

COLLECTIVE AGREEMENT

Between

THE CORPORATION OF THE TOWN OF ARNPRIOR

And

**CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS
LOCAL 4960**

For the Period
May 1st, 2025 to April 30th, 2029

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NOW THEREFORE the parties agree as follows:

ARTICLE 1 – PREAMBLE

1.01 Preamble

It is the purpose of both parties to this agreement:

- (1) To maintain the existing harmonious relations between the Employer, the Union and employees.
- (2) To recognize the mutual value of joint discussions and negotiations in matters pertaining to the terms and conditions of employment, and to provide an amicable method of settling any differences or grievances which may arise.

ARTICLE 2 – RECOGNITION, WORK OF THE BARGAINING UNIT

2.01 The Corporation of the Town of Arnprior (the Employer) recognizes the Canadian Union of Public Employees Local 4960 (the Union) as the sole bargaining agent for all employees, save and except foreman, persons above the rank of foreman, office and clerical staff, library, fire department, engineering and museum employees, persons regularly employed for not more than twenty-four (24) hours per week and students employed during the school vacation periods.

2.02 Work of the Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not perform bargaining unit work which would directly result in the layoff or reduction in the regular hours of work of a bargaining unit employee.

ARTICLE 3 – DEFINITIONS

3.01 “Division” is defined as individual working units within a department as follows:

Public Works Department

- Roads and Operations Division
- Waterworks Division

Parks and Recreation Department

- Aquatics Division
- Facilities Division
- Maintenance Division
- Parks Division

3.02 “Employee” shall mean the employees of the employer in the bargaining unit certified by the Ontario Labour Board.

3.03 "Employer" shall mean the Corporation of the Town of Arnprior.

3.04 "Permanent Employee" shall mean an employee who was engaged for a permanent position and who has subsequently been retained by the Employer after completion of a six (6) month probation period in that position.

3.05 "Spouse" shall mean the employee's legal spouse, or the person who has, for at least twelve (12) months, been continuously living with the employee in a role like that of a marriage partner.

3.06 Temporary Employee

"Temporary Employee" shall mean those employees who are hired to replace an employee within the bargaining unit on an approved leave of absence, absence due to WSIB disability, short term disability, long term disability, or in accordance with Article 14.02. This term may be extended on mutual agreement of the Union and the Employer in writing. The release or discharge of such persons shall not be subject of a grievance or arbitration.

This clause would not preclude such employees from using the job posting provisions under the collective agreement and any successful applicant once they have completed their probationary period will be credited with the appropriate seniority.

The Employer will outline to temporary employees selected to fill such temporary vacancies and the Union, the circumstances giving rise to the vacancy, and the special conditions relating to such employment.

Temporary Employees shall be covered by all articles of this collective agreement, save and except:

- Leaves of Absence
- Paid Jury or Court Witness Duty Leave
- Short Term Disability
- Long Term Disability
- Extended Health Benefit Plan

In lieu of the above benefits, a Temporary Employee shall receive vacation pay in the amount of four percent (4%) of their applicable hourly rate for all hours, as well as an additional ten percent (10%) of their applicable hourly rate for all hours paid in lieu of benefits.

ARTICLE 4 – MANAGEMENT RIGHTS

4.01 The Union agrees that the Corporation has the exclusive right and power to manage its business, to direct the working forces, and to hire, promote, demote, transfer, or lay off employees, to suspend, discharge or otherwise discipline employees for just cause provided, however, that the Corporation agrees that

exercise of these rights and powers in conflict with any of the provisions of this agreement shall be subject to the provisions of the grievance procedure.

ARTICLE 5 – UNION SECURITY

5.01 The Union and the Employer further agree that employees in the bargaining unit at the effective date of this agreement shall, as a condition of each employee's continued employment, become members of the Union, within a period of thirty (30) days, and that all employees hired into a bargaining unit position after the effective date of this agreement shall, as a condition of continued employment, become members of the Union within a period of thirty (30) days. Back union dues shall be paid retroactively to the commencement of their employment.

5.02 Deductions

Deductions shall be made from each pay and shall be forwarded to the Secretary-Treasurer of the National Union not later than the 20th day of that month, accompanied by a list of the names, addresses, and classifications of employees from whose wages the deductions have been made. The Employer shall also notify the Union of any employee's change in employment status.

5.03 No Other Agreements

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

ARTICLE 6 – UNION SHALL ACQUAINT NEW EMPLOYEES

6.01 On the date of hire, the Employer will provide employees with a copy of the collective agreement.

6.02 A new employee will have the opportunity to meet with their Union steward or officer for fifteen (15) minutes during working hours in the first month of employment, without loss of remuneration.

ARTICLE 7 – CORRESPONDENCE

7.01 Correspondence

a) All correspondence between the parties, arising out of this agreement or incidental thereto shall pass to and from the Chief Administrative Officer of the Employer (or designate) and the President of the Union (or designate), and CUPE National Representative.

- b) Responses to grievances shall be sent to the President of the Union and CUPE Representative.

7.02 Copies of By-Laws and Policies

By-laws and policies adopted by the council, which affect the employees in the bargaining unit or the terms of the collective agreement, will be forwarded to the National Union Representative and the Local Union Secretary. This article shall not apply to any matters which are dealt with by council in an "in camera" session or is otherwise confidential in nature.

ARTICLE 8 – LABOUR/MANAGEMENT MEETINGS

8.01 There shall be a joint Labour/Management Committee consisting of not more than three (3) members of the Union and not more than three (3) management representatives. The Committee shall meet at least twice annually (April and October), unless otherwise agreed by the parties, at a mutually agreeable time and place. The party desiring a meeting shall notify the other party of its desire to have such a meeting to be scheduled as noted above. Notice of agenda shall be given at least forty-eight (48) hours in advance of the meeting. Employee shall not suffer any loss of pay, benefits and/or privileges for time spent with this committee. An Employer and a Union Representative shall be designated as joint chairpersons and shall alternate in presiding over meetings. Minutes of each meeting of the committee shall be prepared by the Employer and signed by the joint chairpersons as promptly as possible after the close of the meeting. The Union and the Employer shall each receive a copy of the signed minutes.

8.02 The Committee does not have the authority to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall not have the authority to discuss matters regarding the interpretation or application of the collective agreement, or matters already subject of a grievance. The committee shall have the authority to make recommendations to the Union and the Employer with respect to its discussions and recommendations.

ARTICLE 9 – COLLECTIVE BARGAINING PROCEDURES

9.01 Representation

For purposes of collective bargaining, the Union will provide the Employer with the names of its officers and Union Stewards who will make up its Collective Bargaining Committee. Likewise, the Employer shall provide the Union with a list of its personnel who will make up its Collective Bargaining Committee.

9.02 Bargaining Committee

A Union Bargaining Committee shall be elected or appointed. The Union Bargaining Committee shall not consist of more than three (3) members of the Union. The Union representatives on the committee shall not suffer any loss of pay while attending collective bargaining meetings with the Employer.

ARTICLE 10 – GRIEVANCE PROCEDURE

10.01 Recognition of Union Stewards and Grievance Committee

In order to provide an expeditious procedure for the settling of grievances, the Employer acknowledges a maximum of two (2) Union Stewards plus one (1) Chief Steward. The Stewards shall assist any Employee which the Union represents, in preparing and presenting their grievance in accordance with the grievance procedure.

10.02 Names of Stewards

The Union shall notify the Employer in writing of the names of each Steward, the name of the Chief Steward before the Employer shall be required to recognize them.

10.03 Permission to Leave Work

The Union recognizes that each Steward is employed by the Employer and that they will not leave their work during working hours except to perform their duties under this agreement and that no Steward shall leave their work without obtaining permission from their supervisor. Such permission shall not be unreasonably denied.

10.04 Should any difference arise between the Employer and any of the employees as to the interpretation, application, administration or alleged violation of the provisions of this agreement, an earnest effort shall be made to settle such differences without undue delay in the following manner:

Step 1: The employee concerned accompanied by the Union Steward employed by the Employer, may, within seven (7) calendar days of the alleged grievance, take the matter up directly with their department head, and in their absence, their delegate who shall give their answer within seven (7) calendar days in writing.

Step 2: Failing satisfactory settlement of the grievance at Step 1, either party may submit the grievance, in writing, to the Chief Administrative Officer (CAO) within seven (7) calendar days of receiving the reply of the Department Head in Step 1. The CAO, or designate, will render their decision in writing within seven (7) calendar days of the grievance having been submitted to the CAO.

Step 3: Failing satisfactory settlement of the grievance at Step 2, either party may refer the matter in dispute to arbitration within thirty (30) calendar days of receipt of the CAO's written decision.

10.05 Policy Grievance

A complaint or grievance arising directly between the Employer and the Union concerning the interpretation, application, or alleged violation of the agreement shall be originated at Step 2 within seven (7) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this article may not be used with respect to a grievance directly affecting an employee, which such employee could institute the grievance, and the regular grievance procedure shall not be thereby by-passed.

10.06 Employer Grievance

A grievance by the Employer shall be filed with the Chief Steward or their designate with a copy sent to the CUPE National Representative. The Grievance Committee shall meet within seven (7) calendar days to review the grievance. The responding party shall respond within seven (7) calendar days of the meeting. If the response is unacceptable, the grievance may be submitted by either party in writing, to arbitration as set out in Step 4 of Article 10.04.

10.07 Group Grievance

Where two (2) or more employees have identical grievances and each employee would be entitled to grieve separately, they may present a group grievance in writing identifying each employee who is grieving at Step 2 of the grievance procedure within seven (7) calendar days of the circumstances giving rise to the complaint or grievance.

10.08 Union May Institute Grievances

The Union and its representatives shall have the right to originate a grievance on behalf of an employee, or group of employees, and to seek adjustment with the Employer in the manner provided in the grievance procedure. Such a grievance shall commence at Step 1.

10.09 Representative of Canada Union of Public Employees

The CUPE National Representative shall have access to the Employer's premises in order to investigate and assist in the settlement of a grievance provided prior permission is sought and obtained from the Employer in advance. Such permission shall not be unreasonably denied.

10.10 Facilities for Grievance and General Meetings

Grievance meetings shall be held on the Employer's premises at a time convenient to both parties.

10.11 Mediation

After the grievance procedure as set out in Article 10 has been exhausted, and before an Arbitrator is contacted under this article, either party may seek the services of a grievance mediation officer to assist in resolving the parties' differences. It is agreed that the services of a grievance mediation officer will only be retained on the written consent of both parties. The parties shall jointly share the expense of the grievance mediation officer.

10.12 Arbitration

Should the Corporation and the Grievance Committee fail to reach agreement upon any grievance dealt with by them, then within thirty (30) calendar days of the termination of Step Three, either party may refer it to an arbitration committee consisting of a nominee of the Corporation and a nominee of the Union, and the chairman who shall be chosen by the two nominees. Should the nominees fail within ten (10) regularly scheduled working days to agree on a chairman, the Minister of Labour for the province of Ontario shall be requested by the above-mentioned nominees to appoint an arbitration chairman.

The arbitration committee shall hear and determine the matter and shall issue a decision which shall be in writing and contain the reasons for the decision. The decision of the majority shall be the decision of the Arbitration Committee, but if there is no majority decision, the decision of the Chairman will govern.

It is understood and agreed that the arbitration committee has no authority to alter, modify, or amend, or make any decision inconsistent with the provisions of this agreement. Each party shall pay the fees, if any, and expenses of its nominees and one-half (1/2) of the fees and expenses of the neutral chairman.

Notwithstanding the foregoing, the Employer and the Union may agree to the appointment of a single arbitrator as opposed to an arbitration committee, in which case each party shall pay one-half (1/2) of the fees and expenses of the arbitrator.

ARTICLE 11 – DISCHARGE, SUSPENSION, AND DISCIPLINE

11.01 Suspension and Discharge

An employee who has not successfully completed their probationary period may be released without appeal through the grievance procedure. Employees having successfully completed their probationary period shall only be disciplined or discharged for just cause.

Prior to suspending or discharging an employee, whether or not they have completed their probationary period, such Employee shall be given the reasons in writing in the presence of their steward(s) or representative(s) if the employee requests such Union representation.

Should the Employer deem an employee must be suspended during an investigation, such suspension shall be without loss of pay or benefits.

11.02 May Omit Grievance Steps

If the Union considers an Employee to have been wrongfully or unjustly discharged or suspended they shall be permitted to file a grievance at Step 2 of the grievance procedure.

11.03 Right to Have Steward Present

An employee has the right to have their steward present where a supervisor intends to discipline an employee. The supervisor shall so notify the steward in advance of the interview.

11.04 Clearing the File

Disciplinary warnings and suspensions without pay shall be removed from the personnel file after a period of twenty-four (24) months, provided that there has been no further disciplinary action during the twenty-four (24) month period. The twenty-four (24) month period shall be extended by the length of absence from work in excess of one (1) month.

ARTICLE 12 – SENIORITY

12.01 Definition of Seniority

Seniority is the principle of granting preference to employees for promotions, lay-offs, recall from lay-offs, and other matters provided for in this agreement in accordance with length of service in the bargaining unit.

Seniority shall operate on a bargaining unit wide basis, and shall be calculated from the original date of hire.

12.02 Probationary Period

- a) An employee will be considered on probation until they have completed six (6) months of continuous work as a full-time employee. The probationary period may be extended up to a maximum of three (3) months upon mutual agreement of the parties.
- b) During this probationary period employees shall be entitled to all rights and privileges of the agreement except as otherwise stipulated. The employment of such employees may be terminated at any time during the probation period without recourse to the grievance procedure.
- c) Upon completion of the probationary period, the employee's name will be placed on the seniority list and credit shall be given in accordance with Article 12.

12.03 Seniority List

The Employer shall maintain a seniority list and shall supply such list to the Union upon request.

12.04 Transfer and Seniority outside Bargaining Unit

No employee shall be transferred to a position outside of the bargaining unit without their consent. In the event an employee covered by this agreement is transferred to a position outside the scope of this agreement and later returns (within one (1) year) to a position within the scope of this agreement, they shall retain seniority which they held at a time of leaving the bargaining unit. In the event that the employee is transferred to cover a position due to pregnancy and parental leave, or due to an extended disability leave, the employee will retain their seniority for up to eighteen (18) months instead of one (1) year. The Employer shall continue to deduct dues from the pay of the transferred employee(s) and forward them to the Union in accordance with Article 5.02 of this agreement for the duration of the transfer or for 18 months, whichever is the shorter period of time.

12.05 Loss of Seniority

An employee shall lose all seniority and shall have their employment terminated if:

- a) They are discharged and not reinstated through the grievance procedure or arbitration;
- b) They retire or voluntarily resign and does not rescind resignation within 72 hours of receipt;
- c) They are absent from work in excess of three (3) working days without notice and/or without reason satisfactory to the Employer;
- d) They are laid off for a period of eighteen (18) months or more;
- e) They, due to accident or illness, are off work for a continuous period of twenty-four (24) months;
- f) They fail to return to work upon the expiration of an authorized leave of absence without a reason acceptable to the Employer;
- g) They fail to return to work within five (5) calendar days after being notified by the Employer of recall or within an additional time period that is acceptable to the Employer;
- h) They utilize a leave of absence for a purpose other than for which it was granted.

ARTICLE 13 – LAY-OFF AND RECALL

13.01 A layoff shall be defined as a reduction in the workforce and/or reduction in the regularly scheduled hours of work in a classification.

13.02 Role of Seniority in Layoffs

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in the reverse order of their bargaining unit seniority. An employee under notice of layoff may bump the least senior person in a job classification for which the employee has the required skill, ability, and qualifications for the remaining work provided they have greater seniority.

13.03 Lay-off Procedures

In the event of a layoff, an employee who elects to utilize their bumping rights and use their seniority in Article 13.02 shall receive the applicable rate of pay for the position in the classification that they secure once the notice period has expired.

13.04 Recall Procedure

Employees shall be recalled in order of their seniority to a job classification which becomes available provided they have the required skill, ability, and qualifications to perform the available work.

Employees shall maintain recall rights for a period of eighteen (18) months from the date of layoff.

13.05 No New Employees

No new employees shall be hired into bargaining unit positions until those laid off have been given an opportunity of recall, provided they have the necessary skills, abilities, and qualifications.

13.06 Advanced Notice of Lay-off

Unless the *Employment Standards Act* 2000, S.O. 2000 c.41 as amended is more favourable to employees, the Employer shall notify employees of permanent layoff fifteen (15) working days prior to the effective date of layoff. If the employee is not provided with the opportunity to work the days of notice, they shall be paid for the days of work not made available.

Employees shall be provided with benefits continuation and severance pay in addition to notice in accordance with the requirements of the *Employment Standards Act* 2000, S.O. 2000 c.41 as amended from time to time.

13.07 If an employee has bumped another employee and/or been recalled back to another position, and, if within one (1) year of the action of bumping or recall, the

original position the employee left becomes vacant, said employee will have the option of returning without going through the job posting procedure.

13.08 Grievance on Layoffs and Recalls

Grievances concerning layoffs and recalls shall be initiated at Step 2 of the grievance procedure.

13.09 It shall be the duty of employees on the recall list to notify the Employer of any change of address. Notice of recall is deemed to have been given if it is forwarded to the employee's last known address.

ARTICLE 14 – JOB POSTINGS

14.01 When a vacancy occurs in any position within the bargaining unit, notice of such vacancy shall be posted for seven (7) calendar days on the bulletin board or boards provided on the premises for that purpose. At the same time, the Employer shall forward a copy of the posting to the Union. All notices of vacancy shall designate the job and rate of pay of such job.

14.02 The Employer reserves the right to temporarily fill any job vacancy immediately.

14.03 Bargaining Unit Applicants

No outside person shall be considered for any vacancy within the bargaining unit until all bargaining unit applicants have had their applications processed.

The Employer shall provide standard forms for such application, a copy of which forms Schedule "F" to this agreement. Any bargaining unit employee may apply in writing for such position within the time limit specified above. Such application shall be made in duplicate, and one copy thereof shall be signed by the Employer receiving same and shall be returned to the employee.

14.04 Appointment

The appointment shall be made of the senior applicant who is qualified to meet the normal requirements of the position. The Employer shall, without delay after notice of vacancy has been posted for seven (7) calendar days, post on the same bulletin board for at least two (2) working days the name and length of service of the successful applicant, if any, for such position. If there are no applicants or successful applicants, the Employer will then be free to fill the vacancy from outside the bargaining unit.

The Employer shall, upon receipt of a written request, notify unsuccessful bargaining unit applicants of the reason why they were not successful.

14.05 Trial Period

The successful applicant shall be allowed a trial period of up to thirty (30) calendar days, during which the Employer will determine if the employee can satisfactorily perform the job. The trial period may be extended by the Employer by an additional thirty (30) days if done in writing to the employee before the end of the initial thirty (30) day trial period. Within these periods the employee may also voluntarily choose to return, or be returned by the Employer, to the position formerly occupied, without loss of seniority. The vacancy resulting from the posting may be filled on a temporary basis until the trial period is completed.

ARTICLE 15 – LEAVES OF ABSENCE

15.01 Pregnancy/Parental Leave

The Employer agrees to abide by the terms and conditions of the *Employment Standards Act*, 2000, S.O. 2000 c.41 as amended with respect to pregnancy, parental, and adoption leave.

15.02 Seniority Status during Maternity/Adoption/Parental Leave

While on maternity/adoption/parental leave, an employee shall accumulate seniority and shall be entitled to full benefits, rights, and privileges under this collective agreement.

The Employer will continue payment of benefit premiums, provided the employee pays the employee portion of such premiums to the Employer at the commencement of such leave or makes other acceptable arrangements.

In the event that any post-dated cheque is returned NSF, the employees' benefits shall immediately cease and shall only be reinstated once satisfactory payment arrangements are made.

15.03 Leaves Without Pay

The Employer may grant a leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient reason. Such request shall be in writing and approved by the Employer. The employee shall provide as much advanced notice as is possible. The Employer will also grant additional leaves of absence in accordance with the qualifying terms and conditions of the *Employment Standards Act* 2000, S.O. 2000 c.41 as amended. Subject to the terms and conditions of the Employer's group insurance plan(s), the employee may maintain all benefits provided for under Article 23 and provided the employee pays 100% of the benefit premiums by post-dated cheques.

In the event that any post-dated cheque is returned Not Sufficient Funds, the employees' insured benefits shall cease and shall only be reinstated once satisfactory payment arrangements are made.

15.04 Leave of Absence for Union Functions

- a) In accordance with the requirements of operation, the Corporation will, upon request by the Union made two (2) weeks in advance, grant leave of absence not to exceed ten (10) days annually to employees who may be selected to attend the annual conventions of the Provincial or National Divisions of the Canadian Union of Public Employees.
- b) In accordance with the requirements of operation, the Corporation will, on application by the Union given two (2) weeks in advance, grant leave of absence to any employee who may be selected to fill an office in, or act in any capacity for the Union, to maximum of thirty (30) days.
- c) Such granted leaves of absence shall be with pay and shall not cause any loss of employee's seniority rights. The Employer shall pay the employee for such leave as if the employee had worked their regular shift(s), and shall be reimbursed by invoicing the local Union for the hourly wages and benefits.
- d) No more than one employee from each division will be granted a leave of absence for Union activities at any one time.

15.05 Bereavement Leave

The Employer will grant the following leave in the following circumstances.

- a) Five (5) consecutive workdays in the case of death of parent, spouse, brother, sister or child.
- b) Three (3) consecutive workdays in the case of death of a mother-in-law.
- c) Two (2) consecutive workdays in the case of death of sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandchild or fiancé(e).
- d) One (1) workday in the case of death of an aunt or uncle, defined as sister or brother of a parent.
- e) One (1) workday without loss of pay for any other relative who has been residing in the same household of the employee, or for any other relative for whom an employee is required to administer bereavement responsibilities. (Relative: is a person by marriage, adoption, or common-law)
- f) Where the burial occurs in a distant destination, up to a maximum of two (2) days of travel time may be granted at the sole discretion of the department head. The leave must be taken at the time of the funeral.
- g) The Employer may request proof of the relationship between the deceased and the employee. It is recognized that a copy of the death notice or obituary may serve as satisfactory proof. In cases where the death notice or obituary does

not identify the relationship between the deceased and the employee, the employee will be required to provide alternative proof satisfactory to the Employer.

- h) The parties shall define the family members listed in the above bereavement leave paragraphs in accordance with the definitions in the *Employment Standards Act, 2000* of Ontario as amended from time to time or any successor statute (the "ESA"), as applicable. For greater clarity, the ESA defines "spouse" as including both married and unmarried couples, of the same or opposite genders, and "child" as including stepchild and foster child.

15.06 Paid Jury of Court Witness Duty Leave

The Employer shall grant a leave of absence without loss of seniority or benefits to an employee who serves as a juror or witness in any court or who is required by subpoena to attend a court of law or coroner's inquest. The Employer shall pay such an employee the difference between normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals, or other expenses. The Employee will present proof of service, and the amount received.

15.07 Conventions, Seminars and Training

Employees required by the Employer to attend training courses, seminars, or conventions shall be reimbursed for reasonable expenses associated with attending such training courses, seminar or conventions in accordance with Employer policy.

Where the Employer approves attendance at a training course, seminar, or convention it is agreed that all articles in respect to hours of work, overtime pay, shift premiums or standby pay shall not apply, with the employee only to receive pay for the regular hours contained in the leave period plus approved expenses.

The Corporation shall provide an advance of funds to cover reasonable expenses where the employee has applied for such funds with sufficient notice.

Notwithstanding the hours of work provisions above, time spent outside regular hours travelling to, or from, a training course, seminar, or convention shall be included in the regular hours of work for that day/week as the case may be, and if this cannot be accommodated, then these hours will be considered overtime hours.

15.08 Mileage

All employees who are required to use their personal vehicles in the course of their duties shall be reimbursed per km travelled according to Employer's policy as amended.

ARTICLE 16 – NO STRIKE/LOCKOUT

16.01 The parties agree that during the operation of this collective agreement, there shall be no strike or lockout in accordance with the *Ontario Labour Relations Act*.

ARTICLE 17 – HOURS OF WORK AND OVERTIME

17.01 Hours of Work

DIVISION HOURS OF WORK				
SEASON/SHIFT HOURS	DAY	FROM	TO	UNPAID LUNCH
(a) ROADS/OPERATIONS DIVISION – Department of Public Works				
Winter (rest of year) 40	Monday to Friday	7:30 a.m.	4:30 p.m.	1 hour
Summer (1 st Mon. of May to 40 last Friday of Oct.)	Monday to Thursday	7:00 a.m.	4:30 p.m.	½ hour
	Friday	7:00 a.m.	11:00 a.m.	No Lunch
*Regular Hours will be forty (40) hours per week.				
(b) WATERWORKS DIVISION – Department of Public Works				
Winter (rest of year) 35	Monday to Friday	8:00 a.m.	4:00 p.m.	1 hour
Summer (1 st Mon. of May to 35 last Friday of Oct.)	Monday to Thursday	7:30 a.m.	4:00 p.m.	1 hour
	Friday	7:30 a.m.	12:30 a.m.	No Lunch
*Regular Hours will be thirty-five (35) hours per week.				
(c) FACILITIES DIVISION – Department of Parks & Recreation				
Winter & Summer	Monday to Sunday	6:00 a.m.	1:00 a.m.	½ hour
*Regular Hours will be eighty (80) hours per two-week period.				
*A scheduled shift shall be a minimum of eight (8) hours.				
(d) AQUATICS DIVISION – Department of Parks & Recreation				
Winter & Summer	Monday to Sunday	6:00 a.m.	10:00 p.m.	½ hour
*Regular Hours will be eighty (80) hours per two-week period.				
*A scheduled shift shall be a minimum of eight (8) hours.				
(e) PARKS DIVISION – Department of Parks & Recreation				
Seasonal (May 1 st to Oct. 31 st)	Monday to Sunday	7:00 a.m.	4:00 p.m.	1 hour
*Regular Hours will be eighty (80) hours per two-week period.				
(f) MAINTENANCE DIVISION (Janitorial) – Department of Parks & Recreation				
Shift #1	Monday to Sunday	6:00 a.m.	3:00 p.m.	1 hour
Shift #2	Monday to Sunday	11:00 p.m.	8:00 a.m.	1 hour
Shift #3	Monday to Sunday	3:00 p.m.	Midnight	1 hour
*Regular Hours will be eighty (80) hours per two-week period.				

i) Changing Start and Finish Times of Shift

Notwithstanding the hours of work set out in this agreement, the Employer reserves the right to amend start and finish times of shifts without reducing the length of shifts by providing a minimum of sixty (60) calendar days notice to affected employees and after consultation with the Union.

j) Meal Periods

All employees shall be entitled to an unpaid meal period of at least one-half (0.5) hour every regular workday at such intervals as will result in no employee working longer than five (5) consecutive hours without an eating period, pursuant to the *Employment Standards Act 2000*, S.O. 2000 c.41 as amended. Such meal period shall not be considered part of the regular workday and shall not be considered part of the paid hours actually worked. Such meal period shall be arranged during the work period at a time convenient to the work of the Employer.

k) Rest Periods

All employees shall be entitled to a fifteen (15) minute paid rest period in each half of their normal workday whenever convenient.

17.02 Overtime

- a) Overtime is defined as those hours worked in excess of regular work hours as set out in Article 17.01.
- b) Due to the nature of its operations, the Employer may require employees to work hours outside of regular hours. All hours worked beyond regular hours as set out in Article 17 will be paid at time-and-one-half (1.5x) the employee's regular hourly rate.
- c) All employees working beyond regular hours (overtime) on any of the paid holidays as set out in Article 20.01 shall be paid at two (2) times the regular rate of pay.
- d) The Employer will attempt to distribute overtime evenly among all qualified employees within the division in which there is an overtime requirement. When the work cannot be fulfilled by employees in the division, overtime will be distributed to qualified and willing employees by bargaining unit seniority. The employee shall be paid the overtime rate of the job classification where the overtime is being worked.
- e) All overtime must be authorized and approved in advance by the employee's immediate supervisor or designate.
- f) It is recognized and agreed that overtime may be mandatory from time to time subject to distribution in accordance with Article 17.02(d).

17.03 Meal and Rest Periods Outside of Regular Hours

The Employer shall provide rest periods of at least one-half (0.5) hours at such intervals as will result in no employee working longer than five (5) hours without a rest period.

Employees working more than four (4) hours beyond their daily work hours shall be provided with a hot meal, or a meal allowance of fifteen dollars (\$15.00).

17.04 Banked Hours

(a) Overtime may be banked and accumulated by an employee to a maximum of two (2) weeks' worth of normal hours for that division per year, as follows:

<u>Division</u>	<u>Max. Hours Banked</u>
Roads/Operations	Eighty (80) Hours = 2 weeks
Facilities, Maintenance, Parks	Eighty (80) Hours = 2 weeks
Waterworks, Aquatics	Seventy (70) Hours = 2 weeks

(b) Employees shall use their banked hours within the same calendar year in which they are earned.

(c) Overtime at Year's End:

Any banked overtime remaining to an employee's credit as of the last pay in December of each year shall be automatically paid to the employee on the last pay of the year, in December, at the employee's base rate. Banked time accrued following the last pay in December of each year, will be put towards the following year's banked hours.

(d) Overtime if Promoted:

Should an employee be promoted, any overtime banked shall be automatically paid out at the employee's base rate in the pre-promotion position.

17.05 Shift Premium

A shift premium of \$0.55 per hour shall be paid to any facility operator and janitorial employee for regularly scheduled hours worked between midnight and 8:00 a.m. daily. This shift premium does not apply to overtime hours worked between midnight and 8:00 a.m.

ARTICLE 18 – STAND-BY

18.01 Stand-by shall mean the assignment of an employee to be available and responsible for taking and directing calls on behalf of the Employer during scheduled times outside of the employee's regularly scheduled working hours.

Employees may be placed, as required and as qualified, on stand-by. When an employee is placed on stand-by, they shall keep themselves available to report for work immediately, and not later than one-half (0.5) hours from the time a call is received to the time of arrival at the applicable Employer facility where they are regularly employed.

An employee deemed capable by the Employer of being placed on stand-by shall be assigned on a rotational basis.

Employees placed on stand-by shall be provided with a cellular phone and/or pager which must remain on and within service at all times.

a) Roads/Operations Division

Employees placed on stand-by on weekends shall be paid twelve (12) hours at their regular rate of pay. Employees on stand-by on a statutory holiday, other than a Saturday or Sunday, shall be paid six (6) hours at their regular rate of pay. Weekend shall be defined as the period commencing from the end of a regular shift on Friday to the start of a regular shift on Monday. Employees placed on stand-by outside of their regular working hours from the end of the scheduled workday on Monday to the start of the scheduled workday on Friday, not including a statutory holiday, shall receive twenty-five dollars (\$25.00) per day. If required to return to work, employees placed on stand-by shall be paid three (3) hours at their regular rate, or the applicable overtime rate, whichever is greater from midnight to 6:00 a.m., Tuesday to Friday inclusive.

b) Waterworks Division

Employees placed on weekend stand-by shall be paid twelve (12) hours at their regular rate of pay. Employees on stand-by on a statutory holiday, other than a Saturday or Sunday, shall be paid six (6) hours at their regular rate of pay. Weekend shall be defined as the period commencing from the end of a regular shift on Friday to the start of a regular shift on Monday. Employees on weekend stand-by, or a statutory holiday stand-by, shall be required to perform routine operational duties on Saturdays and Sundays and statutory holidays, but shall not receive pay in addition to stand-by pay for the first three (3) hours worked each day. Any additional hours worked beyond the first three (3) hours each day shall be paid at the applicable overtime hourly rate of pay.

Employees placed on stand-by outside of their regular working hours from the end of the scheduled workday on Monday to the start of the scheduled workday on Friday, not including a statutory holiday, shall receive twenty-five dollars (\$25.00) per day. If required to return to work on a Tuesday to Friday, not including a statutory holiday, Employees placed on stand-by shall be paid three (3) hours at their regular rate, or the applicable overtime rate, whichever is greater from 12:00 am to 6:00 a.m., Tuesday to Friday inclusive.

18.02 Operator-in-Charge (OIC)

Employees that have obtained the required certification may be designated as OIC by the Employer, or a person authorized by the Employer. An employee so designated as OIC shall accept the responsibilities and duties of OIC.

When an employee is designated OIC they shall receive a premium of \$1.25 per hour above their normal rate of pay for the hours required to perform such responsibility, including any hours so designated, outside of regular work hours. This premium is in addition to any certificate pay, if applicable.

18.03 Overall Responsible Operator (ORO)

Employees that have obtained the required certification may be designated as ORO by the owner, operating authority, or a person authorized by the owner or operating authority. An employee designated, in writing, as ORO shall accept the responsibilities and duties of ORO for a specific time period.

When an employee is designated the responsibility of ORO pursuant to Ministry of the Environment regulations, they shall receive a premium of \$25.00 per day above his normal rate of pay. The \$25.00 shall be provided for any full or portion of a calendar day.

ARTICLE 19 – CALL OUT

19.01 If an employee is called out to work for any reason other than his regular shift or while being on stand-by per Article 18 of this agreement, they shall be paid a minimum of three (3) hours pay at their regular rate, or at the applicable overtime for time worked, whichever is the greater.

ARTICLE 20 – PAID HOLIDAYS

20.01 A qualifying employee is one who has occupied the full-time position for thirty (30) calendar days or more and will be entitled to the following paid holidays:

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

All other employees shall be provided with public holiday pay in accordance with the provisions of the *Employment Standards Act* 2000, S.O. 2000 c.41 as amended from time to time.

Under normal circumstances, the Employer intends to close operations at noon on December 24th and December 31st of each year. Employees shall not suffer any loss of regular pay as a result; however, should the situation warrant (snow

clearing, sanding/salting operations, water break, plant problems, etc.), employees may be required to work their regular shift on these days at their basic rate of pay.

Each employee shall be entitled to one (1) personal leave day per calendar year for their birthday in accordance with Employer Policy as amended from time to time.

20.02 Paid Holidays Fall on Weekend

When any of the above-mentioned holidays fall on a Saturday or Sunday and are not proclaimed as being observed on some other day, the preceding Friday or the following Monday may be deemed by the Employer to be the holiday for the purposes of this agreement.

For employees working in a seven (7) day operation (Nick Smith Centre) the actual day of the paid holiday will be observed.

20.03 Definition of Holiday Pay

Holiday pay is defined as the amount of regular straight time hourly pay (depending on the employee's classification in a normal workday) exclusive of premiums, which an employee would have received had they worked a normal shift on the holiday in question.

20.04 Qualifying for Holiday Pay

In order to qualify for holiday pay, the employee must work the last full schedule shift immediately preceding and the first full scheduled shift immediately following the holiday, unless the absence was excused by the Employer. An employee who is scheduled to work on a paid holiday and who fails to do so, shall lose their entitlement to holiday pay unless the employee provides a reason for such absence acceptable to the Employer.

20.05 Holiday Pay During a Regular Scheduled Day Off

If any of the above holidays fall on an employee's scheduled day off, the employee shall be paid for the holiday.

20.06 Holiday Pay During Employee Vacation

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

20.07 Payment for Work on Paid Holidays

Employees who are required to work on any of the paid holidays referred to in Article 20.01 shall be entitled to time and one half (1.5x) their regular hourly rate

for all regular hours worked on the paid holiday. They will also be entitled to another day off with regular pay, to be scheduled at a mutually convenient time.

ARTICLE 21 – VACATION

21.01 Vacation

Each employee classified as a “permanent employee” shall be eligible for vacation with pay on the following basis:

- a) Start Date, but less than ten (10) years of employment, three (3) weeks paid vacation annually shall be granted.
- b) Ten (10) years of employment but less than sixteen (16) years, four (4) weeks paid vacation annually shall be granted.
- c) Sixteen (16) years of employment but less than twenty-four (24) years, five (5) weeks paid vacation annually shall be granted.
- d) Twenty-four (24) years of employment or more, six (6) weeks paid vacation annually shall be granted.
- e) The Corporation reserves the right to approve or disapprove vacation requests.

21.02 Carry Over

Vacation time shall be taken in the year in which it is earned. Up to five (5) vacation days may be carried over from one year to the next. The carried over vacation must be used in the subsequent year.

21.03 Preference for Vacation Periods

Preference for vacation periods shall be given to employees in accordance with their seniority with the Employer.

21.04 Approved Leave of Absence During Vacation

Where an employee qualifies for sick leave, bereavement, or any other approved leave during their vacation time, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall be added to the vacation period or reinstated for use at a later date, by mutual agreement.

21.05 Upon Termination

Upon termination of employment, they are paid the pro-rated monthly portion of unused vacation that was credited on their anniversary date. Conversely, an employee is responsible for payment of vacation taken but not yet earned based on a pro-rated monthly calculation from their anniversary date.

21.06 Vacation Year

The vacation year is based on the calendar year of January 1st to December 31st. Upon initial hire, vacation entitlements shall be prorated, as necessary, according to the employee's anniversary date (start date). Vacation entitlements shall also be prorated for any partial year of employment.

ARTICLE 22 – SHORT TERM DISABILITY POLICY

22.01 Employees shall participate in the Town of Arnprior's Short-Term Disability Policy as amended from time to time. Employees shall be entitled to utilize up to three (3) uncertified sick leave days to assist with preventative health care needs or for unforeseen health related emergencies that affect the employee's immediate family members, as defined in the policy.

ARTICLE 23 – BENEFIT PLANS

23.01 Group Insured Benefits

The Employer shall pay 80% and the employee shall pay 20% of the premium cost for insurance coverage for qualifying employees in respect of the health benefits outlined in Schedule 'D' to this agreement.

The Employer may at any time substitute another carrier for any plan provided the benefits conferred thereby are not decreased.

23.02 Pension Plan

The Employer shall enroll eligible employees into the Ontario Municipal Employees Retirement System (OMERS) in accordance with the OMERS Act and its regulations.

ARTICLE 24 – DRIVER'S LICENSE RENEWAL

24.01 The Employer shall pay for the cost of any mandatory medical exam and license renewal fee required to maintain a class other than a Class G driver's license as required by the Ontario Ministry of Transportation, in the event the Employer requires the employee to possess a specific class of license for the job.

ARTICLE 25 – JOB CLASSIFICATION AND RECLASSIFICATION

25.01 Job Description

The Employer agrees that if a job description is changed, the Employer will provide a copy of the changed job description to the Secretary of the Local Union, and the CUPE National Representative.

25.02 Changes in Classification

When a new job classification is created or an existing job classification is substantially altered, the parties shall evaluate the new/significantly altered classification utilizing the agreed upon joint job evaluation process. The new rate of pay, if any, shall be effective retroactive to the time when the existing job classification was substantially/significantly changed or the new job classification was created and/or incumbent was placed in the position.

ARTICLE 26 – CLOTHING ALLOWANCES

26.01 Except where allowances provide for clothing or equipment, the Employer shall provide all necessary personal protective equipment and clothing (hard hats, gloves, safety vests, hip rubbers, etc.). In addition, the Employer shall provide the following protective equipment and clothing. The term “per year” means calendar year.

a) Roads/Operations Division:

- Two (2) pairs of safety boots to a maximum of \$400 per year, effective May 1st, 2022, \$600 per year;
- Three (3) pairs of work pants per year;
- Five (5) safety t-shirts per year;
- One (1) set of summer coveralls per year;
- One (1) set of winter coveralls per year;
- One (1) winter safety jacket per year;
- One (1) rain suit every two (2) years.

b) Waterworks Division:

- Two (2) pairs of safety boots to a maximum of \$400 per year, effective May 1st, 2022, \$600 per year;
- Three (3) pairs of work pants per year;
- Five (5) safety t-shirts per year;
- One (1) set of summer coveralls per year;
- One (1) set of winter coveralls per year;
- One (1) winter safety jacket per year;
- One (1) rain suit every two (2) years.

c) Facilities, Parks, Maintenance Division:

- Two (2) pairs of safety boots to a maximum of \$400 per year, effective May 1st, 2022, \$600 per year;

- One (1) winter safety jacket per year;
- One (1) summer jacket per year;
- Two (2) hooded sweatshirt per year;
- One (1) pair of insulated coveralls;
- Three (3) pairs of work pants per year;
- Two (2) t-shirts per year;
- Two (2) long sleeve t-shirts per year.

d) Aquatics Division:

- Swimsuits or athletic wear up to a maximum of \$600 per year;
- One (1) pair of sunglasses to a maximum of \$100 every two (2) years;
- Athletic footwear to a maximum of \$300 per year.

Employees requiring safety footwear to perform the duties of their position shall be reimbursed for the purchase of CSA approved safety boots, upon presentation of valid receipts, up to the limit set out above. All other clothing and equipment shall be supplied by the Employer to the Employer's specification(s).

The Employer shall replace damaged prescription safety glasses if damage occurred while the Employee was performing work duties.

Seasonal clothing shall be furnished no later than April 1st (summer) and October 1st (winter) of each year. To ensure good public image and maintain uniformity in appearance, all employees to whom clothing is issued are required to wear such clothing while on the job.

Clothing/equipment shall only be worn while performing the work of the Employer. The employee shall be responsible for the reasonable care and cleaning of clothing issued. Replacement of items shall be as set out in this agreement or more frequently as deemed necessary by the Employer. All clothing shall remain the property of the Employer and shall be returned upon demand.

Provided there is no additional cost to the Employer, employees shall be permitted to substitute one piece of clothing for another (e.g. winter jacket for winter bibs), upon approval of the immediate supervisor, which shall not be unreasonably denied.

ARTICLE 27 – GENERAL

27.01 Proper Accommodation

Proper accommodation shall be provided for employees to have their meals and store and change their clothes. (Present accommodations are acceptable)

27.02 Access to File

An Employee shall, on their own time, and outside of their regular work hours, or during their unpaid meal break, have the right to view the contents of their personnel file in the presence of a representative of the Employer or during the grievance procedure. During the grievance procedure, the Employee can request that a Union representative be present when the Employee reviews their file. The Employer will make a copy of material contained therein at the Employee's request. Such time spent by the Employee reviewing their file shall not be considered work time.

When there is a disagreement as to the accuracy of information contained in the file, the Employee shall be permitted an opportunity to submit a written reply to be placed in the Employee's personnel file.

27.03 First Aid Kits

First aid kits shall be supplied by the Employer at each work site of employees and in other appropriate locations of the work areas.

27.04 Printing of Collective Agreement

The Employer and the Union agree to equally share the cost of printing the collective agreement enabling each employee to have a copy with two (2) original signed copies to National Servicing Representative and sufficient copies for the Employer and their representatives.

27.05 Meeting Room

The Employer agrees to provide the Union with the use of a meeting room sufficient in size on the Employer's premises, to be used after normal business hours for the purpose of keeping its membership informed. The Union shall ensure that the meeting room is booked in advance in accordance with the Employer's policies for booking meeting rooms. The location of the room shall be at the discretion of the Employer. The provision of the meeting room will be at no cost to the Union and will be limited to a maximum ten (10) occasions during a calendar year. Use of a meeting room beyond the ten (10) occasions provided for shall be paid for by the Union in accordance with a schedule of costs established by the Employer.

27.06 Workplace Legislation

The Employer and the Union agree to abide by the provisions of the applicable Ontario legislations affecting the operations of the Employer, including but not limited to:

- *Occupational Health and Safety Act*
- *Workplace Safety and Insurance Act*
- *Ontario Human Rights Code*
- *Ontario Labour Relations Act*
- *Ontario Employment Standards Act.*

27.07 The parties agree to make the agreement gender neutral, and all the terms and conditions of this agreement shall be applied equally to all members of the Union without discrimination of any nature whatsoever by reason of activity or lack of activity in the Union.

ARTICLE 28 – DURATION

28.01 Changes in Agreement

Any changes deemed necessary to this agreement may be made by mutual agreement in writing at any time during the existence of this agreement.


28.02 Agreement Effective Dates


This Agreement shall be effective from May 1st, 2025, to April 30th, 2029, and shall continue in effect from year to year thereafter unless either party gives the other party notice in writing within ninety (90) days prior to the expiry of this agreement of its desire to terminate or amend this agreement.

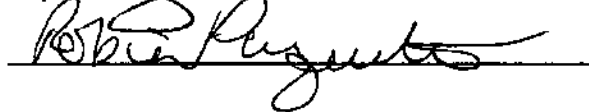
All terms take effect upon ratification save and except wage increases which are applied retroactively.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be signed by their duly authorized officials or representatives at Arnprior this 16th day of September, 2025.


Signed on behalf of the Corporation of the Town of Arnprior:




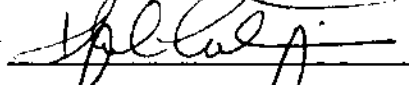





Signed on behalf of CUPE and its Local 4960:









:tjg/COPE491
2025-08-05

MEMORANDUM OF AGREEMENT #1

Between:

THE CORPORATION OF THE TOWN OF ARNPRIOR (the "Employer")

-and-

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4960 (the "Union")


It is agreed between the Employer and the Union that:

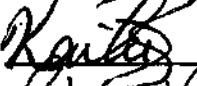
1. The Maintenance Division (Janitorial) job classification in the Parks and Recreation Department (the "Janitorial Job Classification") is hereby eliminated.
2. The two remaining full-time (2) incumbents in the Janitorial Job Classification (the "Incumbents") shall be grandfathered in the Janitorial Job Classification until their employment with the Employer ends (for any reason) or there are successfully appointed into another classification per Article 14 of this Agreement.


When each of the Incumbents ceases working in the Janitorial Job Classification per paragraph 2 above, the Employer shall create one (1) full-time Facilities Operator vacancy to replace the lost Janitorial position. Both of the new Facilities Operator vacancies shall be posted in accordance with the Collective Agreement. For greater clarity, when both Incumbents are no longer employed or no longer in the Janitorial position, there will be two (2) new corresponding Facilities Operator positions.

The above-noted memorandum is agreed upon between the town and CUPE and its Local 4960 at Arnprior this 16th day of September, 2025.


Signed on behalf of the Corporation of the Town of Arnprior:

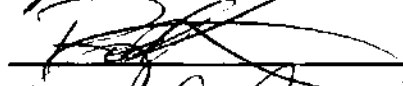








Signed on behalf of CUPE and its Local 4960:









BENEFIT SUMMARY

This benefit summary provides information about the specific benefits supplied by Manulife Financial that are part of your Group Plan.

This version of the Benefit Summary produced: October 05, 2011

EMPLOYEE LIFE INSURANCE

Benefit Amount – two (2) times your annual earnings, to a maximum of \$175,000

Termination Age - your benefit amount terminates on the first of the month following your attainment of age 70 or your retirement, whichever is earlier

EXTENDED HEALTH CARE

The Benefit

Overall Benefit Maximum - Unlimited

Deductible - Nil

Benefit Percentage (Co-insurance) -

100% for - Hospital Care - Medical Services & Supplies - Professional Services - Vision

Note:

The Benefit Percentage for Out-of-Canada Emergency Medical Treatment is 100%.

The Benefit Percentage for Emergency Travel Assistance is 100%.

The Benefit Percentage for Drugs is shown below under ManuScript Generic Drug Plan 2 - Prescription Drugs, Payment of Covered Expenses.

Termination Age - On the first of the month following attainment of the employee's age 70, or retirement, whichever is earlier

ManuScript Generic Drug Plan 2 - Prescription Drugs

Charges incurred for the following expenses are payable when prescribed in writing by a physician or dentist and dispensed by a licensed pharmacist.

- Drugs for the treatment of a sickness or injury, which by law or convention require the written prescription of a physician or dentist (charges for fertility drugs, anti-smoking drugs, and anti-obesity drugs are not covered)
- Oral contraceptives
- Injectable medications (charges made by a practitioner or physician to administer injectable medications are not covered)
- Life-sustaining drugs
- Preventive vaccines and medicines (oral or injected)
- Standard syringes, needles, and diagnostic aids required for the treatment of diabetes (charges for cotton swabs, rubbing alcohol, automatic jet injectors and similar equipment are not covered)

- Charges for drugs, biologicals, and related preparations which are intended to be administered in hospital on an inpatient or outpatient basis and are not intended for a patient's use at home are not covered
- Charges for drugs used in the treatment of a sexual dysfunction are not covered

Payment of Covered Expenses

Payment of your covered drug expenses will be subject to any drug deductible, any drug dispensing fee maximum and the co-insurance of 100%.

Covered expenses for any prescribed drug will not exceed the price of the lowest cost generic equivalent product that can legally be used to fill the prescription, as listed in the Provincial Drug Benefit Formulary.

If there is no generic equivalent product for the prescribed drug or medicine, the amount covered is the cost of the prescribed product.

No Substitution Prescriptions

If your prescription contains a written direction from your physician or dentist that the prescribed drug is not to be substituted with another product, and the drug is a covered expense under this benefit, the full cost of the prescribed product is covered.

Payment of your covered drug expenses will be subject to any Drug Deductible, any Drug Dispensing Fee Maximum and the Co-insurance of 100%.

Payment of Drug Claims

Your Pay Direct Drug Card provides your pharmacist with immediate confirmation of covered drug expenses. This means that when you present your Pay Direct Drug Card to your pharmacist at the time of purchase, you and your eligible dependents will not incur out-of-pocket expenses for the full cost of the prescription.

The Pay Direct Drug Card is honoured by participating pharmacists displaying the appropriate Pay Direct Drug decal.

To fill a prescription for covered drug expenses:

- a) Present your Pay Direct Drug Card to the pharmacist at the time of purchase, and
- b) Pay any amounts that are not covered under this benefit.

You will be required to pay the full cost of the prescription at time of purchase if:

- You cannot locate a participating Pay Direct Drug pharmacy
- You do not have your Pay Direct Drug Card with you at that time
- The prescription is not payable through the Pay Direct Drug Card system

For details on how to receive reimbursement after paying the full cost of the prescription, please see your Plan Administrator.

Vision Care

- Purchase and fitting of prescription glasses or elective contact lenses, as well as repairs, or elective laser vision correction procedures, subject to the prescription glasses/contact lenses (where medically necessary) maximum shown below
- If contact lenses are required to treat a severe condition, or if vision in the better eye can be improved to a 20/40 level with contact lenses but not with glasses, the maximum payable will be subject to the prescription glasses/contact lenses (where medically necessary) maximum shown below
- Eye exam to \$125 every 2 consecutive years

Prescription Glasses/Contact Lenses (where medically necessary) Maximum

- \$350 combined per 1 calendar year(s) for persons under age 18
- \$350 combined per 2 calendar year(s) for persons age 18 and over

Professional Services

Services provided by the following licensed practitioners:

\$300 per calendar year(s) combined for the services of a Chiropractor, Osteopath, Podiatrist/Chiropodist, Massage Therapist, and Naturopath

- Speech Therapist - \$300 per calendar year(s)
- Physiotherapist – Unlimited
- Enhanced mental health practitioners (not just psychologist but also clinical counsellors, marriage and family therapists, psychoanalyst, psychotherapists, and social workers) – combined maximum \$500 per calendar year(s)

DENTAL CARE

The Benefit

Deductible - Nil

Dental Fee Guide - Ontario Fee Guide for General Practitioners which was in effect 1 year(s) prior to the current Fee Guide

Benefit Percentage (Co-insurance) -

- 100% for Level I - Basic Services
- 80% for Level II - Supplementary Basic Services

Benefit Maximums

- Unlimited for Level I
- Unlimited for Level II

Termination Age - employee's age 70 or retirement, whichever is earlier.

LONG TERM DISABILITY

- **Benefit Amount - 67% of your monthly earnings, to a maximum of \$10,000**

- **Qualifying Period** - 119 days
- **Maximum Benefit Period** - to age 65
- **Termination Age** - age 65 less the Qualifying Period, or retirement, whichever is earlier

**Town of Arnprior
Wage Scale
May 1, 2025 to April 30, 2029**

DEPARTMENT	DIVISION	CLASSIFICATION	CERTIFICATE RELATED POSITION	CERTIFICATE	Expiry	Hourly Rate			
						May 1, 2025	May 1, 2026	May 1, 2027	May 1, 2028
						3.0% Increase	3.0% Increase	3.0% Increase	3.0% Increase
PUBLIC WORKS	ROADS / OPERATIONS	Labourer	Uncertified		\$28.60	\$29.46	\$30.34	\$31.25	\$32.19
		Skilled Labourer	Uncertified		\$29.01	\$29.89	\$30.78	\$31.70	\$32.65
		Maintenance Technician	Uncertified		\$30.61	\$31.53	\$32.48	\$33.45	\$34.45
		Lead Hand	Uncertified		\$33.03	\$34.02	\$35.04	\$36.09	\$37.17
PUBLIC WORKS	WATERWORKS	Operator	Level OIT	Water Treatment OIT and Wastewater Treatment OIT	\$31.61	\$32.56	\$33.54	\$34.55	\$35.59
			Level 1	Water Treatment Level 1 and Wastewater Treatment Level 1	\$34.78	\$35.82	\$36.89	\$38.00	\$39.14
			Level 2	Water Treatment Level 2 and Wastewater Treatment Level 2	\$35.57	\$36.64	\$37.74	\$38.87	\$40.04
			Level 3	Water Treatment Level 3 and Wastewater Treatment Level 3	\$41.09	\$42.32	\$43.59	\$44.90	\$46.25
		Mechanical Technician	Uncertified		\$35.57	\$36.64	\$37.74	\$38.87	\$40.04
			Level 1	Water Treatment Level 1 and Wastewater Treatment Level 1	\$38.33	\$39.48	\$40.66	\$41.88	\$43.14

DEPARTMENT	DIVISION	CLASSIFICATION	CERTIFICATE RELATED POSITION	CERTIFICATE	Expiry	Hourly Rate					
						May 1, 2025	May 1, 2025	May 1, 2026	May 1, 2026	May 1, 2027	May 1, 2028
						\$0.75	3.0% Increase	\$0.25	3.0% Increase	3.0% Increase	
PARKS & RECREATION	FACILITIES	Facility Operator	Uncertified		\$20.15	\$20.90	\$21.53	\$21.78	\$22.43	\$23.10	\$23.79
			Level 1	Pool Level 1	\$20.97	\$21.73	\$22.37	\$22.62	\$23.30	\$24.00	\$24.72
			Level 2	Refrigeration B or CARPT	\$26.24	\$26.99	\$27.80	\$28.05	\$28.89	\$29.76	\$30.65
			Level 3	Refrigeration B or CARPT and Pool Level 1	\$26.78	\$27.53	\$28.36	\$28.61	\$29.47	\$30.35	\$31.26
	AQUATICS	Aquatics Instructor	Level 1	NL (Pool), Lifesaving Society (Swim & Instructor)	\$28.48	\$29.23	\$30.11	\$30.36	\$31.27	\$32.21	\$33.18
			Level 2	Aqua Fitness Instructor	\$28.80	\$29.55	\$30.44	\$30.69	\$31.61	\$32.56	\$33.54
	PARKS	Parks Maintenance	Uncertified		\$25.70	\$26.45	\$27.24	\$27.49	\$28.31	\$29.16	\$30.03
			Uncertified		\$26.24	\$26.99	\$27.80	\$28.05	\$28.89	\$29.76	\$30.65
	MAINTENANCE	Janitor	Uncertified		\$23.70	\$24.45	\$25.18	\$25.43	\$26.19	\$26.98	\$27.79

***Certificate Pay:**

(a) Roads / Operations: Effective May 1, 2025, an employee's hourly (uncertified) rate shall be increased by \$0.75/hr for each of the following certificates they have for their position, to a maximum of \$3.75/hr per employee. i) Water - Water Distribution - OIT, ii) Water - Water Distribution - Level 1, iii) Wastewater - Water Collection - OIT, iv) Wastewater - Water Collection - Level 1, v) Wastewater - Water Collection, Level 2.

(b) Roads / Operations: Effective May 1, 2026, an employee's hourly (uncertified) rate shall be increased by \$1.00/hr for each of the following certificates they have for their position, to a maximum of \$5.00/hr per employee. i) Water - Water Distribution - OIT, ii) Water - Water Distribution - Level 1, iii) Wastewater - Water Collection - OIT, iv) Wastewater - Water Collection - Level 1, v) Wastewater - Water Collection, Level 2.

(c) Aquatics Certificates: Effective May 1, 2025, an employee's hourly rate shall be increased by \$0.25/hr for each of the following certificates they have for their position, to a maximum increase of \$1.00 per employee. i) Bronze Examiner, ii) SFAI and Examiner, iii) QR NJJ and Examiner, iv) LSSIT and Examiner (Advanced)



**TOWN OF ARNPRIOR
CUPE Local 4960
EMPLOYMENT APPLICATION
FORM**

EMPLOYEE INFORMATION

LAST NAME:	
FIRST NAME:	INITIAL:
ADDRESS:	
HOME TELEPHONE:	CELL TELEPHONE:
E-MAIL ADDRESS:	
EMPLOYEE NUMBER:	UNION HIRE DATE:

PRESENT POSITION

DEPARTMENT:	DIVISION:
JOB CLASSIFICATION:	DIRECT SUPERVISOR:

POSITION APPLYING FOR

DEPARTMENT:	DIVISION:
JOB CLASSIFICATION:	DIRECT SUPERVISOR:

RELEVANT CERTIFICATES TO THE POSITION BEING APPLIED FOR (please state):

<i>Certificate</i>	<i>Expiry Date</i>
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	

EMPLOYMENT HISTORY

List most recent employment first (do NOT include your present position). Include temporary or summer job. Be sure all your experience or employers related to this job are listed here in summary form. No more than 10 years history is recommended. You can attach an extra sheet of paper if necessary.

1.	EMPLOYER NAME:	
	EMPLOYER ADDRESS:	
	START DATE:	END DATE:
	POSITION TITLE/DUTIES/SKILLS:	
	REASON FOR LEAVING:	
2.	EMPLOYER NAME:	
	EMPLOYER ADDRESS:	
	START DATE:	END DATE:
	POSITION TITLE/DUTIES/SKILLS:	
	REASON FOR LEAVING:	

EDUCATION

HIGHSCHOOL	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Years Completed:
COLLEGE/UNIVERSITY	Field of Study:	Years Completed:
	Certificate / Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No Title: _____	
OTHER	Field of Study:	Years Completed:
	Certificate / Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No Title: _____	
ADDITIONAL TRAINING:	(1) Course:	
	(2) Course:	
	(3) Course:	
	(4) Course:	
	(5) Course:	

SKILLS & QUALIFICATIONS

OTHER qualifications such as special skills, abilities or recognitions that should be considered:

TYPES of software, and other equipment &/or machinery you are qualified to operate or repair:

EMERGENCY CONTACT

In the case of an accident or illness, please contact:

NAME:

RELATIONSHIP:

HOME PHONE:

OTHER PHONE:

ADDRESS:

INFORMATION TO APPLICANT

By signing this Application, I declare that to the best of my knowledge I have not misrepresented or omitted any facts on this Application and that the information provided is truthful and verifiable and that I am legally entitled to work in Canada.

SIGNATURE OF APPLICANT

DATE

The Employer reserves the right to request additional information, verification of diplomas, certificates, courses and licensing, that may be deemed relevant to the position for which a conditional offer of employment is made.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

The Employer shall provide a photocopy of the completed application form for the Employee, upon request.