COLLECTIVE AGREEMENT

BETWEEN

Lethbridge

THE CITY OF LETHBRIDGE

AND

CUPE / Canadian Union of Public Employees

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 70

JANUARY 1, 2023 - DECEMBER 31, 2026

Replaced LOU #10 - June 26, 2025
Added LOU #11 - July 16, 2026

Canadian Office & Professional Employees
sbk/COPE Local #491

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This agreement made on the 12th day of November, 2024, between:

The CITY OF LETHBRIDGE,
hereinafter referred to as the "Employer"
Party of the First Part,

-and-

The CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70 (MUNICIPAL WORKERS) Lethbridge,
hereinafter referred to as the "Union"
Party of the Second Part.

1.00 SPIRIT OF AGREEMENT

The Employer and the Union recognize and accept the principles and spirit of good teamwork based on mutual responsibility, respect, confidence, loyalty, integrity, and further recognize that successful Employer-Employee relations must be mutually advantageous, fair and just, and not more favourable to one than the other.

2.00 TERM OF AGREEMENT

2.01 Mutual Agreement

The Parties agree to comply with and be governed by the conditions set out in this agreement.

2.02 Length of Agreement

This Agreement shall come into force on January 1, 2023, and shall remain in force and effect to December 31, 2026, and remain in full force and effect until December 31st of any subsequent year, unless either party gives notice in writing on or before October 1, 2026, or prior to October 1st of any subsequent year.

2.03 Amendments at Expiry

Either party to the Collective Agreement may, not less than 60 days and not more than 120 days preceding the expiry of the term of the Collective Agreement or within any longer period that may be provided for in the Collective Agreement, by notice in writing, require the other party to the Collective Agreement to commence collective bargaining.

If notice to negotiate has not been given by either party prior to the termination date of this Agreement, or if negotiations continue beyond the termination date of this Agreement, this Agreement will remain in full force and effect during this time until the applicable provisions have been complied with under the *Alberta Labour Relations Code* (new Agreement or strike/lockout).

2.04 Amendments During Term of Agreement

Any changes deemed necessary to this Agreement may be made by mutual agreement at any time during the term of the Agreement. Such change shall be in the form of a Letter of Understanding signed off by the Parties and appended to the Collective Agreement.

3.00 STRIKES AND LOCKOUTS

It is mutually agreed that while negotiations for a further Agreement are in progress, there shall be no strikes, stoppages or slow-downs in work on the part of the Employees covered by this Agreement nor any lockouts of Employees on the part of the Employer against said Employees, as per *Alberta Labour Relations Code*.

4.00 RETROACTIVITY

4.01 Effective Date

All monetary changes in the new Agreement shall be adjusted retroactively to the first day of the first pay period after the effective date of the new Agreement unless otherwise agreed.

4.02 Retroactive Pay for Terminated Employees

Past Employees, who were in the service between the expiration date of the previous Agreement and the date of the signing of this Agreement, shall be entitled to any retroactive adjustment of the regular rate of pay provided in the settlement. It is the Employee's responsibility to ensure that any changes to the mailing address and banking information remain current post-employment.

5.00 NO DISCRIMINATION

5.01 Trade Union Activity

The Employer agrees there shall be no discrimination, interference, restriction, reprisal, or coercion, exercised or practiced, against any Employee because of their connection with trade union organizations or activities.

5.02 General Conditions

(a) The Employer agrees there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any Employee.

(b) Paragraph (a) does not apply with respect to discrimination based on a bona fide occupational requirement. The onus of proof for discrimination based on a bona fide occupational requirement shall be with the Employer.

5.03 Equal Pay for Equal Work

The Employer shall not employ an Employee for any work at a rate of pay less than the rate of pay at which another Employee is paid for similar or substantially similar work.

5.04 Respect in the Workplace

All Employees covered by this Agreement have a right to freedom from bullying, abuse, harassment, and discrimination in the workplace. The Parties agree to jointly educate both Employees and Managers to promote respect in the workplace and to prevent workplace bullying, abuse, harassment, and discrimination.

The City of Lethbridge has comprehensive workplace harassment and violence protection policies and procedures to protect the health and safety of Employees by eliminating, or where that is not reasonably practical, controlling the hazards of workplace harassment and violence. This includes a commitment to safe and supportive environments to support conversations between Employees as well as reporting instances of bullying, abuse, harassment, and discrimination in the workplace.

By working together, the Parties to this Agreement are responsible for building a culture that is rooted in integrity, respect, diversity and professionalism.

6.00 UNION RECOGNITION

6.01 Sole Bargaining Agent

The Employer recognizes the Union, CUPE Local 70, as the sole bargaining agent for the Employees covered by this Agreement and agrees not to bargain collectively with any other labour organization.

6.02 No Other Agreements

No Employee covered by this Agreement shall be asked to make a written or verbal agreement with the Employer covering hours of work, wages, or conditions during the term of this Agreement, except as specifically provided for in this Agreement.

6.03 Union Dues Check-Off

The Employer agrees to collect Union dues under the Rand Formula. It is understood that fines and assessments are not included in this arrangement.

The Employer shall deduct from every Employee such Union dues as levied by the Union on its members. Such deductions shall be made from each pay cheque and forwarded biweekly to the Union no later than 10 calendar days following a scheduled payroll cutoff.

Dues remitted to the Union will be accompanied by a list of names of Employees from whose wages the deductions have been made. Such list shall also include the Employees' name, ID number, wages, and part-time/full-time designation.

The Employer shall make a one-time deduction of two dollars ($2.00) from all new hires within the bargaining unit and remit the same to the Union along with a list of all newly hired Employees.

6.04 Union Orientation

One Union Executive and all new Employees will be allowed up to fifteen (15) minutes for the purpose of Union orientation.

When a group of Employees are being onboarded, the Union will be invited to make a presentation to the new Employees for a maximum of fifteen (15) minutes.

6.05 Non-union Personnel Performing Bargaining Unit Work

Non-union personnel shall not be permitted to perform the work that is normally performed by members of the bargaining unit except in the following instances:

(a) Emergencies when no other Employees are available.

(b) When starting and testing new equipment.

(c) For instructional purposes.

6.06 Scope Clause

This Agreement applies to all Employees who are covered by the Alberta Labour Relations Board Certification 616-92, who occupy classifications appearing in the Schedule of Wages (Appendix "A") attached and new positions that are determined to fall within the Alberta Labour Relations Board Certification 616-92.

6.07 Local 70 Administrative Executive Leave

Any Local 70 Executive Member, to a maximum of two (2) officers, will be allowed a leave of absence one (1) day a week, or as required.

Wherever possible, the Union Executive Members will give the Employer sufficient notice to allow the Employer to meet its operational needs. The Union will reimburse the Employer for wages and benefit costs for the days of absence.

6.08 Leave for Full-time Union Positions

An Employee who is elected or selected for a full-time position with the union or any organization with which the union is affiliated will be granted a leave of absence without loss of seniority for their term of office to a maximum of two years. Such a leave will be renewed, on request by the Union, for any further terms of office. Any Employee appointed to backfill the Employee on a leave will be deemed to have their term extended for the length of the subsequent term of office. The Union agrees to reimburse the Employer for wages and benefits for the duration of the Employee's leave.

Upon the end of their term of office, the Employee will be returned to their previous position and location without loss of seniority. In the case of the Employee's position no longer being available, they shall be provided with a layoff notice as per this Agreement.

6.09 Union Leave of Absence

Where possible, any request for a leave of absence for Union business will be submitted in writing (or digitally) to the Manager not less than two (2) weeks prior to the commencement of such a leave.

Where it is not possible to request the leave two (2) weeks prior, the Employee shall submit the request as soon as possible.

If the leave cannot be approved due to operational needs, the Union will be advised of the reason in writing by the Manager within three (3) working days.

The Union shall reimburse the Employer for wages and benefits paid during such a leave.

6.10 Personnel Record Access

Subject to exceptions under Alberta's *Freedom of Information and Protection of Privacy Act* ("FOIP"), Employees shall have the right to review or receive copies of documentation contained in their personnel file held by the People and Culture Department. Access to the Employee's personnel file will be provided within two (2) weeks of the request.

The Employee may have a Union Steward present at the time of the review. The Employee has the right to copies of any document in the Employee's file. The Employer shall not remove or alter any document except in accordance with FOIP.

6.11 Time Off For Meetings

When an Employee and/or Union Representative attends a meeting with the Employer dealing with Union business, the Employee and/or Union Representative shall suffer no loss in pay or benefits. The Employee and/or Union Representative must advise their immediate Supervisor that they have been called to attend a meeting.

6.12 Union Bargaining Committee

A maximum of five (5) Employees shall suffer no loss of pay during Union negotiations if such meetings are held during standard City business hours.

Employees scheduled for full-time hours who are on alternate work weeks, and who are attending during their non-working hours, will be provided an alternate day off, as approved by their Manager for the same or following pay period.

6.13 Assistance of CUPE National

The Union or its members shall have the right to use or have the assistance of CUPE National.

6.14 Appointments of Union Officers

The Union shall provide a list of Union Officers, Business Agents, and Stewards to the People and Culture Department.

6.15 Access To Information

Upon written request by the Union, the Employer will make available any public information in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* or any successor legislation.

6.16 Union Activity

Except as specifically provided for in the terms of this Agreement, Employees shall not be permitted to engage in Union activity during working hours without the permission of their Manager.

7.00 MANAGEMENT'S RIGHTS

Management reserves all the rights not specifically restricted by this Agreement.

8.00 DEFINITIONS

In this Agreement:

8.01 Employer

"Employer" means the City of Lethbridge

8.02 Employee

"Employee" means a person employed by the City of Lethbridge who is subject to this Agreement.

8.03 Permanent Full-Time Employee

"Permanent Full-Time Employee" is an Employee who has been awarded a posted permanent position and has completed probationary requirements.

8.04 Permanent Part-Time Employees

A "Permanent Part-Time Employee" shall be defined as one who has been selected or appointed to an established permanent part-time position and has completed the probationary requirements.

The definition "permanent part-time position" shall mean:

(a) a single position encompassing a specific set of duties to be filled by a Permanent Part-Time Employee.

(b) a position posted and designated by the City as permanent part-time.

(c) a position which works a regularly scheduled shift that is a minimum of thirty-seven and one-half (37.5) hours biweekly (inside Employee) or forty (40) hours biweekly (outside Employee) and does not exceed sixty (60) hours biweekly (inside Employee) or sixty-four (64) hours biweekly (outside Employee).

(d) the annual vacation and stat entitlement will be pro-rated on the basis of hours (as specified in the posting) as well as the service commencement date.

8.05 Non-Permanent Employee

A "Non-Permanent Employee" is an Employee who has completed probation and has maintained seniority as per Clause 13.03.

(a) Part-time - an Employee who has been awarded a part-time position or who has worked twelve (12) consecutive months and whose regular workweek is less than the weekly hours as specified in Clause 10.01 and 10.02.

(b) Seasonal or Relief - an Employee who has been awarded a seasonal or relief position or recalled as specified in Article 15.

8.06 Probationary Period

A probationary period allows the Employer to evaluate and determine the suitability and ability for continued employment of new City of Lethbridge Employees.

All newly hired Employees or rehired Employees with a break in service are required to complete a probationary period.

Seasonal Employees and those returning from layoff are not required to re-serve a probationary period that has been completed.

Employees who have completed their probationary period may be subject to a Trial Period as per 8.08.

Upon completion of the probationary period, an Employee's seniority shall date from the original date of employment.

Probationary periods for all new City of Lethbridge Employees will be:

- One thousand and forty (1,040) hours for positions falling under the work schedules for Outside Workers (10.01).

- Nine hundred and seventy-five (975) hours for positions falling under the work schedule for Inside Workers (10.02).

Any absences from duty in excess of ten (10) consecutive days will be added to the above probationary period.

At the probationary mid-point, where deficiencies exist, the Employer will meet with the Employee to review their expectations and the Employee's performance. The Employee will be advised in writing of any deficiencies in their performance and abilities.

8.07 Probationary Extensions

Should the Employer wish to extend an Employee's probationary period, the Employer shall meet with the Employee prior to the expiry of the probationary timelines. The reasons for the extension must be provided in writing and both the Employee and the Union must be in agreement to the extension. The extension of the probationary period shall not exceed five hundred and twenty (520) hours for outside workers and four hundred and ninety (490) hours for inside workers. The Employees shall have access to Union representation where the Employer intends to extend the probation.

8.08 Trial Period

Any Employee awarded a posted position shall be in a Trial Period for:

- One thousand and forty (1,040) hours for positions under the work schedules for Outside Workers (10.01)

- Nine hundred and seventy-five (975) hours for positions under the work schedule for Inside Workers (10.02)

At approximately the mid-point of the Trial Period, the Employer will meet with the Employee to review their expectations and the Employee's performance when deficiencies exist. The Employee will be advised in writing of any deficiencies in their performance and abilities.

If the Employee proves unsatisfactory during the Trial Period or is not satisfied with the position, the Employee will return to the Employee's former position and wage without loss of seniority. Any other Employees affected by this reversion shall also return to their former position and wage without loss of seniority.

8.09 Layoff

A layoff shall be defined as a reduction in the workforce or a reduction in an Employee's regular hours of work.

8.10 Term Relief Positions

A Term Relief Position is a position where an Employee is relieving another Employee who is on an approved leave of absence. It is understood that term relief positions will not contribute toward a permanent vacancy as stated in Clause 13.04(b). If the need to relieve another Employee extends or is expected to go beyond twenty-four (24) months, the Employer will notify the Union.

8.11 Term Positions

Where work is required for a limited period of time., the Employer may fulfill that need with a term position. A term position shall not exceed twenty-four (24) months unless approved by the Union and such approval will not be unreasonably withheld. Whenever possible, the Employer will notify the Union of their intention to seek an extension within thirty (30) days of the term expiring.

It is understood that term positions of a special or project nature extending beyond twenty-four (24) months where the extension has been approved by the Union will not contribute toward a permanent vacancy as stated in Clause 13.04(b).

8.12 Seasonal Posting

A posting where work is required for a specified season (i.e. summer or winter).

9.00 GRIEVANCE PROCEDURES

9.01 Definition of a Grievance

Grievance shall mean any difference concerning the interpretation, application, operation, or any alleged violation of this Agreement.

9.02 Presence of Steward

Grievances between the Employer and an Employee or the Union shall be heard in the presence of an authorized Union Representative.

9.03 Meetings Without Loss of Pay

When a grievor(s) and/or Union Representative(s), to a maximum of two (2) Union Representatives, attend a grievance meeting with the Employer, the time in attendance at the meeting will be without loss of pay. Additionally, the National Representative may support the Local at any step of the Grievance Process.

Preparation time and time spent in pre-grievance meetings will also be allowed without loss of pay. The total length of preparation time and pre-grievance meeting time will be determined by mutual agreement between the Employer and the Union.

9.04 Union Representatives Leaving the Work Site

A Union Representative shall not leave their place of work to discuss a grievance with the Employer or an Employee during working hours without first notifying their immediate Supervisor, where such discussions will take place, and approximately how long the Union Representative will be away from the work site. Workplace operational requirements will take precedence. If the Union Representative is unable to leave the worksite, the grievance will be rescheduled for a mutually agreeable time.

9.05 Recalls, Health and Safety, Dismissals, and Layoffs

In the case of recalls, health and safety, dismissals and layoffs, the grievance shall be initiated at Step 2 of the Grievance Procedure (Director Level).

9.06 Replies in Writing

Replies to grievances stating reasons shall be in writing at all stages.

9.07 Settling of Grievances

The Union shall have carriage of grievances which shall be processed in the following manner:

(a) The Parties will meet at each step of the Grievance Process and make a sincere attempt to resolve the grievance.

(b) Informal Resolution Discussion

Within ten (10) working days of the disputed act, the Employee or Employees concerned, with or without the Union, may seek to settle the dispute through discussion with their immediate Supervisor and/or the applicable Business Partner - People and Culture.

(c) Grievance Steps

Step 1

The grievance shall be filed with the applicable General Manager by the Union with a copy to the applicable Business Partner - People and Culture, within ten (10) working days of the disputed act or ten (10) working days after receiving a reply from the informal resolution discussion. The General Manager shall meet to review the grievance with the union and will render a decision in writing to the Union, within ten (10) working days of the grievance meeting. A copy of the reply will be sent to the Union, and applicable Business Partner - People and Culture.

Step 2

If the grievance is not settled at Step 1, the grievance may be advanced to Step 2 by the Union with the Director within ten (10) working days after receiving the Step 1 decision. The Director or designate shall meet to review the grievance with the Union and submit a decision in writing within ten (10) working days to the Union, with a copy to the Business Partner - People and Culture, and General Manager.

Step 3

If the grievance is not resolved in Step 2, the grievance may be advanced by the Union to the City Manager, or their designate to Step 3 within ten (10) working days after receiving the Step 2 decision.

The City Manager shall meet to review the grievance with the Union and shall submit a decision in writing within ten (10) working days to the Union, with a copy to the Business Partner - People and Culture, General Manager and Director.

All grievances within the Lethbridge Police Service will be heard by Managers/Staff Sergeants at Step 1, Inspectors at Step 2, and the Chief of Police at Step 3. All correspondence will be copied to both the Lethbridge Police Service HR Manager and the Manager – Business Partners - People and Culture.

Step 4

If the grievance is not settled in Step 3, the grievance may be advanced to Mediation by mutual agreement of the Union and Employer within ten (10) working days after receiving the Step 3 decision.

9.08 Arbitration Procedure

If the Grievance is not settled in previous steps, either party may proceed within thirty (30) working days to submit the Grievance to Arbitration.

(a) Either of the Parties wishing to submit a grievance to Arbitration shall notify the other Party in writing.

(b) After receipt of notification the Parties shall attempt to agree upon an arbitrator.

(c) In the event that mutual agreement regarding the appointment of an arbitrator is not achieved, the Director of Mediation Services shall appoint an arbitrator.

(d) After the arbitrator has been selected the arbitrator shall meet with the Parties and hear such evidence as the Parties may desire to present, and shall render their decision, in writing, to the Parties.

(e) The decision of the arbitrator shall be final and binding on the Parties.

(f) The Arbitration decision shall be governed by the terms of this Collective Agreement and shall not alter, amend or change the terms of this Collective Agreement.

(g) The fees and expenses of the arbitrator shall be borne equally by the two (2) Parties to the dispute.

(h) Grievances shall receive fair and just consideration.

9.09 Amending of Time Limits

The time limits fixed in both the Grievance and Arbitration Procedure may be extended by consent of the Parties, verbally and confirmed in writing.

Where a grievor is absent due to illness, the grievance and timelines shall be in abeyance until the grievor's return to work.

9.10 General or Policy Grievance

When a dispute involving a question of general application or interpretation of this Agreement occurs, the Union shall first seek to settle the dispute with the Manager - Business Partners - GM of People and Culture. If the Union is unable to resolve the dispute with the Manager - Business Partners - GM of People and Culture, a grievance may be filed with the City Manager or designate within thirty (30) working days of the disputed act or where the Union reasonably should have become aware of the disputed act. Only grievances submitted by an authorized member of the Union Executive shall be considered.

10.00 WORKING CONDITIONS

10.01 Work Schedule - Outside Employees

(a) The regular working hours for outside Employees shall be eight (8) hours per day, forty (40) hours per week and shall be scheduled between 6:00 a.m. and 7:00 p.m.

(b) Employees may submit requests for an alternative work schedule. Alternative work schedules are acceptable if mutually agreed between the Employee, Union, and the Employer.

(c) If an Employee's starting time is changed, the Employer may return the Employee to their original starting time. No further change to the Employee's start time may occur for the remainder of the calendar week. At the option of the Employer, an Employee may be paid overtime and be required to further change their start time.

Schedules where an Employee's days or hours vary will be posted a minimum of one (1) week in advance.

Changes to posted schedules must be done a minimum of forty-eight (48) hours in advance of the start of the shift to be changed or the start of the changed shift, whichever comes first. The forty-eight (48) hour notice period is waived where the change is a result of an emergency, due to late notification of a staff absence or matters beyond the control of the Employer, or where the Employee voluntarily agrees.

(d) Entertainment and Event Services and Recreation Facilities Staff Posted Schedules

The starting times on Entertainment and Event Services and Recreation Facilities Staff posted schedules may vary by up to two (2) hours within the calendar week.

10.02 Work Schedule - Inside Employees

(a) The regular working hours for inside Employees shall be seven and one-half (7 1/2) hours per day, thirty-seven and one-half (37 1/2) hours per week and shall be between 6:00 a.m. and 6:00 p.m.

(b) Alternative work schedules are acceptable if mutually agreed between the Union and the Employer.

(c) If an Employee's starting time is changed, the Employer may return the Employee to their original starting time. No further change to the Employee's start time may occur for the remainder of the calendar week. At the option of the Employer, an Employee may be paid overtime and required to further change their start time.

10.03 Compensation for Non-Regular Working Hours

(a) Employees scheduled to work outside regular working hours shall have their hourly rate of pay for those hours incremented by one dollar and seventy-five cents ($1.75) per hour.

(b) A shift differential shall not be paid for any hours of work, which are paid on an overtime basis.

(c) A shift differential may not be paid for any hours of work on an Employee-initiated alternate work schedule.

10.04 Equal Number of Weekends Off

Permanent Employees within the same workgroup required to work on weekends shall be given two (2) other consecutive days off per week. The days off shall be rotated to provide that Employees get Saturdays and Sundays off on an equitable basis whenever possible.

10.05 Pay Equalization

For Employees who work schedules which may include working more hours in one pay period than another, for the purpose of equalization, working hours shall be averaged out to a maximum of eighty (80) hours per pay period.

10.06 Rest Breaks

All Employees shall be permitted one (1) fifteen (15) minute paid rest break in each half of their shift.

10.07 Split Shifts

Where a schedule includes split shifts, there shall not be less than a two (2) hour break and no shift shall extend for more than ten (10) hours.

10.08 Inside Employees working Eight (8) Hours

Employees working in a variety of departments may be scheduled for eight (8) hours per day, five (5) days per week, Monday through Friday.

10.09 Field Service Work

The amount of field service work for the Mechanics and Welders will be kept to a minimum.

10.10 Recreation Operator on Duty

While any arena is in use for sport or recreation and the refrigeration plant is operating, the Employer agrees to have a Recreation Operator on duty.

When an arena is in use but ice is not present, nor is the refrigeration plant operating, the Employer may staff the arena with a Caretaker.

11.00 OVERTIME

11.01 Voluntary Provision

No Employee shall be required to work overtime against the Employee's wishes. The Employer shall keep overtime to a minimum.

11.02 Overtime Pay

Double time (2X) shall be paid for all overtime when requested by the Employer. Work performed before and after the normal working hours, as covered by this Agreement, without prior notice shall be considered overtime.

11.03 Distribution of Overtime

The Employer agrees to distribute such overtime as evenly as practical among the members of the department concerned.

Each department that distributes overtime, will draft a procedure for distributing overtime which will be posted in the workplace and provided to the Union.

Each department that regularly distributes overtime will have six (6) months from the ratification of this Agreement to prepare and post an overtime procedure and provide a copy to the Union. The development of any initial procedure or significant changes to existing procedures will include consultation with the Union. Management reserves the right to make all final decisions on overtime distribution procedures.

The Employer will communicate any changes to the procedure in writing to the Employees and the Union no less than thirty (30) days prior to implementation or any shorter period of time agreed to by the Employer and the Union.

Any alleged violations of any posted overtime distribution procedure are subject to the Grievance Procedure.

11.04 Emergency Calls

Double time (2X) shall be paid for emergency calls and not less than two (2) hours at double time (2X) for any one (1) call out. Within the two (2) hours, thirty (30) minutes is provided for reporting to work.

11.05 Making up Lost Time

An Employee upon approval, may elect, but will not be directed to make up lost time from the Employee's regularly scheduled workweek at straight time.

11.06 Pay for Working on Regularly Scheduled Days Off

In the event of an Employee being called to work on their day or days off, they shall be paid double (2X) the hourly rate for each hour worked.

11.07 Time Off in Lieu of Overtime

No Employee shall be required to take time off in lieu of overtime except where otherwise specified in the Agreement.

11.08 Overtime Pay at Employee's Classification

All overtime will be paid at the Employee's classification unless the job is classified higher.

11.09 Overtime Banking

The purpose of overtime banking is to replace leisure time given up to work overtime and will include standby and call-outs on General Holidays. Employees shall have the option of two hours double time (2X) pay, subject to the following:

(a) The Employee must designate at the time of work, the choice of cash payout or banked time.

(b) In a calendar year, an Employee may bank their overtime pay. This is known as banked pay. If an Employee elects to bank their overtime pay, there will be no restrictions on the amount of overtime money that can be banked throughout the pay year.

(i) For the purposes of using banked overtime pay as paid time off, the maximum amount of leave time allowed per calendar year will be the equivalent of one (1) bi-weekly pay period.

(ii) For the purposes of withdrawing pay only, there will be no limits on the amount of overtime pay that can be banked and requested as a monetary payout during the calendar year. Banked overtime pay for either of these purposes cannot be carried forward to another calendar year.

(c) Employees must submit a written request for banked time off, a minimum of five (5) days prior to the date of taking the time off. Such time off must be mutually agreeable between the Employee and the Manager.

(d) Banked overtime shall be credited in terms of hours and dollars at the rate of pay in effect at the time of earning, and when subsequently taken as time off, the payment for the hours shall be determined by dividing the hours into the dollars banked.

(e) For Permanent Employees, the balance of the overtime bank account as of the last day of the calendar year shall be paid out. For Non-Permanent Employees, the balance of the overtime bank account shall be paid out at the point of layoff. If it is known that a Non-Permanent Employee will be working in the last pay cut-off of the calendar year, the balance will be paid out as of the last day of the calendar year.

(f) Overtime worked in emergency situations where cost recovery is possible, may not be banked.

11.10 Permanent Part-Time Employees

Overtime will only apply if an Employee works more than seventy-five (75) hours (inside) and eighty (80) hours (outside), bi-weekly.

12.00 STANDBY

12.01 Standby Assignments

Standy Assignments will be as follows:

Water and Waste Water Operations
Monday to Monday, including General Holidays
(4:30 p.m. Monday - 8:00 a.m. the following Monday)

Facility Services
Monday to Monday, including General Holidays
(4:30 p.m. Monday - 8:00 a.m. the following Monday)

Transportation Operations
Saturday, Sunday and General Holidays
(Friday 11:00 p.m. - Sunday 11:00 p.m.)

Information Technology
Weekdays, Saturdays, Sundays and General Holidays
(Weekdays 4:30 p.m. to 11:00 p.m. – Saturday to Sunday (and Holidays) 8:00 a.m. to 4:30 p.m. and 4:30 p.m. to 11:00 p.m.)

Based on operational need, other departments may offer standby as needed during non-operational hours

12.02 Flat Rate for Standby Assignments

The flat rate will be based on two (2) hours of double time (2X) at the standby rate of pay for each weekday, Monday to Friday. The standby rate of pay will be based on three (3) hours double time (2X) at the standby rate of pay for each weekend day (Saturday and Sunday), and each General Holiday that falls within that weekly assignment.

12.03 Flat Rate for Information Technology Standby Assignments

The flat rate for these voluntary standby assignments will be based on one (1) hour double time (2X) at their current rate of pay for each weekday, Monday to Friday. The standby rate will be based on one and one-half (1.5) hours double time (2X) at their current rate of pay for each daytime or evening assignment for each weekend day (Saturday and Sunday) and each General Holiday.

12.04 Emergency Call-Out for Standby Assignments

A call-out rate will be double time (2X) the standby rate for each and all emergency call-outs.

When the Employee's primary classification rate is higher than the standby rate, the Employee will receive their primary classification rate at double time (2X) for the emergency call-out.

12.05 Eligibility for Standby Assignments

All Employees, in each Department referenced in Clause 12.01 will be eligible for the standby assignment after passing a qualifying exam. Should a need arise as determined by Management, Employees in other departments who qualify shall be eligible on a voluntary basis.

12.06 Procedure for Calls

It is further understood that when a person has been called out, it shall be the Employee's obligation to contact the Telephone Answering Service to respond to any additional calls that may have been received while the Employee was called out.

If a call(s) was received by a Telephone Answering Service during the original call, the Employee is expected to respond to that call(s) as part of the original call-out.

If no call(s) has been received before the original call has been cleared, subsequent call-outs will be considered another call-out.

12.07 Referral Calls

Trouble calls that can be satisfied through the standby Employee making a referral call to another City agency shall not be considered call-outs. These are deemed paid for by the flat rate standby payment.

12.08 Pre-established Schedule

Availability for standby will be on a voluntary basis but scheduled on a pre-established schedule.

13.00 SENIORITY AND PROMOTIONS

13.01 Seniority

Seniority is defined as the length of service in the bargaining unit as outlined in the Scope Clause (Clause 6.08) and shall include service with the Employer prior to certification or recognition of the Union.

Employees continue to accrue seniority during periods of approved vacation, approved union leave, layoff from a permanent position, legislated leaves, sick leave including unpaid sick time, and absences for Short Term Disability, Long Term Disability and Workers Compensation.

13.02 Seniority Lists

(a) The Employer shall maintain two seniority lists (permanent/non-permanent) showing Employees' seniority. Seniority lists will be sent to the Union and posted by the end of February each year (calculated up to the last payroll cut-off of January).

(b) Seniority accumulation shall be based on calendar day tenure for Permanent Employees or hours worked (including banked vacation time taken) for Non-Permanent Employees. When a Non-Permanent Employee becomes a Permanent Employee, that Employee will retain all accumulated seniority on the new list.

(c) These lists will be used to determine seniority until new lists are posted the following year. Permanent seniority shall take precedence over non-permanent seniority. Where two or more Employees commenced work on the same day, preference shall be in accordance with the date of application for employment.

(d) Where the qualifications and abilities of two or more non-permanent candidates for a permanent position are deemed to be equal (such that seniority will govern the job selection under Clause 13.04 (a)), the People and Culture Department will calculate the seniority for these Non-Permanent Employees up to the most recent payroll cut-off prior to the closing date of the job posting.

13.03 Loss of Seniority

Employees shall not lose seniority rights if they are absent from work because of sickness, disability, accident, regular seasonal layoff, parental leave, union leave, or union-related leave of absence approved by the Employer. Seniority shall continue to accrue during the aforementioned periods, except during the periods of layoff and non-employment related leaves of absence.

An Employee shall lose seniority and be considered terminated if:

(a) The Employee is discharged for just cause and is not reinstated.

(b) The Employee notifies the Employer of their voluntary resignation.

(c) The Employee has not attended the spring seasonal selection meeting nor selected a seasonal position.

(d) An Employee is laid off in excess of two (2) years.

(e) A request for early layoff is denied and the Employee chooses to terminate their employment. Reasons will be provided for requests which are denied.

13.04 Vacancies

(a) When a permanent vacancy occurs, the vacancy shall be posted. Selections shall be made from the staff of the bargaining unit, provided that the applicants have the necessary qualifications and abilities. Where qualifications and abilities are equal, seniority shall govern.

(b) A permanent vacancy will be posted when an Employee has worked in the same position and same department for two (2) consecutive years (4160 hours for outside Employees; 3900 hours for inside Employees; includes banked vacation time taken).

13.05 Term/Relief Postings

(a) An Employee who is selected for a term/relief posting shall be required to complete that term before commencing in another term/relief posting unless there is mutual agreement between the Parties to the contrary.

(b) Once an Employee has completed a term/relief posting, the Employee will revert to their former permanent position. Where the Employee's permanent position has been eliminated, Permanent Employees will be entitled to the provisions of Clause 15.02 Permanent Employee Layoff.

(c) If an Employee competes for a position not covered by Clause 6.08 of the Collective Agreement and is successful, seniority accumulated up to the date of leaving the bargaining unit shall be retained for the duration of the term position, but the Employee will not accumulate any further seniority. The Employee shall have the right to return to their former permanent position in the bargaining unit at the end of the term position. Union dues deductions shall continue for the duration of the term position.

Any other Employee promoted or transferred because of this situation shall also be returned to their former position without loss of seniority.

13.06 Job Postings

Notices of job vacancies giving classifications and rates of pay shall be posted online for seven (7) calendar days with a copy sent to the Union.

After the appointment is made, the Union shall be notified of the successful Employee's name.

13.07 Posting Vacancies

(a) Where a job is posted which has a temporary wage grade assigned, the posting will note that the rate is under review.

(b) In the event a posting is cancelled or changed after being posted, the Employer shall notify the Union and applicants.

13.08 Interview/Testing

(a) Management may conduct qualification interviews and/or testing of job applicants.

(b) Applicants shall be given reasonable notice of the interview date and shall be informed in advance if testing will occur the day of their interview.

(c) Reasonable steps shall be taken to ensure that all applicants taking the test should do so under similar circumstances.

(d) Upon completion of the selection process, applicants are able to request feedback from the hiring Manager and/or a member of the interview committee.

(e) Upon completion of the selection process interviewed applicants will be advised of the outcome.

13.09 Employees Obtaining Non-CUPE Local 70 Permanent Positions

If an Employee competes for a Non-CUPE Local 70 permanent position within the City of Lethbridge and is successful, seniority accumulated up to the date of leaving the bargaining unit shall be retained for six (6) months or for the duration of the probation/Trial Period, but the Employee will not accumulate any further seniority. During this period the Employee shall have the right to return to their former position in the bargaining unit and union dues deductions shall continue to be deducted.

Any other Employee promoted or transferred because of this situation shall also be returned to their former position, or wage, without loss of seniority.

14.00 CHANGE OF WORK

14.01 Pay for Temporary Duties

When an Employee is required to temporarily assume the duties of another Employee, absent on a leave, such as sickness and holidays, where such a position carries with it a lesser rate of pay, this Employee's rate of pay will not be reduced. While assuming the temporary duties of a higher rated position, an Employee shall receive that rate of pay.

14.02 Pay for Working Different Classifications in One Day

An Employee who performs work in a higher classification in one (1) day, shall be paid the higher rate of pay to the next full hour or the Employee's primary classification, whichever is greater. To be eligible under this Clause, the Employee must perform a substantial portion of the duties of the higher classification.

14.03 Assuming Non-Bargaining Unit Duties

Employees who are delegated by City Management to temporarily perform positions out of the bargaining unit shall receive twelve percent (12%) above the Employee's own primary classification rate.

In no case shall the bi-weekly wage exceed the salary of the Non-Union Supervisor being replaced.

The Employee shall have the right to refuse such work assignment.

14.04 New and Major Repair Work

The Employer will endeavour to make available to the Employees within the bargaining unit as much new and major repair work as possible.

14.05 Temporary Assignment Into a Different Classification

(a) Any temporary assignment to a different classification in excess of one (1) day shall be offered to the most qualified Employee having taken into consideration Employee seniority.

(b) When the senior Employee(s) is not assigned after one (1) day, the Employee shall be paid the higher rate.

15.00 LAYOFFS AND RECALL

15.01 Role of Permanent Seniority

Both Parties recognize that job security shall increase in proportion to the length of service. Therefore, in the event of a layoff, Permanent Employees shall be laid off in the reverse order of their seniority.

15.02 Permanent Employee Layoff

The Employer and the Union will work together to minimize disruption to the workforce. In the event the Employer is considering a reduction in the permanent work staff for any reason, the Employer shall advise the Union prior to any notification being given to Employees.

Unless legislation is more favourable to the Employee, Permanent Employees shall receive thirty (30) paid working days' notice prior to the date of layoff. A Permanent Employee who has been given layoff notice shall within forty-eight (48) hours, choose one of the following options:

(a) displace a less senior permanent or Non-Permanent Employee in a classification with the same or lesser end rate of pay provided the Employee has the qualifications to perform the work.

(b) take a vacancy with the same or lesser end rate of pay, provided they have the qualifications to perform the work.

(c) choose to accept layoff.

15.03 Seasonals

(a) For the purposes of this clause the following section list will be used:

Parks Operations Services
Transportation Services
Water and Waste Water Services
Waste & Recycling Services
Fleet Services
Facility Services
Community Services
Waste Water Treatment Plant
Fort Whoop-Up/Galt Museum
Cemeteries

(b) Process

The Employer will make all seasonal work in the sections noted in the section list available to the non-permanent workforce. This will include the spring seasonal positions and winter seasonal positions.

(i) Spring seasonal positions

Spring seasonal positions are classified as posted positions.

Posted positions:

The postings will be available at the People and Culture office in March. An interview process (written and/or oral, depending on the nature of the position) may be used to select Employees for posted positions. An Employee, who is successful in obtaining a posted position and performs satisfactorily, has the right to the same position in subsequent seasons. Labourer positions are also considered to be posted positions.

(ii) Winter Seasonal Positions

Winter seasonal positions will be posted for the section for which they are required. This includes labourer positions. Preference will be given to Employees within the section. An interview process (written and/or oral, depending on the nature of the position) may be used to select Employees for posted positions. An Employee, who is successful in obtaining a posted position and performs satisfactorily, has the right to the same position in subsequent seasons.

(iii) The Employer may move Employees between sections in situations involving inclement weather, emergencies and short-term replacement relief.

(c) Spring Orientation

An orientation meeting will be held with Non-Permanent Employees on their first day of work to confirm their work assignments, receive orientation on matters of safety and union affairs, sign on to payroll and review any other related matters. At least one (1) and no more than two (2) Union Officers shall attend the orientation meeting without loss of pay.

(d) Seasonal Layoff

Once seasonal Employees are placed in their seasonal work they cannot bump or be bumped while they remain in that seasonal work. When the seasonal work is completed, Non-Permanent Employees will be subject to layoff, or reassignment within the section, according to seniority. If senior Employees are given a layoff notice, they will have the right to bump into a labour pool position within their own section, which is occupied by a junior Employee. Non-Permanent Employees shall give notice when they will be available for work before they are laid off.

Unless legislation is more favourable to the Employee, the Employer shall notify seasonal Employees five (5) working days prior to the effective date of the regular seasonal layoff. Any seasonal Employee who requests early layoff may lose seniority as per clause 13.03. Seasonal Employees must complete a request at the time of layoff, in order to remain on the seniority list.

15.04 Casual Clerical Pool

Casual Clerical Pool Employees may relieve in a position for annual vacation, sickness, maternity or parental leave, or temporary work requirements. Casual Clerical Pool Employees will be paid at the Band 2 rate of pay unless they are in a posted position. All maternity leave relief positions shall be posted. Relief placements will be handled through the People and Culture Department.

Using the non-permanent seniority list, Employees will be called for employment as required according to seniority provided that they have the necessary qualifications and ability.

Casual Clerical Pool Employees may accept or reject an assignment without loss of seniority. Once a Casual Clerical Pool Employee accepts an assignment, the Employee shall be locked into that position for the entire relief period unless otherwise agreed. This does not have application in the case where the Employee is applying for a posted position.

15.05 Inclement Weather

(a) Non-Permanent Employees whose work is affected by inclement weather shall be offered alternate work within the department, if available, in order of seniority. All Non-Permanent Employees shall report for work each day regardless of weather conditions and shall remain at work until management advises that work will be discontinued for the day. If an Employee is participating in pre-scheduled training, they will advise their Supervisor and continue the training.

(b) Employees in posted term positions shall not be affected by inclement weather, excluding those positions posted as Labourers or zero to forty (0 to 40) hour positions.

15.06 Current Address of Employee

It is the responsibility of the laid-off Employee to update their personal information which includes their phone numbers, home and mailing address and emergency contacts by accessing the Employee Toolkit in the Employee portal CITYWISE. There is no obligation upon the City to attempt to locate laid-off Employees who cannot be contacted at the most recent address and telephone number provided.

16.00 GENERAL HOLIDAYS

For the purposes of this Article "normal pay for the day" shall mean an Employee's primary classification rate of pay multiplied by their regular hours; seven and one-half (7.5) hours for inside Employees and eight (8) hours for outside Employees. For Employees who regularly work on a compressed or alternate schedule, the pay or day in lieu will be for the regular number of hours worked per day without the need for the Employee to make up hours.

16.01 Paid Holidays

The following shall be considered paid holidays:

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

and all holidays proclaimed by the City of Lethbridge, the province of Alberta or the Dominion of Canada.

No deduction in the wages or salaries of any Employee shall be made on account of the above mentioned holidays occurring during regular work periods, provided the Employee has worked the scheduled day immediately preceding or following the holiday unless that scheduled day is an approved leave.

16.02 Pay for Holidays on Employees' Days Off

If the General Holiday falls on an Employee's day off, the Employee shall be entitled to their normal pay for the day or be given a day in lieu of their normal pay for the day.

If the Employee chooses a day in lieu of normal pay for the day, that day will be taken at the mutual convenience of both Parties. The day in lieu must be taken in the calendar year in which it is earned.

For Employees who regularly work on a compressed or alternate schedule, the pay or day in lieu will be for the regular number of hours worked per day.

16.03 Pay for Working Holidays

If an Employee works on a general or declared holiday, the Employee shall be paid holiday pay at double (2X) their hourly rate of pay, for each hour worked in addition to the Employee's normal pay for the day.

For Employees who regularly work on a compressed or alternate schedule, the pay or day in lieu will be for the regular number of hours worked per day.

16.04 Proclamation of New General Holidays

If any Governmental Body, whose authority is binding in these matters, proclaims a holiday, it will be recognized as a legal holiday except when replacing a holiday named in this section, in which case the proclaimed holiday only shall be recognized.

16.05 Holidays Celebrated on the Following Monday

With respect to holidays which fall on Saturday or Sunday and are commonly celebrated on the Monday following (when such Monday is declared by the City as the day in lieu of the Holiday) the premium pay shall be paid with respect to the Monday and not with respect to the Saturday or Sunday. With respect to shift Employees, premium pay shall be paid on the actual holiday and not on the Monday following.

16.06 Pay for Non-Permanent Employees

(a) Non-Permanent Employees who don't work on a general holiday and are eligible for general holiday pay must be paid at least their average daily wage as per Employment Standards.

(b) If an Employee works on the General Holiday, the Employee will be paid double (2X) the regular rate of pay in addition to the payment provided in 16.06(a).

17.00 ANNUAL VACATION

17.01 Annual Vacation Entitlement

(a) All Permanent Employees hired effective January 1, 2009, or thereafter, while remaining in the continuous regular employment of the Employer shall be entitled to annual vacation leave with pay at the regular hourly rate. An Employee entering the service after the fifteenth (15th) of any month, will be considered for vacation entitlement purposes, to have entered the following month.

In the first (1st) calendar year of an Employee's service, the Employee shall receive up to 15 days of vacation as determined by the month they started their employment.

First Year of Service

MONTH ENTERING SERVICE	Entitlement	37.5 Hour week	40.0 Hour week
January	15 Days	112.50	120.00
February	15 Days	112.50	120.00
March	15 Days	112.50	120.00
April	13 Days	97.50	104.00
May	10 Days	75.00	80.00
June	9 Days	67.50	72.00
July	8 Days	60.00	64.00
August	6 Days	45.00	48.00
September	5 Days	37.50	40.00
October	4 Days	30.00	32.00
November	2 Days	15.00	16.00
December	1 Day	7.50	8.00

Years of Service	Entitlement	37.5 Hour week	40.0 Hour week
Second (2nd) to Seventh (7th) calendar year	15 days	112.50	120.00
Eighth (8th) to sixteenth (16th) calendar year	20 Days	150.00	160.00
Seventeenth (17th) to twenty-fourth (24th) calendar year	25 Days	187.50	200.00
Twenty-fifth (25th) to twenty-ninth (29th) calendar year	30 Days	225.00	240.00

For Employees working an alternate workweek, the daily entitlement will equate to the regular scheduled working hours for the vacation day taken.

Upon termination of employment, an Employee will be paid out a pro-rated amount of vacation based on the number of calendar months worked prior to termination less any vacation time already taken in that year. Employees who have taken vacation leave in excess of the amount that would be paid out upon termination will have any excess reversed and the applicable amount will be deducted from any monies owing to the Employee by the corporation.

(b) Length of Vacation

All Permanent Employees hired prior to January 1, 2009, and who have remained in continuous regular employment with the City, are subject to an accrual based vacation system, whereby they earn vacation in one year to be taken in the following year.

Upon termination of employment, an Employee on this system is entitled to be paid out their outstanding accrued vacation time for the prior year plus a pro-rated amount of vacation earned in the current year up to and including the termination date.

17.02 Emergency Call-Back

It is agreed that any Employee shall not be called back to work while on annual vacation except in case of extreme emergency.

17.03 Declared Holidays

General or declared holidays are not included in the vacation period.

17.04 Employer Requesting a Change

If the Employer has cause to request an Employee to change their holiday period, the Employer must give the Employee at least two (2) weeks notice of such change, except in cases of extreme emergency.

17.05 Vacation Lists

(a) Each department or section shall be required to post a vacation schedule where it can be seen by all Employees in the department or section.

(b) A copy of these schedules will be made available to the Union upon request.

(c) These schedules will be used to determine the choice of vacations for all Employees in each category.

(d) Selection priority is determined by a rotating seniority list where the first two (2) names on the list will be placed in reverse order at the bottom of the list each year. Where there is an odd number of Employees, the first two (2) names on the list will move to the bottom of the list each year without reversing. Any new Employees will be added below those on the list. This may be excluded where the Union, in agreement with the Employer, concurs in writing that it need not apply.

17.06 Non-Permanent Vacation Pay

(a) Non-Permanent Employees hired on or after September 21, 1998, will receive vacation pay according to the current provisions of the Employment Standards Code. Non-Permanent Employees hired before September 21, 1998, shall receive vacation pay based on their service in hours according to the following schedule:

Four percent (4%) vacation pay up to 3119 hours
Six percent (6%) vacation pay 3120 to 8319 hours
Eight percent (8%) vacation pay 8320 to 18719 hours
Ten percent (10%) vacation pay 18720 to 27039 hours
Twelve (12%) vacation pay 27040 and over

(b) Non-Permanent Employees will be paid Vacation Pay on a bi-weekly basis on their regular pay cheque.

Non-Permanent Employees will be eligible for unpaid vacation time as per the provisions of the *Employment Standards Code*.

(c) If a Non-Permanent Employee has met the eligibility criteria of 4160 hours, they may at the point of eligibility or subsequently at the commencement of the calendar year elect to:

(i) Bank Vacation Pay for use as Vacation Time during the current calendar year and/or,

(ii) Bank Vacation Pay for use as Vacation Time during the following calendar year or,

(iii) Bank Vacation Pay and be paid out at the end of the current calendar year, or at the end of the following calendar year.

(d) Non-Permanent Employees who are given notice of layoff may elect to be paid out all or part of Banked Vacation Pay at the time of layoff.

Vacation time cannot be used to reduce or extend a period of layoff. (e.g. inclement weather or regular seasonal layoff).

Banked Vacation may be paid out upon request during the current and/or the following calendar year provided the Employee has not been laid off. Vacation Pay remaining in the Bank at the end of the following calendar year must be paid out. Seniority shall continue to accrue during approved vacation time but not for any period that is paid out.

(e) Non-Permanent Employees whose status changes to permanent shall receive vacation pay up to and including the day before the effective date of such a change in status. If the Employee has a Vacation Pay Bank, the balance of that Bank will be paid out in full prior to the status change to permanent. The Employee's paid vacation entitlement for the remainder of the calendar year in which their status changed to permanent, will be calculated from an Employee's benefits service date and will be pro-rated based on their service in hours. If such Employee's paid vacation in the year the Employee attains permanent status is less than ten (10) days, then such an Employee shall be allowed time off without pay so that the total vacation period (paid and unpaid) is ten (10) days.

17.07 Approved Leave During Vacation

Where an Employee qualifies for sick leave, bereavement or any other approved leave during the period of the Employee's vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date at the Employee's option.

In all cases of illness while on vacation, an Employee will have vacation credited corresponding to the number of days ill provided that a medical certificate is provided for all days claimed.

17.08 Vacation Splits

An Employee shall be allowed, with approval, to split their annual vacation or take it in a continuous block.

17.09 Disability Vacation Payout

Any Employee who at December 31st of a given year is on short-term disability and has been on said short-term disability for a duration of six (6) months or longer, shall be paid any remaining previous year's vacation entitlement. At the point in time where the Employee has been on disability for one year, the Employee shall be paid their remaining vacation entitlement.

17.10 Vacation Carry-Over

Permanent Employees entitled to three weeks vacation or more shall be entitled to maintain a bank to a maximum of fifteen (15) working days annual vacation in their long-term vacation bank. Unused vacation days at the end of the year will be moved automatically to the long-term vacation bank if maximums have not been reached. As of January 2026, any unused vacation exceeding fifteen (15) working days will be paid out at the beginning of each calendar year.

18.00 LEAVE OF ABSENCE

18.01 Leave Without Pay

An Employee may be granted a leave of absence without pay and without loss of seniority only insofar as the operation of the department will permit.

18.02 Requests and Authorization of Leave

Requests for leave shall be in writing with reasonable notice and authorized by the Manager. Decisions shall be communicated in writing to the Employee.

18.03 Other Employment while on Leave

Employees taking other employment while on a leave of absence, unless authorized by the General Manager to do so, shall be considered to have terminated their services with the City.

18.04 Appeal to General Manager

If an Employee's request for a leave is refused, the Employee shall have the right of appeal to the appropriate Manager who will meet with the Employee concerned before rendering a decision. Should the request for a leave of absence be refused by the Employee's Manager, the Employee shall have the right to appeal in writing to the General Manager whose decision shall be final.

18.05 Job Security

On the return from such a leave, an Employee shall be entitled to his or her former position.

18.06 Extension of a Leave

Sufficient and reasonable notice must be given for an extension of a leave of absence and be authorized by the General Manager. If authorization is not received and the Employee has not returned to work at the expiration of the authorized leave, their employment will be terminated. Application for extension of a leave must be in writing. Where this is not possible, it can be requested verbally and confirmed in writing within five (5) days.

18.07 Benefits While on Leave

An Employee who has been granted a leave of absence of any kind for any period is responsible for both the Employee and Employer benefit premiums during the entire period of a leave should they choose to continue with these benefits. The Employee will also be responsible for their portion of pension contributions for one year, after which the Employee will be responsible for both the Employee and Employer contributions should they choose to continue with these benefits.

18.08 Illness Within the Family

An Employee shall be allowed up to a maximum of ten (10) days leave annually without pay, but without loss of seniority or benefits, due to an illness within the immediate family. Such an Employee may elect to debit their vacation credits rather than take unpaid leave. Vacation accrual shall not be affected.

19.00 MATERNITY/PARENTAL LEAVE

Both the Union and the City recognize the Maternity Leave and Parental Leave provisions of the *Employment Standards Code* of Alberta. If an amendment to the *Employment Standards Code* results in greater entitlements than those below, those greater entitlements will apply.

19.01 Length of Maternity and Parental Leave

Maternity and Parental leave will be made available to all eligible Employees. The total leave to be taken, at the Employee's discretion, will not exceed the timelines outlined in the *Employment Standards Code*.

19.02 Shortening of Leave

Employees who have given birth must take at least 6 weeks leave after the birth of their child unless the Employer agrees to an early return to duties upon the Employee providing a medical certificate stating their return will not endanger their health.

19.03 Notice to Employer

(a) Birth Parent

Where possible, a pregnant Employee will give the Employer six (6) weeks notice in writing of the day upon which the Employee intends to commence maternity/parental leave, together with a medical certificate certifying that the Employee is pregnant and giving the estimated date of delivery.

(b) Non-Birth Parent

An Employee who is a non-birth parent will give the Employer six (6) weeks notice in writing of the day upon which the Employee intends to commence parental leave. Upon request of the Employer, the Employee will provide a medical certificate with the estimated date of delivery or documentation certifying the birth of their child, whichever is applicable.

(c) Adoptive Parents

Where possible, a prospective adopting parent will give the Employer six (6) weeks notice in writing of the day upon which the Employee intends to commence the leave, together with documentation verifying the anticipated adoption or adoption date.

(d) Both Parents are Employees

If parents of the same child are employed by the Employer, the Employer is not required to grant parental leave to more than one Employee at a time.

19.04 No Prior Notice Provision

(a) Birth Parents

Pregnant Employees who fail or are unable to comply with Clause 19.03(a) will be entitled to maternity and/or parental leave if, within two (2) weeks after the Employee ceases work, the Employee provides a medical certificate indicating that the Employee is not able to work because of a medical condition arising from pregnancy and providing the estimated or actual date of delivery.

(b) Non-birth Parents

Employees who fail or are unable to comply with Clause 19.03(b) will be entitled to parental leave if they provide the Employer written notice, at the earliest possible time, of their intention to commence parental leave and a medical certificate indicating that the medical condition of the birth parent and/or the child makes it impossible to comply with the provisions of Clause 19.03(b).

(c) Adoptive Parents

Employees who fail or are unable to comply with Clause 19.03(c), will be entitled to parental leave provided that they provide the Employer written notice, at the earliest possible time, of their intention to commence parental leave and documentation of the child's placement with the Employee(s).

19.05 Resuming Employment

An Employee who wishes to resume employment shall give their Manager four (4) weeks notice in writing of the day on which the Employee intends to resume employment.

The Employer shall:

(a) reinstate the Employee in the position occupied by the Employee at the time maternity/parental leave commenced, or

(b) provide the Employee with alternative work of a comparable nature, at not less than the same wages and other benefits that had accrued to the Employee to the date that the Employee commenced maternity/parental leave.

(c) The Employer is not required to allow an Employee to resume employment until after the expiration of four (4) weeks from the day on which the Employee notifies the Employer of their intention to resume employment.

19.06 Interference with Performance of Duties

(a) If, during the twelve (12) weeks immediately before the estimated date of delivery, the pregnancy of an Employee interferes with the performance of the Employee's duties, the Employer may, by notice in writing to the Employee, require the Employee to commence their maternity leave. The Employee may be eligible for disability leave.

(b) During pregnancy, an Employee may be unable to perform all the duties of their own position but may well be able to perform alternate work. Where alternate work is not available or where the Employee refuses the alternate work, the Employee may elect to begin maternity leave or may be eligible for disability leave.

19.07 No Termination or Layoff

The Employer shall not terminate the employment of or layoff an Employee by reason only that the Employee is pregnant or that maternity/parental leave has commenced or will be taken.

19.08 Job Security

(a) Where the Employer has suspended or discontinued operations in part or in full during the period of an Employee's maternity/parental leave, and they have not been resumed at the expiration of the leave, the Employer shall, upon resumption of operations:

(i) reinstate the Employee in their former position at not less than the same wages and other benefits accrued to the date parental leave commenced, or

(ii) provide the Employee with a notice of layoff or alternative work in accordance with the provisions of Clause 15.02, Permanent Employee Layoff .

(b) The requirement for the Employer to reinstate or provide alternative work extends for a period of twelve (12) months from the date of expiration of the Employee's maternity/parental leave.

19.09 Benefits and Entitlements

(a) Maternity and parental leave shall be without pay, sickness benefits or vacation entitlement. Employees with such leaves will not lose seniority.

(b) Employees may be entitled to disability benefits in accordance with Clause 28.01 for a pregnancy-related illness which occurs during their leave.

19.10 Continuation of Benefits while on Maternity/Parental Leave

(a) Employees on maternity/parental leave may elect to continue Core Extended Health Care and Core Group Dental Coverage for the duration of their leave provided that they pay fifty percent (50%) of all premium costs of these benefits.

(b) Employees on maternity/parental leave may elect to continue to contribute to the Local Authorities Pension Plan. If such an election is made, the Employer will also continue to make the required Employer contributions during the Employee's approved maternity/parental leave.

19.11 Birth and Adoption Leave

One (1) working day shall be granted, with pay, to all Employees for either the birth or adoption of a child.

20.00 COMPASSIONATE/BEREAVEMENT LEAVE

20.01 Length of Leave

All Employees covered by this Agreement shall be entitled to a compassionate leave of five (5) scheduled work days with pay upon the death of an immediate relative (including step and in-law relations).

Spouse	Parent	Grandchild
Common-law Spouse	Sibling	Grandparent
Child (son or daughter)	Legal Guardian	Ward

If an Employee receives notification of their loss during a shift already started, the Employee may be excused from work with pay for the balance of that shift, and compassionate leave will commence on the following day.

Bereavement leave may commence immediately or when the service occurs.

20.02 Funeral Leave for CUPE Member

In the event of the death of any member of Local 70, any Employee covered by this Agreement, if they so wish, may take one-half (1/2) day off without pay to attend the deceased member's funeral provided that the Employee gives notice of their intention to their Supervisor prior to the completion of the shift on the day previous to the funeral.

20.03 Pallbearer's Leave

If an Employee is a pallbearer at a funeral in Lethbridge, the Employee will receive one-half (1/2) day's pay. If the funeral is out of town, the Employee will receive one (1) day's pay.

20.04 Travel Time

When travel is required that exceeds 500 km or more one way, the Employee can be approved to extend their leave either with unpaid days or by utilizing banked or vacation time.

21.00 COURT OR JURY DUTY

21.01 Pay Entitlement - Court Appearances

Where an Employee is required to attend court, coroner's inquest, or other tribunal, to give evidence on any matter or occurrence of which the Employee has knowledge by reason of employment with the Employer, the Employee shall be entitled to receive normal pay, or such attendance fees as are awarded, whichever is the larger amount. Should the Employee elect to receive normal pay, any attendance fees must be paid to the Employer with the exception of awarded expenses for travel, meals and lodging.

21.02 Pay Entitlement - Jury Duty

Where an Employee is subpoenaed for jury duty, pay provisions will apply in accordance with Clause 21.01.

21.03 Pay Entitlement – Civil and Criminal Proceedings

No Employee shall be entitled to receive such pay where the Employee is summoned to give evidence in any civil litigation to which the City is not a Party, or where the Employee is summoned to give evidence in a criminal case, or when the Employee is the person charged in any court unless such criminal case arises out of actions by the Employee in the course of their employment.

This will not apply where the City and the Employee are both charged and/or convicted under the *Occupational Health and Safety Act.*

22.00 TRAINING

22.01 Management and Union Participation

Management and Union participation in training courses and seminars will be on an as-needed basis.

22.02 Apprenticeship Program

The Employer and the Union agree to establish an apprenticeship program for all trades when required.

22.03 Course Attendance Pay

Employees who are directed to take courses or clinics shall be paid for all hours while attending said courses. Overtime rates will not apply for the payment of wages involved nor will wages be paid for time spent traveling to or from such courses or clinics.

22.04 Employee Training

Employee participation in training courses and seminars will be dealt with on an individual or group basis. Resource and time allocation for completion will be advised by management. Employees unable to complete these requirements must inform their Managers prior to any deadlines.

23.00 HEALTH AND SAFETY

23.01 Health and Safety Commitment

The Union and the Employer recognize the importance of a healthy and safe workforce and are committed to promoting safe work practices.

23.02 Disclosure of Information

Upon request, the Employer shall provide the Union with available information on chemicals, which identifies all biological agents, compounds, substances, by-products and physical hazards associated with the work environment.

23.03 Safety and Health Record, Reports, and Data

The Employer will provide the Union, upon written request, with any available non-confidential information on accidents, and Health and Safety matters within the provisions of Alberta's *Freedom of Information and Protection of Privacy Act.*

23.04 Time Off for Health and Safety Training

The Employer may grant time off to Employees from work, with no loss of seniority, to attend seminars on Health and Safety matters.

23.05 Right to Refuse and No Disciplinary Action

No Employee shall be discharged, penalized or disciplined for refusing to work on a job, or in a workplace, or to operate any equipment where the Employee believes it would be unsafe, until such time as it is approved safe by the Corporate Safety Manager and/or the Alberta Labour, Workplace Health and Safety Officer.

When complaints are made regarding safety, a report shall be completed by the Corporate Safety Manager with a copy sent to the Union within three (3) working days.

23.06 Proper Training

Prior to the commencement of work, Employees required to work on any job or operate any piece of equipment shall receive proper safety training and operational instructions.

23.07 Transportation of Accident Victims

Transportation to the nearest physician or hospital for Employees requiring medical care as a result of an accident shall be at the expense of the Employer.

23.08 First Aid Kits

All machinery and vehicles shall be equipped with first aid kits where determined necessary. The use of any supplies from such kits must be recorded on an Incident/Issue Report form and submitted accordingly as per the instructions on the form.

23.09 Excavation Work

When Employees are employed in excavation work, there shall be an Employee on the surface of the ground to ensure the safety of the Employees engaged in the trench and to assist in the carrying out of the work.

23.10 Safety Equipment

Appropriate safety equipment shall be provided and replaced when it has lost its protective ability.

23.11 Safety Footwear for New Employees

(a) All new Employees coming into the City's employ who will be assigned to work areas requiring the wearing of safety footwear will be required to report with their own safety footwear.

(b) Upon completion of the probationary period pursuant to Clause 8.06, Employees will qualify for Safety Footwear based on the applicable Safety Footwear requirement guidelines in their department.

23.12 Working Alone

Suitable communication equipment shall be made available to all City Employees for emergency purposes.

24.00 CLOTHING

24.01 Clothing Supplied

(a) The Employer shall determine and provide clothing for the purposes of identification and safety on an as-required basis.

(b) Clothing items will be replaced upon satisfactory proof of need to the Supervisor provided that the item to be replaced is returned to the Supervisor.

(c) All work clothing with City of Lethbridge identification must be returned to the Supervisor upon termination of the Employee's employment.

24.02 Clothing to be Worn on Duty

Clothing issued at the request of the department shall be worn while on duty and shall be kept in a clean and neat appearance.

24.03 Laundry Facilities

The Employer shall provide laundry facilities (at no cost to the Employee) for contaminated work clothes at the following sites: Parks and Facilities Depot, Public Works Building, Equipment Pool, Sanitation Depot, Waste Water Treatment Plant, and Airport. Other locations may be added upon agreement between the Union and the City.

25.00 EMPLOYEE'S VEHICLES

No Employee shall be required to use their own vehicle to transport the Employer's equipment unless it is a requirement of their position. Any Employee who is required to or chooses to use their vehicle for work purposes will be reimbursed as per the City's Vehicle Expense Reimbursement Policy.

No Employee shall be held liable for any damage to City property that is being transported in an Employee's personal vehicle unless that Employee has been grossly negligent or has intentionally damaged the City's property.

No Employee shall be required to use their vehicle for transportation from job to job during working hours unless compensated for mileage per km travelled as per the City's Vehicle Expense Reimbursement Policy.

26.00 TOOLS AND EQUIPMENT

All Mechanics, Welders, Utility Workers in the Equipment Pool and Machine Operators and Industrial Mechanics, who are required to supply tools for the job shall receive a yearly tool allowance, in accordance with the following schedule:

Position	Yearly Allowance Up To
Mechanics	700.00
Welders	350.00
Utility Workers	200.00
Machine Operator	100.00

Eligibility for tool allowance will be based on the previous years service for full eligibility (i.e. 12 months). Employees with lesser service will have their tool allowance pro-rated.

All amounts payable upon presentation of receipt and itemized list.

27.00 DISCIPLINE AND DISMISSALS

27.01 Just Cause Only

An Employee may be dismissed or disciplined for just cause only.

27.02 Disciplinary Action

Disciplinary action shall include verbal warnings, written warnings, suspensions and/or dismissal issued to any Employee. When any disciplinary action is taken and recorded on the Employee's personnel file, the Union shall be sent a copy.

The record of an Employee shall not be used against the Employee after twenty-four (24) months following the date when the Employer first became aware of the incident.

Letters of expectation are non-disciplinary and will not be used against an Employee after twenty-four (24) months following the issuing of the letter of expectation.

Counselling shall not be construed as a disciplinary action and shall not be referred to in any future disciplinary action.

27.03 Right to Have a Steward Present

An Employee shall have the right to have a steward or Union Representative present at any discussion with Management, which might be the basis of disciplinary action.

Where Management intends to interview the Employee for disciplinary purposes, Management shall notify the Employee in advance of the purpose of the interview in order that the Employee may contact a steward or Union Representative to be present at the interview.

No Employee is required to answer to allegations which may lead to discipline without a Union Representative present.

An Employee has the right to waive having a steward or Union Representative present at any investigation or meeting which may lead to discipline. Such waiver shall be made in writing and signed by the Employee and an Employer's representative. The waiver shall be forwarded to the Union.

If disciplinary action results from any meeting with Management without a steward or Union Representative present or a signed waiver it shall be void.

A steward or local union officer shall have the right to consult with a CUPE staff representative and to have them present at any discussion with Management, which might be the basis of discipline.

27.04 Investigations

(a) Within ten (10) working days of the Employer becoming aware of an incident, the Employer will advise the Employee and the Union of the intent to investigate an incident.

(b) The Employer shall notify the Union upon the conclusion of all investigations.

(c) Upon conclusion of all investigations related to the incident, disciplinary action, if any, shall be brought to the Employee's and the Union's attention within ten (10) working days.

28.00 DISABILITY

28.01 Non-Occupational Disability

(a) Permanent full-time Employees are entitled to benefits provided through the Disability Partnership.

(b) Non-Permanent Employees are entitled to Extended Disability Benefits if eligible under Clause 31.02(a).

28.02 Medical Exam

The Employer reserves the right to require a medical examination at the expense of the Employer.

28.03 Pay Based on Primary Classification

Employees who are absent from work, due to accident or sickness, shall have their sick pay based on their primary classification.

28.04 Occupational Disability

The Employer agrees to pay wages to Permanent Employees covered under this Agreement, with three (3) months of continuous service, for absences caused by occupational accident coming within the terms of the *Worker's Compensation Act of Alberta* under the following conditions:

(a) 100% of the Employee's wages for any one absence up to but not exceeding twenty-six (26) weeks.

(b) Compensation is payable by the Worker's Compensation Act of Alberta for the period of the absence.

(c) The Employee has produced a medical certificate signed by a fully qualified medical practitioner stating that the Employee was unable to work.

(d) Compensation monies received are paid over to the Employer.

(e) The Employee notified the Supervisor or the person on duty of his/her inability to work.

28.05 Accommodation

The Employer and the Union shall share joint responsibility in the facilitation of Accommodation.

28.06 Reporting of Absence

In order to meet operational requirements, it is the Employee's responsibility to notify the Supervisor using the absence reporting process for that department. Notification of at least one (1) hour or more is preferable, but notification shall be no later than one-half hour (½) hour prior to the Employee's regular starting time if the Employee is unable to work.

28.07 Union Employer Cooperation

The Employer and the Union (through the Steward) agree to cooperate in education and counselling in an effort to control sick leave and the costs thereto.

The Employer agrees not to introduce any sick leave reporting forms or amend other sick leave provisions without the approval of the Disability Partnership.

28.08 Prior Notice of Return to Work

When an Employee reports back to work from sickness or Workers' Compensation without prior notice, the Employee will not be placed in their classification according to seniority until the day following their return to work.

29.00 SUBSTANCE ABUSE TREATMENT PROGRAM

The Employer and the Union recognize Alcoholism and Drug Abuse as a treatable illness. Employees suffering from alcoholism and/or other drug abuse are expected to seek treatment as they would for any other illness, which impairs performance of their work. While receiving treatment, the Employee shall be eligible for sick benefits, and following completion of the treatment the Employee shall be returned to their former position without loss of seniority.

30.00 PERMANENT EMPLOYEE BENEFITS

30.01 Flexible Benefit Plan

(a) The benefits provided to Employees under the Flexible Benefit Plan will be in accordance with the terms and conditions of the benefit plan contracts. Should the Employer's contract with Alberta Blue Cross Extended Health Care and/or Alberta Blue Cross Dental, be terminated, the Employer and Union will meet to negotiate the applicable benefit(s).

(b) The monthly premium costs for core benefits will be paid as follows:

(i) Premiums for Core Extended Health Care and Core Dental Care will be one hundred percent (100%) paid by the Employer.

(ii) Premiums for Basic Life Insurance and Alberta Health Care will be one hundred percent (100%) paid by Employees.

(c) Should Alberta Healthcare premiums cease, the Employer will maintain the 2008 level of flex credits, in addition to any newly negotiated increases.

(d) Permanent Employees may opt up, opt down or opt out of the Core Extended Health Care Plan and the Core Dental Care Plan in accordance with the terms of the Flexible Benefit Plan. Premium costs for opt-up coverage will be one hundred percent (100%) paid by Employees participating in the opt-up plans. Flexible credits for opt-out or opt-down coverage will be calculated at seventy-five percent (75%) of the Employer cost reduction.

(e) Costs for the administration of the Flexible Benefit Plan will be paid one hundred percent (100%) by the Employees. Employee contributions will be deducted from flexible credits on an annual basis.

(f) The benefit plan year is January 1st to December 31st.

30.02 Illness and Disability Benefits Coverage

A Permanent Employee who is absent from work because of illness or disability shall continue to enjoy core Extended Health Care and core Group Dental coverage for as long as the member qualifies for disability benefits through the Disability Partnership.

30.03 Pension

The Employer agrees to continue the pension coverage under the Local Authorities Pension Plan for all eligible Employees covered by this Agreement.

30.04 Permanent Part-time benefits

Pension: Pension contributions and pensionable service will be based on standard weekly hours as indicated on the job posting.

Life Insurance: Mandatory one time (1X) or Optional two times (2X) annual salary based on standard weekly hours as indicated on the job posting.

AD&D: Mandatory Flat one thousand dollars ($1,000).

Disability: (STD/LTD) based on standard weekly hours as indicated on the job posting times regular salary for Employee/Employer contribution into the plan (disability benefit paid for the number of standard weekly hours, as indicated on the job posting, not at work due to non-occupational illness/injury).

Blue Cross: as per Clause 30.01 – Flexible Benefit Plan.

31.00 NON-PERMANENT EMPLOYEE BENEFITS

31.01 Health and Dental Benefit Entitlement

(a) All eligible Employees may be covered under the Alberta Health Care Insurance Plan, Extended Health Care Plan and Dental Plan in accordance with the terms of the contract. The Employer shall contribute one hundred percent (100%) of the total premium cost for Employees so enrolled.

(b) Eligibility for the benefits in (a) shall be determined based on length of service in hours, as follows:

(j) Alberta Health & Extended Health Care at four thousand one hundred and sixty (4160) hours.

(ii) Dental Care at five thousand two hundred (5200) hours.

31.02 Other Benefits

(a) Non-Permanent Employees are eligible for Extended Disability Benefits after achieving two thousand six hundred (2600) hours of service.

(b) Non-Permanent Employees are eligible for Pension coverage under the Local Authorities Pension Plan, after achieving eight thousand three hundred and twenty (8320) hours of service.

(c) Non-Permanent Employees are eligible for Life insurance, Accidental Death & Dismemberment insurance and available optional insurance after achieving eight thousand three hundred and twenty (8320) hours of service.

31.03 Mandatory Benefits

Once the qualifying hours set out in Clause 31.01 (b) and 31.02 are achieved, benefits become mandatory unless the Employee is currently covered under a spousal plan.

31.04 Illness and Disability Benefit Coverage

A Non-Permanent Employee who is absent from work because of illness or disability shall continue to enjoy Alberta Health Care, Extended Health and Dental benefits (if qualified above) without costs until the Employee has been absent for a period of twelve (12) months or until the Employee's normal layoff date, whichever occurs first.

32.00 LABOUR MANAGEMENT COMMITTEES

The Parties recognize the benefits of communicating with one another on a regular basis on matters of mutual interest. Therefore, two Labour Management Committees will be struck.

One committee will represent Inside workers, and one will represent Outside Workers. The Committees will consist of three (3) members of the Union and three (3) members of Management. The Union may have the support of the National Representatives. The Committees will establish a chairperson, and that position will rotate between the Union and Management members. Each of the Committees will meet once every six (6) months or on a mutually agreed schedule. The Chair will be responsible for preparing and distributing an agenda two (2) weeks prior to each meeting.

The Committee may discuss any matters of mutual interest to the Parties but will not discuss matters relating to current Collective Agreement negotiations or active grievances.

33.00 CLASSIFICATIONS

33.01 Work Hour Classification (Primary Classification)

All Permanent Employees will be classified and paid all year round in their permanent classification, except Employees who request a lower classification, and disciplined Employees placed in a lower classification who will be paid a lower classification rate of the classification transferred to. When their particular job is not available according to classification, they will fill the vacant position available to them and as specified by the Supervisor with due recognition of the Employee's seniority under the Agreement.

As of January 1st, of each year, all Permanent Employees will be classified according to the greatest number of hours worked in one classification the previous year and that classification will be the base pay for the year commencing January 1st. A Permanent Employee must have worked nine hundred and fifty (950) hours or more in the previous year in a higher classification in order to qualify under this provision.

The work hour classification will be determined by a determination of hours at a specific rate of pay within the normal hours [two thousand and eighty (2080) or one thousand nine hundred and fifty (1950)] in a year and would include general holidays if paid at the higher rate. Annual vacation hours will be added to the classification in which the Employee works the greatest number of hours in the current year. Overtime hours, sick leave hours, worker's compensation hours and hours worked in posted term positions of six (6) months to two (2) years in duration are excluded from this determination.

33.02 Maintenance of Job Evaluation System

The establishment and maintenance of the Job Evaluation System for Employees within the CUPE jurisdiction shall be the responsibility of the City.

33.03 Union Provided with Job Information Questionnaires

The City will provide the Union with Job Information Questionnaires as outlined in Clause 33.02 for all classifications in the bargaining unit upon request.

33.04 New Positions

When a new position is created, Management will advise the Union whether such position is included or excluded from the bargaining unit.

Five (5) working days prior to any new position or classification being posted, copies of the position description, including qualifications, experience and interim pay rate will be sent to the Union.

The City shall determine the interim pay rate for the classification pending review by the Evaluation Committee.

The incumbent and their Manager will complete and submit the Job Information Questionnaire between six (6) and nine (9) months of the date of appointment.

The Evaluation Committee shall review the submission and reach a decision through consensus. People and Culture shall communicate its decision to the Employee and the Manager as soon as possible, providing reasons for the decision.

The evaluated rate of the position will be effective from the date of appointment, however, if the evaluated rate is less than the interim pay rate, the Employee will continue to receive general wage increases while they remain in the position, for a maximum of one (1) year from the date of submission. The evaluated rate for the job shall take effect upon vacancy and for newly hired incumbents. Following the one (1) year period the Employee's pay rate will be frozen (while the Employee remains in the position) until the evaluated rate for the job equals or exceeds the frozen rate of pay.

33.05 Out-of-Schedule Positions

In the event that the evaluated hourly rate of pay for a position is not competitive in the marketplace, the City may set an "out of schedule" hourly pay rate above the evaluated rate. All Employees in classifications that are adjusted because of the market will be moved to the "out of schedule" classification hourly pay rate. Employees receiving "out of schedule" pay rates will be given six (6) months' notice in writing of any reduction or cancellation of the "out of schedule" rates. The union shall be notified as positions are added.

33.06 Classification Committees

(a) Evaluation Committee

(i) The Evaluation Committee is comprised of four members, two appointed by the City and two appointed by the Union.

(ii) The role of the Evaluation Committee is to review requests for reclassification in accordance with the Job Evaluation Plan.

(b) Reconsideration Committee

(i) The Reconsideration Committee is comprised of two members of the Evaluation Committee (one City appointee and one Union appointee) along with a City appointee and a Union appointee who are trained in job evaluation but who are not members of the Evaluation Committee.

(ii) The role of the Reconsideration Committee is to review requests for reconsideration in accordance with the Job Evaluation Plan.

33.07 Classification Review Procedure

(a) An Employee or the exempt Supervisor of an Employee who considers that the duties or responsibilities of the Employee's base position have been significantly changed since the last evaluation may request a review of the Employee's position. People and Culture may also request a review of a workgroup based on a change of duties as a result of reorganization.

(b) When an Employee or Management initiates a review, a position classification review form must be completed in accordance with the instructions described on the form. Both the Employee and the Employee's Manager must sign the completed form. The form shall then be submitted to the People and Culture Business Partner - Compensation who will forward it on to members of the Evaluation Committee and coordinate the review.

If the Employee and their Manager are unable to come to an agreement and sign the Job Information Questionnaire (JIQ), People and Culture and the Union will work cooperatively to come to a resolution and the position will be submitted to the Evaluation Committee.

(c) The Evaluation Committee shall review the submission and reach a decision through consensus. People and Culture shall communicate its decision to the Employee, the Union and the Manager as soon as possible, providing reasons for the decision.

33.08 Reconsideration Procedure

(a) An Employee or Manager of the Employee who disagrees with the decision of the Evaluation Committee may request a reconsideration of the decision provided that the request is submitted within fifteen (15) working days of receipt of the decision. The Employee or Manager must complete a reconsideration form in accordance with the instructions of the form. The Employee or Manager, as applicable must review the reconsideration request and provide written commentary either supporting or not supporting the request. The form shall then be submitted to the Labour Relations and Compensation Manager who will forward it on to members of the Reconsideration Committee and coordinate the review.

(b) The Reconsideration Committee shall review the request and reach a decision through consensus. People and Culture shall communicate its decision to the Employee, the Union and the Manager as soon as possible, providing reasons for the decision.

33.09 Impact of Committee Decisions on Pay

(a) A request for evaluation and/or reconsideration may result in an increase or decrease in the evaluated rate of pay or the evaluated rate of pay remaining the same.

(b) An increase in the evaluated rate of pay will be retroactive to the first day of the pay period following the date the Employee, the Union or Manager submitted the reclassification request.

(c) No Employee will experience a reduction in base pay as a result of a request for reclassification.

(d) Employees whose base rate of pay exceeds the evaluated rate for the job will continue to receive general wage increases while they remain in the position, for a maximum of one (1) year. The evaluated rate for the job shall take effect upon vacancy and for newly hired incumbents. Following the one (1) year period the Employee will have their rates frozen while they remain in the over-range position until the evaluated rate for the job equals or exceeds the frozen rate of pay.

(e) An exception to (d) will occur when an Employee in an over-range position is fifty-two (52) years of age or older and is within three years of being eligible for an unreduced pension. In this case, the Employee will continue to receive general wage increases for a maximum of three years or up to the date of eligibility to an unreduced pension, whichever is less, and thereafter will have their rates frozen in accordance with paragraph (4).

(f) Where an Employee or Manager has submitted a request for reconsideration, the Employee's pay rate will be frozen until the reconsideration decision has been communicated.

33.10 Time Limits

The time limits in these procedures may be extended upon agreement by both Parties to this Agreement.

33.11 Retraining for Over-ranged Employees

The People and Culture Manager or a delegated representative agrees to meet with any over-ranged Employee(s) and advise them of the retraining available to them. It is incumbent on the Employee to request a meeting for this purpose. The City agrees to pay the necessary cost for relevant re-training on the job, or through additional course training, as determined by the People and Culture Manager and Department concerned, with no loss of pay.

34.00 WAGES

See Appendix "A"

34.01 Pay Days

(a) Wages earned will be paid every second Thursday. If such a day is a legal holiday, the deposit will be made on the working day prior to the holiday.

(b) All Employees will have their pay cheques automatically deposited into a bank account of their choice.

34.02 Time Sheet Change

Any Employee, whose recorded time sheet is changed, either in the department concerned or the time and labour office, must be informed in writing of the change. If the Employee is not in agreement that the change is justified, the Employee may attempt to resolve through the normal conflict resolution process and utilize the Grievance Process if not resolved.

34.03 Apprentices

Apprentices shall be paid on a graduated scale with a differential between each step according to the following formula:

1st year 68% of Journeyman Rate
2nd year 75% of Journeyman Rate
3rd year 84% of Journeyman Rate
4th year 95% of Journeyman Rate

In no case shall the minimum rate be less than the currently established Labourer I rate.

Three (3) year apprenticeships, e.g. Welder, shall be paid on the basis of the top three (3) years of the apprentice pay scale.

While attending required apprentice courses, the Employee's current apprentice rate of pay shall be maintained. The total allowance paid by the Government shall be signed over to the City. The travel and living allowance portion shall be paid back to the Employee in addition to the current apprentice rate of pay.

34.04 Voluntary Severance

The Employer reserves the right to offer voluntary severance incentive packages to Employees in order to facilitate business change. The Union will be notified if the Employer chooses to exercise this right.

35.00 TECHNOLOGICAL CHANGE

An Employee classified as a Permanent Employee shall be considered displaced by technological change when the Employee's services shall no longer be required as a result of a change in plant or equipment or a change in a process or method of operation diminishing the total number of Employees required to operate the department in which the Employee is employed.

The City agrees that wherever possible, no Employee shall lose employment because of technological change and therefore agrees that a reasonable period should be provided in order that they may take advantage of all available re-training and other internal employment opportunities commensurate with their abilities and qualifications.

The City recognizes that advance notice of any change is desirable and beneficial for all concerned and therefore agrees to provide as much advance notice as possible.

36.00 WORK EXPERIENCE

Where the City agrees to accommodate requests for student exposure to the workplace, students will not be permitted to replace any Employee and will be required to work on a 'one to one' basis for a maximum of two hundred (200) hours per student.

37.00 GOVERNMENT-FUNDED WORK PROJECTS

The City agrees to consult with the Union prior to applying for all Federal or Provincial work or work experience programs in order to ensure that the programs will not eliminate, amend or affect the job security of any person who would have been employed if the program did not exist.

Local 70 retains the right to approve or reject applications for bargaining unit positions made available because of government-funded projects. Positions available because of government-funded projects will be advertised internally and preference shall be given to persons presently on layoff provided such persons apply and have the qualifications required as spelled out in the program.

Local 70 will be supplied with a list of names of the persons employed and on which programs. Such persons will not be used on normal bargaining unit work other than the designated program. The Government-funded rate will be topped off.

Employees hired for government-funded work projects shall have access to all provisions of the Collective Agreement.

For the purpose of this Clause, the following procedures will be followed:

(a) The Employer will forward a preliminary outline of duties to be performed within a project to the Union for its review as soon as possible.

(b) The Union's Executive will review the preliminary outline and shall recommend that the Union membership either approve or disapprove the project. The Union shall advise the Employer in writing of its recommendation to its membership within five (5) working days of receipt of the project.

If the project receives preliminary approval pursuant to Step 2 above, the Employer will proceed with the project to the Government. The Union Executive will submit its recommendation pursuant to Step 2 above to the Union General Membership for final ratification. The Union will advise the Employer of the results within five (5) working days.

38.00 OPERATOR'S LICENSE

Operator's license requirements shall not exceed the Alberta Transportation and Utilities Regulations.

Signed this 11th day of April, 2025

SIGNED ON BEHALF OF
THE CITY OF LETHBRIDGE

Blaine Hyggen, MAYOR

Bonnie Hilford, CITY CLERK

SIGNED ON BEHALF OF THE CUPE,
LOCAL 70 (MUNICIPAL WORKERS)

Susan Gouw, PRESIDENT, LOCAL 70

Sandra Walker, CUPE National Representative

BARGAINING COMMITTEE

Garrett Anderson

Mariko Constable

Mitch Stevenson

Adam Campbell

Juliane Ruck

Susan Krysztofiak

BARGAINING COMMITTEE

Jeff Saylor

Nathan Bueckert

Deane Johnson

Allison Thys

Darcy Armour

APPENDIX A

Band	1/1/2022 2.00%	1/1/2023 3.00%	1/1/2024 2.75%	1/1/2025 2.50%	1/1/2026 2.75%
1	$26.39	$27.18	$27.93	$28.63	$29.42
2	$27.03	$27.84	$28.61	$29.33	$30.14
3	$29.10	$29.97	$30.79	$31.56	$32.43
4	$29.79	$30.68	$31.52	$32.31	$33.20
5	$31.32	$32.26	$33.15	$33.98	$34.91
6	$32.84	$33.83	$34.76	$35.63	$36.61
7	$35.32	$36.38	$37.38	$38.31	$39.36
8	$37.10	$38.21	$39.26	$40.24	$41.35
9	$39.88	$41.08	$42.21	$43.27	$44.46
10	$41.86	$43.12	$44.31	$45.42	$46.67
11	$43.96	$45.28	$46.53	$47.69	$49.00
12	$48.37	$49.82	$51.19	$52.47	$53.91
13	$50.78	$52.30	$53.74	$55.08	$56.59

Job Code	Title	Band	3.00% Jan 1, 2023	2.75% Jan 1, 2024	2.50% Jan 1, 2025	2.75% Jan 1, 2026
970D	Asset Management Coordinator	13	$52.30	$53.74	$55.08	$56.59
913Z	LPS Access and Privacy Coordinator	13	$52.30	$53.74	$55.08	$56.59
912G	Planner II	13	$52.30	$53.74	$55.08	$56.59
915B	Risk Advisor	13	$52.30	$53.74	$55.08	$56.59
403F	Senior Bylaw Enforcement Officer	13	$52.30	$53.74	$55.08	$56.59
406H 2	Transportation Operations Coordinator	13	$52.30	$53.74	$55.08	$56.59
910K	Business Waste Diversion Coordinator	12	$49.82	$51.19	$52.47	$53.91
908G	Corporate Land Administrator	12	$49.82	$51.19	$52.47	$53.91
905Q	CSD Grant Coordinator	12	$49.82	$51.19	$52.47	$53.91
421E	ENMAX Centre Operations Coordinator	12	$49.82	$51.19	$52.47	$53.91
406H 1	Foreman (Urban Forestry)	12	$49.82	$51.19	$52.47	$53.91
905P	Housing Solutions Coordinator	12	$49.82	$51.19	$52.47	$53.91
911G	Land Dev. Project Administrator	12	$49.82	$51.19	$52.47	$53.91
417W	Leisure Services Maintenance Coordinator	12	$49.82	$51.19	$52.47	$53.91

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
481C	LPS CPO Sgt	12	$49.82	$51.19	$52.47	$53.91
939S	LPS Senior System Analyst	12	$49.82	$51.19	$52.47	$53.91
939H 3	LPS Systems Administrator - CAD	12	$49.82	$51.19	$52.47	$53.91
939H 1	LPS Systems Administrator - Network and Storage	12	$49.82	$51.19	$52.47	$53.91
939H 4	LPS Systems Administrator - RMS	12	$49.82	$51.19	$52.47	$53.91
939H 5	Network Systems Admin (Corporate)	12	$49.82	$51.19	$52.47	$53.91
914k	Parking Coordinator	12	$49.82	$51.19	$52.47	$53.91
406H	Parks Operations Coordinator	12	$49.82	$51.19	$52.47	$53.91
910F	Plans Examiner - Level III	12	$49.82	$51.19	$52.47	$53.91
411R	Waste & Recycling Centre Coordinator	12	$49.82	$51.19	$52.47	$53.91
406H 5	Waste and Recycling Coordinator	12	$49.82	$51.19	$52.47	$53.91
415U	WWTP Lab Lead	12	$49.82	$51.19	$52.47	$53.91
410N	Amenity Services Coordinator	11	$45.28	$46.53	$47.69	$49.00
902J	Archivist/Records Analyst	11	$45.28	$46.53	$47.69	$49.00
970E	Asset Management Reporting Specialist	11	$45.28	$46.53	$47.69	$49.00
970A	Asset Management Specialist	11	$45.28	$46.53	$47.69	$49.00
904C	Business Improvement Area Coord	11	$45.28	$46.53	$47.69	$49.00
410L	Carpenter	11	$45.28	$46.53	$47.69	$49.00
408M	Cemetery Coordinator	11	$45.28	$46.53	$47.69	$49.00
911Z	Crime Analyst	11	$45.28	$46.53	$47.69	$49.00
911Z1	Criminal Intelligence Analyst	11	$45.28	$46.53	$47.69	$49.00
911Z2	Criminal Intelligence Analyst (ALERT)	11	$45.28	$46.53	$47.69	$49.00
910C	Customer Service & Collections Coordinator	11	$45.28	$46.53	$47.69	$49.00
427B	Facilities Operations & Controls Tech	11	$45.28	$46.53	$47.69	$49.00
411A	Facility Services Asset Inspector	11	$45.28	$46.53	$47.69	$49.00
966B	Financial Analyst	11	$45.28	$46.53	$47.69	$49.00
985F	Fleet Procurement and Lease Coordinator	11	$45.28	$46.53	$47.69	$49.00
985F2	Fleet Project and Operations Coordinator	11	$45.28	$46.53	$47.69	$49.00
406H 4	Foreman (Water Works Construction)	11	$45.28	$46.53	$47.69	$49.00

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
422N 1	Foreman III (Irrigation)	11	$45.28	$46.53	$47.69	$49.00
422N 6	Foreman III (Water & Waste Water)	11	$45.28	$46.53	$47.69	$49.00
912D	IT Business Analyst	11	$45.28	$46.53	$47.69	$49.00
980B	Materials and Services Coordinator	11	$45.28	$46.53	$47.69	$49.00
903J	Museum Curator	11	$45.28	$46.53	$47.69	$49.00
909X	Planner/Scheduler	11	$45.28	$46.53	$47.69	$49.00
908H	Traffic Technician	11	$45.28	$46.53	$47.69	$49.00
908B	Utility Systems Programmer-Analyst	11	$45.28	$46.53	$47.69	$49.00
902M	Census & Election Coordinator	10	$43.12	$44.31	$45.42	$46.67
412W	Concession Coordinator	10	$43.12	$44.31	$45.42	$46.67
917G	Corporate Grants Administrator	10	$43.12	$44.31	$45.42	$46.67
905L	CSD Systems Operations Specialist	10	$43.12	$44.31	$45.42	$46.67
905D	CSD Systems Performance Specialist	10	$43.12	$44.31	$45.42	$46.67
904D	Development Compliance Officer	10	$43.12	$44.31	$45.42	$46.67
921C	Electric Business Analyst	10	$43.12	$44.31	$45.42	$46.67
905N	Encampment Support specialist	10	$43.12	$44.31	$45.42	$46.67
905E	ENMAX Centre Events Coordinator	10	$43.12	$44.31	$45.42	$46.67
927A	FDM Systems Administrator	10	$43.12	$44.31	$45.42	$46.67
403M	Foreman - Parks Maintenance/Special Events	10	$43.12	$44.31	$45.42	$46.67
421N 8	Foreman - Transportation / Utility Crew	10	$43.12	$44.31	$45.42	$46.67
421N 2	Foreman II (Parks Maintenance/Sports field)	10	$43.12	$44.31	$45.42	$46.67
422N 2	Foreman III (Parks Construction)	10	$43.12	$44.31	$45.42	$46.67
422N	Foreman III (Parks Maintenance)	10	$43.12	$44.31	$45.42	$46.67
422N 7	Foreman III (Streets & Traffic) - Paving Crew	10	$43.12	$44.31	$45.42	$46.67
422N 5	Foreman III (Streets & Traffic) - Utility Crew	10	$43.12	$44.31	$45.42	$46.67
422N 3	Foreman III (Streets/Roads) - Patching Crew	10	$43.12	$44.31	$45.42	$46.67
905W	Indigenous Relations Specialist	10	$43.12	$44.31	$45.42	$46.67

			3.00%	2.75%	2.50%	2.75%
Job Code	Title	Band	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025	Jan 1, 2026
920T	Infrastructure Applications Analyst	10	$43.12	$44.31	$45.42	$46.67
913H	Infrastructure Construction and Survey Coordinator	10	$43.12	$44.31	$45.42	$46.67
904W	Liaison and Support Services Specialist	10	$43.12	$44.31	$45.42	$46.67
480C	LPS Community Peace Officer	10	$43.12	$44.31	$45.42	$46.67
404P	LPS Facilities Coordinator	10	$43.12	$44.31	$45.42	$46.67
403G	LPS Fleet Coordinator	10	$43.12	$44.31	$45.42	$46.67
936H	Network Technician	10	$43.12	$44.31	$45.42	$46.67
914B	Operations Analyst - Regulatory Services	10	$43.12	$44.31	$45.42	$46.67
908Q	Parks Infrastructure Coordinator	10	$43.12	$44.31	$45.42	$46.67
909Q	Parks Natural Resource Coordinator	10	$43.12	$44.31	$45.42	$46.67
900R	Records and Information Analyst	10	$43.12	$44.31	$45.42	$46.67
910Z	Records Management Supervisor (FOIP)	10	$43.12	$44.31	$45.42	$46.67
930H	Right of Way Coordinator	10	$43.12	$44.31	$45.42	$46.67
904R	Safer Communities Strategic Specialist	10	$43.12	$44.31	$45.42	$46.67
422N 9	Spring Night Street Sweeping Foreman	10	$43.12	$44.31	$45.42	$46.67
913A	Ticket Centre Coordinator	10	$43.12	$44.31	$45.42	$46.67
921T	Transit Planner	10	$43.12	$44.31	$45.42	$46.67
929H	Urban Construction Inspector	10	$43.12	$44.31	$45.42	$46.67
965B	Utility Analyst	10	$43.12	$44.31	$45.42	$46.67
921B	Utility Project Technician Electric	10	$43.12	$44.31	$45.42	$46.67
910H	W&R Comm Initiatives & Education Specialist	10	$43.12	$44.31	$45.42	$46.67
422N 4	W&WW Operations Foreman	10	$43.12	$44.31	$45.42	$46.67
421N 1	Waste and Recycling Foreman	10	$43.12	$44.31	$45.42	$46.67
909X1	WWTP Planner/Scheduler/purchaser	10	$43.12	$44.31	$45.42	$46.67
990W	Yates Theatre Coordinator	10	$43.12	$44.31	$45.42	$46.67
912B	311 Business Advisor	9	$41.08	$42.21	$43.27	$44.46
910M	311 Customer Service Coordinator	9	$41.08	$42.21	$43.27	$44.46
903B2	Account Clerk III (Infrastructure)	9	$41.08	$42.21	$43.27	$44.46
912Z	Administrative Analyst (LPS)	9	$41.08	$42.21	$43.27	$44.46

Job Code	Title	Band	3.00% Jan 1, 2023	2.75% Jan 1, 2024	2.50% Jan 1, 2025	2.75% Jan 1, 2026
925B	Business Solutions Strategist	9	$41.08	$42.21	$43.27	$44.46
910D 1	Business Systems Analyst I	9	$41.08	$42.21	$43.27	$44.46
907B	Cashier and Treasury Coordinator	9	$41.08	$42.21	$43.27	$44.46
413W	Chef - ENMAX Centre	9	$41.08	$42.21	$43.27	$44.46
408W	Community Program Coordinator	9	$41.08	$42.21	$43.27	$44.46
925C	Corporate Reporting Administrator	9	$41.08	$42.21	$43.27	$44.46
924G	Creative Services Specialist	9	$41.08	$42.21	$43.27	$44.46
917D	Data Management and Printing Technician	9	$41.08	$42.21	$43.27	$44.46
971P	Development Permit Tech	9	$41.08	$42.21	$43.27	$44.46
941A	Elec AM/FM Programmer Technologist	9	$41.08	$42.21	$43.27	$44.46
996A	Electric Accounting Support	9	$41.08	$42.21	$43.27	$44.46
409V	ENMAX Events and Maintenance Operator	9	$41.08	$42.21	$43.27	$44.46
964B	Finance Technician	9	$41.08	$42.21	$43.27	$44.46
420N 3	Foreman I - Dryland Mowing	9	$41.08	$42.21	$43.27	$44.46
420N 4	Foreman I - Pesticide Crew	9	$41.08	$42.21	$43.27	$44.46
421N 4	Foreman II - Turf Maintenance	9	$41.08	$42.21	$43.27	$44.46
422N 8	Foreman III (Cemetery)	9	$41.08	$42.21	$43.27	$44.46
905J	Galt Resource Development & Volunteer Specialist	9	$41.08	$42.21	$43.27	$44.46
921H	Geospatial Systems Technologist (formerly GID/CAD Tech	9	$41.08	$42.21	$43.27	$44.46
921G	GIS Technologist - Planning and Development	9	$41.08	$42.21	$43.27	$44.46
914H	Junior Electrical Technologist	9	$41.08	$42.21	$43.27	$44.46
964B5	LPS Finance Technician	9	$41.08	$42.21	$43.27	$44.46
919E1	LPS Network Support Technician	9	$41.08	$42.21	$43.27	$44.46
428N	Millwright	9	$41.08	$42.21	$43.27	$44.46
904J	Museum Collection Technician	9	$41.08	$42.21	$43.27	$44.46
406M	Nikka Yuko Japanese Garden Foreman	9	$41.08	$42.21	$43.27	$44.46
402L	Partsman	9	$41.08	$42.21	$43.27	$44.46
971A	Permit Technician	9	$41.08	$42.21	$43.27	$44.46

Job Code	Title	Band	3.00% Jan 1, 2023	2.75% Jan 1, 2024	2.50% Jan 1, 2025	2.75% Jan 1, 2026
907Z	Police Exhibits Technician	9	$41.08	$42.21	$43.27	$44.46
905B1	Senior Accounting Tech (Finance)	9	$41.08	$42.21	$43.27	$44.46
964B4	Senior Finance Tech (Comm Serv)	9	$41.08	$42.21	$43.27	$44.46
460N	Shrub Crew Foreman	9	$41.08	$42.21	$43.27	$44.46
460N 1	Snow Removal Foreman	9	$41.08	$42.21	$43.27	$44.46
907Q	Storm Pond Operations Technician	9	$41.08	$42.21	$43.27	$44.46
404H	Surveyor & Rail Inspector	9	$41.08	$42.21	$43.27	$44.46
905K	Sustainability Specialist	9	$41.08	$42.21	$43.27	$44.46
907D	Systems Analyst I	9	$41.08	$42.21	$43.27	$44.46
421N	Traffic and Sign Coordinator	9	$41.08	$42.21	$43.27	$44.46
922T	Transportation Technologist	9	$41.08	$42.21	$43.27	$44.46
464H	Urban Forestry Technician	9	$41.08	$42.21	$43.27	$44.46
410R	W&R Contract Inspector	9	$41.08	$42.21	$43.27	$44.46
906H	W&R Technologist	9	$41.08	$42.21	$43.27	$44.46
921W	W&WW GIS/CMMS Technologist	9	$41.08	$42.21	$43.27	$44.46
406J	W&WW Office Analyst	9	$41.08	$42.21	$43.27	$44.46
911H 1	W&WW Operations Technologist	9	$41.08	$42.21	$43.27	$44.46
920W	W&WW Project Technologist	9	$41.08	$42.21	$43.27	$44.46
909W	WWTP Data Analyst	9	$41.08	$42.21	$43.27	$44.46
960B	WWW Analyst	9	$41.08	$42.21	$43.27	$44.46
904K	WWW Communications & Outreach Specialist	9	$41.08	$42.21	$43.27	$44.46
929A	Police Quartermaster Stores Clerk	8	$38.21	$39.26	$40.24	$41.35
904B	Account Clerk IV (Assessment)	8	$38.21	$39.26	$40.24	$41.35
903B3	Accounting Technician (Finance)	8	$38.21	$39.26	$40.24	$41.35
408N	Amenity Services Lead Hand	8	$38.21	$39.26	$40.24	$41.35
405W	Aquatics Maintenance Technician (Fritz)	8	$38.21	$39.26	$40.24	$41.35
904A2	ARB Coordinator	8	$38.21	$39.26	$40.24	$41.35
408V	Arena Rec Operator	8	$38.21	$39.26	$40.24	$41.35
970A1	Asset Management Analyst - Systems	8	$38.21	$39.26	$40.24	$41.35
970F	Asset Management Specialist I	8	$38.21	$39.26	$40.24	$41.35
907W	Business Unit Coordinator (R&C)	8	$38.21	$39.26	$40.24	$41.35

Job Code	Title	Band	3.00% Jan 1, 2023	2.75% Jan 1, 2024	2.50% Jan 1, 2025	2.75% Jan 1, 2026
407M	Cemetery Lead Hand	8	$38.21	$39.26	$40.24	$41.35
429N	Certified Arborist	8	$38.21	$39.26	$40.24	$41.35
904A3	Clerk IV-Legislative Services Coordinator	8	$38.21	$39.26	$40.24	$41.35
900B	Corporate Services Buyer	8	$38.21	$39.26	$40.24	$41.35
421N7	Crack Sealing Foreman	8	$38.21	$39.26	$40.24	$41.35
905C	CSD Complex Needs Technician	8	$38.21	$39.26	$40.24	$41.35
905C	CSD Outreach Specialist	8	$41.08	$42.21	$43.27	$44.46
903K	CSD Safer Communities Case Manager	8	$38.21	$39.26	$40.24	$41.35
407K	Customer Serviceman III	8	$38.21	$39.26	$40.24	$41.35
901J1	Display Artist (Galt Museum)	8	$38.21	$39.26	$40.24	$41.35
933A	ENMAX Centre Sales Representative	8	$38.21	$39.26	$40.24	$41.35
413S	ENMAX Centre Suite Coordinator	8	$38.21	$39.26	$40.24	$41.35
404B	Facility Planning Administrator	8	$38.21	$39.26	$40.24	$41.35
904H	Fleet Equipment Specialist	8	$38.21	$39.26	$40.24	$41.35
420N8	Foreman I - Paving Crew	8	$38.21	$39.26	$40.24	$41.35
420N	Foreman I (Water & Waste Water)	8	$38.21	$39.26	$40.24	$41.35
420G	Graffiti Removal Foreman	8	$38.21	$39.26	$40.24	$41.35
913B	GST Coordinator	8	$38.21	$39.26	$40.24	$41.35
404J	HSNC Program Coordinator	8	$38.21	$39.26	$40.24	$41.35
403E	Irrigation Maintenance Technician	8	$38.21	$39.26	$40.24	$41.35
919D	IT Customer Support Technician	8	$38.21	$39.26	$40.24	$41.35
910Z1	LPS Access and Privacy Analyst	8	$38.21	$39.26	$40.24	$41.35
919E	LPS - IT Service Desk Support Technician I	8	$38.21	$39.26	$40.24	$41.35
910J	Marketing & Communications Officer	8	$38.21	$39.26	$40.24	$41.35
403S4	Mosquito Technician	8	$38.21	$39.26	$40.24	$41.35
901V	Museum Program Administrator	8	$38.21	$39.26	$40.24	$41.35
905H	P&C Programs and Systems Tech	8	$38.21	$39.26	$40.24	$41.35
411H	Parking and Traffic Technician	8	$38.21	$39.26	$40.24	$41.35
970B	Parks Planning Technician	8	$38.21	$39.26	$40.24	$41.35

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
902Z1	Police Records Management Quality Assurance Clerk	8	$38.21	$39.26	$40.24	$41.35
924A	Pub Ops Accounting Support	8	$38.21	$39.26	$40.24	$41.35
914A	Rec and Culture Customer Service Administrator	8	$38.21	$39.26	$40.24	$41.35
915A	Recreation and Culture Facility Programmer	8	$38.21	$39.26	$40.24	$41.35
903F	Safer Communities Educator	8	$38.21	$39.26	$40.24	$41.35
409H	Senior Surveyor	8	$38.21	$39.26	$40.24	$41.35
923E	Senior Time and Labour Tech	8	$38.21	$39.26	$40.24	$41.35
403A	Special Projects and Volunteer coord	8	$38.21	$39.26	$40.24	$41.35
909Z	Specialized Traffic Enforcement Coordinator	8	$38.21	$39.26	$40.24	$41.35
403J	Theatre Operations Technician	8	$38.21	$39.26	$40.24	$41.35
914C	Ticket Centre New Media Design tech	8	$38.21	$39.26	$40.24	$41.35
901Z2	Uniform Crime Reporting	8	$38.21	$39.26	$40.24	$41.35
975U	Urban Revitalization Administrator	8	$38.21	$39.26	$40.24	$41.35
909J	W&R Communication and Outreach Tech	8	$38.21	$39.26	$40.24	$41.35
906W	W&R Systems Technician	8	$38.21	$39.26	$40.24	$41.35
420N 1	W&WW Construction Foreman	8	$38.21	$39.26	$40.24	$41.35
905Y	Waste and Environment Process Analyst	8	$38.21	$39.26	$40.24	$41.35
902H	Waste and Recycling Technician	8	$38.21	$39.26	$40.24	$41.35
410U	WWTP Operator/Lab Analyst	8	$38.21	$39.26	$40.24	$41.35
910E	311 Customer Service Specialist	7	$36.38	$37.38	$38.31	$39.36
903B1	Account Clerk III (Enmax Center)	7	$36.38	$37.38	$38.31	$39.36
903B	Account Clerk III (Finance)	7	$36.38	$37.38	$38.31	$39.36
909B3	Accounts Payable Tech	7	$36.38	$37.38	$38.31	$39.36
930A	Accreditation Coordinator	7	$36.38	$37.38	$38.31	$39.36
404M	Arborist	7	$36.38	$37.38	$38.31	$39.36
409N	Building Operations Foreman	7	$36.38	$37.38	$38.31	$39.36
402F	Bylaw Officer (Multi-Disciplinary)	7	$36.38	$37.38	$38.31	$39.36
908A2	Cemetery Office Administrator	7	$36.38	$37.38	$38.31	$39.36

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
901Z5	CIS Admin Support	7	$36.38	$37.38	$38.31	$39.36
907A2	Clerk III (Public Operations)	7	$36.38	$37.38	$38.31	$39.36
904A5	Clerk IV (CID Technician)	7	$36.38	$37.38	$38.31	$39.36
904A4	Clerk IV (Event/Admin Asst-Mayor)	7	$36.38	$37.38	$38.31	$39.36
908E	Community Services Records and Information Coordinator	7	$36.38	$37.38	$38.31	$39.36
906R	Corporate Records Centre Coordinator	7	$36.38	$37.38	$38.31	$39.36
903B4	Corporate Services Accounting Tech	7	$36.38	$37.38	$38.31	$39.36
901Z1	CPIC Technician	7	$36.38	$37.38	$38.31	$39.36
914D	Creative Industries and Cultural Planning Support	7	$36.38	$37.38	$38.31	$39.36
962B1	CSD Grant Technician	7	$36.38	$37.38	$38.31	$39.36
905T	CSD Integrated Coordinated Access Technician	7	$36.38	$37.38	$38.31	$39.36
901J	Display Artist (HSCC)	7	$36.38	$37.38	$38.31	$39.36
902A3	EMS AR & Customer Services Specialist	7	$36.38	$37.38	$38.31	$39.36
905S	Encampment Response Technician	7	$36.38	$37.38	$38.31	$39.36
902H 2	Engineering Assistant - Transportation Technologist	7	$36.38	$37.38	$38.31	$39.36
455S	Enmax Centre Security Supervisor	7	$36.38	$37.38	$38.31	$39.36
926A	Fire & EMS Finance and Admin Assistant	7	$36.38	$37.38	$38.31	$39.36
913F	Fleet Asset & Projects Support Specialist	7	$36.38	$37.38	$38.31	$39.36
404F	Fleet Quality Assurance Tech	7	$36.38	$37.38	$38.31	$39.36
904F	Fleet Senior Customer Service Specialist	7	$36.38	$37.38	$38.31	$39.36
419W	Food and Beverage Supervisor	7	$36.38	$37.38	$38.31	$39.36
421N 5	Foreman II (Spring Clean-up)	7	$36.38	$37.38	$38.31	$39.36
904Z	Forensic Identification Technician	7	$36.38	$37.38	$38.31	$39.36
902W	Fort Whoop-Up Site Coordinator	7	$36.38	$37.38	$38.31	$39.36
901B	Galt Facility Rental Coordinator	7	$36.38	$37.38	$38.31	$39.36
420Q	Grader Operator	7	$36.38	$37.38	$38.31	$39.36

Job Code	Title	Band	3.00% Jan 1, 2023	2.75% Jan 1, 2024	2.50% Jan 1, 2025	2.75% Jan 1, 2026
402E	HSNC Environmental Education Program Coord	7	$36.38	$37.38	$38.31	$39.36
409R	HSNC Facility Rental Coordinator	7	$36.38	$37.38	$38.31	$39.36
402v	HSNC Senior Program leader	7	$36.38	$37.38	$38.31	$39.36
905X	Indigenous Relations Liaison	7	$36.38	$37.38	$38.31	$39.36
404S2	Integrated Pest Mgt Tech	7	$36.38	$37.38	$38.31	$39.36
911V	LPS Crisis Support Worker	7	$36.38	$37.38	$38.31	$39.36
930A2	LPS Training Technician	7	$36.38	$37.38	$38.31	$39.36
901Z4	LPS Alternative Reporting Technician	7	$36.38	$37.38	$38.31	$39.36
930B	LPS Policy Analyst	7	$36.38	$37.38	$38.31	$39.36
902Q	Parks and Cemeteries Technologist	7	$36.38	$37.38	$38.31	$39.36
902P	Parks Community Coordinator	7	$36.38	$37.38	$38.31	$39.36
420N 7	Patching Lead	7	$36.38	$37.38	$38.31	$39.36
963B	Planning and Development Office and Accounting Support	7	$36.38	$37.38	$38.31	$39.36
901Z	Police Administrative Support (formerly 901Z2)	7	$36.38	$37.38	$38.31	$39.36
905G	Property and Addressing Technician	7	$36.38	$37.38	$38.31	$39.36
411N	Purchasing/Supply Agent	7	$36.38	$37.38	$38.31	$39.36
405H	Sign Technician	7	$36.38	$37.38	$38.31	$39.36
901K	Talent Systems Technician	7	$36.38	$37.38	$38.31	$39.36
913C	Ticket Centre Customer Service Coordinator	7	$36.38	$37.38	$38.31	$39.36
913G	Ticket Centre technician	7	$36.38	$37.38	$38.31	$39.36
922E	Time & Labour Technician	7	$36.38	$37.38	$38.31	$39.36
911B	Utility Accounts Collector	7	$36.38	$37.38	$38.31	$39.36
404N	Utility Worker II (Irrigation)	7	$36.38	$37.38	$38.31	$39.36
902L	Visitor Services Coordinator (Galt)	7	$36.38	$37.38	$38.31	$39.36
406G	W&WW Operations Lead Hand	7	$36.38	$37.38	$38.31	$39.36
418W	Warehouse/Inventory Supervisor	7	$36.38	$37.38	$38.31	$39.36
422T	Waste and Recycling Planner	7	$36.38	$37.38	$38.31	$39.36
402H	WWTP Laboratory Analyst	7	$36.38	$37.38	$38.31	$39.36
406N	Amenity Services Technician	6	$33.83	$34.76	$35.63	$36.61
909C	Assessment & Taxation Technician	6	$33.83	$34.76	$35.63	$36.61

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
921J	Asset Management GIS Technician	6	$33.83	$34.76	$35.63	$36.61
401F	By-Law Enforcement Officer	6	$33.83	$34.76	$35.63	$36.61
902Z	Case Management Analyst	6	$33.83	$34.76	$35.63	$36.61
907A1	Clerk Typist III (Cemetery)	6	$33.83	$34.76	$35.63	$36.61
411W	Concession Operator II	6	$33.83	$34.76	$35.63	$36.61
912A	Councillor's Administrative Assistant	6	$33.83	$34.76	$35.63	$36.61
905V	CSD HIFIS Technician	6	$33.83	$34.76	$35.63	$36.61
909B	Customer Acct Clerk II (Asmt)	6	$33.83	$34.76	$35.63	$36.61
901F	Development Services Assistant	6	$33.83	$34.76	$35.63	$36.61
909A	Facility Services Admin Support Clerk	6	$33.83	$34.76	$35.63	$36.61
967A	Fire and EMS Admin Support	6	$33.83	$34.76	$35.63	$36.61
404R	Garbage Truck Driver IV	6	$33.83	$34.76	$35.63	$36.61
402M	Gardener I	6	$33.83	$34.76	$35.63	$36.61
401M	Groundsman Assistant/Special Events	6	$33.83	$34.76	$35.63	$36.61
925A1	HR Admin and Data Support	6	$33.83	$34.76	$35.63	$36.61
906A	HSNC Information and Marketing Specialist	6	$33.83	$34.76	$35.63	$36.61
903G	Legislative Services Assistant	6	$33.83	$34.76	$35.63	$36.61
929B	LPS Assistant Quartermaster	6	$33.83	$34.76	$35.63	$36.61
930A3	LPS Recruiting Unit Support	6	$33.83	$34.76	$35.63	$36.61
404S3	Municipal Arboreal Pest Inspector	6	$33.83	$34.76	$35.63	$36.61
966H 1	P&C Program and Systems Innovation Specialist	6	$33.83	$34.76	$35.63	$36.61
916B	Payroll Technician	6	$33.83	$34.76	$35.63	$36.61
403S3	Pesticide Applicator Licensed	6	$33.83	$34.76	$35.63	$36.61
928A	Senior Secretarial Assistant	6	$33.83	$34.76	$35.63	$36.61
968A1	Senior Secretarial Assistant (Fire HQ)	6	$33.83	$34.76	$35.63	$36.61
404W	Sewer Maintenance Worker II	6	$33.83	$34.76	$35.63	$36.61
421N 6	Snowstorm Watch	6	$33.83	$34.76	$35.63	$36.61
419Q	Streets Equipment Operator III	6	$33.83	$34.76	$35.63	$36.61

Job Code	Title	Band	3.00% Jan 1, 2023	2.75% Jan 1, 2024	2.50% Jan 1, 2025	2.75% Jan 1, 2026
966T	Talent Development Assistant	6	$33.83	$34.76	$35.63	$36.61
402J	Theater Technician	6	$33.83	$34.76	$35.63	$36.61
903M	Transit Admin Support Clerk	6	$33.83	$34.76	$35.63	$36.61
910B	Utility Customer Service Representative	6	$33.83	$34.76	$35.63	$36.61
404N 7	Utility Worker II (Inventory)	6	$33.83	$34.76	$35.63	$36.61
404N 3	Utility Worker II (Temp Traffic Sign)	6	$33.83	$34.76	$35.63	$36.61
402Q	Vehicle/Equipment Trainer	6	$33.83	$34.76	$35.63	$36.61
910V	Victim Services Admin assistant	6	$33.83	$34.76	$35.63	$36.61
405R	W&R Centre Load Inspection Tech	6	$33.83	$34.76	$35.63	$36.61
909H 1	Waste Reduction Tech	6	$33.83	$34.76	$35.63	$36.61
405K	Water Distribution Operator	6	$33.83	$34.76	$35.63	$36.61
916B1	A/R Assistant - Finance	5	$32.26	$33.15	$33.98	$34.91
907A4	Administrative Assistant (Community Development)	5	$32.26	$33.15	$33.98	$34.91
400M	Arborist Trainee - Japanese Gardens	5	$32.26	$33.15	$33.98	$34.91
910A	Archives Assistant	5	$32.26	$33.15	$33.98	$34.91
902A1	Building Inspections & Development Services Clerk	5	$32.26	$33.15	$33.98	$34.91
907A3	Clerk III (Tenders)	5	$32.26	$33.15	$33.98	$34.91
907A	Clerk Typist III (Business License)	5	$32.26	$33.15	$33.98	$34.91
911A	Council Committee Assistant	5	$32.26	$33.15	$33.98	$34.91
906B	Customer Account Cashier	5	$32.26	$33.15	$33.98	$34.91
404K	Customer Serviceman II (Waste H20)	5	$32.26	$33.15	$33.98	$34.91
904E	ENMAX Centre Events Assistant	5	$32.26	$33.15	$33.98	$34.91
909A	Facility Services Technician (revised)	5	$32.26	$33.15	$33.98	$34.91
406N 1	Facility Services Worker	5	$32.26	$33.15	$33.98	$34.91
913F1	Fleet Operations Support Specialist	5	$32.26	$33.15	$33.98	$34.91
912F1	Fleet Rental and Lease Specialist	5	$32.26	$33.15	$33.98	$34.91
912F	Fleet Scheduling and Customer Service Specialist	5	$32.26	$33.15	$33.98	$34.91

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
420N 9	Foreman I - Pavement Marking	5	$32.26	$33.15	$33.98	$34.91
420N 5	Foreman I – Utility	5	$32.26	$33.15	$33.98	$34.91
925A	HR Assistant	5	$32.26	$33.15	$33.98	$34.91
902H 1	Infrastructure Engineering Student Level II	5	$32.26	$33.15	$33.98	$34.91
912H	Land Development Assistant	5	$32.26	$33.15	$33.98	$34.91
909G	Land Sales Assistant	5	$32.26	$33.15	$33.98	$34.91
923A	Legislative Meeting and Project Support Technician	5	$32.26	$33.15	$33.98	$34.91
403S1	Machine Operator III (Cemetery)	5	$32.26	$33.15	$33.98	$34.91
407S	Machine Operator IV (Flusher/Eductr)	5	$32.26	$33.15	$33.98	$34.91
405S	Machine Operator V (W&WW)	5	$32.26	$33.15	$33.98	$34.91
900M	Municipal Intern - Planning	5	$32.26	$33.15	$33.98	$34.91
401V	Nature Program Leader	5	$32.26	$33.15	$33.98	$34.91
913K	Parking Administrator	5	$32.26	$33.15	$33.98	$34.91
403N 1	Parks Utility Worker I (Irrigation)	5	$32.26	$33.15	$33.98	$34.91
907A5	Rec & Culture Administrative Support	5	$32.26	$33.15	$33.98	$34.91
902A	Records and Information Management Program Support	5	$32.26	$33.15	$33.98	$34.91
903A	Safety Administrative Clerk	5	$32.26	$33.15	$33.98	$34.91
416Q	Service Truck (Containers Maintenance)	5	$32.26	$33.15	$33.98	$34.91
905A	Technical Documents Coordinator (Electric)	5	$32.26	$33.15	$33.98	$34.91
902D	Transit Admin Clerk	5	$32.26	$33.15	$33.98	$34.91
902N	Treatment Plant Administrative Assistant	5	$32.26	$33.15	$33.98	$34.91
403H	Wastewater Service Technician	5	$32.26	$33.15	$33.98	$34.91
902B	Account Clerk II (Comm Services)	4	$30.68	$31.52	$32.31	$33.20
902B1	Account Clerk II (Infrastructure)	4	$30.68	$31.52	$32.31	$33.20
403P2	Caretaker III (Fritz)	4	$30.68	$31.52	$32.31	$33.20
903A2	Clerk III (ERC)	4	$30.68	$31.52	$32.31	$33.20
903A3	Clerk Typist III (Bylaw Clerk)	4	$30.68	$31.52	$32.31	$33.20
908A1	Community Services Assistant	4	$30.68	$31.52	$32.31	$33.20
903L	Corporate Account Support	4	$30.68	$31.52	$32.31	$33.20

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
901Q	Courier	4	$30.68	$31.52	$32.31	$33.20
909B1	Customer Acct Clerk II (EMS Asst)	4	$30.68	$31.52	$32.31	$33.20
920A	Electric Metering Clerk	4	$30.68	$31.52	$32.31	$33.20
903R	Encampment Response Worker	4	$30.68	$31.52	$32.31	$33.20
902F	Fleet Customer Service Representative	4	$30.68	$31.52	$32.31	$33.20
420N 6	Foreman I - Night Sweeping Crew	4	$30.68	$31.52	$32.31	$33.20
966H	HR Project Assistant	4	$30.68	$31.52	$32.31	$33.20
900Z	LPS Civilian Fingerprint Tech	4	$30.68	$31.52	$32.31	$33.20
906Q	Parks Natural Resource Technician	4	$30.68	$31.52	$32.31	$33.20
407N	Pipelayer	4	$30.68	$31.52	$32.31	$33.20
405N	Police Maintenance Worker	4	$30.68	$31.52	$32.31	$33.20
459N	Shrub Crew Leadhand	4	$30.68	$31.52	$32.31	$33.20
411N 2	Small Tool Technician	4	$30.68	$31.52	$32.31	$33.20
903D	Transit Customer Service and Admin Support	4	$30.68	$31.52	$32.31	$33.20
413Q	Truck Driver III and/or IV	4	$30.68	$31.52	$32.31	$33.20
404N 4	Utility Worker II (Amenity Services)	4	$30.68	$31.52	$32.31	$33.20
404N 5	Utility Worker II (Fleet Services)	4	$30.68	$31.52	$32.31	$33.20
404N 6	Utility Worker II (Water Works)	4	$30.68	$31.52	$32.31	$33.20
909V	Victim Services File Admin	4	$30.68	$31.52	$32.31	$33.20
421W	W&R Field Assistant Lead	4	$30.68	$31.52	$32.31	$33.20
411P	Warehouse Attendant	4	$30.68	$31.52	$32.31	$33.20
427U	WWTP Maintenance Technician	4	$30.68	$31.52	$32.31	$33.20
403P3	Arena Caretaker	3	$29.97	$30.79	$31.56	$32.43
402A	Asphalt Recycler Operator	3	$29.97	$30.79	$31.56	$32.43
403C	Caretaker - Feature Parks	3	$29.97	$30.79	$31.56	$32.43
402P1	Caretaker II (Enmax)	3	$29.97	$30.79	$31.56	$32.43
402P	Caretaker II (LPS)	3	$29.97	$30.79	$31.56	$32.43
403P1	Caretaker III (City Hall)	3	$29.97	$30.79	$31.56	$32.43
403P	Caretaker III (Yates)	3	$29.97	$30.79	$31.56	$32.43
902A2	Clerk II (Enmax)	3	$29.97	$30.79	$31.56	$32.43
904A	Clerk IV (Electric Operations)	3	$29.97	$30.79	$31.56	$32.43
410W	Concession Operator I	3	$29.97	$30.79	$31.56	$32.43
403K	Customer Serviceman I (Waste H20-Sewers)	3	$29.97	$30.79	$31.56	$32.43

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
901C	Galt Museum Admin Assistant	3	$29.97	$30.79	$31.56	$32.43
401R 1	Garbage Truck Driver I Weed Control	3	$29.97	$30.79	$31.56	$32.43
400V	HSNC - Educational Program Assistant	3	$29.97	$30.79	$31.56	$32.43
401M 2	Labourer - Night Watering (aka 420N2 foreman I)	3	$29.97	$30.79	$31.56	$32.43
403S2	Machine Operator III (Bobcat/Carge Flail &/or Turf Maintenance)	3	$29.97	$30.79	$31.56	$32.43
403S1 0	Machine Operator III (Skipline Operator)	3	$29.97	$30.79	$31.56	$32.43
403S7	Machine Operator III (Street Sweeper Operator)	3	$29.97	$30.79	$31.56	$32.43
404S1	Machine Operator IV (Roller - Paving Crew)	3	$29.97	$30.79	$31.56	$32.43
405S2	Machine Operator V (Screed Operator)	3	$29.97	$30.79	$31.56	$32.43
410H	Parking Meter Technician	3	$29.97	$30.79	$31.56	$32.43
401S2	Parks and Sports Field Maintenance (Machine Op I)	3	$29.97	$30.79	$31.56	$32.43
403S9	Parks Construction Skid Steer Loader (Machine Op III)	3	$29.97	$30.79	$31.56	$32.43
403S1 1	Parks Snow Removal (Machine Operator III)	3	$29.97	$30.79	$31.56	$32.43
405S1	Paving Crew Machine Operator	3	$29.97	$30.79	$31.56	$32.43
403W	Sewer Maintenance Worker I	3	$29.97	$30.79	$31.56	$32.43
417Q	Streets Equipment Operator I	3	$29.97	$30.79	$31.56	$32.43
418Q	Streets Equipment Operator II	3	$29.97	$30.79	$31.56	$32.43
403N 7	Utility Worker I - Amenity Services	3	$29.97	$30.79	$31.56	$32.43
403N 3	Utility Worker I Water & Waste Water	3	$29.97	$30.79	$31.56	$32.43
403N 4	Utility Worker I Streets	3	$29.97	$30.79	$31.56	$32.43
404N 8	Utility Worker II - Amenity Services	3	$29.97	$30.79	$31.56	$32.43
404N 2	Utility Worker II (Traffic Signs)	3	$29.97	$30.79	$31.56	$32.43
403R	W&WW Construction Materials Operator	3	$29.97	$30.79	$31.56	$32.43
401H	Waste Water Treatment Lab Tech Assistant	3	$29.97	$30.79	$31.56	$32.43

			3.00%	2.75%	2.50%	2.75%
Job Code	Title	Band	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025	Jan 1, 2026
401S	Cemetery Machine Operator I	2	$27.84	$28.61	$29.33	$30.14
404L	Cemetery Maintenance Worker	2	$27.84	$28.61	$29.33	$30.14
966A	Clerk-Typist II - Relief	2	$27.84	$28.61	$29.33	$30.14
928A1	Corporate Mail Room Coordinator	2	$27.84	$28.61	$29.33	$30.14
401R2	Garbage Truck Driver I Parks Maintenance	2	$27.84	$28.61	$29.33	$30.14
400G	Graffiti Removal Workers	2	$27.84	$28.61	$29.33	$30.14
408R	HSNC Facility Attendant	2	$27.84	$28.61	$29.33	$30.14
402T	Labourer/WWTP Operator in Training	2	$27.84	$28.61	$29.33	$30.14
903A4	LPS Community Engagement Unit Support	2	$27.84	$28.61	$29.33	$30.14
401S1	Machine Operator I Small Flail &/or Turf Maintenance	2	$27.84	$28.61	$29.33	$30.14
402S3	Machine Operator II - Traffic Signs/Crosswalk Painting	2	$27.84	$28.61	$29.33	$30.14
403S8	Machine Operator III (Packer/roller)	2	$27.84	$28.61	$29.33	$30.14
403S6	Machine Operator III (Skid Steer Loader)	2	$27.84	$28.61	$29.33	$30.14
908M	Museum Attendant	2	$27.84	$28.61	$29.33	$30.14
902V	Native Interpreter	2	$27.84	$28.61	$29.33	$30.14
402G	Nikka Yuko Japanese Garden Maintenance Worker	2	$27.84	$28.61	$29.33	$30.14
413K	Parking Enforcement officer	2	$27.84	$28.61	$29.33	$30.14
401S3	Parks Construction Machine Operator I	2	$27.84	$28.61	$29.33	$30.14
402S2	Patching Technician	2	$27.84	$28.61	$29.33	$30.14
402S1	Pesticide Applicator - Mosquito Control	2	$27.84	$28.61	$29.33	$30.14
403S5	Pesticide Applicator (no license)	2	$27.84	$28.61	$29.33	$30.14
401S4	Snow Removal Machine Operator I	2	$27.84	$28.61	$29.33	$30.14
912C	Ticket Centre Liaison	2	$27.84	$28.61	$29.33	$30.14
901L	Training and Development Assistant	2	$27.84	$28.61	$29.33	$30.14
411Q	Truck Driver I - Patching Crew	2	$27.84	$28.61	$29.33	$30.14
412Q3	Truck Driver II - Flusher Truck	2	$27.84	$28.61	$29.33	$30.14
412Q2	Truck Driver II - Patching Crew	2	$27.84	$28.61	$29.33	$30.14
403N8	Utility Worker - Waste and Environment	2	$27.84	$28.61	$29.33	$30.14

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
403N 6	Utility Worker I - Paving Crew	2	$27.84	$28.61	$29.33	$30.14
403N 5	Utility Worker I - Traffic Signs	2	$27.84	$28.61	$29.33	$30.14
402K	W&WW Customer Serviceman I - Metershop	2	$27.84	$28.61	$29.33	$30.14
412Q 1	Water Truck Driver II	2	$27.84	$28.61	$29.33	$30.14
402N 1	Yard Waste Site Attendant	2	$27.84	$28.61	$29.33	$30.14
409E	311 Utility Tagger	1	$27.18	$27.93	$28.63	$29.42
404V	Arena Cashier	1	$27.18	$27.93	$28.63	$29.42
403V	Ice Marshall	1	$27.18	$27.93	$28.63	$29.42
401N	Labourer I (Enmax) - Legacy	1	$27.18	$27.93	$28.63	$29.42
402N	Labourer II Public Operations - Legacy	1	$27.18	$27.93	$28.63	$29.42
411Q 1	Truck Driver I – Parks	1	$27.18	$27.93	$28.63	$29.42
MR92 3	AM/FM System Administrator	OOS	$60.43	$62.09	$63.64	$65.39
MR91 0-1	Appraiser I	OOS	$46.30	$47.57	$48.76	$50.10
MR91 0-2	Appraiser II	OOS	$53.59	$55.06	$56.44	$57.99
MR91 0-3	Appraiser III	OOS	$62.68	$64.40	$66.01	$67.83
MR40 9	Automotive Mechanic	OOS	$43.76	$44.96	$46.08	$47.35
MR91 8	Database Administrator II	OOS	$54.79	$56.30	$57.71	$59.30
MR90 4	Development Officer I	OOS	$49.01	$50.36	$51.62	$53.04
MR92 8	Development Officer II	OOS	$59.41	$61.04	$62.57	$64.29
MR93 0	Development Services System Analyst	OOS	$47.09	$48.38	$49.59	$50.95
MR92 1	Electric Distribution Proj Coord	OOS	$52.16	$53.59	$54.93	$56.44
MR92 9	Electric GIS & Asset Systems Analyst	OOS	$54.97	$56.48	$57.89	$59.48
MR92 2	Electric Transmission Technologist	OOS	$52.16	$53.59	$54.93	$56.44
MR92 7	Emergency Services Systems Analyst II	OOS	$49.29	$50.65	$51.92	$53.35
MR42 5	Fleet Services Leadhand	OOS	$48.27	$49.60	$50.84	$52.24
MR42 5	Heavy Duty Mechanic	OOS	$43.76	$44.96	$46.08	$47.35
MR42 7	HVAC and Constrols Technician	OOS	$50.79	$52.19	$53.49	$54.96

Job Code	Title	Band	3.00% Jan 1, 2023	2.75% Jan 1, 2024	2.50% Jan 1, 2025	2.75% Jan 1, 2026
MR91 1-5	Inspection Services Coordinator	OOS	$60.40	$62.06	$63.61	$65.36
MR91 1	Inspector - SCO III (All disciplines)	OOS	$55.88	$57.42	$58.86	$60.48
MR93 5	IT Business Relationship Management Specialist	OOS	$59.03	$60.65	$62.17	$63.88
MR90 5B	IT Business Technology Coordinator	OOS	$59.76	$61.40	$62.94	$64.67
MR90 5I	IT Infrastructure Coordinator	OOS	$59.76	$61.40	$62.94	$64.67
MR93 3	IT Project Manager	OOS	$59.03	$60.65	$62.17	$63.88
MR90 5	IT Service Coordinator	OOS	$59.76	$61.40	$62.94	$64.67
402N H	Labourer - New Hire	OOS	$21.12	$21.70	$23.00	$23.63
401N H	Labourer (ENMAX)- New Hire	OOS	$21.12	$21.70	$23.00	$23.63
MR42 7	Mechanical Systems Tradesman (Plmg)	OOS	$50.79	$52.19	$53.49	$54.96
MR92 0	Senior Electrical Technologist	OOS	$61.55	$63.24	$64.82	$66.60
MR92 4	Senior Project Administrator	OOS	$52.34	$53.78	$55.12	$56.64
MR92 6	Senior Utility Services Systems Admin	OOS	$60.43	$62.09	$63.64	$65.39
MR93 2	Sr. Electric Transmission tech	OOS	$54.30	$55.79	$57.18	$58.75
MR90 9	Systems Analyst II	OOS	$49.29	$50.65	$51.92	$53.35
MR90 2	Systems Analyst III	OOS	$56.91	$58.48	$59.94	$61.59
MR90 0	Utility Systems Specialist	OOS	$54.97	$56.48	$57.89	$59.48
MR90 1	Web Systems Analyst	OOS	$56.64	$58.20	$59.66	$61.30
MR40 3	Welder Fabricator (Machinist)	OOS	$43.76	$44.96	$46.08	$47.35
MR42 4	WWTP Maintenance Lead	OOS	$51.12	$52.53	$53.84	$55.32
MR42 2-1	WWTP Operator Level I	OOS	$36.17	$37.16	$38.09	$39.14
MR42 2-2	WWTP Operator Level II	OOS	$38.12	$39.17	$40.15	$41.25
MR42 2-3	WWTP Operator Level III	OOS	$40.98	$42.11	$43.16	$44.35
MR42 2-4	WWTP Operator Level IIV	OOS	$43.42	$44.61	$45.73	$46.99
401A	Apprentice Partsman	Rate is a % of Mechanic as per CA				

			3.00%	2.75%	2.50%	2.75%
Job Code	**Title**	**Band**	**Jan 1, 2023**	**Jan 1, 2024**	**Jan 1, 2025**	**Jan 1, 2026**
MR40 9A	Mechanic Apprentice	Rate is a % of Partsman as per CA				

* OOS - Out of Schedule

In the case of any discrepancies or omissions the primary list in People and Culture will take precedence

LETTER OF UNDERSTANDING #1 – PART-TIME ENTERTAINMENT AND EVENT SERVICES EMPLOYEES

BETWEEN

THE CITY OF LETHBRIDGE

AND THE

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

This letter of understanding is intended to apply to Permanent Part-Time and Non-Permanent Part-Time CUPE Employees at the VLC Arena. The VLC Arena is experiencing a period of growth and transition of both its operations and staffing requirements. As such, there is a mutual desire to be able to offer part-time staff the opportunity to work additional hours in different positions at the VLC Arena. This would allow part-time staff the opportunity to increase their hours while providing the necessary staffing levels to meet operational demands.

As such, it is agreed that part-time Employees at the VLC Arena will be allowed to work in multiple jobs within the VLC Arena subject to the following conditions:

Part-time Employees working multiple jobs will be paid the regular rate of pay for the work being done even if the rate is lower than their zero record.

Clauses 13.03(b) and 14.02 will not apply under these circumstances for these Employees.

Overtime will only apply if an Employee works more than seventy-five (75) hours (inside) and eighty (80) hours (outside), bi-weekly and will be paid at the Employee's zero record.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Issued December 10, 2018
Updated March 20, 2025

LETTER OF UNDERSTANDING #2 - SHIFT WORKERS LETHBRIDGE POLICE SERVICE - RECORDS MANAGEMENT SECTION

BETWEEN

THE CITY OF LETHBRIDGE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

The following provisions apply to those Employees working in the Records Management section who are on eleven (11) hour rotating shift schedules. Where conflict or differences exist between the provisions of this Letter and the provisions of the Collective Agreement, the specific provisions of this Letter shall prevail with respect to the aforementioned Employees.

1) The hours of work shall be scheduled to follow the Patrol shifts that are presently starting at either 7:00 am or 7:00 pm and run for twelve (12) hours per shift. The regular paid hours of work for the Records Management section shall be eleven (11) hours per shift in accordance with a posted shift schedule, averaging forty-four (44) hours per week over the complete cycle of a shift rotation. The shifts will be covered by four (4) teams working eleven (11) hour shifts on a four (4) on, four (4) off rotation (Two (2) days, two (2) nights and four (4) days off).

2) All Employees will be paid eleven (11) hours per shift and are required to take a one (1) hour unpaid lunch break and shall be permitted two (2) fifteen (15) minute breaks. Breaks will be taken during (not at the beginning or end of) their shifts. The Manager/Supervisor has the final determination of when breaks and lunch are taken should there be any confusion.

3) Shift workers will get paid only for hours actually worked. Shift workers will NOT be on guaranteed hours (equalization of pay). This will create fluctuations in each pay period.

4) Overtime

   Overtime will only be paid when an Employee works in excess of eleven (11) hours on each work shift or on an Employee's hours of work in excess of forty-four (44) hours in the work week. A work week will start, and end based on the payroll week which runs Wednesday to Tuesday.

Non-Permanent – Non-Permanent Employees may work up to forty-four (44) hours in a work week based on a combination of seven and one-half (7.5) hour shifts and eleven (11) hour shifts. Overtime will be based on working in excess of their scheduled shifts. Overtime will be paid when working in excess of a scheduled seven and one-half (7.5) hour shift or in excess of an eleven (11) hour shift or when working more than forty-four (44) hours in a work week. A work week will start and end based on the payroll week, which runs Wednesday to Tuesday.

5) Vacation – Permanent Employees

A day of vacation is equivalent to seven and one-half (7.5) hours of paid time off. A week of vacation entitlement is equivalent to thirty-seven and one-half (37.5) hours of paid time off under the seven and one-half (7.5) hour shift schedule (Article 17). For example, an Employee with fifteen (15) days / three (3) weeks vacation is entitled to one hundred and twelve and one-half (112.5) hours of vacation. Vacation entitlements are based on a one thousand nine hundred and fifty (1950) hour year.

If a Records Management section shift worker does not work a minimum of one thousand nine hundred and fifty (1950) hours per calendar year, their vacation entitlement in the following year may be reduced based on their actual hours worked. Time off without pay will not be counted toward hours worked and may affect both seniority and vacation entitlement.

Non-Permanent Employee's vacation entitlement will follow the CUPE Local 70 Collective Agreement Clause 17.06.

6) General Holidays

(a) Permanent Employees

The only time a General Holiday entitlement can be banked is if it falls on the Employee's regular scheduled day off (lieu day). This is the General Holiday entitlement that Employees are given in recognition of the General Holiday. Employees scheduled to work receive the General Holiday entitlement, as well as all hours worked at double time (2X), and these hours are not eligible to be banked. For added clarity, if an Employee is scheduled to work and gets an approved day off, the general holiday entitlement is still NOT bankable because it was a regularly scheduled shift.

Those Employees working the eleven (11) hour shift and the scheduled shift falls either into or outside of the general holiday with partial hours worked on the general holiday, will be split as four and one-half (4.5) hours and six and one-half (6.5) hours.

For example, a night shift that starts the day before the general holiday and falls into the general holiday would be four and one-half (4.5) hours (the day before the general holiday) and six and one-half (6.5) hours (the day of the general holiday).

If an Employee is taking the entire shift off using vacation – then the entire shift is keyed as eleven (11) hours and the general holiday entitlement is added as additional time paid.

(b) Non-Permanent Employees

Non-Permanent Employee stat entitlement is based on a calculation of hours worked. Non-Permanent Employees cannot take lieu days or bank their stat entitlement if it falls on a day off

7) All benefits such as, but not limited to, life insurance, pension and sick leave benefits are based on one thousand nine hundred and fifty (1950) hours.

8) Should the Shift Schedule change and or be discontinued, the Employees would revert to the normal thirty-seven and one-half (37.5) hour work week as per the existing Collective Agreement.

Any proposed changes to the standard work schedule (including discontinuation) will be presented to the Union for review at least sixty (60) days prior to the change and presented to the Employees at least thirty (30) days prior to the change.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Issued December 10, 2018
Revised May 20, 2021
Updated March 20, 2025

LETTER OF UNDERSTANDING #3 - LETHBRIDGE POLICE SERVICE VICTIM / WITNESS SERVICES UNIT FACILITY DOG

BETWEEN

THE CITY OF LETHBRIDGE

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

The following Letter outlines and clarifies the expectations of Employees in supporting the integration of a Facility Dog from Dogs with Wings ("DWW") in providing to support to victims.

1. **Selection of Primary Handler** - The role of Primary Handler will be voluntary, selected by the Victim/Witness Services Unit ("V/WSU") Program Manager from among the V/WSU staff and is approved of by DWW. Approval of the applicant will fall to the Manager of the Department and DWW. This is a long-term commitment (7-10 years) and that will be considered when selecting a Primary Handler. A secondary handler can be considered six months post placement of the Facility Dog.

2. **The Expectations of Hours** - The Primary Handler will work a regularly scheduled shift schedule (37.5 hours/week) and will be accompanied by the Facility Dog.

3. **Requirements for Training** - Once a match is made with a DWW Facility Dog, DWW will provide 4-6 weeks notice to prepare for the Primary Handler to attend the initial team training. This training consists of one week in Edmonton (Sunday through Saturday) with expenses (accommodations, food, travel and training costs) to be the responsibility of the Lethbridge Police Service ("LPS"). After Team Training is completed, the handler team will undergo the Assistance Dogs International ("ADI") Public Access Test.

4. **Accommodation of Dog** - DWW maintains ownership of the Facility Dog, however after placement, the Facility Dog will reside with the Primary Handler, and it will be their sole responsibility to ensure all day-to-day care is accounted for.

5. **Primary Handler Ongoing Obligations** - The Primary Handler must ensure the safety and security of the Facility Dog whether off-duty or on-duty. They will provide progress reports to DWW on a regular basis and as such DWW will continue to provide ongoing support after a dog has been placed, for the lifetime of the dog. DWW will also conduct work environment visits and do check-ins to ensure the dog/handler team is still working well together. After the first year, DWW will connect with clients yearly, either in person, over the phone, or via an internet video call (ex: Skype). There is also the possibility the Handler team will repeat the Public Access Test, at the discretion of DWW and a Senior Instructor. Expectation is that appearance of the Facility Dog is maintained, and grooming conducted on a regular basis. Having a Facility Dog in the work environment also means a little extra work, just like owning a pet dog. Primary Handlers need to be prepared to deal with day-to-day actions such as shedding, dog hair in the office, drool, and be comfortable picking up the dog's waste. We expect recipients to adhere to our feeding guidelines and keep the dog within a certain weight range. We require progress reports on a regular basis and will be checking in to make sure the dog is in optimal health. It is the responsibility of the primary handler to ensure the dog has a veterinarian checkup at least once a year, and all vaccinations are kept up to date.

6. **Expenses** - The initial expense of acquiring a Facility Dog requires a minimum budget of Five Thousand Dollars ($5000.00) which will be provided for by LPS. All subsequent expenses related to caring for the Facility Dog, including but not limited to food, veterinary bills, supplies and pet insurance will be reimbursed by LPS.

7. If the Primary Handler is no longer employed, able to fill their employment commitments or changing jobs, it is at the discretion of DWW and the Department Manager to decide the future of the dog and continuation of the program.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Issued May 20, 2021
Updated March 20, 2025

LETTER OF UNDERSTANDING #4 – COMMUNITY POLICE OFFICER, LETHBRIDGE POLICE SERVICE

BETWEEN

THE CITY OF LETHBRIDGE

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

This letter of understanding outlines the provisions required as they apply to those Employees working as a Community Peace Officer ("CPO") with Lethbridge Police Service ("LPS"). Where conflict or differences exist between the provisions of this letter and the provisions of the Collective Agreement, the specific provisions of this letter shall prevail with respect to the aforementioned Employees. This letter of understanding outlines the regulations required to ensure the fair and equitable treatment of Employees, fiscal responsibility of LPS, and exemplary customer and public service.

1. The commencement date of these provisions will be June 1, 2024.

2. Regular hours of work include two eleven (11) hour shifts, followed by two eleven and one-half hour (11½) shifts. This will include a thirty (30) minute paid lunch break and two fifteen (15) minute breaks. Employees will be paid based on actual hours worked.

3. The Employer can make shift adjustments and/or changes to a Permanent Employee's regular working hours when two weeks notice of the adjustment or change is provided to the Employee.

4. Non-Permanent Employees' hours will vary between zero to forty (0-40) hours based on operational needs.

5. Overtime will be paid when an Employee's scheduled shift is in excess of scheduled hours on each work shift or on an Employee's hours of work in excess of an average of 40 hours in the work week. A work week will start and end based on the payroll week, which runs Wednesday to Tuesday.

6. General Holidays will be aligned with the Collective Agreement and Employment Standards.

7. All newly hired CPOs will be on probation for a period of eighteen (18) months, (3120hrs). Probationary CPOs are evaluated during their probationary period and provided feedback on a quarterly schedule.

8. New CPOs hired by the LPS will be employed as a 2nd Class CPO at the corresponding rate of pay. After successful completion of the 18-month probationary period, CPOs employed by the LPS will be employed as a 1st Class CPO at the corresponding rate of pay. Current rates of pay for CPOs with the LPS are as follows:

	2023 3.00%	2024 2.75%	2025 2.50%	2026 2.75%
1st Class CPO	$43.12	$44.31	$45.42	$46.67
2nd Class CPO	$38.80	$39.87	**$40.87**	**$41.99**

9. Experienced CPOs

9.01 From time to time, the LPS may choose to hire Experienced CPOs.

(a) Experienced CPOs at the time of hire are required to possess CPOIP Level 1 certification or an accepted equivalent as defined by the appropriate provincial ministry, in addition to possessing at least two years of directly related work experience.

(b) CPOs hired by the LPS that have the proper certification and two or more years of directly related work experience will be employed as a 1st Class Community Peace Officer/CPO with the corresponding rate of pay. Experienced CPOs will still be required to complete an eighteen (18) month probationary period (3120 hours).

10. Court Time

10.01 Court time is an essential mandated duty of a CPO, and an Employee must attend, thus, court time is not optional.

(a) When a CPO is required to and does attend court to carry out their duties as a CPO during hours other than those of their regular shift, they shall be compensated for a minimum of two (2) hours at overtime rates, for each attendance (morning or afternoon) provided that no CPO shall be credited for more than one (1) court appearance in the forenoon and one (1) in the afternoon of any one (1) day.

(b) When a CPO is required to and does attend meetings with the Crown during off duty hours, in relation to a judicial or quasi-judicial matter, arising out of a CPO's peace officer duties, they shall be compensated a minimum of two (2) hours at overtime rates.

(c) On a day a CPO finishes their last shift at or between 0200 hours and 0800 hours, the minimum compensation allowed for one court appearance (a.m. or p.m.) shall be three (3) hours at overtime rates. If a CPO attends court in both the forenoon and the afternoon of the same off-duty day, they shall be credited with a minimum of six (6) hours at overtime rates.

(d) On one of a CPO's off-duty days, the compensation for one court appearance (a.m. or p.m.) shall be four (4) hours at overtime rates. If a CPO attends court in both the forenoon and afternoon of the same off duty day, they shall be credited with a minimum of eight (8) hours at overtime rates.

(e) When a CPO is on annual vacation and is called to appear in court, they shall be paid eight (8) hours at overtime rates.

(f) Any CPO who is detailed for duty to attend court during their annual vacation time shall be entitled to another full day of vacation time for each portion thereof that they are required to travel to and from as well as perform their duties. Weekly leave days immediately prior to or after scheduled vacation shall be considered as vacation for the purposes of this Article and Clause 10.01(g). In these instances, the vacation time must be approved prior to the service of the court notice upon the CPO.

(g) All necessary and reasonable travel expenses including food and lodging actually incurred by the CPO in returning from vacation to undertake any duty required of them during annual vacation, shall be paid by the Employer and including, when applicable, all such expenses of returning to the place from which the said member had to return to undertake such duty.

(h) Any CPO scheduled to appear in court during the hours other than those for which they are regularly scheduled to work shall, in the event of the cancellation of the court appearance, be given notice of such cancellation either prior to the end of their last regular shift worked or eight (8) hours in advance of the court appearance whichever is the lesser. Should they not be properly notified of the cancellation, they shall be paid at the prescribed rate of court pay. CPOs who have voicemail on their phone and who have been contacted by the LPS by having a voice message left for them, shall be considered to be duly notified of a court overtime cancellation by the Employer.

(i) If a CPO is between scheduled night shifts assigned to the JIR office and is required to and does attend Court in both the forenoon and the afternoon, to carry out their duties as a CPO, the CPO shall not be required to report to work until 2300 hours that evening. The CPO will be paid regular pay beginning at their regular shift start time. The CPO shall still be entitled to all court overtime provisions located within the Agreement.

11. Complaints and or matters of Misconduct will follow the *Peace Officer (Ministerial) Regulation* and must comply with Part 5 of the *Peace Officer (Ministerial) Regulation.*

12. By way of this Agreement, the Employer shall provide protection to CPOs.

(a) The Employer shall, in a timely manner, pay all reasonable legal expenses and costs with respect to any criminal or civil action taken against or in respect to current CPO or former CPO arising out of such actions or omissions while engaged in the Employee's duties as a CPO, whether on duty or off duty and shall indemnify and save harmless such Employee from any monetary award relating thereto. This shall not apply where the action of such member constitutes a gross disregard or gross neglect of duties as a CPO or in disciplinary matters.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Issued March 24, 2022
Revised June 1, 2024
Updated March 20, 2025

LETTER OF UNDERSTANDING #5 - AIRPORT EMPLOYEES

BETWEEN

THE CITY OF LETHBRIDGE

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

PREAMBLE

The Employer and the Union agree that in general, the provisions contained in the current Collective Agreement between the Parties will apply to Employees of the Airport who will be members of CUPE Local 70 effective July 1, 2019.

The Employer and the Union agree to work together to review and resolve issues or conflicts arising from this Letter of Understanding and the current Collective Agreement.

In the event of a conflict between this Letter of Understanding and any Article or Clause in the Collective Agreement, this Letter of Understanding will prevail.

Seniority for Airport Employees will be calculated from the date that they became members of CUPE Local 2800 while working at the Airport.

Airport Employees will not have access to the following Collective Agreement items:

Article 33 - Classifications. Any work related to job evaluation/classification and pay will be completed independently from the requirements of the Collective Agreement

Article 10 - Working Conditions

Article 11 - Overtime

Article 12 - Standby

For the purposes of vacation entitlement, the Employer will recognize all prior service with the Airport.

Airport Employees will be entitled to the negotiated wage increases under the current Union Collective Agreement.

Any applicable Provincial or Federal legislation will take precedence over the provisions of this letter and the current Collective Agreement.

STANDARD HOURS OF WORK (Modified Work Schedule)

Airfield Maintenance Specialist (Trainee, I & II)

Subject to the provisions set out concerning annual vacation, General Holidays and illness and injury, the following shall be the regular hours of work:

(a) Employees shall be scheduled four (4) continuous days of eleven and one-half (11.5) hour shifts (subject to balancing shifts), followed by four (4) continuous days of rest. Regularly scheduled hours will not exceed forty-six (46) hours per eight (8) days, for a total of forty (40) hours per week averaged over an eight (8) week period. For the purposes of averaging an eight (8) eight-week period, there will be two (2) balancing shifts of ten and one-half (10.5) hours during each eight (8) week period.

(b) Employees will have one thirty (30) minute break within each five (5) consecutive hours of their shift. One break will be unpaid and the other break will be paid at the Employee's regular rate. Employees will also receive one paid fifteen (15) minute break in each half of their shift, to be taken at a time agreed to by the Employee and their Manager.

(c) Any changes to starting and finishing times will be posted at least fourteen (14) days in advance of the starting dates of the new schedule and will remain in effect for not less than twenty-eight (28) days, where practical.

Airfield Electrician and Heavy Duty Mechanic:

Subject to the provisions set out concerning annual vacation, General Holidays and illness and injury, the following shall be the regular hours of work:

Employees shall be scheduled five (5) continuous days of eight (8) continuous hours per day for a total of forty (40) hours per week. The regular workday schedule shall commence no earlier than 4:00 a.m., nor end later than 12:00 a.m. There shall be an unpaid lunch break of thirty (30) minutes within the first five (5) hours of the shift. Employees will also receive one paid fifteen (15) minute break in each half of their shift, to be taken at a time agreed to by the Employee and their Manager.

Operations Coordinator:

Subject to the provisions set out concerning annual vacation, General Holidays and illness and injury, the following shall be the regular hours of work:

Employees will be scheduled Monday to Friday from 8:30 a.m. to 4:30 p.m. for seven and one-half (7.5) hours per day for a total of thirty-seven and one-half (37.5) hours per week. There will be an unpaid lunch break of one-half (1/2) hour within the first five (5) hours of the scheduled work day. Employees will also receive one paid fifteen (15) minute break in each half of their shift, to be taken at a time agreed to by the Employee and their Manager.

Terminal Agent:

Subject to the provisions concerning vacation pay, General Holidays, illness and injury, the following shall be the hours of work:

(a) Zero to forty (0-40) hours per week based on the current two (2) flight per day schedule operated by WestJet. Employees will have one thirty (30) minute paid break during any shifts that are longer than five (5) consecutive hours. Employees will also receive one paid fifteen (15) minute break in each half of their shift, to be taken at a time agreed to by the Employee and their Manager.

(b) If WestJet adds additional flights or another carrier starts to operate flights at the Lethbridge Airport such that Terminal Agents' scheduled hours will routinely exceed 40 hours per week, the Employer and the Union agree that the Employer may implement the following averaging schedule after providing the Union and Employees with fourteen (14) calendar days' notice:

(i) Employees shall be scheduled four (4) continuous days of eleven and one-half (11.5) hour shifts (subject to balancing shifts), followed by four (4) continuous days of rest. Regularly scheduled hours will not exceed forty-six (46) hours per eight (8) days, for a total of forty (40) hours per week averaged over an eight (8) week period. For the purposes of averaging an eight (8) eight-week period, there will be two (2) balancing shifts of ten and one-half (10.5) hours during each eight (8) week period.

(ii) Employees will have one thirty (30) minute paid break within each five (5) consecutive hours of their shift. One break will be unpaid and the other break will be paid at the Employee's regular rate. Employees will also receive one paid fifteen (15) minute break in each half of their shift, to be taken at a time agreed to by the Employee and their Manager.

(iii) Any changes to starting and finishing times will be posted at least fourteen (14) days in advance of the starting dates of the new schedule and will remain in effect for not less than twenty-eight (28) days, where practical.

OVERTIME (2X)

Employees are eligible for overtime pay at double (2X) their regular rate of pay subject to the following conditions:

(a) Overtime will be payable for all hours worked in excess of the Employee's standard hours of work, as outlined in this Letter.

(b) No overtime shall be worked unless authorized by the Employee's immediate Supervisor.

(c) Overtime for Terminal Agents shall be all hours worked exceeding eight (8) hours per day, forty (40) hours per week unless the Employer has exercised its option to move Terminal Agents to the modified work schedule outlined in this letter of understanding, in which case Terminal Agents will be paid overtime pay for all hours worked in excess of their modified work schedule.

(d) Airport Employees shall be required to work overtime at the request of the Employer.

STANDBY PAY

(a) Where the Employer requires an Employee to be available on Standby during off-duty hours, excluding General Holidays, the Employee will be entitled to three (3) hours of pay at double (2X) their regular pay.

(i) An Employee designated by letter or list for Standby duty will make themselves available to return to duty if required.

(ii) An Employee designated by letter or by list for Standby duty may be provided a pager and/or cellular phone at the Employee's request.

(iii) No Standby payment will be made if an Employee is unable to report for duty when required.

(iv) Emergency Call Outs: All Employees who are called back shall be paid at the Standby rate of pay in addition to any overtime.

OVERTIME BANKING

(a) Providing it is mutually agreed between the Employer and Employee, time off in lieu of overtime will be permitted. An Employee shall give a minimum of three (3) working days' notice prior to the intended date of the Employee wishes to have the time off. A minimum of one (1) hour increments must be taken per occurrence. Requests for time off with less than three (3) days' notice shall be at the approval of the Supervisor. No Employee shall be

required to take time off in lieu of overtime unless agreed to by the Employee and the Employer. Any "in lieu" time off shall be at the applicable overtime rate.

(b) Permanent Employees will be allowed to carry over a maximum of ninety (90) banked hours per year. Any banked overtime of over ninety (90) hours will be paid out at the end of each calendar year.

(c) Seasonal Employees will be allowed to carry over a maximum of forty-five (45) hours per calendar year. Any overtime banked over forty-five (45) hours will be paid out at the end of each calendar year.

(d) Casuals are not permitted to bank time.

MINIMUM CALL-BACK TIME

An Employee who is called in and required to work outside their regular working hours shall be paid at the rate of double time (2X) regular pay for all hours so worked with a minimum of three (3) hours.

Airport Admin Salary Structure

			2023	2024	2025	2026
Job Code	**Title**		**3.00%**	**2.75%**	**2.50%**	**2.75%**
4AP1	Airport HD Mechanic		$43.96	$45.17	$46.30	$47.57
4AP2	Airport Electrician		$43.96	$45.17	$46.30	$47.57
4AP3	Airfield Maintenance Specialist Trainee	Step 1 (1040hrs)	$31.04	$31.89	$32.69	$33.59
	Airfield Maintenance Specialist I [1]	Step 2 (1040hrs)	$33.00	$33.91	$34.76	$35.72
	Airfield Maintenance Specialist II [2]	Step 3 (1040hrs)	$34.63	$35.58	$36.47	$37.47
4AP4	Airport Supervisor - Surface Structures		$38.26	$39.31	$40.29	$41.40
4AP5	Airport Operations Coordinator		$42.75	$43.93	$45.03	$46.27
4AP6	Terminal Agent (Airport)		$22.66	$23.28	$23.86	$24.52

[1] Subject to satisfactory completion of the probation period and upon the Employee obtaining/holding the following qualifications: Airbrake, Firearms Licence (PAL), Restricted Area Pass, Airside Vehicle Operator Permit and Radio Licence.

[2] Subject to successful completion of Airfield Maintenance Training Program.

Specialty Premiums	
Description	
Lead Hand	$2.50
Welding Course	$2.00
Trainer	$2.00
Pesticide Applicator	$2.00
Welding Course (minimum 24-hour basic course)	$2.00

Specialty Skills Premium

To receive these premiums, the Employee must be signed off as deemed competent to perform the duties required and the Employee must be doing the work to receive the premium.

Employees assigned to cover in the absence of the Lead Hand will receive two dollars and fifty cents ($2.50) for the time assigned. The Employee will not be required to perform Lead Hand duties until receiving written confirmation and notification of the appointment has been posted on the shop bulletin board.

Premiums will be supplementary to the Employee's regular job description.

Trainer Premium - Shall be applicable to Employees who have obtained "Train the Trainer" training and/or have a certificate of qualification for performing the duties they will be evaluating and training on. The premium will be paid for the time assigned as a trainer.

Pesticide Applicator/ Welding Course - Shall be applicable to Employees who have obtained the required certification and will be paid for the time assigned to perform those duties requiring that certification.

LICENCE RENEWALS

The Employer will pay for the cost of renewal of Firearms Licenses (PAL). The initial costs of obtaining a Firearms License and other required licenses and certifications will be the responsibility of all new Airport Employees.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Issued June 28, 2019
Revised March 20, 2025

LETTER OF UNDERSTANDING #6 – GRIEVANCES RELATED TO OVERTIME DISTRIBUTION PROCEDURES

BETWEEN

THE CITY OF LETHBRIDGE

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 70

The Employer and Union have agreed that Departments that regularly distribute overtime will, if not already established, establish a procedure for the distribution of overtime within the Department. The Parties recognize that upon the establishment of new overtime distribution procedures, there will be a period of time where there may be inadvertent violations of these procedures or confusion on the application of these procedures. As such, the Parties agree that there will be a grace period where any alleged violations of procedure will not immediately proceed through the formal Grievance Process.

1. The Parties agree that in the first six (6) months after the posting of any newly established overtime distribution procedure, the process outlined in this letter of understanding shall apply to the grieving of any alleged violation of such procedures.
2. Any Employee or Employees alleging violation of an overtime distribution procedure must seek to settle the alleged violation through discussion(s) with their Manager. Both the Employee and the Manager will make sincere efforts to resolve the issue. Both the Employee and the Manager may seek the assistance of the Union and/or the People & Culture Department, respectively, to resolve the alleged violation.
3. Any alleged violations of an overtime distribution procedure must be brought to the Manager's attention, in writing, within ten (10) working days of the Employee becoming aware of the alleged violation.
4. If the alleged violation(s) cannot be resolved through discussion(s) between the Employee and the Manager, the Union may file a formal grievance under clause 9.07(c) (Step 1) of the Collective Agreement.
5. The timelines to file a grievance under clause 9.07(c) (Step 1) will not start to run until either the Manager or Union has issued a notice in writing that the alleged violation of an overtime distribution procedure cannot be resolved as outlined in paragraph 2.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Issued March 20, 2025

LETTER OF UNDERSTANDING #7 – JOINT COMMITTEE TO REVIEW FULL-TIME EMPLOYEE POSITIONS

BETWEEN

THE CITY OF LETHBRIDGE

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

The Employer and the Union have identified that full-time Employee ("FTE") positions are an important issue for both Parties. This letter of understanding outlines the commitment of both Parties to establish a working group that will review and investigate business cases regarding FTEs.

1. The Parties will establish a Joint FTE Committee within two (2) months of the ratification of the new Collective Agreement between the Parties.

2. The purpose of the Joint FTE Committee is to enhance communication between the Employer and the Union and to review the following matters:

   (a) Business case analysis for select seasonal positions becoming permanent (full-time dual classifications);

   (b) Use of term positions;

   (c) Vacancies (including 13.04(b)) and

   (d) Other issues related to FTE positions as the members of the committee deem necessary.

3. The Joint FTE Committee will consist of two (2) Union members (as determined by the Union) and two (2) Employer members. A National Representative from CUPE and a representative from the Employer's People & Culture Department may attend meetings as resources to the Joint FTE Committee, however, these representatives will have no vote. The Committee may agree to add one (1) additional committee member for each of the Union and the Employer, who shall have the ability to vote. The Joint FTE Committee may invite subject matter experts as needed, however, those subject matter experts shall have no vote.

4. The responsibility of the Chair and Secretary will rotate between the Parties for each meeting.

5. Meetings will be held quarterly or as otherwise agreed upon by the members of the Joint FTE Committee.

6. The Employer will not unreasonably refuse any disclosure and information requests made by the committee to facilitate their work.

7. Union members will suffer no loss of pay for attending meetings.

8. It is not the role of the Joint FTE Committee to replace or interfere with normal labour relations activities such as grievances or contract negotiations.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Issued March 20, 2025

LETTER OF UNDERSTANDING #8 – WATER AND WASTEWATER OPERATIONS BUSINESS CHANGE (OUTSIDE WORKERS)

BETWEEN

THE CITY OF LETHBRIDGE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

Business changes within Water and Wastewater Operations have required that a different and new work week be implemented to aid in facilitating those changes. This letter of understanding outlines the regulations required to ensure the fair and equitable treatment of employees, fiscal responsibility of the Corporation and exemplary customer and public service.

The commencement date of these regulations will be April 7, 2021.

Hours of work shall be seven days per week utilizing four platoons. Each platoon will work a four (4) week rotation as follows: Monday to Friday, Monday to Thursday, Monday to Sunday, Wednesday and Thursday. Shifts on all days will be 9 hours, except for Fridays, which will be eight (8) hour days.

It is noted that this schedule fits within the current *Alberta Employment Standards Code*. For the purposes of this letter, a work week is considered Wednesday to Tuesday.

Each two (2) week cycle will provide eighty (80) hours of pay for each employee based on the City of Lethbridge Pay Periods. This new schedule will ensure that Water and Wastewater Operations will operate seven days per week. These shifts will be in effect until further notice and will be evaluated on an ongoing basis by Management and CUPE. A formal review will be held between management and CUPE by October 8, 2021. CUPE and Management will have the ability to make revisions prior to this date if both Parties feel it's necessary due to any reason. Informal reviews will happen quarterly for the first year.

All requests to modify an Employee's work schedule will require approval of Water and Wastewater Operations Management.

For Permanent Employees, all vacation time shall be calculated and submitted in terms of hours, rather than days. Employees should strive to submit their RFL's with as much notice as possible so as to have the best chance to receive approval.

All statutory holidays will be recognized on the calendar day of observance.

If a Permanent Employee's scheduled day of work falls on a stat, they will be paid for the hours that they were scheduled to work.

If a Permanent Employee is not scheduled to work on a stat, they will have three choices: payout nine (9) hours, bank nine (9) hours or take a day in lieu within the pay period.

If a Non-Permanent Employee's scheduled day of work falls on a stat, they will be paid according to Clause 16.06(a) in the current Collective Agreement. For eligible Non-Permanent Employees, this may be topped up with banked time or annual vacation at the Employee's discretion.

If a Non-Permanent Employee is not scheduled to work on a stat, they will have two choices: take a payout (based on 16.06 (a)) or take a day off within the pay period. The pay for the day off may need to be topped up.

Please refer to the stat allocation tables attached for available lieu days.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Signed July 3, 2021
Updated March 20, 2025

LETTER OF UNDERSTANDING #9 – JOINT COMMITTEE TO REVIEW WATER AND WASTEWATER OPERATIONS SCHEDULING

BETWEEN

THE CITY OF LETHBRIDGE

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

The Employer and the Union entered into Letter of Understanding #8, setting out 7-day coverage for Water and Wastewater ("W & WW") Operations. This letter of understanding outlines the commitment of both Parties to establish a working group that will explore alternate scheduling options while maintaining 7-day coverage.

1. The Parties will establish a Joint W & WW Scheduling Committee within two (2) months of the ratification of the new Collective Agreement between the Parties.

2. The purpose of the Joint W & WW Scheduling Committee is to enhance communication between the Employer and the Union and to review alternate scheduling options while maintaining 7-day coverage for W & WW operations.

3. The Joint W & WW Scheduling Committee will consist of two (2) Union members (as determined by the Union) and two (2) Employer members. A National Representative from CUPE and a representative from the Employer's People & Culture Department may attend meetings as resources to the Joint W & WW Scheduling Committee, however, these representatives will have no vote. The Committee may invite subject matter experts as needed, however, those subject matter experts shall have no vote.

4. The responsibility of the Chair and Secretary will rotate between the Parties for each meeting.

5. Meetings will be held upon request of either party or as agreed upon by the members of the Joint W & WW Committee.

6. The Employer will not unreasonably refuse any disclosure and information requests made by the committee to facilitate their work.

7. Union members will suffer no loss of pay for attending meetings.

8. The Joint W & WW Scheduling Committee will be advisory only and can issue recommendations but cannot make decisions with respect to any alternate scheduling that might be implemented.

9. It is not the role of the Joint W & WW Scheduling Committee to replace or interfere with normal labour relations activities such as grievances or contract negotiations.

Signed this 31 of March, 2025.

For the City of Lethbridge

For CUPE Local 70

Revised June 29, 2016
Revised Sept. 8, 2016
Revised Dec. 20, 2016
Revised Jan. 9, 2017
Revised Dec. 12, 2017
Revised April 6, 2018
Revised May 28, 2018
Revised July 25, 2018
Revised March 20, 2025

Replaced LOU #10 June 26, 2025

LETTER OF UNDERSTANDING #10

BETWEEN

THE CITY OF LETHBRIDGE

AND

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 70

RE: FLEET SERVICES BUSINESS CHANGE (OUTSIDE WORKERS)

Business changes within Fleet Services have required changes to the work schedule. to aid in facilitating those changes. This letter of understanding outlines the provisions required to implement this schedule.

1. Thirty (30) day's notice to the Union and affected employees will be provided prior to the commencement date of this schedule.

2. This LOU applies to all permanent outside workers within Fleet Services except for the following employees:

    a. Automotive Mechanic
    b. Apprentice Mechanic (Term)
    c. Utility Worker (Term)

    For the above listed term positions, their exemption from the LOU will cease with the end of the term position.

3. **Day Shift** - Hours of work will be seven (7) days per week, utilizing two shifts. The shift will be from 6:00 am to 6:00 pm Monday through Friday. Weekend hours are 6:00 am to 4:00 pm. The work schedule is a 2/3/2 rotation.

4. **Evening Shift** - Staff who were formerly scheduled on the night crew will move to 12:00 pm to 12:00 am Monday through Friday. Weekend hours will be 12:00 pm to 10:00 pm. The work schedule is a 2/3/2 rotation.

5. For permanent employees, all vacation time will be calculated and submitted in terms of hours, rather than days. Employees should strive to submit their RFL's with as much notice as possible to have the best chance to receive approval.

6. Employees will be entitled to 4 (four) 15-minute paid rest periods per twelve (12) hour shift worked. These rest periods may be combined so long as they do not exceed 60 minutes and must be mutually agreed upon with their supervisor. Rest periods will be staggered to ensure sufficient operational coverage.

7. All Paid Holidays will be recognized and paid as per Article 16 of the Collective Agreement. Stat pay will apply on the actual holiday. Shift employees not scheduled for the stat will receive 11.5 hours (equivalent of "average" workday) stat entitlement.

8. The shop foremen are required during core business hours and will begin their shift at 6:00 am. The shop foremen work a 5/4/5 schedule. This schedule will allow the foremen to oversee all shop employees and will provide continuity to the work group.

9. **Call Out** - The call out list will be in order of seniority. When a callout is required, calls will start at the beginning of the list and work down until someone accepts the call. Future calls will continue from after the last person called. All call outs will be paid per Article 11.04 of the Collective Agreement. The call out sheet will made accessible to everyone.

10. **Standby** - A standby schedule will be posted in January of each year. Standby pay will follow Article 12.02.

11. Fleet Services will use the services of a contracted call center for emergency calls outside of the regular working hours. The contracted call center will use the supplied call out list per item 9. Techs will be provided with a decision matrix to determine if the call is an emergency and requires immediate action. Pay for call out will follow Article 12.04.

12. An employee may request to change between either day shifts or evening shifts within their classification. Should an opportunity to switch between day and evening shifts arise, management will approve any requests received in order of seniority.

13. This schedule will be reviewed annually. Management will advise CUPE and provide 30 days' notice of any changes.

Signed this 9 Day of June, 2025

City of Lethbridge

CUPE Local 70

Added to CA July 16, 2026

Letter of Understanding #11

BETWEEN

THE CITY OF LETHBRIDGE

(the "Employer")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 70

(the "Union")

RE: HOURS OF WORK AVERAGING AGREEMENT FOR WATER AND WASTEWATER OPERATIONS- THREE YEAR PILOT

WHEREAS the Employer and the Union are parties to the Letter of Understanding #8, signed March 31, 2025 (LOU #8);

AND WHEREAS LOU #8 contains provisions for an alternate work week and work averaging agreement for all CUPE Local 70 employees in the Water and Wastewater Operations department to provide 7-day operational coverage;

AND WHEREAS the Employer and the Union are also parties to the Letter of Understanding #9, signed March 31, 2025 ("LOU #9);

AND WHEREAS pursuant to LOU #9 the Parties agreed to establish a Joint Water and Wastewater Scheduling Committee to explore and make recommendations on alternate scheduling options that would maintain 7-day operational coverage;

AND WHEREAS upon the recommendation of the Joint Water and Wastewater Scheduling Committee, the Parties have agreed to a three-year trial of a new work averaging agreement;

THE PARTIES THEREFORE AGREE AS FOLLOWS:

1. Effective June 20, 2026, date, this Letter of Understanding will override LOU #8 until such time that this Letter of Understanding expires or is terminated pursuant to paragraph 13.

Application:

2. This Letter of Understanding will apply to all outside Employees in the department of Water and Wastewater Operations.

Document Ref: EFOUO-I9RZV-WWYNG-VYUTV

Hours of Work:

3. Regular hours of work will average forty (40) hours per week over a two (2)-week cycle.

4. Employees will follow an alternating five (5-) day/four (4)-day workweek, with one Friday off every two (2) weeks pursuant to one of the following two schedules:
   a. **Week 1**: Monday – Thursday: 7:00 am to 4:00 pm, Friday: 7:00 am to 3:00 pm
      Week 2: Monday – Thursday: 7:00 am to 4:00 pm
   b. **Week 1**: Monday – Thursday: 7:00 am to 4:00 pm
      Week 2: Monday – Thursday: 7:00 am to 4:00 pm, Friday: 7:00 am to 3:00 pm
   c. Employees may not trade their scheduled off days.

5. Any hours worked in excess of the above established hours of work will be paid in accordance with Article 11.02 of the Collective Agreement.

Breaks:

6. Employees are entitled to two (2) – 15 minute or one (1) – 30-minute paid rest period per day. The timing of the rest period(s) will be determined at the discretion of the immediate in-scope supervisor.

Leaves and General Holidays:

7. All time shall be calculated in terms of hours, rather than days. Approved paid leave (including vacations and sick leave) will be calculated based on the hours that the Employee was scheduled to work during such approved paid leave. Employees should strive to submit their RFL's with as much notice as possible.

8. All General Holidays will be recognized on the calendar day of their observance. If a Permanent Employee's scheduled workday falls on a General Holiday, they will be paid for the hours that they were scheduled to work on that day. If a Non-Permanent Employee's scheduled day of work falls on a General Holiday, they will be paid in accordance with Article 16.06(a) of the Collective Agreement.

Standy Assignments

9. Standby on a regular workday means that an Employee shall be available on call outside of normal hours of work.

10. On each scheduled day of rest and recognized holiday, standby means on call for the full twenty-four (24) hour period.

Document Ref: EFOUO-I9RZV-WWYNG-VYUTV

11. The Standby Rate of pay will be paid per Article 12.02, subject to any COLA increases negotiated by the parties.

Weekend Call-Out

12. The Water and Wastewater Distribution of Overtime Procedure and Article 11.03 will not apply for any Emergency Calls that occur during the time period of Friday 3:00pm to Monday 7:00am.

Termination of Letter of Understanding #11

13. Notwithstanding paragraph 14 of this Letter of Understanding, if this work averaging agreement becomes unsatisfactory to the Employer, for reasons including but not limited to negative impact on customer service, negative impacts on operations or increased costs, the Employer will provide ninety (90) days' notice of the termination of this Letter of Understanding to the Union. During the ninety (90) days' notice period, the parties will meet to attempt to resolve the issues identified by the Employer. If the issues are resolved to the Employer's satisfaction, the Employer will withdraw its notice of termination. If the issues identified by the Employer cannot be resolved to the Employer's satisfaction, this Letter of Understanding is to terminate at the end of the ninety (90) day notice period.

14. Unless renewed or extended by the mutual agreement of the parties, this Letter of Understanding expires on June 20, 2029. It is the intention of both parties to renew the entirety of the Letter of Understanding at the renewal of the Collective Agreement, which expires on December 31, 2026.

15. Upon the expiration or termination of this Letter of Understanding, the parties will revert to the terms outlined in LOU #8.

Signed this 19 of June, 2026.

For The City of Lethbridge

Lloyd Brierley

For CUPE Local 70

Document Ref: EFOUO-I9RZV-WWYNG-VYUTV