 'A' full-time employees, shall be seventy (70) hours for each two (2) week period comprised of eight (8) seven and three quarter (7¾) hour days, with a 45 minute unpaid meal break, and one (1) eight (8) hour day, with a 30 minute unpaid meal break, between the hours of 7:00 a.m. and 7:00 p.m.

All employees shall work the eight (8) hour day in each two (2) week period on the next working day immediately following the employee's regularly scheduled day off for that two (2) week period. Employees shall be paid straight time for these hours worked.

Days off shall be assigned by the Employer and will be either Monday or Friday. However, an employee's day off may be varied by mutual consent of both parties.

All scheduled work performed on Saturday or Sunday shall be on a voluntary basis, except for Schedule 'A' employees working for the RCMP Detachment.

2021/2025

Schedule 'A' – Hours of Work – Bylaw Enforcement Officers

- (a) **The hours of work for Schedule 'A' Bylaw Enforcement Officers shall be seventy (70) hours for each two (2) week period comprised of eight (8) seven and three-quarter (7¾) hour days and one (1) eight (8) hour day.**
- (b) **All Bylaw Enforcement Officers shall work the eight (8) hour day immediately following the employee's regularly scheduled day off for that two (2) week period. Consecutive days of rest shall be assigned by the Employer, however, an employee's regularly scheduled day off may be varied by mutual agreement of the employee and the Employer.**
 - (i) **Day Shift – shall be any hours worked between 6:00 a.m. and 6:00 p.m.**
 - (ii) **Afternoon Shift – shall be any hours worked between 6:00 p.m. and midnight.**

2017/2020

12.2 Schedule 'A' – Part Time

Schedule 'A' part-time employees, are those that are regularly scheduled to work less than the full-time hours that apply to the employee's job classification. The hours of work shall be between the hours of 7:00 a.m. and 7:00 p.m. comprised of up to 9 days in the fortnight. In the event that an employee works less than 70 hours bi-weekly, the Employer may request the employee to work the 10th day at straight time to a maximum of 7.75 hours per day and to a maximum of 70 hours bi-weekly for unscheduled relief of other Schedule "A" and Schedule "D" employees, for whom they are qualified to provide relief. Acceptance of working on the 10th day will be at the discretion of the Employee.

SCHEDULE 'B'

- 2017/2020 **12.3 Schedule 'B'**
- Schedule 'B' full time employees shall work nine (9) consecutive hours per day, thirty-six (36) hours per week, four (4) days per week between Sunday and Saturday, with three (3) consecutive days off. All scheduled work performed on Saturday or Sunday shall be on a voluntary basis, unless the original posting stated weekend shift(s) required. Employees shall be paid straight time for these hours worked.
- Schedule 'B' part time employees may work up to four days per week and up to 9 hours per day, with the exception of part-time Schedule 'B' facility maintenance worker 1 employees, who may work up to five (5) days per week, providing that the total hours worked in the week are less than thirty-six (36).
- 1999/2001 **12.4 Schedule 'B' Weekend Employee Work Schedules**
- (a) Notwithstanding the provisions of Article 12.3 or other provisions of the Collective Agreement, it is agreed that once each calendar year Public Works employees who are posted to the weekend work schedule (weekend employees) may have their schedules changed in the manner described in Article 12.4(b), and that for such changes in work schedules, variance of the employee's third day off will be at the discretion of the Employer without overtime payment.
- (b) During the month of February, the work schedule of a weekend employee may be changed to a weekday work schedule, for the continuous period between early March and early November. During the period of mid-October to mid-November, the work schedule for such employees may be changed back to the weekend work schedule.
- 021/ 2025 **12.5 Shifts – Schedule 'B'**
- For the purpose of establishing shifts and work schedules for Schedule 'B", the Parties hereby agree that:
- (a) Day Shift – shall be any nine (9) consecutive hours between 7:00 a.m. and 5:00 p.m. for Parks, Recreation & Culture and between 7:00 a.m. and 5:30 p.m. for Public Works and Forestry, with one-half (½) hour for lunch, except those employees in the Municipal Forest who may be required to vary the regular day shift in order to comply with Fire Season Regulations **and for Facilities Maintenance Workers at the MLC who may start at 5:00 a.m. with the appropriate shift premium for the hours between 5:00 a.m. and 7:00 a.m.**

- (b) Afternoon Shift – shall be 3:30 p.m. to 1:00 a.m.
- (c) Night Shift – shall be 10:30 p.m. to 8:00 a.m.
- (d) **Parking Enforcement Officer:**
 - Will work four consecutive days in a 7-day period;
 - Shifts will vary between 8:00 am to 5:30 pm, and from 10:00 am to 7:30 pm;
 - Some weeks the days shall be Wednesday to Saturday; other weeks, the shifts will be from Tuesday to Friday

Shifts that extend beyond the hours of work for a public works employee in article 12.5 – shifts-schedule b, shall be subject to the afternoon premium in accordance with article 12.15(d).

1994/1995 **12.6 Summer Hours**

(a) Notwithstanding the provisions contained in Article 12.3 and 12.4 above, summer hours may apply from June to September according to weather conditions. Such hours shall be mutually agreed upon.

2021/2025

(b) Subject to mutual agreement between the Employer and the affected employee(s), employee(s) working in the line painting function **and those working in Parks** may commence the day shift at 4:30 a.m., from the beginning of June to the end of September, without overtime payment.

2002/2004

(c) Notwithstanding any other provisions of the Collective Agreement, between April 1 and October 1 of any calendar year Public Works Schedule 'B' employees may be scheduled to commence work at 6:30 a.m. without the Employer incurring overtime.

2017/ 2020

d) Subject to mutual agreement between the Employer and the affected employee(s), employee(s) power washing in areas of public business may commence the day shift at 4:30 a.m., from the beginning of May to the end of September, without overtime payment.

2017/ 2020

e) Notwithstanding any other provisions of the Collective Agreement, between May 1 and October 1 of any calendar year employees may be scheduled to commence work at 4:30 a.m. without the Employer incurring overtime when assigned to job duties related to irrigating municipal assets while the municipal water restrictions are in place.

2021/2025 **12.7 Shift – Street Sweeper/ Ice Patrol**

The following set times and periods are set out for the purpose of street sweeping/ice patrol as follows:

(a) Early Shift:

Between March 1st and October 31 of each year, 4:00 a.m. to 1:30 p.m.

(b) Night Shift:

November 1st and February 28 of each year, 10:30 p.m. to 8:00 a.m.

2021/2025

The dates identified in (a) and (b) are dependent on current weather conditions and may be changed to ensure operational requirements are met. Changes to work schedules will be made in accordance with Article 12.28 Notice of Work Schedule Change.

12.8 Shifts – Schedule ‘B’ – Police Guards

- (a) Work schedules for the RCMP (Mission) Detachment Cellblock may cover operations twenty-four (24) hours per day, seven (7) days per week.
- (b) The hours of work for full-time employees shall be seventy-two (72) hours for each two (2) week period comprised of five (5) or four (4) eight hour days in each seven (7) calendar day period.
- (c) The hours of work for part-time employees shall be **up to eight (8) hours per day and less than** seventy-two (72) hours in each two (2) week period on a regular and consistent basis.
- (d) Overtime
Overtime rates shall apply for all hours worked in excess of eight (8) hours per day or seventy-two (72) hours per each two (2) week period.
- (e) Cellblock shifts of more than five (5) consecutive hours shall include a paid meal break.
- (f) The work schedule must provide for a minimum of eight (8) hours of rest between the end of one shift and the commencement of the next shift.
- (g) Notice of work schedule changes shall be in accordance with Article 12.28.

2021/2025

SCHEDULE ‘C’

2002/2004

12.9 Schedule ‘C’ – Hours of Work – Full-time

The hours of work for regular full-time and time-durated full-time Schedule ‘C’ employees shall be seventy (70) hours for each two (2) week period comprised of eight (8) seven and three-quarter ($7\frac{3}{4}$) hour days and one (1) eight (8) hour day.

All employees shall work the eight (8) hour day immediately following the employee’s regularly scheduled day off for that two (2) week period. Consecutive days off shall be assigned by the Employer, however, an employee’s day off may be varied by mutual agreement of the employee and the Employer.

- 1994/1995 **12.10 Schedule 'C' – Hours of Work – Part-time**
- The hours of work for regular part-time and time-durated part-time Schedule 'C' employees shall be up to thirty-five (35) hours per week, comprised of up to five (5) consecutive days per week and up to seven (7) hours per day.
- In the event such an employee works less than thirty-five (35) hours a week (Sunday to Saturday), the Employer may request the employee to work a sixth day at straight time to a maximum of seven (7) hours and to a maximum of thirty-five (35) hours in a week for unscheduled relief of other Schedule 'C' employees. Acceptance of such hours will be at the discretion of the employee.
- In the event of shift changes the minimum provisions of the Employment Standards Act related to consecutive hours free from work shall apply.
- 2021/2025 **12.11 Shifts – Schedule 'C'**
- (a) Day Shift – shall be between 7:00 a.m. and 7:00 p.m., seven (7) days per week, except for aquatic guards and **registration clerk/receptionists** who may commence work at 5:00 a.m. without the Employer incurring overtime.
- (b) Afternoon Shift – shall be between 12:00 noon and 1:00 a.m., seven (7) days per week;
- 2017/2020 (c) Night Shift – shall be between 11:00 p.m. and 8:00 a.m., seven (7) days per week;
- 2002/2004 (d) The working hours of employees working on split shift shall be confined to seven (7) hours within ten (10) hours immediately following commencement of work. No portion of the split shift shall be less than two (2) hours in duration, and there shall be at least one-half ($\frac{1}{2}$) hour between splits. Except by mutual agreement of the Employer and the affected employee, no split shift will include more than two (2) splits.
- Regular part-time employees shall be paid for a minimum of four (4) hours each day that the employee reports to work, however students working as regular part-time or time-durated Schedule 'C' employees shall be paid for a minimum of two (2) hours on each day they attend school and report to work. *(NOTE: This applies when school is in session. Only students are allowed to work two (2) hour shifts and the onus is on the student to maintain eligibility. Any grievance related to student hours shall be dealt with as a policy grievance.)*
- 1999/2001 (e) Any regular part-time or time-durated part-time employee may occupy or work in one (1) or more part-time or time-durated positions and the employee shall be paid the appropriate hourly rate for whichever position is being performed. When such employees work in positions other than Schedule 'C', overtime entitlement shall be based on the schedule in which the majority of hours are worked during the shift. Any such overtime will be earned at the rate applicable to the position the employee is occupying at the time the overtime is worked.
- 2021/2025 (f) **Hours of Work — Visitor Services Clerk**
- The hours of work for the full-time Schedule 'C' Visitor Services Clerk shall be up to thirty-five (35) hours per week, comprised of up to five (5) consecutive days per week and up to seven (7) hours per day. For the purpose of establishing shifts for the full-time Schedule 'C' Visitor Services Clerk, the Parties hereby agree that:**

- i. **Day Shift** — shall be any seven (7) consecutive hours between 7:00 a.m. and 7:00 p.m., seven (7) days per week.
- ii. **Afternoon Shift** — shall be any hours worked between 3:00 p.m. and 10:00 p.m., seven (7) days per week.

2021/2025

(g) Victim Services

Emergency response calls received at 6:00 p.m. or later will be dispatched to a Crisis Support Worker.

The Victim Services van will be utilized to respond to emergency calls; if it is not available, the municipal vehicle may be utilized. If neither vehicle is available, the Victim Services worker may utilize their own personal vehicle and submit mileage for reimbursement. At no time shall clients be transported when using personal vehicles.

Part time Victim Services Case Workers will be utilized for vacation coverage for the Victim Services Coordinator, and Crisis Support Workers will provide vacation coverage for the part-time Victim Services Case Workers at the applicable rates of pay. This will be done at the discretion of the Victim Services Coordinator based on operational needs and scheduling.

Volunteers in Victim Services will perform office and field work provided there is a Victim Services Coordinator, a Victim Services Case Worker or a Crisis Support Worker on duty to provide field training, guidance and support.

2009/2013

12.12 Aquatic Centre – In-Service Training

Employees employed in the Aquatic Centre, attending in service training required by the Employer, shall be paid their regular hourly rate or appropriate overtime rate.

12.13 Split Shifts - Students

Notwithstanding Article 12.11(d), it is agreed by the Parties that the working hours of students employed during the summer on a split shift shall be confined to nine (9) hours within ten (10) hours immediately following commencement of work.

SHIFT PREMIUMS AND OVERTIME

2017/2020

12.14 Working Across Schedules

Employees temporarily working in a different schedule than their regular schedule (e.g. a Schedule 'A' classification working in Schedule 'B') shall continue to work their regularly scheduled hours. If required to work the hours of the temporary schedule, they will be paid at any applicable overtime or shift premium rates.

2009/2013

12.15 Shift Premium

(a) With the exception of part-time Schedule 'C' employees, employees working Afternoon Shift shall be paid a shift premium of six per cent (6%) for all hours worked;

2017/2020

(b) With the exception of part-time Schedule 'C' employees, employees working Early Shift or Night Shift shall be paid a shift premium of twelve and one-half percent (12.5%) for all hours worked.

2017/2020 (c) Employees who commence work at 6:00 am or later will only receive the shift premium from their start time until the beginning of their regular shift, or 8:00 a.m. as applicable.

2017/2020 (d) Employees may work hours spanning different shifts on special projects. Employees will receive the highest applicable shift premium where there is overlap between shifts with an associated shift premium, for the hours worked in that shift.

2021/2025 **Shift premiums are paid to employees scheduled to work a shift that is outside the “normal” day schedule to compensate them for the impact on their life, such as missing dinners and evenings with their family while working an afternoon shift, or in consideration of the negative health impact from working night shifts. Premiums are applied to the scheduled shift, not the regular schedule of the employee working the shift.**

Examples of common scenarios and how to apply a shift premium:

- **If an employee works a day shift and then works overtime, the overtime pay is the premium – no additional premium applies.**
- **If an employee who works a day shift picks up an extra shift as an afternoon shift or a night shift, the employee would receive the shift premium.**
- **If an employee regularly works an afternoon shift, an early shift or a night shift to which a premium is applied, any overtime worked would also be subject to the premium which is paid on “all hours worked”.**
- **If an employee is working an afternoon shift works overtime, they would continue to receive their regular afternoon shift premium plus overtime – the premium would not change from the afternoon shift premium to the night shift premium.**

2009/2013 **12.16 Overtime**

(a) Employees shall be paid for all work in excess of nine (9) hours per day or thirty-six (36) hours per week for Schedule ‘B’ employees, and seven and three-quarters ($7\frac{3}{4}$) hours per day or seventy (70) hours per each two (2) week period for Schedule ‘A’ and ‘C’.

2017/2020 (b) Notwithstanding 12.16 (a), regular part-time, time-durated part-time and auxiliary Schedule ‘C’ employees shall be paid overtime for all work in excess of seven (7) hours in a day or thirty-five (35) hours per week.

(c) Employees shall be paid at time and one-half ($1\frac{1}{2}T$) the regular hourly rate for the first two (2) hours of overtime and double (2T) the regular hourly rate thereafter, EXCEPT that for Schedule ‘A’ and ‘C’ employees who are working the one eight (8) hour day in a two (2) week period, the provisions of this paragraph shall apply after the employee has worked eight (8) hours on that one (1) day.

2021/2025 (d) Hours worked prior to an employee’s normal work hours are considered “call out” and shall be paid at double (2T) the regular hourly rate, **unless the Employee opts to work overtime in the morning instead of at the end of their shift, in which case the overtime will be paid at time and one-half ($1\frac{1}{2}T$) to a maximum of two (2) hours.**

2009/2013 (e) All work performed on rest days shall be paid for at double (2T) the regular hourly rate.

2017/2020 (f) Overtime During An Emergency
Employees shall not bank any overtime worked during an emergency response or recovery for which the cost of overtime is submitted for reimbursement to the Province of British Columbia in accordance with the Emergency Program Act.

12.17 Overtime Authorization

2021/2025 Employees shall be paid overtime, provided the overtime is authorized in **advance** by their supervisor **except in unforeseen circumstances**.

12.18 Overtime Equalization

1994/1995 Overtime equalization will be provided to the extent possible.

BANKED TIME

12.19 Banking of Day Off

2017/2020 Notwithstanding other provisions of the Collective Agreement, employees may request, and may with the agreement of the Employer, work a regular day off or a fraction thereof (minimum of four hours) and bank this time worked at straight time subject to the following:

- (a) Such work will be based on the operational needs of the department;
- (b) Schedule 'A' and 'C' employees may work and bank their regular day off;
- 2009/2013 (c) Schedule 'B' employees may work and bank any one (1) of their three (3) regular days off at straight time without overtime payment.

12.20 Banked Hours

- (a) Employees shall have the option to bank overtime, additional earnings, or extra time worked, at the rate of pay at which it was earned, as noted in this Article:
 - 2017/2020 (i) "overtime" means overtime as defined by Article 12.16.
 - 2021-2025 (ii) "additional earnings" means unused vacation, year-end vacation adjustment payout or "on call" time;
 - 2017/2020 (iii) "extra time worked" means hours worked in accordance with Article 12.19 or Article 13.3.
- 2009/2013 (b) Schedules 'A' and 'C' employees may bank up to 245 hours and Schedule 'B' employees may bank up to 252 hours.
- 2009/2013 (c) Once maximum hours have been reached there will be an automatic payout of excess hours.

2017/2020

- (d) Subject to the provisions of Article 12.20 (a), overtime or additional earnings which are banked may be taken either as paid time off, or paid as cash payment. Paid time off will be scheduled at a time mutually agreeable between the Employer and the employee.

OTHER COMPENSATION

12.21 Minimum Paid Hours

2021/2025

With the exception of a two (2) hour staff meeting or training session, for which a part-time or an auxiliary employee shall be paid a minimum of two (2) hours, where an employee reports for a shift and no work is available, such employee shall be paid for a minimum of two (2) hours; and in the event the employee commences work, a minimum of four (4) hours shall be paid.

Victim Services Case Workers and Crisis Support Workers responding to emergency response calls will be paid for a minimum of two (2) hours at straight time.

2014/2016

12.22 Call Out

- (a) "Call-out" shall mean a request by the Employer to an employee to work anytime outside such employee's regularly scheduled working hours when the employee has left their place of work.

2021/2025

- (b) If an employee is "called out" they shall receive a minimum of two (2) hours pay at double (2T) time; but after completion of the duties the employee was called out for he/she may book off with a minimum of two (2) hours pay at **double-time (2T)**. However, the employee who books off with a minimum of two (2) hours pay shall not be entitled to a meal allowance.
- (c) **Victim Services Case Workers will be compensated at straight time for emergency response calls unless they have worked more than 35 hours in a week or more than five (5) days in a week. In the situation where the Victim Services Coordinator is ill at the last minute, and a Victim Services Case Worker is called and given the option to come in early to cover for the Victim Services Coordinator, this will not be considered "call-out".**

12.23 On Call / Standby Compensation

2021/2025

- (a) When an employee is advised that he/she is "on call", that is, immediately available by direct telephone contact, the employee shall be paid straight time wages equal to one-half (1/2) of one (1) day's pay at the employee's regular rate of pay for each day the employee is "on call" **or on "standby"**.
- (b) All hours actually worked by an "on call" / **standby** employee shall be paid at overtime rates in accordance with Article 12.16 of the Agreement. "On call" **or "standby"** duty shall be equally divided among the qualified employees.
- (c) **Victim Services Case Workers and Crisis Support Workers will receive 4.5 hours of straight time pay for each shift the employee is "on call/standby"**.

- 2005/2008 **12.24 Contact Outside of Work**
- (a) If an employee is contacted outside of work to resolve a current or occurring issue, the employee shall receive compensation of one (1) hour at the applicable overtime rate.
 - (b) If other calls occur during the initial one (1) hour period, no additional compensation will be paid.
 - (c) If the employee receives additional calls outside the initial one (1) hour period, then compensation will be paid at the same rate as above.
 - (d) Calls of an incidental nature will not be compensated.

- 2021/2025 **12.25 Break Period**
- All employees working a full day shall be permitted a rest period of fifteen (15) consecutive minutes both in the first and second half of a shift.
- Employees working **shifts greater than 5 hours but less than a full day** will be entitled to a half-hour unpaid meal break.

- 2017/2020 **12.26 Shift Preference**
- Seniority shall determine shift preference, subject only to ability to perform the job required.

- (a) When a regular employee posts into a position and is senior to other employees in the same job classification, and where there are no specified shifts indicated on the posting, or other employees in the same job classification holding posted shifts, the senior candidate will have the opportunity to exercise their seniority rights in regard to shift preference. Once each employee in this job classification has selected the remaining shifts in accordance with seniority, the employees will keep these shifts until such time as a regular employee leaves one of the positions in the job classification or the shifts are changed by the Employer to accommodate changing operational needs.

- 2021/2025 **Employees posting in to the Registration Clerk/Receptionist position will exercise their shift preference once the current work schedule has expired, or within four (4) months, whichever is sooner.**
- (b) When a regular employee posts into a position where the shifts are specified in the posting, the employee will assume the posted shift and may not exercise shift preference.

- 12.27 Notice of Change of Shift**
- Twenty-four (24) hours notice shall be given before change of shift. Failure to provide at least fifteen (15) hours rest between shifts which are being changed shall result in payment of overtime at established rates for any hours worked during such normal rest period, except for employees who have worked seven (7) hours or less in the previous shift.

- 2021/2025 (a) **Victim Services**
- The Victim Services Coordinator will adjust their schedule once every fourth month to accommodate the monthly staff meeting with volunteers. There will be a minimum of eight (8) hours between shifts. The Victim Services Case Worker's shifts can be adjusted at the discretion of the Coordinator to accommodate meetings with proper notice.**

2017/2020

12.28 Notice of Work Schedule Change

Employees whose work schedules are being changed other than in accordance with Article 12.4 will receive notice of such change at least one (1) week prior to the change occurring in situations when the Employer can reasonably predict the requirement for work schedule changes, or twenty four (24) hours notice when the Employer cannot reasonably predict the requirement for work schedule changes.

Unless otherwise impractical, such notice will be provided to the employee at a time when the employee is at work. An employee on approved vacation will not have their expected return to work date affected by such change, unless mutually agreed between the Employer and the employee.

Notwithstanding any other provisions of the Collective Agreement, between May 1 and October 1 of any calendar year, twenty-four (24) hours' notice shall be given to any employee before a change of work schedule when the work schedule is being changed due to the assignment of job duties related to water restrictions.

2002/2004

12.29 Municipal Forest Fire Fighting

For the day a fire in the Municipal Forest is reported, plus the following day, any employees in the Municipal Forest that are required to help fight or control the fire will be paid:

(a) For the first two (2) days, normal straight time and overtime rates as specified in the current Collective Agreement between the City of Mission and Canadian Union of Public Employees, Local No. 1267 (i.e. for Schedule 'B' employees, this would mean straight time applies to the first nine (9) hours worked in the shift if scheduled on a usual working day while overtime rates would apply after this shift; for Schedule 'A' employees this would mean straight time applies to the first seven and three quarters (7¾) hours worked in the shift if scheduled on a usual working day while overtime rates would apply after this shift. For fire fighting time worked during this two (2) day period on a rest day, overtime rates will apply from the start of the shift).

(b) From the third day on, all employees engaged in fire fighting in the Municipal Forest shall be paid at straight time rates for all time worked provided, however, that the fire was not started purposely by the Employer for the purpose of disposing of slash or wood residue and requires active measures to extinguish.

2008/2013

Interpretive notes:

Clarify in Article 12.32: "provided, however, that the fire has not been started by the Employer" means where a fire has purposely been started by the City of Mission for the purpose of disposing of slash or wood residue and requires active measures to extinguish. A fire that is accidentally or inadvertently started by the City of Mission would be subject to the conditions of section 12.18 above. A fire that is defined as in the first sentence of this paragraph, would be subject to all regular overtime provisions in the current Collective Agreement between the City of Mission and CUPE Local No. 1267.

Clarify in Article 12.32: "employees in the Municipal Forest" means any City of Mission Forestry Department employee.

"Fire fighting and/or control" shall mean the act or process of suppression to the point when the fire requires fire patrol or watching only

"Municipal Forest" shall mean the lands contained in Mission Tree Farm Licence 26 or land adjacent where fire would threaten TFL 26.

Non-Forestry Department City of Mission employees are subject to receiving normal overtime compensation during fire fighting, which means, from the third day on, that some employees will receive straight time rates while others get overtime rates. As such, the City of Mission may choose to control this situation by limiting the involvement of those receiving overtime rates.

Article 13. General Holidays

2021/2025 13.1 General Holidays

All employees shall have the following General Holidays off with pay at the employee's regular rate of pay:

New Year's Day	Labour Day
Family Day	National Truth & Reconciliation Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
British Columbia Day	

and any other day proclaimed by the Federal, Provincial or Municipal Government.

13.2 General Holidays – New Employees

2021/2025 For the purpose of this Section, all new employees hired by the Employer shall have worked for the Employer at least **ten (10) calendar days** in the thirty (30) calendar day period immediately prior to the General Holiday.

1996/1998 13.3 General Holidays Falling on Day Off

When any of the above noted holidays falls on an employee's day off:

- a) the employees first regularly scheduled work day after the holiday, when one day is involved, or
- b) the employee's first and second regularly scheduled work day after the holiday when two days are involved,

1994/1995 shall be deemed to be holidays for the purpose of this agreement, unless the Employer and the Union mutually agree otherwise. This foregoing agreement shall not result in an increase in benefit to the employee or cost to the Employer as it relates to the affected Employee. The employee may bank such time at straight time as part of the banked time limit contained in Article 12.20.

13.4 Holiday Pay

- (a) Employees who are not required to work on the above holidays shall receive holiday pay equal to one (1) normal day's pay.
- (b) Employees who are required to work shall be paid their regular General Holiday pay and, in addition, shall receive double (2T) time for each hour worked.

Article 14. Annual Vacation

14.1 Annual Vacation Entitlement

All employees covered by this Agreement shall receive an annual vacation with pay, on the following basis:

- (a) For the purpose of this Section, calendar year shall be the period January 1st to December 31st, inclusive.
- 2017/2020 (b) All regular full-time employees during the first (1st) calendar year of service, shall accumulate one (1) day for each completed month of employment or major fraction thereof, to a maximum of twelve (12) days.
- 2017/2020 (c) Notwithstanding the foregoing provisions, it is agreed, that in the event an employee leaves the service of the Employer prior to and including December 31st of his first calendar year of service, he shall receive four percent (4%) of his gross earnings after any vacation days have been deducted.
- (d) Employees who have been continuously employed for less than a twelve (12) month period, but are on the payroll at January 1st, shall be considered to have completed their first calendar year of service.
- 2021/2025 (e) **One hundred and five (105) hours for Schedule 'A' and 'C' employees and one hundred and eight (108) hours for Schedule 'B' employees after one (1) year or six percent (6%) of the gross annual earnings, whichever is greater.**
- 2021/2025 (f) **One hundred and forty (140) hours for Schedule 'A' and 'C' employees and one hundred and forty four (144) hours for Schedule 'B' employees after six (6) years or eight percent (8%) of the gross annual earnings whichever is the greater.**
- 2021/2025 (g) **One hundred and seventy-five (175) hours for Schedule 'A' and 'C' employees and one hundred and eighty (180) hours for Schedule 'B' employees after fifteen (15) years or ten percent (10%) of the gross annual earnings whichever is the greater.**
- 2021/2025 (h) **Two hundred and ten (210) hours for Schedule 'A' and 'C' employees and two hundred and sixteen (216) hours for Schedule 'B' employees after twenty (20) years or twelve percent (12%) of the gross annual earnings whichever is the greater; and each year thereafter.**
- 2021/2025 (i) Each employee will receive one (1) supplementary week of vacation at the beginning of each four (4) years following completion of ten (10) calendar years of service, with each supplementary week to be taken **within two (2) years of receiving the supplementary week – See supplementary vacation table at the end of this document.**

14.2 Added Vacation

Where an employee becomes eligible for added vacation on January 1st, in any year, the employee shall be entitled to such added vacation at the time of taking his or her annual vacation.

14.3 Vacation Requests

- 2021/2025 On or before **November 30th** of the **prior** calendar year, employees shall submit their request for annual vacation and on or before **December 31st** of the **prior**

calendar year, the Employer shall approve the scheduling of annual vacation time. **If the vacation is not approved by December 31st and the employee advised as such the vacation shall be deemed approved.** Vacation requests submitted later than **November 30th** will be considered after those that were submitted on time.

- 2014/2016 **14.4 General Holiday During Vacation**
- When a General Holiday falls or is observed during an employee's annual vacation period, the employee shall be granted an additional day's vacation for each General Holiday in addition to the employee's regular vacation time.
- 1994/1995 **14.5 Unbroken Vacation Period**
- Subject to operational requirements, each employee shall be entitled to receive his or her vacation in an unbroken period as follows, unless otherwise mutually agreed between the employee concerned and the Employer.
- 2009/2013 (a) Where the employee is entitled to one hundred and forty (140) hours for Schedule 'A' and 'C' and one hundred and forty-four (144) hours for Schedule 'B' – one hundred and five (105) hours or one hundred and eight (108) hours respectively.
- 2009/2013 (b) Where the employee is entitled to one hundred and seventy-five (175) hours for Schedule 'A' and 'C' and one hundred and eighty (180) hours for Schedule 'B' – one hundred and forty (140) hours or one hundred and forty-four (144) hours respectively.
- 2009/2013 (c) Where the employee is entitled to two hundred and ten (210) hours for Schedule 'A' and 'C' and two hundred and sixteen (216) hours for Schedule 'B' – one hundred and seventy-five (175) hours or one hundred and eighty (180) hours respectively.
- 14.6 Approved Leave of Absence During Vacation**
- An employee, who is on annual vacation, may, with the approval of the Employer, defer a period of annual vacation equal to the amount of sick leave or bereavement leave that such employee would have been entitled to had the employee not been on annual vacation. The period of vacation displaced shall be reinstated for use at a later date, subject to the approval of the Employer. Such approval shall not be withheld unjustly.
- 1999/2001 **14.7 Vacation During Leave of Absence**
- (a) When an employee is given a leave of absence in excess of thirty (30) days without pay, during which seniority does not accumulate, the employee's annual vacation in the calendar year in which the leave of absence occurs, and future vacation entitlement, shall be prorated accordingly.
- 2017/2020 (b) Except for pregnancy and/or parental leaves, when an employee is given a leave of absence without pay in excess of 30 days during which seniority accumulates, the employee's annual vacation in the calendar year in which the leave of absence occurs shall be prorated accordingly. If an employee has already taken their full vacation entitlement and therefore has a negative balance, the employee will be required to pay back the amount through their banked time or through their next year's vacation entitlement.

- 2021/2025 **14.8 Employee Termination**
Employees who leave the service of the employer during the calendar year, shall have their annual vacation allotment calculated on a pro-rated basis to the last day worked. **For clarity, their last day worked is the last day they physically attend work.**
- 2005/2008 **14.9 Employee Retirement**
There shall be no pro-rating of vacation entitlement for employees who retire in accordance with the Municipal Pension Plan Rules.
- 1999/2001 **14.10 Over payment of vacation time**
If a full-time regular employee is required by their supervisor to use unentitled vacation time, over payment of vacation time for such employees will be at the cost of the Employer.
- 2021/2025 **14.11 Vacation Carry Forward**
The Employer may approve an Employee's request to carry forward vacation if the Employee was unable to take their vacation time during the year due to extraordinary circumstances, such as operational requirements, or if the Employee was on a leave of absence related to sickness or a WorkSafeBC-compensable injury or illness that impacted the Employee's ability to take scheduled vacation.

Article 15. Sick Leave Provisions

- 2014/2016 **15.1 Sick Leave Definition**
"Sick Leave" means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled, exposed to contagious disease, or because of an accident for which compensation is not payable under the Workers' Compensation Act.
- 2009/2013 **15.2 Sick Leave Accumulation**
- (a) All full-time employees shall be granted one and one-half (1 ½) days sick leave with pay for every month of service commencing the date of hire.
 - (b) All part-time employees who are entitled to and chose benefits shall be granted an equivalent pro-rated number of days identified in Article 15.1 (a) of sick leave with pay retroactive to date of hire depending on the number of hours worked.
 - (c) An employee shall be entitled to an accrual of all unused sick leave to a maximum of 300 working days.
- 2005/2008 **15.3 Deductions from Sick Leave**
- (a) A deduction shall be made from an employee's accumulated sick leave of all normal working days or portions thereof, exclusive of holidays, that an employee is absent from work for sick leave as defined.

2017/2020

- (b) The employer may approve a request from an employee to use a portion of his accumulated sick leave to attend medical or specialist's appointments, appointments for hospital or laboratory tests or appointments with an oral surgeon, provided the appointment cannot be made on the employee's regularly scheduled day off at an earlier time than an appointment during the employees working hours.
- (c) The one (1) day or less not covered by the Workers' Compensation Act shall be paid by the Employer with no deductions from sick leave credits.

2017/ 2020

15.4 Family Leave

- (a) When an employee is required to respond to a medical emergency or to provide care for a sick or injured member of the employee's immediate family, the employee shall be entitled, after notifying the employee's supervisor, to use a maximum of five (5) days sick leave per year, to deal with the medical emergency or care for the member of the family who is sick or injured. Immediate family is defined as: spouse, common law or life partner, child, parent, grandchild or grandparent. An employee may be required to provide a certificate from a qualified practitioner confirming the illness of the family member.
- (b) In order to comply with the eligibility requirements for the Employment Insurance (EI) Reduction Program, employees must maintain one day per month (12 days per year) for their own personal illness or injury, to be able to use sick leave for family illness.
- (c) For clarity, following the terms and conditions of this Collective Agreement where sick leave is provided for at 18 days including up to a maximum of 5 days for family sick leave over a calendar year period is deemed compliant with the Employment Insurance Reduction Program.

2021/ 2025

15.5 Sick Leave During Leave of Absence

When an employee is given leave of absence without pay for any reason **other than one required or allowed by statute (i.e., pregnancy/parental leave)**, or is laid off due to lack of work, the employee shall not receive sick leave credits for the period of such absence, but shall retain their accumulative credit.

15.6 Extension of Sick Leave

2017/ 2020

An employee with more than 100 days of accumulated sick leave, who has exhausted his sick leave credits, may, with the approval of the Employer, receive an extension of eighteen (18) working days. This sick leave extension shall be repaid by the employee upon his return to duty through his normal monthly accumulation. Any further extension of sick leave shall not be granted until an employee has repaid the eighteen (18) borrowed days in full. An employee requesting an extension of sick leave must use their banked time and vacation time prior to requesting an extension.

1996/1998

15.7 Proof of Illness

An employee may be required to produce a certificate from a qualified medical practitioner for any illness, certifying that such employee is unable to carry out his duties due to illness, or non-compensable accident. If an employee incurs a cost obtaining this certificate, the cost will be reimbursed by the employer.

- 2017/2020 **15.8 Sick Leave Records**
A record of the employee's sick leave bank will be recorded on the employee's pay stubs.
- 1999/2001 **15.9 Sick Leave Pay During Temporary Transfer**
When an employee has worked in a higher-rated position for more than twenty (20) consecutive working days immediately prior to an illness not covered by workers' compensation, the employee receives that rate of pay upon illness; however, the employee reverts to their regular rate of pay for sick leave at the time that she/he would have reverted to their regular position.
- 2014/2016 **15.10 Employment Insurance (EI) Rebate**
The Employer shall return the employee's portion of the EI Premium Reduction Program savings (EI Rebate), received for providing eligible employees with a short-term disability plan pursuant to Article 15, within the first four (4) months of each calendar year.
The EI Rebates will continue to be paid out to eligible employees until the Parties mutually agree otherwise.
- 2017/2020 **15.11 Subrogation**
Where an Employee receives compensation for time lost from work from any third party, such as the Insurance Company of British Columbia (ICBC), a court order, etc., any amounts paid by the Employer on behalf of the Employee for such situations, such as sick leave, for example, must be refunded to the Employer. Any other costs incurred by the Employer and recovered from the third party may also be repayable, such as the cost of benefits for example.
The Employer shall thereupon reinstate the sick leave credits represented by the repayment of wages and recover its costs for benefits or other items previously paid by the Employer. Credits will be reinstated at the rate at which they were paid.

Article 16. Retirement Pay

- 2021/2025 **16.1 Retirement Pay – After 10 Years**
It is agreed and understood that 228 hours (Schedule 'A' and 'C') and 234 hours (Schedule 'B') pay shall be paid to employees of the Employer upon retiring from the service of the Employer after a minimum of **ten (10)** years full time equivalent employment with the Employer.
- 2009/2013 **16.2 Retirement Pay – After 15 Years**
Schedule 'A' and 'C' employees shall be paid an additional 140 hours pay and Schedule 'B' employees an additional 144 hours pay upon retiring from the service of the Employer on completion of a minimum of **fifteen (15)** years full time equivalent employment with the Employer.
- 2009/2013 **16.3 Retirement Pay – After 25 Years**
Schedule 'A' and 'C' employees shall be paid an additional 140 hours pay and Schedule 'B' employees an additional 144 hours pay upon retiring from the service of the Employer on completion of a minimum of **twenty-five (25)** years of full-time equivalent employment with the Employer.

- 2009/2013 **16.4 Retirement Pay – After 35 Years**
- Schedule 'A' and 'C' employees shall be paid an additional 140 hours pay and Schedule 'B' employees an additional 144 hours pay upon retiring from the service of the Employer on completion of a minimum of thirty-five (35) years of full-time equivalent employment with the employer.

Article 17. Leave of Absence

- 2017/2020 **17.1 General Leave**
- (a) The Employer may grant leave of absence without pay and without loss of seniority to a maximum of three (3) months, subject to operational requirements, 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 withheld unjustly. The Employee will continue to accrue seniority for the first 30 days of the unpaid leave in accordance with Article 9.8(a)(ii).
- 2017/2020 (b) Such leave in excess of three months to be agreed between the Employer and the Union.
- (c) Any employee who obtains a leave of absence on false grounds shall be subject to dismissal. The Union shall be kept informed in writing of such decisions.
- 2014/2016 **17.2 Leave for Union Business**
- The Employer agrees that where permission has been granted by the Employer, to official representatives of the Union to leave their employment temporarily in order to carry on negotiations with the Employer, or with respect to a grievance or arbitration, they shall suffer no loss of pay for time so spent.
- 2005/2008 **17.3 Leave for Union Duties**
- It is agreed that official representatives of the Union be granted leave of absence, without pay, to attend Union Conventions or perform any other function on behalf of the Union and its affiliation, provided not more than five (5) Union representatives shall be away at any one time and not more than two (2) representatives shall be away at any one time from any one department. Such leave of absence shall not affect the employee's seniority and/or benefits contained in this Agreement.
- 2005/2008 **17.4 Leave for Public Duties**
- (a) Subject to mutual agreement between the Employer and the Union, the Employer may, upon receipt of a written request, grant a leave of absence without pay and without loss of seniority to a maximum of eight (8) weeks, so that an employee may be a candidate in federal, provincial or municipal elections.
- (b) Upon written request, the Employer may grant a leave of absence without pay and without loss of seniority to an employee who is elected to public office, during the employee's term of office.

17.5 Leave for Union Position

It is agreed that any employee who is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated, shall be granted leave of absence without pay and without loss of seniority by the Employer for a period up to one (1) year and shall be renewed each year on request during the employee's term of office.

17.6 Bereavement Leave

- 2017/ 2020 Bereavement leave allows an employee to take time off from work to mourn and to deal with the death of a family member.
- 2009/2013 (a) Employees, other than time-durated or auxiliary, shall be granted up to three (3) consecutive weeks' leave without loss of salary or wages in the case of death of a spouse, partner or a child.
- 2009/2013 (b) Time-durated employees shall be granted up to one (1) week leave without loss of salary or wages in the case of a death of a spouse, partner or child.
- 2009/2013 (c) Employees, other than time-durated or auxiliary, shall be granted up to two (2) consecutive weeks' leave without loss of salary or wages in the case of death of a parent, brother, sister, grandchild, or grandparent.
- 2009/2013 (d) Employees, other than time-durated or auxiliary, shall be granted up to three (3) regularly scheduled consecutive work days' leave without loss of salary or wages in the case of death of a mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law.
- 2005/2008 (e) Regular part-time employees on benefits shall receive the equivalent number of days identified in a, c and d and will be paid the number of hours they would normally be scheduled to work for those days.
- 2005/2008 (f) The Employer shall approve reasonable extensions of bereavement leave, without pay.

2009/2013 17.7 Compassionate Leave

In the case of terminal illness of a family member, the employee shall be granted the same time off as set out in Article 17.6 Bereavement Leave.

2005/2008 17.8 Mourner's Leave

Up to one-half (½) day leave may be granted without loss of salary or wages to attend a funeral if the service occurs within the boundaries of Mission, Maple Ridge, Abbotsford or Chilliwack. If the service is outside these boundaries an employee may be granted one (1) day's leave without loss of salary or wages.

17.9 Jury or Court Witness Duty

- (a) The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror in any court;
- 2021/2025 (b) **The Employer shall grant leave of absence without loss of seniority to an employee who is summoned by any court to appear as a witness provided the reason for appearing as a witness was the result of the employee acting in their capacity as a City employee. For clarity, a leave of absence shall not be granted by the Employer where the employee is**

a plaintiff, defendant or witness for any personal or family matter or any other matter that is not tied to the employee's employment with the City; and

2021/2025 (c) **The Employer shall pay any employee granted leave of absence in sections 17.9(a) or 17.9(b) the difference between their normal earnings and the payment they received for jury service in subsection (a) or for appearing as a witness in subsection (b) excluding payment for travelling, meals, or other expenses. The employee shall present proof of service as a juror or witness and the amount of pay received.**

2005/2008 **17.10 Pregnancy Leave**

(a) The Employer will issue a **Record of Employment (ROE)** for a pregnancy leave of absence without pay, on the written request of an employee who is pregnant, provided that as much notice as possible is given, but not less than four (4) weeks notice is given prior to the effective date of such leave of absence.

2021-2025 (b) **A pregnant employee can start pregnancy leave up to 13 weeks ahead of the predicted due date and is entitled to up to seventeen (17) consecutive weeks of unpaid leave.**

(c) The Employer will offer the same position, if it remains established or alternative employment without loss of seniority, to the said employee, providing that at least four (4) weeks prior notice in writing is given by the employee to the Employer of the employee's intention to return to work.

(d) Failure to inform the Employer, within a period of seventy-eight (78) weeks (18 months) from the date of separation of the employee's intention to return to employment will mean that the separation will be deemed to be permanent with the accompanying loss of all seniority and privileges.

2017/2020 (e) Employees who have accumulated vacation during a pregnancy leave of absence will have the prior year's vacation accrual paid out upon their return to work.

2021/2025 (f) **Employees who have accumulated vacation during an eighteen (18) month pregnancy leave of absence and return to work on or after September 1st will have the current year's vacation accrual from January 1st up to their date of return to work paid out and the balance will be available for the employee to use by December 31st.**

17.11 Parental Leave

2021/2025 (a) The Employer will issue a **Record of Employment (ROE)** for a parental leave of absence without pay, on the written request of an employee.

(b) Upon completing a pregnancy leave, a new mother is entitled to up to sixty-one (61) consecutive weeks of unpaid parental leave which must begin immediately following pregnancy leave. A non-birth parent or adopting parent may take up to sixty-two (62) consecutive weeks of unpaid parental leave which must begin within seventy-eight (78) weeks (18 months) after the birth or placement of the child.

- (c) Employees who have accumulated vacation during a parental leave of absence will have the prior year's vacation accrual paid out upon their return to work.
- 2021/2025 (d) **Employees who have accumulated vacation during the sixty-two week parental leave of absence and return to work on or after September 1st will have the current year's vacation accrual from January 1st up to their date of return to work paid out and the balance will be available for the employee to use by December 31st.**
- 2002/2004 **17.12 Extension of Pregnancy/Parental Leave**
- (a) Where a doctor's certificate is provided stating that a longer period of pregnancy/parental leave is required for health reasons, the Employer may grant an extension up to six (6) months.
- (b) General leave may be granted by the Employer where additional leave is required because of the health of the newborn child.
- 2009/2013 **17.13 Adoption Leave**
- Where an employee seeks leave due to legal adoption, the provisions in Article 17.11 shall apply.
- 2009/2013 **17.14 Special Leave**
- Employees shall be allowed one (1) day leave of absence with pay and without loss of seniority and benefits for the birth of an employee's child to be taken on the day the child is born and when the birth takes place on the employee's regular scheduled work day. The provisions of Article 17.10 Pregnancy Leave shall apply to pregnant employees.
- 2021/2025 **17.15 Legislated Leaves of Absence**
- Employees will be granted a leave of absence for requests made in accordance with the Employment Standards Act or other relevant legislation.**
- 2021/2025 **17.16 Intimate Personal and Relationship Violence Leave**
- Where leave from work is required due to an employee and/or an employee's dependent child being a victim of domestic violence, the employee shall be granted leave in each calendar year, as follows in accordance with the Employment Standards Act:**
- (a) **Up to ten (10) days of unpaid leave to be taken intermittently or in one continuous period; and,**
- (b) **Up to fifteen (15) weeks of unpaid leave.**
- Notwithstanding the above, the Employer will provide pay for five (5) of the days referenced in (a) above. In the event existing legislation is changed regarding domestic violence leave to provide more than five (5) days paid leave, the Employer will provide such leave consistent with the legislation. Employees on such leave will retain their rights in regards to seniority. Their rights in regards to other fringe benefits will be as set out in the Collective Agreement for employees on a leave of absence.**

Article 18. Payment of Wages and Allowances

- 2009/2013 **18.1 Annual Salary**
The full-time equivalent salary for Schedule 'B' employees is based on 1872 hours per year, and for Schedules 'A' and 'C' it is based on 1820 hours per year.
- 2021/2025 **18.2 Pay Days**
The Employer shall pay salaries and wages bi-weekly on a Thursday in accordance with the salary and wage schedules attached hereto and forming part of this Agreement. On each pay day each employee shall be provided with an itemized statement of their wages and deductions **by electronic pay advice.**
- 18.3 Equal Pay for Equal Work**
The principle of equal pay for equal work shall apply, regardless of sex.
- 2021/2025 **18.4 Supplementation of Compensation Award**
An employee prevented from performing their regular work with the Employer on account of an occupational accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Compensation Act, shall receive from the Employer the difference between that amount payable by the Workers' Compensation Board and the employee's regular net salary.
Employees injured or becoming ill while working for another employer will be compensated directly by WorkSafeBC rather than through this Article; however, they will retain their rights in regards to seniority and fringe benefits as set out in the Collective Agreement for employees on a sick leave – paid or otherwise.
(NOTE: The Employer and the Union agree to the principle of no loss/no gain for workers' compensation supplement.)
- 2021/2025 **18.5 Pay During Temporary Assignment Outside the Bargaining Unit**
Employees temporarily assigned to perform duties or backfill a vacant position outside the scope of this Collective Agreement shall be paid, from the first (1st) day in the temporary assigned position, ten percent (10%) above the assigned employee's regular classification rate.
After 30 days, if the employee continues to backfill a vacant position, the Parties will meet to agree upon an appropriate rate of compensation.
In each assignment the employee, the Union and Payroll Clerk(s) shall be notified in writing in advance of the temporary assignment.
- 18.6 Meal Allowance**
- (a) Employees required to work unscheduled or emergency overtime in excess of two (2) hours overtime in any day in which the employee works a regular shift, either immediately before the regular shift or within thirty (30) minutes immediately following the regular shift shall be paid an additional one-half (½) hour pay at regular time in lieu of meal allowance.
- 2009/2013 (b) Employees required to work unscheduled or emergency overtime in excess of four (4) hours overtime either on a day in which the employee works a regular shift or on a regular day off shall be paid an additional one-half (½) hour pay at regular time in lieu of meal allowance in addition to the meal allowance set out in 18.7(a).

- 2021/2025 **18.7 Educational Allowance**
- (a) The Employer shall reimburse the full cost of any course of instruction required by the Employer for an employee to better qualify him/her to perform their job, including mileage, parking, accommodation, meals, books, texts, materials, professional fees, and membership fees. Employees shall be paid one hundred per cent (100%) of the course fee upon enrolment.
- Travel time, **other than a commute**, exceeding the employee's regular scheduled hours will be paid at straight time. If the required training falls on the employee's RDO, the employee's RDO will be rescheduled by mutual agreement. Employees required to attend training beyond their normal work week will be compensated at applicable overtime rates.
- (b) The Employer shall pay the instructional costs and re-certification fees for aquatic guards for required certificates. In addition, full time aquatic guards will be paid to attend re-certification classes if the classes are only available during normally scheduled working hours.
- 2017/2020 (c) The Employer may reimburse up to 100% of the full cost of the course fee of any optional course of instruction, as approved by the Employer, for employees to better qualify themselves for other positions with the Employer. Employees shall be paid fifty per cent (50%) of the approved amount upon enrolment and fifty per cent (50%) upon successful completion of the course. Employees will not receive additional pay for travel time to and from the course.
- 2009/2013 (d) If the employee does not pass the course, or leaves the service of the Employer within one (1) year from completing the course, the employee will be required to repay twenty-five (25) percent of the costs to the Employer.
- 2005/2008 (e) All regular employees in an apprenticeship program shall receive their regular rate of pay while attending school during regular working hours.

18.8 Rate for Charge Hand

Charge Hands are those who, over and above their regular work, supervise two (2) or more employees. Charge Hands are appointed by the supervisor and will remain under the supervisor's supervision. While so employed, Charge Hands will receive not less than ten percent (10%) above the highest rated classification under their supervision.

2009/2013 **18.9 Pay During Temporary Transfer - Higher Classification**

When an employee is appointed or requested by their Department Head to temporarily perform work for which a higher classification is provided, such employee shall be paid immediately the established rate quoted for the higher position to which the employee has been temporarily assigned.

2009/2013 **18.10 Pay During Temporary Transfer - Lower Classification**

When an employee is directed by their Department Head to temporarily perform work in a lower classification, the employee shall continue to be paid the established rate of pay for the employee's regular classification.

18.11 Mileage Allowance

Mileage rates paid to employees using their own vehicles for the Employer's business shall be as follows:

- 2017/ 2020
- (a) Employees who use their own vehicle on a casual or intermittent basis shall receive the Canada Revenue Agency (CRA) rates for all kilometres so driven when authorized to do so by their supervisor.
 - (b) For the purpose of this section, there shall be no obligation on the part of the employee to use their own vehicle on the Employer's business.
 - (c) Any employee required to use a vehicle by the Employer will have access to a Municipal vehicle.

18.12 Premium Pay for Abnormal Working Conditions

- 2017/ 2020
- (a) With the exception of the Property Control Coordinator, Employees shall receive, in addition to their regular rate of pay, four (4%) per cent of the Labourer II rate of pay per hour premium for work of an extremely dirty nature, such as exhuming, spraying pesticides, asphalt prime coat or tack coat, cleaning up homeless camps, mouldy marijuana and other work of a similar nature, until such time as they are able to wash and/or shower and change clothes.
- 2005/2008
- (b) Employees shall receive, in addition to their regular rate of pay, six (6%) per cent of the Labourer II rate of pay per hour premium working in raw sewage or where it is necessary to enter a manhole or sanitary sewer maintenance, until such time as they are able to wash and/or shower and change clothes.

18.13 Mechanic Tool Allowance

- 2017/2020
- Mechanics required to provide their own tools will receive up to four hundred and fifty dollars (\$450.00) plus applicable sales taxes as a tool allowance per year. This amount will be paid directly to the supplier for such tools or paid directly to the employee with proof of purchase of such tools.

18.14 Tools

- 2017/ 2020
- Employees required to furnish their own tools in the performance of their duties shall, upon producing a broken tool, have same replaced by the Employer.
- The Employer shall provide adequate replacement value insurance covering the tools and equipment owned by employees and used in performance of their duties with the Employer for fire, theft and damage.

Article 19. Job Classification and Reclassification

19.1 Job Descriptions

- 2009/2013
- The Employer agrees to write job descriptions for all positions and classifications for which the Union is the bargaining agent. These descriptions shall be presented to the Union and shall become the recognized job descriptions unless the Union presents written objection within sixty (60) days.

19.2 Redundant Positions

- 1994/1995
- Classifications and job descriptions so established shall not be eliminated without prior notification to the Union.

2017/2020 **19.3 Changes in Classification**

When the duties in any classification are changed or increased to the degree that they increase the level of complexity or responsibility for the classification, or where the Union and/or an employee feels he/she is improperly classified, or the employee's duties require a new classification that is not currently reflected in the Collective Agreement or when any position not covered by the salary and wage schedules attached hereto is established during the term of this Agreement, the rate of pay shall be subject to negotiations between the Employer and the Union.

If the Parties are unable to agree on the reclassification and/or rate of pay of the job in question, such dispute shall be submitted to grievance and arbitration. The new rate shall become retro-active to the date that the required job assessment questionnaire is submitted to the Employer.

The Employer will acknowledge, in writing, receipt of an employee's request for reclassification with a copy to the Union.

Article 20. Employee Benefits

2009/2013 **20.1 Pension Plan**

In addition to the Canada Pension Plan, any employee entering the service of the Employer shall be enrolled in the Municipal Pension Plan in accordance with the terms of the Municipal Pension Plan rules, as amended from time to time.

The Municipal Pension Plan Rules, made under the Municipal Pension Plan Joint Trust Agreement pursuant to the authority of the Public Sector Pensions Plans Act, apply to the Employer and its employees. If there is a conflict between the Municipal Pension Plan rules and this collective agreement, then the rules shall prevail.

2017/2020 **20.2 Group Medical and Insurance Benefits**

The Employer agrees to provide, and each employee shall be required to participate in, the following benefits as a condition of employment, upon satisfactory completion of an employee's probationary period, with the exception of BC Medical and Surgical Benefits Plan and Group Life Insurance.

2005/2008 (i) B.C. Medical and Surgical Benefits Plan.

2017/2020 (ii) Dental Plan:

- Plan A – 90% - no annual maximum limit
- Plan B – 75% - \$4,000.00 per calendar year
- Plan C – 50% - \$6,000.00 maximum lifetime per patient

2021/2025 (iii) Extended Health Plan (Supplemental Health Insurance):

- Hearing Aids \$5,000.00/5 years for adult and children
- Pay Direct Drug Program
- No annual deductible
- Paramedicals – \$500 each per year
 - acupuncturist
 - audiologist,
 - chiropractor,
 - dietician,
 - naturopath,

- o occupational therapist,
 - o osteopath,
 - o podiatrist,
 - o speech therapist,
 - o psychologist or social worker or registered **clinical** counsellor
- 2021/2025
- Paramedicals – **\$750** each per year
 - o **registered massage therapist or orthotherapist,**
 - o **physiotherapist or physical rehabilitation therapist**
- 2021/2025
- (iv) All regular employees participating in the employee benefits under Article 20, will be eligible for reimbursement to a maximum of **\$650** in a two (2) calendar year period for the purchase of corrective lenses and frames or contact lenses or laser surgery in accordance with the Extended Health Vision Care Plan.
- 2005/2008
- (v) All regular employees participating in employee benefits under Article 20, will be eligible for reimbursement to a maximum of \$400 in a calendar year period for the purchase of orthotics for adults in accordance with the Extended Health Care Plan.
- 2017/2020
- (vi) All regular employees participating in employee benefits under Article 20, will be eligible for 100% coverage for one eye exam in a two (2) calendar year period in accordance with the extended health plan.
- 2005/2008
- (vii) All regular employees participating in employee benefits under Article 20, will be eligible for reimbursement for oral contraceptives in accordance with Extended Health Plan.
- 2017/2020
- (viii) Employee Drivers holding a Class 1 to 4 Drivers License with an industrial license endorsement who are required under the National Safety Code to have a Driver's Medical Examination shall receive reimbursement for the medical exam fee, including applicable taxes, upon submission of the receipt to the Finance Department.
- 2017/ 2020
- (ix) Employees 50 years of age or older who have had chicken pox shall receive reimbursement of up to \$240 plus applicable taxes for a Fraser Health approved shingles vaccine.
- 2021/ 2025
- a) Group Life Insurance Plan, equal to two (2) years' salary with double indemnity, for regular full-time employees **and for part-time employees working an annualized average of 70 hours bi-weekly.** Group Life insurance Plan for part-time employees on benefits for a lump sum of \$75,000, with double indemnity. The cost of providing the benefits of Group Life Insurance Plan shall be borne one hundred per cent (100%) by the Employer.
- An employee shall be eligible for the Group Life Insurance Plan effective their date of hire.
- 2009/2013
- (b) The Employer will pay eighty-five (85) per cent of the cost of the monthly premiums for B.C. Medical and Surgical Benefits Plan, Extended Health and Dental, and the employee will pay fifteen (15) per cent of the monthly premiums.
- An employee shall be eligible for B.C. Medical and Surgical Benefits Plan on the 1st day of the month following their date of hire.

- 1999/2001 (c) Based on a one time only choice, the Employer will pay 100% of the monthly premiums for either B.C. Medical or Dental coverage, at option of the employee, for all regular employees participating in employee benefits under Article 20.
- 2021/2025 (d) The Employer will pay the employer's share of monthly premiums for B.C. Medical, Dental, Extended Health and Life Insurance coverages for up to **seventy-eight (78) weeks (18 months)** during the period of pregnancy/parental leave for the birth mother identified in Article 17.10(a) for those regular employees participating in employee benefits under Article 20.2 who are on such approved pregnancy/parental leave.
- 2021/2025 (e) The Employer will pay the employer's share of monthly premiums for B.C. Medical, Dental, Extended Health and Life Insurance coverage for up to **sixty-two (62) weeks** during the period of parental leave for the birth father or adopting parent identified in Article 17.11(b). for those regular employees participating in employee benefits under Article 20.2 who are on approved parental leave.
- 2005/2008 (f) Should an employee eligible for benefits elect to opt out of benefits, neither the employer nor the union guarantees that benefits obtained and provided through third party carriers will necessarily be available to otherwise eligible employees at a future time. The decision to grant or withhold coverage is made solely by the third party carrier on the basis of the information provided by the applicant employee. In no circumstance will the Employer or the Union become responsible to provide any benefit, which would normally be provided by a third party carrier. Neither will the Employer or the Union compensate any employee determined to be ineligible for any refused or cancelled coverage or benefit from a third party carrier, nor provide any retro-activity for any benefit. Eligible employees choosing to "opt out" will be required to provide a prescribed release form in this regard, countersigned by a Union Representative.
- 2017/ 2020 (g) **Optional Group Life Insurance**
- Subject to the provisions of the Plan, eligible employees shall be entitled to purchase optional Group Life Insurance coverage in units of \$5,000, from a minimum of \$10,000 up to a maximum of \$500,000 for themselves and/or an eligible spouse, and for a dependent child in the flat amount of \$5,000. The employee shall pay 100% of the premiums for the optional coverage.

20.3 Part-Time and Seasonal Benefits

- 2017/ 2020 (a) Part-time and seasonal employees in a probationary period shall receive 12.4% in lieu of all benefits including annual vacations, general holidays and sick leave.
- 2021/2025 (b) Regular part-time employees and seasonal employees who have completed the required probationary period shall receive **five (5) paid sick days per year** and an amount equal to **16.4%** above their hourly rate. This amount represents all benefits, including annual vacations and general holidays.
- 2021/2025 (c) **Notwithstanding Article a) and 20.3 (b) of the Collective Agreement (2017-2020), all part-time and auxiliary employees who are enrolled in the Municipal Pension Plan (MPP) shall receive the following percent in lieu of benefits in addition to the MPP:**

- i. **Employees currently receiving 12.4% will receive 10.4%**
- ii. **Employees currently receiving 16.4% will receive 12.4%.**

This reduction to the in lieu of benefits amount is in recognition of the Employer's contribution to the Municipal Pension Plan on the employee's behalf.

- (d) Regular part-time employees and seasonal employees who work no less than thirty (30) regularly scheduled hours in a pay period on a regular basis shall have the option of choosing either to receive benefits ("opt in") or receive the percentage in lieu of benefits ("opt out"). This option must be exercised by the employee at the time of completion of the probationary period and in the absence of a selection, the employee will be deemed to have chosen the "opt out" provision.
- 2017/ 2020 (e) Subject to Article 20.3(d), (e), (f) and (g), regular part-time employees and seasonal employees who have chosen to either "opt in" or "opt out" shall have the opportunity to change this option, effective in each calendar year, providing such choice is made in writing to Human Resources no later than close of business on November 1 of the previous year. Failure to so advise within the defined period will mean that the employee has forfeited the ability to choose until the next calendar year.
- (f) "Option in" for medical and dental coverage will be subject to approval by the insurance company providing such coverage and will be on the basis of a significant change in family status, such as divorce or marriage.
- 2021/2025 (g) **With the exception of employees who are no longer eligible for benefits,** employees who subsequently choose to "opt out" cannot opt out of either Municipal Pension Plan or life insurance. **They will continue to contribute to the MPP and the cost of life insurance premiums will be borne by the employee.**
- (h) The Employer does not guarantee that benefits obtained and provided through third party carriers will be necessarily available to otherwise eligible part-time employees and that such decisions are made solely by the third party carrier on the basis of the information provided by the applicant employee. In no circumstance will the Employer be or become responsible to provide any benefit which would normally be provided by a third party carrier, or in any way compensate any employee determined to be ineligible for any refused or cancelled coverage or benefit from a third party carrier, or provide any retro-activity for any benefit. Eligible part-time employees choosing to "opt out" will be required to provide a prescribed release form in this regard, countersigned by a Union representative.

Article 21. Safety and Health

21.1 Safety Co-operation

The Union and the Employer shall cooperate in continuing and perfecting regulations which will afford adequate protection to employees engaged in hazardous work.

2009/2013 **21.2 Union Employer Safety Committee**

A Joint Health & Safety Committee shall be established and composed of equal representation appointed by the Employer and the Union.

- 2009/2013 **21.3 Meetings of Committee**
The Joint Health & Safety Committee shall hold meetings as requested by the Union or by the Employer and all unsafe, hazardous or dangerous conditions shall be taken up and dealt with at such meetings. Minutes of all Joint Health & Safety Committee meetings shall be kept and copies of such minutes shall be sent to the Employer and the Union.
- 21.4 Safety Measures**
Employees working in any unsanitary or dangerous jobs shall be supplied with all necessary tools, safety equipment and protective clothing when needed.
- 2017/2020 **21.5 No Disciplinary Action**
No employee shall be disciplined for refusal to work on a job, in accordance with the Occupational Health and Safety Regulations.
- 2009/2013 **21.6 Investigation of Accidents**
The Union shall be notified immediately of each accident or injury. Upon the request of the Union, the Joint Health & Safety Committee shall investigate and report as soon as possible on the nature and causes of the accident or injury.
- 1994/1995 **21.7 Pay for Injured Employees**
An employee who is injured during working hours and is required to leave for medical treatment for such injury shall return to work if medically fit to do so, but in any case the employee shall receive payment for the remainder of the shift at their regular rate of pay without deduction from their sick leave entitlement.
- 1994/1995 **21.8 Transportation of Accident Victims**
Initial transportation to the nearest physician or hospital for employees requiring medical care as a result of an on the job accident shall be at the expense of the Employer.

Article 22. Job Security

22.1 Job Security

The Employer has the right to contract out any work; however, such contracting out shall not affect the continued employment of those persons covered by this Agreement.

22.2 Technological Change

Where possible, the Employer will provide the Union with six (6) months' notice of intention to introduce automation, equipment or procedures, or changes in operation, which may result in displacement or reduction of personnel. The purpose of such notice shall be to initiate discussion of the treatment of employees affected by the change. Where agreement cannot be reached, the matter may be submitted to grievance and arbitration procedure in accordance with Article 8 of this Agreement. Any employee affected by the technological change or changes in methods of operation will be provided with one of the following alternatives:

- (a) Transfer to another existing and available position in the service of the Employer for which the employee is qualified.

- (b) The employee will be offered retraining without loss of pay to the affected employee for a job mutually agreed upon between the Employer and the employee. Regular salary for the employee will continue during the retraining period.
- (c) A severance allowance of one and one-half (1½) weeks' salary for each year of the service to a maximum payment of six (6) months.

Article 23. Uniform and Clothing Allowances

23.1 Gloves

- (a) Rubber Gloves – Rubber gloves will be supplied to employees working in the areas of garbage pickup, sewers, painting, or any instance where they are required to immerse hands in water or chemicals. Old gloves must be turned in before new ones are issued. Lost gloves are replaced at employee's cost. Additional gloves will be supplied at employee's cost.
- (b) Work Gloves – Each employee required to wear gloves to perform their duties shall be supplied with one pair of work gloves, which should be turned in when worn out or damaged to the point of replacement. Lost gloves are replaced at employee's cost. Additional gloves will be supplied at employee's cost.

23.2 Hard Hats

Hard hats will be supplied on hire to those employees required to wear them. Replacement is supplied only when a hard hat is damaged, and must be turned in. Other replacements are at employee's expense. All hard hats shall remain the property of the City of Mission.

23.3 Winter Liner for Hard Hats

One winter liner will be supplied to employees required to wear liners to perform their duties, on a one per year basis. All other replacements will be at the employee's expense.

23.4 Rain Gear

Rain gear will be supplied to employees required to use it. Damaged or worn rain gear must be turned in to be replaced. Lost rain gear will be replaced at employee's cost. All rain gear will remain the property of the City of Mission.

23.5 Hip Waders

Hip waders will be supplied on loan as required on a daily basis. They must be returned to Stores daily in a clean condition.

23.6 Coveralls

Coveralls will be supplied to employees required to wear same by the Employer. Lost coveralls will be replaced at the employee's expense. All coveralls shall remain the property of the City of Mission and shall be cleaned by the Employer.

23.7 Smocks and Aprons

Smocks and aprons will be supplied to employees required to wear same by the Employer. Lost smocks and aprons will be replaced at the employee's expense. All smocks and aprons shall remain the property of the City of Mission.

- 2009/2013 **23.8 Uniforms**
 Uniforms will be supplied to regular Fire Inspector(s), Bylaw Enforcement Officer(s), Fire Prevention Officer(s), Facility Maintenance Worker(s) employed at the Mission Leisure Centre and Police Guard(s). Each uniform will consist of one (1) jacket provided bi-annually, as well as three (3) pants and three (3) shirts provided annually.
- 1996/1998 **23.9 Ear and Eye Protection**
 (a) Eye protection shall be supplied by Employer. Damaged equipment shall be turned in for replacement.
 (b) Where ear protection is required by the Employer it shall be supplied based on the following cost sharing formula:
 (i) 100% by Employer for disposable ear plugs and reusable ear muffs.
 (ii) 100% by Employer, for the cost of one pair of personalized earplugs every two years provided they are purchased through Municipal Public Works Stores.
 (c) The eye and earmuff protection shall remain the property of the Employer. The personalized ear protection shall remain the property of the employee.
- 2005/2008
- 2021/2025 **23.10 Caulk Boots**
 Where caulk boots are required by the Employer, **an annual allowance in the amount of \$225 plus applicable sales taxes will be provided to regular employees who have passed their probationary period.** Every third year, the allowance will be increased to up to \$400 plus applicable sales taxes per pair to allow for the higher cost of leather caulk boots. **All boots purchased must be CSA-approved.**
- 2021/2025 **23.11 Safety Boots**
 (a) Where safety boots are required by the Employer, **an annual allowance** in the amount of **\$250** plus applicable sales taxes will be provided to regular employees who have passed their probationary period. Any increase to this amount must be only in situations where special specifications are required and the Manager authorizes the request. **All boots purchased must be CSA-approved.**
 (b) A second pair of boots will be provided on the above terms annually to permanent, full-time employees working on the utility or asphalt crew, provided the worn out pair of boots is turned in at the time of replacement.
 (c) Regular employees requiring other types of footwear to perform the duties of their position may be considered for reimbursement up to a maximum of \$200 plus applicable sales taxes. An example of this footwear may include a lightweight boot with good ankle support and tread.
Clarification: Employees are not entitled to claim both (a) and (c).
- 2017/ 2020
- 2021/2025 **23.12 Safety Rubber Boots**
 Where safety rubber boots are required by the Employer, **an annual allowance** in the amount of \$150 plus applicable sales taxes **will be provided to regular employees who have passed their probationary period. All boots purchased must be CSA-approved.**

- 2014/2016 **23.13 Bathing Suits**
The Employer will provide aquatic staff two bathing suits, one (1) in July and one (1) in December, at no cost to the Employee.

Article 24. General Conditions

- 24.1 Proper Accommodation**
Reasonable provisions shall be provided for employees to have their meals and keep and change their clothes.
- 24.2 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 as may be of interest to the employees.
- 24.3 Indemnity**
Where coverage supplied through its comprehensive liability policy does not apply, the Employer shall supply the legal counsel where necessary for any action initiated against any employee by virtue of performance of his assigned duties.
- 24.4 Equipment Under the Employee's Care**
It shall be the responsibility of every employee to take all reasonable precautions to preserve all records, machines and equipment under the employee's care.
- 2014/2016 **24.5 Workplace Harassment**
The Employer and the Union agree that employees are entitled to work in an environment free from all forms of bullying and harassment as per the *Workers Compensation Act* and the *Human Rights Code* of British Columbia, as amended from time to time.
- 2021/2025 **24.6 Wellness Program**
A Wellness Committee (the Committee) shall be appointed and consist of **eight (8) members of the City**, with three (3) members being appointed by Employer, as appointees of the Employer, and three (3) members of the Union, as appointees of the Union. The Mission Fire/Rescue Services will be invited to appoint two (2) members to the Committee, with one member representing the International Association of Fire Fighters, Local 4768 and one member from the Employer.
A wellness program will be monitored/maintained on an ongoing basis, provided there is sufficient participation and interest.
- 2021/2025 **24.7 Paid-On-Call Firefighters**
Employees volunteering as paid-on-call firefighters will be allowed to respond to structure fires and "all-hands" incidents on the 2nd or 3rd page-out as operationally feasible; however, their first priority will be to their regular position. Employees responding to fire calls must take reasonable steps to advise their supervisor or manager (if possible) that they are leaving work to attend a call.

Employees who are unable to report to their regular position after responding to an incident may use banked time or vacation time for the time they are unable to report to work.

Article 25. Present Conditions and Benefits

25.1 Present Conditions to Continue

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

25.2 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, or if there is an amalgamation, annexation, merger or other structural change of the Employer, the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the employees shall remain in existence and either Party, upon notice to the other, may reopen this present Agreement for negotiations.

Article 26. Crossing of Legal Picket Lines

26.1 Picket Line

No employee covered by this agreement except in emergency conditions will be required enter any building, property or business where a picket line is in evidence, when such picket line is established under the Statutes of the Province of British Columbia or the Statutes of Canada. Failure to cross such a picket line by the members of this Union shall be not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action.

Article 27. General

27.1 Plural or Feminine Terms May Apply

Wherever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the Party or Parties hereto so require.

Article 28. Terms of Agreement

28.1 Terms of Agreement

This Agreement shall be for a term of **five (5) years** with effect from **January 1, 2021 to December 31, 2025**, both dates inclusive. Should either party hereto at any time within four (4) months immediately preceding the date of expiry of this Agreement by written notice require the other party hereto to commence collective bargaining, or should the parties be deemed to have given notice under Section 46 of the *Labour Relations Code*, this Agreement shall continue in full force and effect, and neither party shall make any changes or alter the terms of this Agreement until:

- (a) The Union can lawfully strike in accordance with the provisions of Part 5 of the *Labour Relations Code* of British Columbia, or;

1994/1995 (b) The Employer can lawfully lock out in accordance with the provision of Part 5 of the *Labour Relations Code* of British Columbia, or;

The parties shall have concluded a renewal or revision of this Agreement or shall have entered into a new Collective Agreement; whichever is the earliest.

1999/2001 **28.2 Exclusion of Labour Relations Code**

The operation of the provisions of subsections 2 and 3 of section 50 of the *Labour Relations Code* are specifically excluded during the term of this Collective Agreement.

IN WITNESS WHEREOF BOTH PARTIES HAVE EXECUTED THESE PRESENTS

on this 12th day of May, 2022.

SIGNED ON BEHALF OF THE
CITY OF MISSION

SIGNED ON BEHALF OF THE
CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL NO. 1267

Original signed by Paul Horn
PAUL HORN, MAYOR

Original signed by Joan McPherson
JOAN McPHERSON
PRESIDENT

Original signed by Mike Younie
MIKE YOUNIE
CHIEF ADMINISTRATIVE OFFICER

Original signed by Harminder Gill
HARMINDER GILL
VICE-PRESIDENT

LETTER OF UNDERSTANDING

RE: PROMOTIONS

BETWEEN: DISTRICT OF MISSION
(hereinafter called "the Employer")

AND: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 1267
(hereinafter called "the Union")

1999/2001 The Employer and the Union hereby agree that, notwithstanding Article 10 Promotions and Staff Changes, promotions to supervisory positions, as identified on Schedule 1, attached hereto and forming part of this Letter of Understanding, shall be made on the basis of the applicant having the highest level of skills, qualifications, knowledge and abilities to perform the duties of the position, providing the applicant has the necessary qualifications to be assessed for the position. Where two or more applicants have equivalent skills, qualifications, knowledge and abilities to perform the duties, seniority, as defined in the Collective Agreement between the Employer and the Union, shall apply.

1999/2001 The assessment of skills, qualifications, knowledge and abilities will be determined through interviews, written testing, verbal testing, practical testing or any combination thereof. The Union will be consulted in advance in regard to the topics and general tenor of the testing, and may have a representative observer at all interviews to verify the impartiality of the interviews.

2002/2004 The results of testing and interviewing, as well as the rating system will be available to the Union for scrutiny.

The cost of attendance by a representative of the Union will be borne by the Employer.

2002/2004 The parties further agree that new supervisory positions may be added to Schedule 1 of this letter, by mutual agreement.

DATED at Mission, British Columbia, this 23rd day of February, 1994.

SIGNED ON BEHALF OF THE
DISTRICT OF MISSION

SIGNED ON BEHALF OF THE
CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL NO. 1267

Original signed by Randy Hawes
RANDY HAWES,
MAYOR

Original signed by Robert W. Cannon
ROBERT W. CANNON,
PRESIDENT

Original signed by Jacqueline R. Fennellow
JACQUELINE R. FENNELLOW,
MUNICIPAL CLERK

Original signed by Bruce Temple
BRUCE TEMPLE,
VICE-PRESIDENT

Schedule 1 - Employees with Supervisory Component in Job Description by Department

CORPORATE ADMINISTRATION

Technical Services Supervisor

DEVELOPMENT SERVICES

Building Inspection Supervisor

ENGINEERING

Building Maintenance Supervisor

FINANCE

Accounting Supervisor

Revenue Supervisor

Payroll Supervisor (2022)

FORESTRY

Forestry Technician 2

Forestry Technologist 1

Forestry Technologist 2

Forestry Operations Supervisor

PARKS, RECREATION & CULTURE

Aquatic Guards 2, 3, 4 (Head Guard)

Aquatic Services Coordinator

Crew Services Supervisor–Facilities Operations

Facilities Supervisor

Parks Maintenance Supervisor

Program Coordinator

Recreation Administrative Supervisor

Recreation Leader (Various portfolios)

PUBLIC WORKS

Assistant Fleet Supervisor

Crew Supervisor (Various Portfolios)

Roads & Drainage Supervisor

Public Works Supervisor – Roads & Drainage

Public Works Supervisor – Utilities

Electrical/Mechanical Services Supervisor

Operations Supervisor - Public Works

Operations Supervisor - Fleet Services

RCMP

RCMP Fleet Coordinator/Police Guard
Supervisor

RCMP Administrative Supervisor

RCMP Records Supervisor

Victim Services Coordinator

Updated this 11th day of March, 2022.

Original signed by Heather Gherman

Heather Gherman

Director of Human Resources

Original signed by Joan McPherson

Joan McPherson

President, CUPE Local 1267

LETTER OF UNDERSTANDING

RE: VACATION SCHEDULING RCMP DETACHMENT

BETWEEN: DISTRICT OF MISSION
(hereinafter called "the Employer")

AND: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 1267
(hereinafter called "the Union")

The Employer and the Union agree to continue the following Vacation Scheduling procedures on a trial basis for the 2002, 2003, 2004 vacation years within the above referenced operations of the District on a without prejudice or precedent basis.

- 1.1 Employees within the designated sections shall consult with each other and their supervisor prior to submitting vacation requests in order to facilitate the scheduling of vacations.
- 1.2 Vacation scheduling within each designated section shall be done on the basis of seniority, provided however that no employee may claim more than three (3) first choice vacation blocks which include a statutory or general holiday.
- 1.3 Scheduled vacations may only be varied by mutual agreement among the employees concerned and their supervisor.
- 1.4 Save and except as noted above, vacation scheduling shall continue to be done in accordance with past practice.

DATED at Mission, British Columbia, this 23rd day of February, 1994.

SIGNED ON BEHALF OF THE
DISTRICT OF MISSION

SIGNED ON BEHALF OF THE
CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL NO. 1267

Original signed by Randy Hawes

RANDY HAWES,
MAYOR

Original signed by Robert W. Cannon

ROBERT W. CANNON,
PRESIDENT

Original signed by Jacqueline R. Fennellow

JACQUELINE R. FENNELLOW,
MUNICIPAL CLERK

Original signed by Bruce Temple

BRUCE TEMPLE,
VICE-PRESIDENT

LETTER OF UNDERSTANDING

RE: INCLUSION OF NEW CUPE POSITIONS/EXCLUSION OF RECREATION PROGRAM INSTRUCTORS

BETWEEN: DISTRICT OF MISSION
(hereinafter called "the Employer")

AND: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 1267
(hereinafter called "the Union")

The Employer and the Union hereby agree as follows:

- 1) The Employer will negotiate in good faith with the Union to create job descriptions and rates of pay for the following positions, and will include these positions under the Collective Agreement, in the Schedules shown, upon successful completion of the negotiation:
 - a. Fitness Coordinator (Schedule C)
 - b. Club Kids Coordinator (Schedule C)
 - c. Other Recreation Program Coordinators that may be required in the future, provided that these programs are funded entirely by the Employer (Schedule C)
 - d. Assistant Community Policing Coordinator (RCMP Schedule A)
- 2) The Employer may engage a variety of instructors for various periods of time to deliver a variety of recreation, sport, fitness, child care, social assistance, or other similar programs, that are offered by the District's Parks, Recreation and Culture department and which the Employer deems necessary and beneficial to the community.

The Union agrees that these instructors are not included in the bargaining unit covered by the Collective Agreement, and that it will not pursue their inclusion in the bargaining unit.

Dated at Mission, B.C. this 13th day of November, 2004.

Signed on behalf of the District of
Mission

Signed on behalf of the Canadian Union
of Public Employees, Local 1267

Original signed by Abe Neufeld
Abe Neufeld, Mayor

Original signed by Jason Pearson
President, CUPE Local 1267

Original signed by Dennis Clark
Director of Corporate Administration

Original signed by Donna-Lee Lakes
Vice President, CUPE Local 1267

LETTER OF UNDERSTANDING

RE: REQUIREMENTS FOR PART-TIME EMPLOYEES TO WORK FULL-TIME TO PROVIDE VACATION RELIEF

BETWEEN: DISTRICT OF MISSION
(hereinafter called "the Employer")

AND: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 1267
(hereinafter called "the Union")

The Employer and the Union hereby agree as follows:

1. The part-time Administrative Clerks in various departments may be required by the Employer to work full-time hours to replace the full-time Administrative Clerk in those departments who are on vacation or absent for any other reason, with the exception of sick leave.
2. The Employer will advise the part-time employees in these departments by February 28 of each calendar year of the scheduled vacation periods of the full-time employees in order for the part-time employees to arrange their schedules to accommodate this requirement.
3. It is acknowledged that approved vacation schedules are occasionally changed and that any changes shall be mutually agreed to by the affected employees.
4. Further, in accordance with this clause, the part-time employee will not be required to change their approved vacation time to accommodate the vacation change of the full-time employee regardless of who has greater seniority.
5. In accordance with Article 9.1 Seniority, if the part-time employee is 'senior' to the full-time employee, the part-time employee is entitled to choose their vacation schedule before the full-time employee.
6. Part-time positions will not be required to provide sick time relief in the event that the full-time employee(s) is sick or injured, unless mutually agreed upon by the Employer and the Union.
7. It is agreed that when additional part-time or full-time administrative staff with regularly scheduled hours are hired in one of the departments that have part-time administrative staff, the part-time Administrative Clerk may no longer be required to provide vacation relief. However, the request to provide vacation relief shall be offered in order of seniority and where there is no one to backfill, the most junior employee may be required to provide vacation relief.

8. It is agreed that part-time positions that are ongoing but do not have regularly scheduled hours will continue to carry the designation of "hours as required".

DATED at Mission, B.C. this 31st day of May, 2017.

SIGNED ON BEHALF OF THE
DISTRICT OF MISSION

SIGNED ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 1267

Original signed by Randy Hawes
Randy Hawes
MAYOR

Original signed by Joan McPherson
Joan McPherson
PRESIDENT

Original signed by Mike Younie
Mike Younie
DEPUTY CHIEF ADMINISTRATIVE
OFFICER

Original signed by Margo Huppee
Margo Huppee
VICE-PRESIDENT

LETTER OF UNDERSTANDING
RE: LONG TERM DISABILITY INSURANCE

BETWEEN: DISTRICT OF MISSION
(hereinafter called "the Employer")

AND: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 1267
(hereinafter called "the Union")

The Employer agrees to administer an employee paid long term disability insurance plan, if the Union is able to devise such a program.

DATED at Mission, B.C. this 17th day of March, 2009.

SIGNED ON BEHALF OF THE
DISTRICT OF MISSION

SIGNED ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 1267

"James Atebe"

JAMES ATEBE,
MAYOR

"Donna-Lee Lakes"

DONNA-LEE LAKES,
PRESIDENT

"Dennis Clark"

DENNIS CLARK,
DIRECTOR OF
CORPORATE ADMINISTRATION

"Joan McPherson"

JOAN MCPHERSON,
VICE-PRESIDENT

LETTER OF UNDERSTANDING

RE: OCCUPATIONAL FIRST AID ATTENDANTS

BETWEEN: CITY OF MISSION
(herein called the "Employer")

AND: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1267
(herein called the "Union")

In accordance with the WorkSafeBC Occupational Health and Safety Regulations (OSHR), the Employer must maintain occupational first aid attendants with level 2 certification (OFAA2) at Public Works and Municipal Hall/Welton. The Employer will designate a maximum of eight (8) Level 2 First Aid Attendants. Employees designated to carry out the duties of a first aid attendant, pursuant to the above regulations, shall receive a premium of ninety cents (\$0.90) per hour, in addition to their regular rate of pay.

Employees designated by the Employer to be a designated OFAA2 shall have the course funded 100% by the Employer and will receive time off with pay during their regular working hours to attend the required course of studies. The same conditions apply to OFAA2's who are recertifying their credentials. If the employee fails the examination, the Employer will fund one additional opportunity to pass the course. Upon successful completion of the OFA2 course and certification, the First Aid Attendant shall receive a **seven hundred & fifty (\$750)** bonus plus an additional **\$750** bonus following successful completion of the required recertification course.

The classifications listed below are required to hold an Occupational First Aid level 2 (OFA2) certification; **other positions requiring the certification will be determined by mutual agreement of the parties:**

- a. Public Works **Asset** Technician I
- b. Administrative Clerk/Dispatcher (2 positions)
- c. Buyer/Storekeeper

To ensure there is a minimum of one OFAA2 to respond to first aid events during all operational daytime hours Monday through Friday, the OFAA2s at each facility must coordinate their vacation and days off.

Designated OFAA's receiving the premium would be entitled to the premium when working overtime, at the applicable overtime rate.

Effective the signing date of this Letter of Understanding, all previous agreements for occupational first aid attendants shall terminate.

This Letter of Understanding shall remain in effect until written notice to cancel is served by either Party during a period of collective bargaining.

DATED at Mission, B.C. this 12th day of May, 2022.

SIGNED ON BEHALF OF THE
CITY OF MISSION

SIGNED ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 1267

Original signed by Paul Horn
Paul Horn
MAYOR

Original signed by Joan McPherson
Joan McPherson
PRESIDENT

Original signed by Mike Younie
Mike Younie
CHIEF ADMINISTRATIVE
OFFICER

Original signed by Harminder Gill
Harminder Gill
VICE-PRESIDENT

LETTER OF UNDERSTANDING

RE: TRANSFER FROM REGULAR STATUS TO AUXILIARY STATUS

BETWEEN: CITY OF MISSION
(herein called the "Employer")

AND: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1267
(herein called the "Union")

WHEREAS there is no mechanism in the collective agreement between the Employer and the Union to allow employees to transfer from a regular position to an auxiliary status;

AND WHEREAS some employees have requested to transfer from regular status to auxiliary status; the Employer will consider these requests on a case-by-case basis and make a decision based on operational need at the time the request is made. If the request is granted by the Employer, the following provisions will be made:

- Regular seniority will be adjusted to time-du rated seniority;
- Seniority will be adjusted to reflect in hours;
- Any remaining vacation and banked time will be paid out;
- Any sick leave accrued will be eliminated;
- Benefits, such as extended health and dental, life insurance, and accidental and serious illness, will be terminated effective their last day as a regular full-time or regular part-time employee; and,
- If already contributing, contributions to the Municipal Pension Plan will continue

This Letter of Understanding shall remain in effect until written notice to cancel is served by either Party during a period of collective bargaining.

DATED at Mission, BC this 18th day of November, 2021.

SIGNED ON BEHALF OF THE
DISTRICT OF MISSION

SIGNED ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 1267

Original signed by Paul Horn

Paul Horn
MAYOR

Original signed by Joan McPherson

Joan McPherson
PRESIDENT

Original signed by Mike Younie

Mike Younie
CHIEF ADMINISTRATIVE OFFICER

Original signed by Harminder Gill

Harminder Gill
VICE-PRESIDENT

MEMORANDUM OF AGREEMENT

BETWEEN: CITY OF MISSION
(hereinafter called "the Employer")

AND: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 1267
(hereinafter called "the Union")

The Employer and the Union hereby agree to the following wage increase:

General Increase

Effective December 20, 2020, all hourly rates of pay which were in effect on December 19, 2020 shall be increased by two percent (2%).

Effective December 19, 2021, all hourly rates of pay which were in effect on December 18, 2021 shall be increased by two percent (2%).

Effective December 18, 2022, all hourly rates of pay which were in effect on December 17, 2022 shall be increased by two and a half percent (2.5%).

Effective December 17, 2023, all hourly rates of pay which were in effect on December 16, 2023 shall be increased by two and half percent (2.5%)

Effective December 15, 2024, all hourly rates of pay which were in effect on December 14 2024 shall be increased by two and three quarters percent (2.75%).

DATED at Mission, British Columbia, this 17th day of February, 2022.

SIGNED ON BEHALF OF THE
CITY OF MISSION

Original signed by Mike Younie

Mike Younie
Chief Administrative Officer

Original signed by Heather Gherman

Heather Gherman
Director of Human Resources

Original signed by Maureen Sinclair

Maureen Sinclair
Director of Parks, Recreation & Culture

Original signed by Donna-Lee Lakes

Donna-Lee Lakes
Human Resources Advisor

SIGNED ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 1267

Original signed by Joan McPherson

Joan McPherson, President

Original signed by Harminder Gill

Harminder Gill, Vice President

Original signed by Krista de Sousa

Krista de Sousa, Recording Secretary

Original signed by Marci Rangers

Marci Rangers, Treasurer

Original signed by Paul Peters

Paul Peters, Chief Shop Steward

Pay Grade	Occ Code	Schedule 'A' JOB CLASSIFICATION	2021	2022	2023	2024	2025
			HOURLY 20/12/2020 2%	HOURLY 19/12/2021 2%	HOURLY 18/12/2022 2.5%	HOURLY 17/12/2023 2.5%	HOURLY 15/12/2024 2.75%
1	101	Student (2011 / 2020)	\$21.26	\$21.69	\$22.23	\$22.79	\$23.42
2	102	Relief Clerk (2011 / 2020)	\$26.83	\$27.37	\$28.05	\$28.75	\$29.54
3	103	Data Entry Clerk	\$30.44	\$31.05	\$31.83	\$32.63	\$33.53
4	105	Clerk Typist 2 (Switchboard)	\$30.71	\$31.32	\$32.10	\$32.90	\$33.80
		Clerk Typist 2 (Administration)					
		Clerk Typist 2 (Building)					
		Clerk Typist 2 (Planning)					
		Receptionist					
		Transcriptionist (2019)					
5							
6	114	Clerk-Typist Cashier	\$31.67	\$32.30	\$33.11	\$33.94	\$34.87
		Clerk-Typist 3 - Cemetery					
		Booking Clerk (2021)					
7	119	Accounting Clerk 1	\$32.29	\$32.94	\$33.76	\$34.60	\$35.55
8	125	Accounts Payable	\$32.86	\$33.52	\$34.36	\$35.22	\$36.19
		Administrative Clerk - Civic Engagement & Corporate Initiatives (2019)					
		Administrative Clerk - Corporate Administration (2019)					
		Administrative Clerk - Communications & Public Engagement (2020)					
		Administrative Clerk - Economic Development					
		Administrative Clerk - Engineering					
		Administrative Clerk - Finance					
		Administrative Clerk - Fire					
		Administrative Clerk - Forestry					
		Administrative Clerk - Inspections					
		Administrative Clerk - Land Use					
		Administrative Clerk - Legislative					
		Administrative Clerk - Personnel/Administration					
		Administrative Clerk - Social Dev.					
		Administrative Clerk - RCMP					
		Administrative Clerk - Relief					
		Records Management Clerk (RCMP)					

Pay Grade	Occ Code	Schedule 'A' JOB CLASSIFICATION	2021 HOURLY 20/12/2020	2022 HOURLY 19/12/2021	2023 HOURLY 18/12/2022	2024 HOURLY 17/12/2023	2025 HOURLY 15/12/2024
9	131	Plan Checking Assistant User Support Technician 1	\$33.52	\$34.19	\$35.04	\$35.92	\$36.91
10	139	GIS Technician 1 Tax Clerk - Cashier Accounting Clerk 2	\$34.13	\$34.81	\$35.68	\$36.57	\$37.58
11	145	Accounting Clerk 3 Crime Prevention Coordinator GIS Administrative Support Clerk	\$34.73	\$35.42	\$36.31	\$37.22	\$38.24
12	153	Engineering Technician 1 Payroll Clerk Works Inspector 1 Property Control Coordinator	\$35.34	\$36.05	\$36.95	\$37.87	\$38.91
13							
14	160	Administrative Assistant - RCMP Administrative Assistant - Finance Administrative Assistant - Planning Administrative Assistant - Corporate Administration Administrative Assistant - Engineering Planning Assistant (2019) Administrative Assistant - Economic Development (2020) Administrative Assistant - Forestry (2020) Administrative Assistant - Fire Rescue Service (2020) Information & Privacy Coordinator (2020) Parks, Recreation & Culture Assistant (2021)	\$36.60	\$37.33	\$38.26	\$39.22	\$40.30
15	164	RCMP Administrative Supervisor RCMP Records Supervisor Accounting Clerk 3 (2020) Plan Checker (2018)	\$36.92	\$37.66	\$38.60	\$39.57	\$40.66
16	165	Court Liaison Officer (2020) RCMP Reader	\$37.18	\$37.92	\$38.87	\$39.84	\$40.94
17	170	Computer Operator/Support Analyst Works Inspector 2	\$37.81	\$38.57	\$39.53	\$40.52	\$41.63

Pay Grade	Occ Code	Schedule 'A' JOB CLASSIFICATION	2021 HOURLY 20/12/2020	2022 HOURLY 19/12/2021	2023 HOURLY 18/12/2022	2024 HOURLY 17/12/2023	2025 HOURLY 15/12/2024
18							
19	185	Bylaw Enforcement Officer	\$39.22	\$40.00	\$41.00	\$42.03	\$43.19
20	195		\$40.30	\$41.11	\$42.14	\$43.19	\$44.38
21	200	Senior Payroll Clerk	\$40.80	\$41.62	\$42.66	\$43.73	\$44.93
22	210	Accountant/Budget Analyst	\$41.78	\$42.62	\$43.69	\$44.78	\$46.01
		GIS Technician 2 (2018)					
		Network Analyst					
		Planning Technician					
		Systems Analyst					
		Works Inspector					
23							

24	222	Budget Analyst (2024)	\$43.31	\$44.18	\$45.28	\$46.41	\$47.69
		Engineering Technician 2					
		Environmental Technician					
		Forestry Technician 2					
		Recreation Administrative Supervisor					
		Senior Bylaw Enforcement Officer					
		GIS Technician/Draftsperson					
25	225	Planner	\$44.84	\$45.74	\$46.88	\$48.05	\$49.37
26	230	Accounting Supervisor	\$45.83	\$46.75	\$47.92	\$49.12	\$50.47
		Forestry Technologist					
		Revenue Supervisor (2020)					
27	235	Environmental Coordinator	\$47.86	\$48.82	\$50.04	\$51.29	\$52.70
		Engineering Technologist 1-Design (EIT)					
		Engineering Technologist 1-Traffic					
		Engineering Technologist 1					
		Engineering Technologist 1 - Development					
		Engineering Technologist 1 Projects (2022)					
28	240	IT Project Coordinator	\$50.50	\$51.51	\$52.80	\$54.12	\$55.61
29	245	Engineering Technologist 2 (2020)	\$51.03	\$52.05	\$53.35	\$54.68	\$56.18
		Engineering Technologist 2 - Design					
		Engineering Technologist 2 - Development (2017)					

Pay Grade	Occ Code	Schedule 'A' JOB CLASSIFICATION	2021	2022	2023	2024	2025
			HOURLY 20/12/2020	HOURLY 19/12/2021	HOURLY 18/12/2022	HOURLY 17/12/2023	HOURLY 15/12/2024
		Engineering Technologist 2 - Projects					
		Engineering Technologist 2 -Asset Management					
		Engineering Technologist 2 - Traffic & Transportation (2017/2020)					
		Forestry Technologist 2					
		GIS Supervisor/Draftsperson (2020)					
30	250	Business Analyst (2020)	\$52.34	\$53.39	\$54.72	\$56.09	\$57.63
		Engineering Technologist 3 -Asset Management (2017)					
		Engineering Technologist 3 - Capital Projects (2019)					
		Engineering Technologist 3 - Environmental Services (2019)					
		Engineering Technologist 3 - Traffic & Transportation (2017)					
	250	Senior Planner-Land Use					
		Senior Planner-Policy					
31	255	Technical Services Supervisor	\$54.18	\$55.26	\$56.64	\$58.06	\$59.66
		Planning Engineer (2020)					

Pay Grade	Occ Code	Schedule 'B' JOB CLASSIFICATION	2021 HOURLY 20/12/2020	2022 HOURLY 19/12/2021	2023 HOURLY 18/12/2022	2024 HOURLY 17/12/2023	2025 HOURLY 15/12/2024
1	401	Student (2017 / 2020)	\$21.26	\$21.68	\$22.22	\$22.78	\$23.41
1(a)	403	Community Safety (Bylaw) Officer (2021)	\$27.58	\$28.13	\$28.83	\$29.55	\$30.36
2	405	Facilities Maintenance Worker 1 Fleet Assistant (2019) Labourer 1 Parking Attendant (2017-2020)	\$30.44	\$31.05	\$31.83	\$32.63	\$33.53
3	413	Clerk Typist 2 (Public Works) Labourer 2 Facilities Maintenance Worker 1 (w/ SA Certification)	\$30.70	\$31.31	\$32.09	\$32.89	\$33.79
4	422	Labourer 3	\$31.17	\$31.79	\$32.58	\$33.39	\$34.31
5	425	Equipment Operator 1 Police Guard	\$31.43	\$32.06	\$32.86	\$33.68	\$34.61
6	430	Truck Driver 1	\$31.68	\$32.31	\$33.12	\$33.95	\$34.88
7	433	Asset Data Collector (2018) Building Maintenance Worker Facilities Maintenance Worker 2 Pipelayer - Maintenance (2018) Utility Maintenance Person Water/Sewer Operator (Apprentice) (2018)	\$32.00	\$32.64	\$33.46	\$34.30	\$35.24
8	441	Truck Driver 2	\$32.09	\$32.73	\$33.55	\$34.39	\$35.34
9	445						
10	451						
11	455	Facilities Maintenance Worker 3 Pipelayer - Construction (2018) Truck Driver 3 Parks Maintenance Worker 3	\$32.55	\$33.20	\$34.03	\$34.88	\$35.84
12	461	Truck Driver IV	\$32.97	\$33.63	\$34.47	\$35.33	\$36.30
13	466	Storekeeper RCMP Police Guard Supervisor Buyer 1 (2018)	\$33.20	\$33.87	\$34.72	\$35.59	\$36.57

Pay Grade	Occ Code	Schedule 'B' JOB CLASSIFICATION	2021 HOURLY 20/12/2020	2022 HOURLY 19/12/2021	2023 HOURLY 18/12/2022	2024 HOURLY 17/12/2023	2025 HOURLY 15/12/2024
14	470		\$33.46	\$34.13	\$34.98	\$35.85	\$36.84
15	481	Cemetery Caretaker	\$33.72	\$34.39	\$35.25	\$36.13	\$37.12
		Equipment Operator 2					
		Sign/Road Marking Maintainer (2017/2020)					
16	485	Street Sweeper	\$34.13	\$34.81	\$35.68	\$36.57	\$37.58
		Administrative Clerk/Dispatcher PW					
17	490		\$34.32	\$35.01	\$35.89	\$36.79	\$37.80
18	497	Water Meter Technician (2022)	\$34.73	\$35.42	\$36.31	\$37.22	\$38.24
19	500	Equipment Operator 3	\$34.89	\$35.59	\$36.48	\$37.39	\$38.42
20	504	Water/Sewer Operator Apprentice (after 12 months) (2021)	\$35.19	\$35.89	\$36.79	\$37.71	\$38.75
21	519	Equipment Operator 4	\$35.50	\$36.21	\$37.12	\$38.05	\$39.10
		Equipment Operator - Forestry					
22	524	Risk Management Inspector	\$35.80	\$36.52	\$37.43	\$38.37	\$39.43
		Fleet Coordinator/Police Guard Supervisor					
22(a)	530	Administrative Assistant (Public Works) (2018)	\$36.60	\$37.33	\$38.26	\$39.22	\$40.30
23	533	Coastal Forestry Roads Builder (2022)	\$36.63	\$37.36	\$38.29	\$39.25	\$40.33
24	541	Faller/Equipment Operator	\$37.01	\$37.75	\$38.69	\$39.66	\$40.75
25							
26	561	Public Works Asset Technician 1	\$37.70	\$38.45	\$39.41	\$40.40	\$41.51
		Buyer 2 (2018)					
27	563	Water/Sewer Operator Apprentice (after 24 months) (2021)	\$38.17	\$38.93	\$39.90	\$40.90	\$42.02
28	570	Parking & Bylaw Enforcement Officer	\$39.22	\$40.00	\$41.00	\$42.03	\$43.19
29	575	Crew Supervisor - Facilities Operations	\$40.44	\$41.25	\$42.28	\$43.34	\$44.53
		Crew Supervisor - Utilities					
		Crew Supervisor - Maintenance Program					
		Crew Supervisor - Projects/Capital					

Pay Grade	Occ Code	Schedule 'B' JOB CLASSIFICATION	2021 HOURLY 20/12/2020	2022 HOURLY 19/12/2021	2023 HOURLY 18/12/2022	2024 HOURLY 17/12/2023	2025 HOURLY 15/12/2024
30	592	Mechanic	\$41.13	\$41.95	\$43.00	\$44.08	\$45.29
	564	Water/Sewer Operator (completion) (legacy)					
	594	Electrician (2017)					
31	596	Foreman 2 - Forestry	\$41.85	\$42.69	\$43.76	\$44.85	\$46.08
		Parks Maintenance Supervisor					
		Building Maintenance Supervisor					
		Senior Buyer (2018)					
		Facilities Supervisor (2018)					
		Roads & Drainage Supervisor (2021)					
32	598	Water/Sewer Operator & Water Quality Technician completion - after 36 months (2021)	\$42.38	\$43.23	\$44.31	\$45.42	\$46.67
33	603	Public Works Supervisor - Roads & Drainage (2021)	\$43.80	\$44.68	\$45.80	\$46.95	\$48.24
		Public Works Supervisor - Utilities (2021)					
34	605	Assistant Fleet Supervisor	\$43.94	\$44.82	\$45.94	\$47.09	\$48.38
		Electrical/Mechanical Services Supervisor (2018)					
34(a)	610	Building Inspector 1 (2021)	\$46.40	\$47.33	\$48.51	\$49.72	\$51.09
35	615	Operations Supervisor - Fleet Services	\$47.86	\$48.82	\$50.04	\$51.29	\$52.70
		Operations Supervisor - Public Works					
		Forestry Operations Supervisor (2019)					
36	618	Building Inspector 2 (2021)	\$48.53	\$49.50	\$50.74	\$52.01	\$53.44
37	622	Building Inspector 3 (2021)	\$51.32	\$52.35	\$53.66	\$55.00	\$56.51
38	627	Building Inspection Supervisor (2021)	\$56.05	\$57.17	\$58.60	\$60.07	\$61.72

Pay Grade	Occ Code	Schedule 'C' JOB CLASSIFICATION	2021	2022	2023	2024	2025
			HOURLY 20/12/2020	HOURLY 19/12/2021	HOURLY 18/12/2022	HOURLY 17/12/2023	HOURLY 15/12/2024
			20/12/2020	19/12/2021	18/12/2022	17/12/2023	15/12/2024
1		Student (2017 / 2020)	\$21.26	\$21.68	\$22.22	\$22.78	\$23.41
2	700	Skate Patrol	\$26.09	\$26.61	\$27.28	\$27.96	\$28.73
3	705	Aquatic Guard 1	\$26.15	\$26.67	\$27.34	\$28.02	\$28.79
4							
5	715		\$26.83	\$27.36	\$28.04	\$28.74	\$29.53
6	725						
7							
8	730	Aquatic Guard 2 Registration Clerk Receptionist	\$28.12	\$28.68	\$29.40	\$30.14	\$30.97
9	735	Aquatic Guard 3 Crisis Support Worker	\$28.57	\$29.14	\$29.87	\$30.62	\$31.46
10	740	Aquatic Guard 4 (Head Guard) (2020)	\$29.68	\$30.27	\$31.03	\$31.81	\$32.68
	743	Visitor Services Clerk (2019)	\$32.86	\$33.52	\$34.36	\$35.22	\$36.19
10(a)		Victim Services Case Worker (2021)	\$31.62	\$32.25	\$33.06	\$33.89	\$34.82
11	745	Recreation Leader Aquatics Recreation Leader Fitness Recreation Leader Children's Services (2021) Recreation Leader Youth Services (2017) Recreation Leader Senior Services (2021) Recreation Leader Special Projects (2020)	\$33.75	\$34.43	\$35.29	\$36.17	\$37.16
12	750	Aquatic Services Coordinator Victim Services Coordinator (2019)	\$34.65	\$35.34	\$36.22	\$37.13	\$38.15
13	755	Program Coordinator	\$40.80	\$41.62	\$42.66	\$43.73	\$44.93

Supplementary Vacation Entitlement in Hours

Senior ity Date	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
2025						105/10 8	105/10 8	105/10 8	105/10 8	105/10 8
						6%	6%	6%	6%	6%
2024					105/10 8	105/10 8	105/10 8	105/10 8	105/10 8	140/14 4
					6%	6%	6%	6%	6%	8%
2023				105/10 8	105/10 8	105/10 8	105/10 8	105/10 8	140/14 4	140/14 4
				6%	6%	6%	6%	6%	8%	8%
2022			105/10 8	105/10 8	105/10 8	105/10 8	105/10 8	140/14 4	140/14 4	140/14 4
			6%	6%	6%	6%	6%	8%	8%	8%
2021		105/10 8	105/10 8	105/10 8	105/10 8	105/10 8	140/14 4	140/14 4	140/14 4	140/14 4
		6%	6%	6%	6%	6%	8%	8%	8%	8%
2020	105/10 8	105/10 8	105/10 8	105/10 8	105/10 8	140/14 4	140/14 4	140/14 4	140/14 4	140/14 4 B
	6%	6%	6%	6%	6%	8%	8%	8%	8%	8%
2019	105/10 8	105/10 8	105/10 8	105/10 8	140/14 4	140/14 4	140/14 4	140/14 4	140/14 4 B	140/14 4
	6%	6%	6%	6%	8%	8%	8%	8%	8%	8%
2018	105/10 8	105/10 8	105/10 8	140/14 4	140/14 4	140/14 4	140/14 4	140/14 4 B	140/14 4	140/14 4
	6%	6%	6%	8%	8%	8%	8%	8%	8%	8%
2017	105/10 8	105/10 8	140/14 4	140/14 4	140/14 4	140/14 4	140/14 4 B	140/14 4	140/14 4	140/14 4
	6%	6%	8%	8%	8%	8%	8%	8%	8%	8%
2016	105/10 8	140/14 4	140/14 4	140/14 4	140/14 4	140/14 4 B	140/14 4	140/14 4	140/14 4	140/14 4 B
	6%	8%	8%	8%	8%	8%	8%	8%	8%	8%
2015	140/14 4	140/14 4	140/14 4	140/14 4	140/14 4 B	140/14 4	140/14 4	140/14 4	140/14 4 B	175/18 0
	8%	8%	8%	8%	8%	8%	8%	8%	8%	10%
2014	140/14 4	140/14 4	140/14 4	140/14 4 B	140/14 4	140/14 4	140/14 4	140/14 4 B	175/18 0	175/18 0
	8%	8%	8%	8%	8%	8%	8%	8%	10%	10%
2013	140/14 4	140/14 4	140/14 4 B	140/14 4	140/14 4	140/14 4	140/14 4 B	175/18 0	175/18 0	175/18 0
	8%	8%	8%	8%	8%	8%	8%	10%	10%	10%
2012	140/14 4	140/14 4 B	140/14 4	140/14 4	140/14 4	140/14 4 B	175/18 0	175/18 0	175/18 0	175/18 0 B
	8%	8%	8%	8%	8%	8%	10%	10%	10%	10%
2011	140/14 4 B	140/14 4	140/14 4	140/14 4	140/14 4 B	175/18 0	175/18 0	175/18 0	175/18 0 B	175/18 0
	8%	8%	8%	8%	8%	10%	10%	10%	10%	10%

Supplementary Vacation Entitlement in Hours

Senior ity Date	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
2010	140/14 4	140/14 4	140/14 4	140/14 4 B	175/18 0	175/18 0	175/18 0	175/18 0 B	175/18 0	210/21 6
	8%	8%	8%	8%	10%	10%	10%	10%	10%	12%
2009	140/14 4	140/14 4	140/14 4 B	175/18 0	175/18 0	175/18 0	175/18 0 B	175/18 0	210/21 6	210/21 6
	8%	8%	8%	10%	10%	10%	10%	10%	12%	12%
2008	140/14 4	140/14 4 B	175/18 0	175/18 0	175/18 0	175/18 0 B	175/18 0	210/21 6	210/21 6	210/21 6 B
	8%	8%	10%	10%	10%	10%	10%	12%	12%	12%
2007	140/14 4 B	175/18 0	175/18 0	175/18 0	175/18 0 B	175/18 0	210/21 6	210/21 6	210/21 6 B	210/21 6
	8%	10%	10%	10%	10%	10%	12%	12%	12%	12%
2006	175/18 0	175/18 0	175/18 0	175/18 0 B	175/18 0	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6
	10%	10%	10%	10%	10%	12%	12%	12%	12%	12%
2005	175/18 0	175/18 0	175/18 0 B	175/18 0	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6
	10%	10%	10%	10%	12%	12%	12%	12%	12%	12%
2004	175/18 0	175/18 0 B	175/18 0	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B
	10%	10%	10%	12%	12%	12%	12%	12%	12%	12%
2003	175/18 0 B	175/18 0	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6
	10%	10%	12%	12%	12%	12%	12%	12%	12%	12%
2002	175/18 0	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6
	10%	12%	12%	12%	12%	12%	12%	12%	12%	12%
2001	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
2000	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1999	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1998	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1997	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1996	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%

Supplementary Vacation Entitlement in Hours

Senior ity Date	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1995	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1994	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1993	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1992	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1991	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1990	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1989	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1988	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1987	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1986	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1982	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6	210/21 6	210/21 6 B	210/21 6	210/21 6
	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%

B=Bonus Week

**As the current collective agreement states that vacation entitlement is based on calendar years of service, part-time employees on benefits have their vacation entitlement based on their start date and have the benefit pro-rated based on their prior year FTE hours.*