

COLLECTIVE AGREEMENT

- Between -

**PICTOU COUNTY SHARED SERVICES AUTHORITY
(Pictou County Solid Waste Management System)**

- and -

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 281**

April 1, 2025 - March 31, 2029

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THIS AGREEMENT MADE THIS _____ DAY OF _____, 2025.

BETWEEN:

PICTOU COUNTY SHARED SERVICES AUTHORITY
hereinafter referred to as the "Employer",

Party of the First Part

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 281
hereinafter referred to as the "Union",

Party of the Second Part

ARTICLE 1 - PREAMBLE

The purpose of this Agreement is to maintain an harmonious relationship between Pictou County Shared Services Authority and the employees of the bargaining unit, by setting forth certain of the conditions of employment between the Employer and its employees. Such purposes shall include but shall not be limited to defining certain of the hours of work, rates of pay, and conditions of employment. The Agreement shall provide for an amicable method of settling differences which may from time to time arise. The Agreement shall promote the mutual interests of the Employer and its employees, including good conditions of employment and efficiency of operations. In recognition of the foregoing, the parties have agreed to the specific terms hereinafter contained.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.01 The Employer agrees that management's rights will not be exercised in a manner inconsistent with the express provisions of this Agreement. The Employer shall give the Union a minimum of thirty (30) days' notice of any change in rights or benefits.
- 2.02 The Union recognizes that it is the exclusive right and function of the Employer, subject only to the terms and conditions of this Agreement, to:
- (a) establish and direct the workforce, including amongst others, the right to hire, promote, classify, re-classify (including non-disciplinary demotion), transfer, layoff; or discipline, suspend or discharge any employee for just cause;
 - (b) operate and manage its undertaking efficiently in all respects in accordance with its obligations and responsibilities, including the making and amending of rules and regulations to be observed by employees;

- (c) decide the number and location of its facilities, services to be provided and methods of operation, including implementation and utilization of technology.

The parties agree that the foregoing enumeration of management's rights shall not be deemed to exclude other recognized functions of management which are not limited, except as specifically provided by the terms of this Agreement.

ARTICLE 3 - RECOGNITION

- 3.01 The Employer recognizes the Union as the sole bargaining agent during the term of this Collective Agreement for all regular full-time, part-time, and temporary employees employed by the Pictou County Shared Services Authority at the Pictou County Solid Waste Management Facility, but excluding the Solid Waste Manager, those equivalent to the rank of foreman and above, and those persons excluded by Sections 2(2)(a) and 2(2)(b) of the *Nova Scotia Trade Union Act* (reference Nova Scotia Labour Relations Board Certification Order No. 4320, dated February 5, 1996).
- 3.02 The Employer acknowledges the right of the Union to appoint one steward, and one alternate, from amongst members of the bargaining unit. Such steward, or her/his alternate, shall obtain the permission of their immediate supervisor before leaving work to perform duties of a steward. The Employer agrees that such permission shall not be unreasonably withheld, in exchange for the Union's recognition of the principle of "work now, grieve later". A steward authorized to leave the place of work to conduct duties of a steward during regular working hours shall not suffer a loss of pay as a result thereof. There shall be no compensation by the Employer to a steward for time spent on duties outside regular working hours.
- 3.03 Should a new classification be created during the term of this Agreement, which the parties agree fall within the scope of the bargaining unit, the Employer shall determine the job description, designation, and rate of pay. In the event the Union is dissatisfied with such determination, the Union shall be entitled to grieve and any arbitrator so appointed shall be empowered to amend such determination if the arbitrator concludes that the decision of the Employer was unreasonable in comparison to other positions within the bargaining unit.
- 3.04 The Union agrees to notify the Employer of the names of its officers, stewards, and any other representatives described in this Collective Agreement and the Employer shall be entitled to rely upon such notice until otherwise advised in writing.
- 3.05 All regular full-time employees, regular part-time employees and temporary employees within the bargaining unit shall, as a condition of continued employment, pay union dues as described in Article 6.

ARTICLE 4 - NO DISCRIMINATION

- 4.01 The Employer and the Union agree that there shall be no discrimination, interference, restriction or coercion practiced with respect to any Employee covered by this Agreement **for any of the protected grounds** covered by the *Nova Scotia Human Rights Act* with respect to discrimination in employment.
- 4.02 The Employer shall make reasonable accommodation for Employees to ensure they are not discriminated against pursuant to this article. The Union and the Employee shall cooperate with such reasonable accommodation.
- 4.03 Without detracting from the existing rights and obligations of the Parties, the Employer and the Union agree to cooperate in encouraging any Employee afflicted with alcohol or drug addiction to undergo a rehabilitation program.

ARTICLE 5 - DEFINITIONS

- 5.01 (a) **Agreement** means this Collective Agreement between the Pictou County Shared Services Authority and Canadian Union of Public Employees, Local 281.
- (b) **Bargaining Unit** means all full-time and regular part-time employees, and temporary employees, employed by the Pictou County Shared Services Authority at the Pictou County Solid Waste Management Facility, but excluding the Solid Waste Manager, those equivalent to the rank of foreman and above, and those persons excluded by Sections 2(2)(a) and 2(2)(b) of the *Nova Scotia Trade Union Act* (reference Nova Scotia Labour Relations Board Certification Order No.4320, dated February 5, 1996).
- (c) **Casual Employee** is an employee hired on an as-needed basis for periods of time not exceeding one hundred and twenty (120) days in any calendar year. Without the express written consent of the Union, no casual shall be employed for more than one hundred and twenty (120) days in any calendar year.
- (d) **Regular Full-Time Employee** means an employee who occupies a permanent position within the bargaining unit and who works a regular and pre-scheduled shift as set out in Article 14.
- (e) **Regular Part-Time Employee** means an employee who occupies a permanent position within the bargaining unit and who was hired to work less than the normal hours per week of a regular full-time employee and who is employed on a regular, pre-scheduled basis, but excluding a casual or temporary employee.
- (f) **Student** means any *bona fide* high school, college or university student who is employed in any calendar year for a period not exceeding one hundred and twenty (120) days. Students shall be deemed casuals and shall not be members of the bargaining unit. Students shall not be employed while regular full-time

employees on layoff are willing to perform the work otherwise to be offered to such students.

- (g) **Temporary Employee** means any employee hired for work within the bargaining unit for a designated period of time in excess of eighty-six (86) consecutive regular working days or who actually works eighty-six (86) consecutive regular working days.

ARTICLE 6 - CHECK-OFF AND UNION DUES

- 6.01 (a) The Employer will, as a condition of continued employment, deduct an amount equal to membership dues from the regular pay of all employees in the bargaining unit. The Union agrees to indemnify and save harmless the Employer from any and all liability or action of any kind whatsoever that may arise out of deductions delivered to the Union.
 - (b) The Union will inform the Employer of the deduction to be checked off in Article 6.01(a) at least two (2) pay periods in advance.
 - (c) The Employer shall send the amounts deducted to the Secretary-Treasurer of the Union by cheque within a reasonable time after deductions are made. The cheque shall be accompanied by particulars identifying each employee and the deductions made on her/his behalf.
 - (d) The Employer shall indicate on the Revenue Canada Taxation Form (T4) the amounts of contributions under this article.
 - (e) T4 slips will also indicate the amount of medical paid for the year.
- 6.02 Probationary employees shall not be subject to Union deductions and shall not be considered members of the bargaining unit until attaining the status of either full-time or regular part-time employment, and until successful completion of probationary status.
- 6.03 Upon request, the Employer shall provide each employee with a copy of this Collective Agreement, as well as any appropriate booklets or information describing any applicable pension plans or benefits plans. The Employer accepts no responsibility for changed or outdated material with respect to such plans. Nothing herein prevents the Employer from amending any such pension or benefit plans from time to time, in accordance with the provisions of this Collective Agreement, provided the Employer meets the minimum contribution levels hereinafter described.

ARTICLE 7 - PROBATIONARY AND CASUAL EMPLOYEES

- 7.01 Any employee who is not a probationary employee, regular full-time employee, regular part-time employee or temporary employee shall be deemed to be a casual employee. The parties acknowledge that casuals fall outside the bargaining unit.
- 7.02 An employee shall be considered on probation during the first five hundred and twenty (520) hours of employment. With consent of both Employer and employee, such probationary period may be extended a further thirty (30) days. The Employer shall provide the probationary employee with a preliminary job evaluation not more than sixty (60) days and not less than thirty (30) days prior to the completion of the probationary period. Prior to terminating any probationary employee, the Employer shall provide the probationary employee with notice of such intended action, the reasons therefore, and the opportunity for the probationary employee to reply thereto, following which the Employer shall be at liberty to make its decision. Nothing herein shall be construed to provide the probationary employee any type of formal hearing or entitlement to just cause. Such employee may be terminated at any time during the probationary period, at the discretion of the Employer.
- 7.03 Casuals and temporary employees shall not be entitled to probationary status. Probationary status shall only apply to those employees who are posted to regular full-time and regular part-time positions. Provided with the consent of both parties, a temporary employee appointed to a regular full-time or part-time position may have such probationary period waived.

ARTICLE 8 - LABOUR MANAGEMENT COMMITTEE

- 8.01 A Labour Management Committee shall be established within thirty (30) days of the signing of the Collective Agreement, with the full support of both parties, to further the interests of improved service to the public and general welfare of the Employer and its employees. The Committee shall meet at least once every three (3) months. Any recommendations or decisions of this Committee shall not be binding on either party. The parties acknowledge this Committee shall be a cooperative venture and shall not address grievances, matters of collective bargaining or the administration of this Collective Agreement.

Such joint Committee shall consist of not more than two (2) representatives of the Union and two (2) representatives of the Employer. The Solid Waste Manager and the Chief Steward, or their designates, shall act as joint chairpersons and shall alternate in presiding over meetings. Such Union representatives shall not suffer any loss of pay or benefits for attendance at Labour Management Committee meetings if scheduled during regular business hours.

ARTICLE 9 - GRIEVANCE PROCEDURE

- 9.01 (a) The Solid Waste Manager will be the designated person who will assume responsibility for managing the grievance procedure on behalf of the Employer.
- (b) The Union shall appoint a Union Grievance Committee consisting of not less than two (2) members, whose names shall be communicated to the Solid Waste Manager. This Committee shall represent all employees within the scope of the Agreement and shall deal with complaints and grievances in the manner described herein.
- (c) Any changes in the personnel of either side of the grievance process shall be immediately communicated to the other party.

9.02 Where a difference arises between the Employer and any employee relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, such difference, question or allegation (hereinafter called the "grievance") shall be resolved in accordance with the procedures set out in this Article 9.

9.03 In any matter where the employee has a meeting with the Employer concerning a grievance, the employee may be accompanied by the designated steward or alternate steward. Such Union representative may assist any employee in preparing and presenting such grievance in accordance with the Grievance Procedure. There shall be no suspension of work, no slow down or interference of any nature on account of such grievance. No employee so authorized shall leave her/his place of work for purposes of attending such meeting with the Employer, without first obtaining the permission of her/his supervisor, which permission shall not be unreasonably withheld, operational requirements permitting.

9.04 Informal Complaint Resolution

At the option of the employee, the employee may verbally complain to their immediate supervisor of a proposed grievance within two (2) working days of the occurrence of the event giving rise to the proposed grievance. Such supervisor shall answer the informal complaint within two (2) working days, failing which the complaint shall be deemed denied. The employee shall be entitled to have a steward in attendance during such initial verbal complaint.

9.05 STEP 1

If the matter is not settled to the satisfaction of the intended grievor at the Informal Complaint stage, the complainant may refer the matter to the Union Grievance Committee within forty-eight (48) hours of receiving the Employer's answer, with a request that the matter be submitted as a grievance. If the Union Grievance Committee considers it to be a legitimate grievance, it will be submitted in writing as a grievance to the Solid Waste Manager within seventy-two (72) hours of the decision of the Employer at the Informal Complaint stage, or within seventy-two (72) hours of the occurrence of

the event giving rise to the grievance, if the Informal Complaint process was not followed. Such written grievance shall specify the circumstances giving rise to the grievance, the article of the Agreement allegedly violated, and the re-dress sought. The Solid Waste Manager, or his designate, shall render a decision in writing within five (5) working days, failing which the grievance shall be deemed denied.

STEP 2

Failing settlement at Step 1, the grievor, assisted by a representative of the Union, may within three (3) working days of receipt of the decision in Step 1, submit the matter in writing to the Commission's Grievance Committee, which shall meet within ten (10) working days of receipt of such grievance and shall render its written decision within three (3) working days of such meeting, failing which the grievance shall be deemed denied.

STEP 3

Failing a satisfactory settlement at Step 2, the Union Grievance Committee, with the consent of the grievor, may within seven (7) days give notice in writing to the Solid Waste Manager of Pictou County Shared Services Authority of its intention to refer the dispute to arbitration.

- 9.06 If no written decision is given by the Employer within the time limits specified above, the grievance shall be deemed denied and the grievor shall be entitled to submit the grievance to the next stage. Except in the event of extraordinary circumstances, the time limits as stipulated under this Article are mandatory and no arbitrator shall have the power to amend such time limits nor proceed with a grievance with respect to which there has been a breach of the time limits. The parties may expressly agree in writing to either waive any breach of the time limits or to extend any mandatory time limits. Any party wishing to rely on a breach of the time limits shall object to such breach at an early opportunity.
- 9.07 Grievances involving discharge, suspension or health and safety issues may by-pass Step 1. In addition, any step of the grievance procedure may be omitted by the mutual consent of both parties.
- 9.08 When either party requests that a grievance be submitted to arbitration, the request shall be made by certified mail or personal delivery addressed to the other party.
- 9.09 Both the Employer and the Union recognize the positive obligation on all employees, and the Employer to ensure full compliance with the provisions of the *Occupational Health & Safety Act*.
- 9.10 Notwithstanding any provisions herein contained, the Local shall have the right to originate a policy grievance on behalf of any employee or group of employees. Similarly, the Employer shall have the right to originate a written grievance by filing same with the Local, setting forth the particulars of the violation and the re-dress sought. The Union President shall respond to the Solid Waste Manager in writing within ten (10) working days of receipt of such grievance. Failing satisfactory settlement, the Employer

may within seven (7) working days of such answer give notice in writing of its intention to refer the matter to arbitration as herein described. Any such grievance may bypass Steps 1 and 2 of this Article.

Arbitration

- 9.11 Both parties agree that arbitration shall be by way of a single arbitrator. Within five (5) working days of notice of arbitration, the parties shall exchange names and communicate in an effort to agree upon a single arbitrator. If the parties are unable to agree upon an arbitrator within ten (10) days of notice of arbitration, either party shall be at liberty to apply to the Minister of Labour to make an appointment of such arbitrator. If neither party has applied to the Minister for such appointment within sixty (60) days of the initial notice of referral to arbitration, then the grievance shall be deemed to have been abandoned. In addition to arbitration, with the consent of both parties, reference may be made to non-binding Grievance Mediation or Labour Management Forum prior to any arbitration.
- 9.12 The arbitrator so selected shall determine their own procedures, but shall not have power to add, subtract or modify any terms of the Agreement but shall hear and determine the grievance in accordance with the Collective Agreement. The decision of such arbitrator shall be final and binding upon the parties hereto. Both parties shall make best efforts to have such arbitration heard and a decision rendered within sixty (60) days of the appointment of such arbitrator.
- 9.13 Unless the arbitrator considers that the circumstances otherwise warrant, each party shall share equally in the costs of the arbitrator.

ARTICLE 10 - DISCHARGE, SUSPENSION AND DISCIPLINE

- 10.01 The right to discipline, demote, suspend or discharge an Employee for cause rests with the Employer. A progressive system of discipline will be used, where appropriate, including verbal warning and, if necessary, written warnings, suspensions and finally discharge. Where the severity of the circumstances warrant, steps in the progressive scale may be bypassed.
- 10.02 (a) Unless the right is waived by the Employee, a steward shall be present whenever an Employee is given a verbal or written warning, a disciplinary suspension or is discharged. The Employee shall be informed of the reason for the meeting at its beginning. If a steward is not readily available, the Employee will be given time to get a steward to attend the meeting.
- (b) Notwithstanding the foregoing, if the steward is not available in an emergency situation, the Employer will permit the Employee an opportunity to contact an Employee Relations Officer prior to the meeting. If neither the steward nor an Employee Relations Officer is readily available, the Employee will be given the opportunity to have another member of the Bargaining Unit present.

- 10.03 When a formal review of an Employee's performance occurs, the Employee shall be given an opportunity to discuss, sign and make written comments on the review form and the Employee is to receive a signed copy of the form. The purpose of the signature is to confirm that the employee has read the contents of the form.
- 10.04 (a) The Employer will not introduce as evidence in a hearing relating to disciplinary action, any document from the file of an Employee, which was not brought to the attention of the Employee at the time of the filing.
- (b) Notice of disciplinary action which may have been placed on the personnel file of an Employee may not be used in disciplinary action against an Employee after eighteen (18) months have elapsed since the disciplinary action was taken, provided that:
- (i) No further disciplinary action has been recorded during this period;
 - or
 - (ii) In the event of a proven serious disciplinary infraction, including harassment, discrimination or sexual related misconduct, three (3) years has elapsed since such disciplinary action was imposed.
- 10.05 An Employee may make an appointment to review their personnel file during normal office hours in the Employer's office, under the scrutiny of a representative of the Employer. The Employee shall be entitled to make a copy of any information contained in the personnel file. Personnel files may be accessed by persons authorized to do so by the General Manager or pursuant to this Collective Agreement in a confidential manner.
- 10.06 Where an Employee has filed a grievance that is proceeding to arbitration, the Employer, with the written authorization of the Employee, will copy and forward the Employee's personnel file to the Union, within five (5) days of getting a written request from the Union to do so.

ARTICLE 11 - SENIORITY

- 11.01 Seniority shall be determined from date of hire with the Pictou County Shared Services Authority at its Pictou County Solid Waste Management Facility. Seniority shall apply on a bargaining unit wide basis. Temporary employees who eventually become regular full-time or part-time employees without a break in service shall have seniority determined from date of last hire as a temporary employee.
- 11.02 Seniority and status as an employee shall be lost when an employee:
- (a) voluntarily resigns her/his employment or abandons her/his position and does not revoke such voluntary termination within two (2) working days;
 - (b) is discharged for just cause;

- (c) is not re-hired within eighteen (18) months after a layoff;
- (d) on layoff or authorized leave of absence, fails to return to work within seven (7) calendar days of notice from the Employer to return to work. It shall be the responsibility of the employee to keep the Employer informed of her/his current address and phone number. An employee who is unable to return to work due to illness or injury shall be exempted from this provision for a period of twelve (12) months from date of recall. An employee recalled for casual work or employment of short duration at a time when the employee is employed elsewhere shall be exempted from this provision;
- (e) is absent from work without cause, or without notifying the Employer, for one (1) working day, unless such absence without notice was not reasonably preventable;
- (f) has been absent from work as a consequence of unpaid or uncompensated sickness or injury for more than one (1) year;
- (g) Workers' Compensation and LTD benefits are considered compensated injury-sickness.
- (h) has been approved for benefits under the long-term disability benefits of Article 20 and has not returned to work within thirty-six (36) months after commencement of the elimination period specified in the LTD program;
- (i) has been absent from work and in receipt of Workers' Compensation benefits for more than 36 consecutive months;
- (j) is a temporary employee whose term of employment has expired, unless such temporary employee is appointed to a regular part-time or regular full-time position in accordance with the job posting procedures of Article 12.01.

11.03 The Employer will maintain a list showing seniority and will provide the Union with copies thereof by April 15th of each year. The Union shall be responsible for circulating such list amongst its members.

11.04 Notwithstanding anything herein contained, and subject to Article 11.01, seniority of a probationary employee shall only commence upon successful completion of the probationary period, at which time such seniority shall be retroactive to date of hire as a probationary employee.

11.05 If an employee is transferred to a position outside the bargaining unit, she/he shall retain seniority accumulated up to the date of leaving the bargaining unit but will not accumulate any further seniority. If such employee later returns to the bargaining unit through the posting procedure, such employee cannot use previous seniority to obtain the posted position or bump into the bargaining unit. However, she/he will continue to accumulate seniority from the date she/he assumes the bargaining unit position.

ARTICLE 12 - PROMOTIONS AND STAFF CHANGES

- 12.01 (a) When a vacancy occurs within the bargaining unit which the Employer intends to fill, the Employer agrees to post notice of the position for not less than five (5) working days on a bulletin board accessible to members of the bargaining unit. The notice shall include information providing position title, nature of position, anticipated hours of work, place of work, how application is to be made, and such other information as the Employer deems appropriate. Nothing in such job description shall be deemed to be a guarantee of job conditions.
- (b) When a person is needed to fill a position with the Employer's work force, the Employer may engage a new employee having the necessary qualifications and requirements for such position, if it is not possible to obtain a presently qualified person from within the present working force of the Employer. No outside advertising for any vacancy shall be placed until the applications of present Bargaining Unit members have been fully processed.
- 12.02 For purposes of filling a vacancy, including any promotion, selection shall be made upon the objective criteria of experience, job performance, ability, and qualifications. The Employer shall determine the weight to be given to each such criteria. The Employer shall be required to apply such objective criteria in the same fashion to all applicants. Following the Employer's assessment of each applicant, the Employer shall select the most qualified candidate. Provided that when other factors are relatively equal between or amongst the most qualified applicants, seniority within the bargaining unit shall prevail. Provided further that the seniority acquired by any temporary employee shall not be a consideration in such hiring.
- 12.03 In the event of a transfer or promotion, the Employer shall have the right to place the successful applicant in the position on a trial period not exceeding three (3) months. Conditional upon satisfactory service, such trial transfer or promotion shall become permanent. In the event the Employer or the employee conclude that the successful employee is unable or unwilling to adequately perform the duties of the new position during the trial period, such employee shall be returned to her/his former position without loss of seniority.
- 12.04 Any member of the bargaining unit assigned to a temporary acting position outside the bargaining unit shall accrue seniority and retain all benefits and other accruals under this Collective Agreement during such temporary assignment, provided that such assignment outside the bargaining unit shall not exceed twelve (12) months.
- 12.05 Within seven (7) working days of the date of appointment to a vacant position, the name of the successful applicant shall be posted on the Pictou County Solid Waste Management bulletin board.

ARTICLE 13 - LAYOFF AND RECALLS

- 13.01 Except where such action is as a result of causes beyond the reasonable control of the Employer, and except as to any more stringent requirements in the *Nova Scotia Labour Standards Code*, the Employer will notify both designated employees and the Union of any proposed layoff of designated employees at least ten (10) working days prior to the effective date.
- 13.02 Both parties recognize that job security should increase in proportion to length of service. Where operational requirements permit, and where the employee has the demonstrated skill and ability, in the event of layoff, employees shall be laid off in reverse order of seniority. Provided the employee has the necessary skill and ability, employees shall be recalled in the order of their seniority. No new employees will be hired to regular full-time or part-time positions within the bargaining unit until all qualified regular full-time or part-time employees on layoff have been given first opportunity of recall.

ARTICLE 14 - HOURS OF WORK

- 14.01 (a) The regular work periods for all regular full-time employees within the bargaining unit, shall be eight (8) hours per day, from Monday to Friday inclusive, excepting those who are directed to work from Tuesday to Saturday inclusive. The normal working day shall commence not earlier than 7:00 a.m. and shall be completed not later than 6:00 p.m. Employees shall be permitted ten (10) minutes wash-up time at the end of their shift.
- (b) Each normal workday of eight (8) hours shall contain an additional unpaid lunch break of not more than one (1) hour nor less than one-half (1/2) hour, unless both Employer and employee otherwise agree.
- (c) Where an employee works during such lunch break at the request of the Employer, the employee shall be entitled to 1 ½ times lieu time, to be taken at another mutually agreeable time, or pay, as the employee shall designate at the time of being asked to do so.
- (d) The Employer shall determine individual work schedules after consultation with the employees affected. Except where operational requirements do not permit, the Employer will give an affected employee notice of an intended change of working hours not less than seven (7) days in advance of implementation.
- 14.02 Every employee working a regular eight (8) hour day shall be entitled to a fifteen (15) minute rest period during the first half of the shift and a fifteen (15) minute rest period during the second half of the shift, provided that such rest period shall be scheduled at a time agreed to by the Solid Waste Manager and provide such rest periods will not be scheduled within one (1) hour of the beginning or end of the eight (8) hour shift. All rest periods shall be staggered so as to minimize operational disruption.

- 14.03 Nothing in this Agreement shall be construed as a minimum guarantee of work.
- 14.04 Employees shall be paid at an hourly rate for hours actually worked. The afore-described rest period shall be included as hours worked, but lunch break shall be excluded. Regular part-time employees and temporary employees shall have all benefits contained in this Agreement pro-rated according to the number of hours per day and/or days per year worked, unless otherwise specifically noted in this Agreement.
- 14.05 The Employer will provide a lunchroom at the Pictou County Solid Waste Management Facility for rest periods and lunch break, supplied with microwave oven, 2 coffee percolators (1 for Scale House, 1 for Compost Facility), and small fridge for employees' convenience. Provision of such facilities will be conditional upon the employees' responsibility to keep such facilities in a neat and tidy condition. While off site, employees shall be permitted to take their breaks at the nearest place that has washroom facilities.

The Employer will also provide a bulletin board in the lunchroom for notices pertaining to the application and administration of this Collective Agreement, as well as other such matters as the Employer shall determine or approve.

- 14.06 Where an employee is temporarily assigned to perform work in a classification paying a lower rate than her/his own, while there remains work available in such employee's own position, such employee shall continue to be paid at her/his regular rate. Where an employee is required for a period of more than four (4) hours to do the work of a higher rated bargaining position, such employee shall receive the minimum rate for that higher position, such rate to be adjusted retroactively after completion of the four (4) hour period.
- 14.07 In the event of a cancellation of work due to inclement weather, road conditions or other such factors, employee shall only be paid for actual hours worked, provided that in any event employees who do not receive advance notice of cancellation within one hour of starting time and who actually report for work shall in any event be paid a minimum call-out credit of four (4) hours. The Employer's telephone call to the employee's recorded phone number at least one (1) hour prior to starting time shall be deemed to be notice to the employee. In the event of a shift cancelled prior to its completion, an employee shall be entitled to actual hours worked plus four (4) hours credit, or the balance of the shift, whichever shall be lesser. In the event of cancellation of work, the Employer will make reasonable efforts to notify employees at least one (1) hour prior to commencement of the scheduled shift, failing which the call-out bonus afore described will be payable.

Notwithstanding the foregoing, each employee has the right to exercise independent judgement and either remain home or leave work early if such employee has legitimate and reasonable grounds for concern about her/his safe transportation to and/or from work due to poor road conditions. In such circumstances where the Employer has not cancelled work, the employee shall be paid *pro rata* for time actually worked, if any.

14.08 Employees shall be permitted to take up to five (5) paid Storm Days per year if the Site is closed.

ARTICLE 15 - OVERTIME

- 15.01 All time worked on an employee's regular scheduled work day in excess of eight (8) hours per day, or on days when an employee is not regularly scheduled to work, shall, when authorized or required by the Employer, be considered as overtime and shall be compensated at the rate of one and one-half (1 ½) times the employee's regular rate of pay. Employees shall be paid such overtime (on a cumulative, annual basis) by sixty per cent (60%) monetary payment and forty per cent (40%) banked lieu time. Employees may request additional lieu time beyond the forty per cent (40%) minimum requirement. Monetary payments of overtime shall be paid at the request of the employee at the next regular pay period. Accrued lieu time shall be taken at a time as mutually agreed between the employee and the Supervisor with at least two (2) weeks' advance notice given by the employee. All accrued lieu time shall be scheduled by December 31st of the year following accrual. If not mutually scheduled by December 31st of the year of accrual, the Employer may create a modified work schedule for the employee to use up such accruals by the deadline of March 31st. Provided, however, that an employee may carry forward beyond March 31st of any year a maximum previously accrued bank of five (5) lieu days.
- 15.02 If any employee is required to work outside her/his regular hours and is called back to work after having left the workplace, she/he shall be paid a minimum of four (4) hours call-out pay at regular rate, or at time and one-half (1 ½) for all hours worked, whichever is greater.
- 15.03 An employee who is required to work in excess of ten (10) consecutive hours shall be provided a meal allowance and shall be granted not less than ½ hour time off without pay for a meal break. The meal allowance shall be paid in accordance with Article 25.
- 15.04 All overtime shall be authorized in advance by the Solid Waste Manager or his delegate.
- 15.05 Overtime shall be distributed equally amongst all employees with employees being offered overtime on a rotational basis in line of seniority. Employees are permitted to cross-classifications for purposes of getting overtime provided that they are qualified in the opinion of the Employer to perform the work. Equal opportunities for overtime shall be assessed over a period of three-month increments. Overtime is not mandatory except in cases when no qualified employees are willing to work.
- 15.06 Notwithstanding anything herein contained, following consultation with the Union, and with the consent of the employees affected, the Employer shall be entitled to introduce optional flex time or a compressed work week for interested employees.

ARTICLE 16 - HOLIDAYS

16.01 Regular full-time employees shall be entitled to the following holidays off with pay:

New Year's Day	Labour Day
Heritage Day	National Day for Truth and Reconciliation (September 30 th)
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday in August	

plus any other holiday proclaimed as mandatory by the Province of Nova Scotia or Government of Canada.

If any of the above holidays fall on a Saturday or Sunday, the Monday immediately following the holiday shall be designated as the day for the holiday. If Christmas Day and Boxing Day fall on a Saturday and Sunday, the Monday and Tuesday immediately following the days shall be designated as the days for the holidays.

Operations shall be shut down for the Civic Holiday in August.

16.02 In order to qualify for any such holiday, an employee must have worked her/his normal shift the last scheduled working day before the holiday and the first scheduled working day after the holiday, providing work is available. A regular part-time employee or temporary employee who is not scheduled to work the last working day before the holiday and the first working day after the holiday shall nevertheless qualify, provided that such employee actually works her/his last scheduled working day before the holiday and her/his first scheduled working day after the holiday. Paid leave of absence (excluding sick leave, Workers' Compensation leave, maternity leave and adoption leave), authorized leave for union business, and scheduled lieu days shall be counted as time worked for purposes of holiday entitlement. An employee injured on duty on either the last scheduled working day before the holiday or the first scheduled working day after the holiday shall be counted as having worked for purposes of holiday entitlement.

16.03 Regular part-time employees who fulfil the qualifying conditions of Article 16.02 shall be entitled to such holiday, with pro-rated pay based on the percentage of hours and days worked.

16.04 When a paid holiday coincides with the employee's day of rest, the Employer shall grant the holiday with pay on either the working day immediately following the day of rest or another day mutually agreed upon between the parties.

16.05 If a paid holiday falls during the employee's scheduled vacation period, the employee shall be credited with an additional vacation day.

16.06 Where an employee is required to work on a paid holiday, she/he shall be paid at one and one-half (1 ½) times her/his regular rate for the overtime hours worked on a paid holiday and she/he shall be given another day off with pay at a time mutually agreed by the Employer and the employee.

ARTICLE 17 - VACATION

17.01 (a) The vacation schedule shall be posted the first week of February each year and each employee shall pick her/his vacation in accordance with their seniority. The vacation schedule must be completed by all employees by March 15th and after careful scrutiny and in some cases, consultation with affected Employees, the Employer will schedule vacations on the basis of seniority and post a final schedule by April 15th. Once posted, no changes shall be made to the vacation schedule unless by mutual consent of the Employer and the Union.

(b) Vacations must be taken as described herein, subject to the operational requirements of the Employer as reasonably determined by the Employer and subject to the right of the Employer to reasonably limit the number of employees on vacation at any one time. Employees entitled to four (4) or five (5) weeks' vacation shall not be permitted to schedule their fourth (4th) or fifth (5th) weeks until the other employees in the bargaining unit have picked their vacation period.

17.02 (a) A new employee beginning employment during the year shall accumulate vacation credits for each month worked, provided that no vacation will be credited for the month an employee is hired if the employee commences work after the fifteenth (15th) day of the month.

(b) Regular full-time employees shall accumulate vacation entitlement as follows:

From start date to Dec. 31	1 day per month, to a maximum of 10 days
1 st full calendar year	2 weeks
In 2 nd – 7 th calendar years	3 weeks
In 8 th – 15 th calendar years	4 weeks
In 16 th – 25 th calendar years	5 weeks
After 25 full calendar years	6 weeks

In addition, one (1) day per year for every year of service above twenty-six (26) years, to a total of ten (10) additional days above the six (6) weeks.

This article provides for vacation entitlement to be earned prospectively instead of retroactively. This will allow for annual vacation to be scheduled anytime within the calendar year. Vacation is the first partial year of employment will be pro-rated accordingly and follow the calendar year annually thereafter. At the time an employee leaves, the difference in vacation taken and earned to that point will be either deducted or added to the final paycheck.

Vacation entitlement is earned for time worked and shall be pro-rated and reduced accordingly for any period of time when an employee is on unpaid leave of absence, sick leave or Workers' Compensation, provided however that vacation entitlement shall accrue to an employee absent on sick leave or Workers' Compensation for the first year of such absence.

- 17.03 (a) Vacation shall be taken in the year accumulated unless the employee is prevented by injury, serious illness or other circumstances beyond the employee's control from taking vacation in that year. In such circumstances, pay in lieu of unused vacation may be taken at the employee's option. Employees shall be allowed to carry up to five (5) days of accumulated vacation days into the next year.
- (b) Approved accumulated vacation pay from a previous year shall be paid out no later than March 31st of the following year.
- (c) Employees with at least four (4) weeks' vacation entitlement may use up to ten (10) days of vacation to be scheduled by March 15th, one (1) full day at a time, provided the employee has the consent of the General Manager. Otherwise, vacation entitlement shall be taken in increments of not less than one (1) week.

ARTICLE 18 - SICK LEAVE

18.01 Employees shall be granted sick leave with pay in accordance with the provisions of this Article. Sick leave means that period of time an employee is permitted to be absent from work with pay by virtue of being sick or disabled, but shall not include absence from work for an injury being processed pursuant to Workers' Compensation benefits.

18.02 Employees will accumulate sick leave credits in accordance with the following formula:

- (a) Regular full-time employees shall accumulate sick leave at the rate of one and one-half (1½) days for every twenty (20) days worked, to a maximum of one hundred and fifty (150) days.
- (b) Regular part-time employees shall accumulate sick leave on a *pro rata* basis.

NOTE: If it becomes obvious that the banked 135 days of sick leave does not provide the bridge to LTD, both parties agree to revisit with the intent to find a resolve.

18.03 Sick leave contributions shall be reduced by the amount of sick leave credits taken.

18.04 Yearly notification of accumulated sick leave credits as of January 1st in any year shall be posted no later than March 30th of each year.

18.05 It is agreed that the sick leave credits presently listed by the Employer shall continue and be recognized as accumulated sick leave.

- 18.06 The Employer will re-schedule vacations if an employee is seriously ill prior to her/his scheduled vacation and submits a claim for sick leave credits in place of vacation entitlement.

If an employee is hospitalized during vacation and claims sick leave credits, the vacation days during which she/he was hospitalized will be rescheduled provided adequate proof of such hospitalization is given to the Employer.

An employee who qualifies for paid bereavement leave during a scheduled vacation shall have such vacation credits reinstated.

If an Employee suffers from a serious illness or accident that requires medical care and limits their ability to enjoy scheduled vacation, they must produce a medical note from attending physician in order to reinstate their vacation credits and allow them to use accumulated sick time.

- 18.07 Where an employee does not use more than three (3) days sick leave to which she/he is entitled, in accordance with this article, in a 12-month period running from December 1st to November 30th in any given year, she/he shall be paid a health bonus of five hundred dollars (\$500.00) to be paid at least seven (7) days prior to Christmas. Regular part-time staff shall be pro-rated, both with respect to qualifying entitlement and bonus payment. The Employer will make bonus payments in a separate cheque. In the event of any complaint that this bonus is contrary to law, the Employer may be relieved of its obligations under this Article.

- 18.08 The parties recognize that abuse of sick leave benefits shall be considered serious misconduct entitling the Employer to take appropriate disciplinary action, up to and including discharge.

- 18.09 Employees who are ill shall endeavour to notify the Employer of the expected duration of the illness as early as possible and shall endeavour to give the Employer as much notice as possible of the anticipated date of return to work.

- 18.10 The Employer reserves the right to require further details from the medical practitioner with the approval of the Employee (which shall not be unreasonable withheld) at the Employer's expense. The Employee may be required to undertake an independent medical examination by a qualified medical practitioner in consultation with the Employer and Union Representative. The cost of providing such alternated medical opinion and certificate shall be the Employer's time and expense.

In cases where repeated illness occurs, the Employer reserves the right to require medical certificates for illness of less than three (3) days if the Employer suspects misuse of sick time. The Employer also reserves the right to require medical certificates from Employees prior to the Employee returning to work, to ensure that the Employee is fully capable of fulfilling their job duties. The Employer shall pay all costs for medical certificates. Such certificate(s) shall only be produced by the Employee upon the specific request of the Employer.

- 18.11 Where an illness is considered by the Employer to be caused due to the use of alcohol or other drugs, the Employer may counsel the employee to undergo a medical examination by a medical doctor who specializes in the treatment of alcohol and drug problems. Such employee shall be granted leave with pay to attend the examination. Where the employee in question is requested by the Employer and voluntarily elects to undertake a full treatment and rehabilitation program approved by the Employer, the employee shall be granted entitlement to accrued sick leave credits with pay in accordance with this Agreement. Notwithstanding anything contained herein, the Employer reserves the right to treat abuse of alcohol or drugs related to attendance at work or job performance as a disciplinary matter.
- 18.12 An employee who fails to call in sick at least one (1) hour prior to start of shift shall not receive sick benefits for such shift, unless the Employer is reasonably satisfied there was legitimate reason for such delay in notifying the Employer. The Employer shall from time to time designate the person and phone number to be contacted. Management will have either a person, answering machine or voice mail available for sick calls.
- 18.13 An employee who has a specialist medical appointment and provides documentation to that effect shall be entitled to use up to three (3) sick days per year to attend to such medical appointments.
- 18.14 Any employee off work on Workers' Compensation benefits shall be entitled, upon application, to have Workers' Compensation benefits topped-up to an amount which the Employer reasonably calculates does not exceed 85% of the employee's net pre-accident earnings. Sick time will be credited in proportion to the amount of top-up needed, that is, 15% top-up will use 15% of a sick day.
- 18.15 Pursuant to the new provisions of the *Workers' Compensation Act*, an employee shall be subject to deduction of 2/5ths of the first week's net compensation. If the loss continues for more than five (5) calendar weeks, the employee shall be reimbursed the amount that was so deducted.

ARTICLE 19 - LEAVE OF ABSENCE

19.01 Bereavement Leave

- (a) In the case of death in the immediate family of an employee, the Employer will grant a leave of absence to such employee during which s/he will receive their daily pay up to a maximum of five (5) days. The five (5) days shall be regular working days and may either be immediately subsequent to and including the day of death or immediately prior to and including the day of burial.

Immediate family shall be defined as the Employee's father, mother, step-mother, step-father, guardian, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-child, or ward of the Employee.

- (b) Bereavement leave of three (3) working days shall apply to grandparent, step-grandparent, grandchild, or step-grandchild of the Employee or a relative permanently residing in the Employee's household or with whom the Employee permanently resides. The "in-law" and "step-relative" relationships referred to in this provision will only be considered immediate family in cases where it is current relationships at the time the benefit is claimed.
- (c) Bereavement Leave of two (2) working days shall apply to aunt, uncle, niece or nephew of the Employee.
- (d) Depending on specific circumstances, the General Manager may authorize a longer period of leave with pay or without pay.

19.02 Family Care Leave

An employee shall be granted up to five (5) days leave with pay in any one year to provide care in the event of the serious illness of a member of the immediate family, when the employee has been unable to obtain other proper care for such family member. Any such leave shall be charged against and only used to the extent of available sick leave credits. The Employer shall be entitled to require proof of such serious illness. Immediate family shall be those defined in Article 19.01(a).

19.03 Pregnancy / Parental Leave

- (a) An employee shall be entitled to all Pregnancy/Parental Leave as provided by the Nova Scotia Labour Standards Code and the Employment Insurance regulations pursuant to pregnancy and parental leave.
- (b) A pregnant employee must have been employed for at least one (1) year to qualify and is entitled to an unpaid leave of absence of up to seventeen (17) weeks upon giving the Employer four (4) weeks' notice of the date that she will begin the leave and the date she will return to work and providing to the Employer a certificate of a legally qualified medical practitioner stating that the employee is pregnant and specifying the expected date of delivery. This leave shall be referred to as Pregnancy Leave.
- (c) Pregnancy Leave will begin not sooner than sixteen (16) weeks preceding the expected date of delivery and not later than the date of delivery and will end not sooner than one (1) week after the date of delivery and not later than seventeen (17) weeks after the Pregnancy Leave began.
- (d) The Employer may require a pregnant employee who qualifies for Pregnancy Leave to take an unpaid leave of absence while the duties of her position cannot reasonably be performed by a pregnant woman or the performance of the employee's work is materially affected.
- (e) The Employer shall, upon request from an employee and receipt of a certificate from the Administrator of Family and Children's Services stating that the employee has filed a notice of proposed adoption, grant the employee, in

addition to Parental Leave, a leave of absence of up to five (5) days with pay commencing during the week of the placement of the child or children in the care of the employee for the purposes of adoption of the child or children. Such paid leave of absence shall be charged against and only used to the extent of available accrued sick leave credits.

- (f) An employee, employed for more than one (1) year, who becomes a parent of one or more children through the birth of the child or children, or the placement of the child or children in the care of the employee for the purpose of adoption of the child or children, is entitled to an unpaid leave of absence of up to fifty-two (52) weeks upon giving the Employer four (4) weeks' notice of the date that the employee will begin the leave and the date that the employee will return to work. This leave shall be referred to as Parental Leave.
- (g) Where an employee takes Pregnancy Leave and the employee's newborn child or children arrive in the employee's home during the Pregnancy Leave, Parental Leave begins immediately upon completion of the Pregnancy Leave and without the employee returning to work and ends not later than thirty-five (35) weeks after the Parental Leave began as determined by the employee.
- (h) Where Pregnancy Leave does not apply, Parental Leave will begin on the date coinciding with or after the birth of the child or children, or the child or children first arriving in the employee's home, and ends not later than fifty-two (52) weeks after the child or children first arrive in the employee's home as determined by the employee.
- (i) The maximum combined Pregnancy Leave and Parental Leave to which an employee is entitled is fifty-two (52) weeks.
- (j) Where an employee has begun Parental Leave and the child to whom the Parental Leave relates is hospitalized for a period exceeding or likely to exceed one (1) week, the employee is entitled to return to and resume work and defer the unused portion of the Parental Leave until the child is discharged from the hospital, upon giving the Employer the required notice. The employee is entitled to only one interruption and deferral of each Parental Leave.
- (k) The required notice for Pregnancy/Parental Leave shall be four (4) weeks prior to the date for taking leave or resuming work, and any subsequent changes in these dates as initially determined by the employee. Short notice shall be as much notice as reasonably practicable of the date the employee will begin Pregnancy Leave where she is advised by a legally qualified medical practitioner to begin Pregnancy Leave sooner than planned because of medical circumstances resulting from her pregnancy, or of the delivery where the actual delivery occurs sooner than expected, or of the arrival of the child or children in the employee's home where that arrival is not anticipated or occurs sooner than reasonably expected, or of the return to work or resumption of Parental Leave as provided in 19.03(j).

- (l) When an employee reports for work upon expiration of the leave period, she/he shall return to the position she/he held prior to the commencement of the leave.
- (m) A leave of absence for pregnancy shall be considered continuous service with the Employer and seniority shall be accumulated during such leave.
- (n) Pregnancy/Parental Leave shall only be considered as time worked for purposes of accruing sick leave credits and vacation credits if such employee returns to work for not less than sixty (60) days following completion of such Pregnancy/Parental Leave. Entitlement to claim Article 20 benefits shall continue during such leave. An employee on Pregnancy/Parental Leave shall not be entitled to claim sick leave credits or long-term disability benefits during such leave.
- (o) Employees while on Pregnancy/Parental Leave shall be permitted to continue coverage on all Group Health and Medical Plans on a 50/50 cost-share basis with the Employer.

19.04 Other Leave

- (a) The Employer may grant special leave of thirty (30) days or less, with or without pay, for such reasons as it, in its sole discretion, deems appropriate.
- (b) The Employer may grant special leave of thirty (30) days or more, without pay, for such reasons as it, in its sole discretion, deems appropriate.
- (c) An unpaid leave of absence shall normally not exceed one (1) year, unless by mutual agreement of the Employer and the Union. An employee granted a leave of absence of more than six (6) months shall give the Employer four (4) weeks' written notice of date of return. An employee who returns from such an unpaid leave of absence shall, after returning to work, enjoy the rights she/he would have had if she/he had not taken the leave, except that she/he shall not accumulate or be entitled to sick leave, compassionate leave, vacation or holiday entitlement during the period of leave. Entitlement to pension, group insurance, and medical care benefits pursuant to Article 20 shall only continue after the first thirty (30) days of absence without pay if the employee pays to the Employer, monthly in advance, the full cost of such benefits, including the Employer's share for the period of absence following the first thirty (30) days of absence. Continuation of medical care and group insurance benefits during any such absence shall be subject to the terms and conditions of the applicable plan.
- (d) The request and granting of special leave under this clause must be in writing.

19.05 Regular full-time employees shall be granted up to one (1) day per year for personal medical or dental appointments that cannot be scheduled outside of working hours. Time in excess of one (1) day per year used for such purposes, when granted by the Employer, shall result in a deduction from accumulated sick leave credits and if there are no sick leave credits available, then there will be a deduction in pay.

19.06 Union Business

- (a) When such meetings are scheduled during normal work hours, the Employer shall grant reasonable leave with pay for up to two (2) representatives of the Union for purposes of attendance at direct negotiations of a Collective Agreement with the Employer.
- (b) Where operational requirements permit, and on reasonable notice, special leave without pay shall be granted to any employee who is elected or appointed at the provincial or national level to serve as a member of the provincial or national executive committee of CUPE, for purposes of attendance at such executive meetings.
- (c) Granting of any other special leave without pay for employees to attend special conventions, conferences and/or education programs sponsored by CUPE shall be at the discretion of the Employer. If so granted, upon the written request of CUPE to the Solid Waste Manager, the Employer shall continue the pay of such employee who is granted leave without pay for Union business and the Employer shall bill the Union for the employee's pay and the Union shall reimburse the Employer accordingly.
- (d) The Employer shall provide the Union access to the Employer's bulletin board for the posting of reasonable Union notices.

19.07 Jury Duty

An employee who is summoned and attends for jury duty, or is summoned as a witness by the Crown in a criminal proceeding, shall be paid the regular day's pay for each scheduled workday missed as a result of such attendance. As a requirement for payment, the employee shall first reimburse to the Employer all jury pay received. If attendance is for part of a day only, the employee shall make reasonable efforts to return to work for the balance of the day. The employee shall notify the Employer at the first opportunity after receiving such summons.

ARTICLE 20 - EMPLOYEE BENEFITS

20.01 Only regular full-time, regular part-time or temporary employees shall be entitled to the benefits of this and other Articles.

20.02 Effective the 1st day of April 2022, the Pictou County District Planning Commission Pension Plan will continue to operate but will be closed to new contributions. Effective the 1st day of April 2022, all employees covered by this Agreement shall be enrolled in the Nova Scotia Public Service Superannuation Plan, herein known as the PSSP, with equal contributions from the Union and the Employer and as set out in the Public Service Superannuation Act in its most current amended form.

The contribution rate will be set in accordance with the terms of the PSSP and the

Employer shall not contribute less than a match of an employee's contribution to the PSSP.

It shall be a pre-condition of continued employment that the employee's pension plan entitlement, not be withdrawn or encumbered in any fashion by the employee.

No change to the pension provision will be made without the consent of the union, or by mutual agreement between the Union and Employer.

The provisions of this Article are enforceable in accordance with the grievance and arbitration provisions of this Collective Agreement.

20.03 The Employer shall continue to make available to employees a group life insurance plan, medical/dental plan, and long-term disability insurance plan. To maintain tax free benefits status, the employee shall be responsible for one hundred per cent (100%) of the premium costs of long-term disability. The total costs of the group life insurance and medical/dental plan, shall be cost-shared between the Employer and employee in such proportions as permits the total premium costs of all three (3) benefit plans to be cost-shared 65% paid by the Employer and 35% paid by the Employee.

20.04 The Employer's contributions described herein shall only apply when the employee is actively working, on paid leave of absence or on an unpaid leave of absence of less than thirty-one (31) days, or as otherwise specifically described in this Collective Agreement. In such event, the employee may have the option of continuing such coverage by paying monthly in advance the total premium costs of such plans.

20.05 Participation in the life insurance and long-term disability insurance plan is mandatory. Participation in the medical/dental plan is mandatory, unless the employee can demonstrate adequate coverage under a spouse's comparable health plan.

20.06 Regular part-time employees and temporary employees shall be credited with all benefits described in this Agreement, on a pro rata basis in accordance with the number of paid hours of work as compared to a regular full-time position, except where otherwise specifically stated herein. Provided, however, and subject to the provisions of the policy coverage, regular part-time employees and temporary employees shall contribute employee contributions to such benefit plans equal to that of regular full-time employees without pro rating, and shall be entitled to all available benefits of such plans without pro-rating.

20.07 **Benefits Committee**

A Benefits Committee will be established consisting of one (1) Union representative, one (1) non-union representative and the Finance Manager to regularly review the Benefits Plan regarding opportunities for cost-effective benefit improvements and make recommendations to the Commission.

20.08 Retirement Allowance

A permanent employee who retires in accordance with the Employer Pension Plan or the Canada Pension Plan shall be entitled to the payment of the sum of one hundred **seventy-five** dollars (\$175.00) per each year of permanent employment service. This payment shall, at the choice of the Employee, be provided as a lump sum or transferred into an RRSP in the name of the Employee.

20.09 Employee Assistance Program

The Employer agrees to the implementation of an Employee Assistance Program (EAP) at no cost to the employees.

ARTICLE 21 - CLOTHING ALLOWANCE

21.01 The Employer shall create a budget item equivalent to not less than four hundred dollars (\$400.00) per member of the bargaining unit for purposes of providing clothing for those classifications which the Employer concludes are most deserving of some contribution towards the cost of clothing used at work. Both health and safety related products, physical comfort of the employees, and general wear and tear shall be considered with respect to the allocation of such clothing allowance. The Union shall be entitled to make any representations to the Employer with respect to the appropriate use of such funds.

The Employer will pay an additional **three hundred dollars (\$300.00)** for replacement work boots when worn out work boots are turned in to the Employer.

The Employer will provide to any employee who requires them one (1) pair of prescription safety glasses every two (2) years. Should it be proven they were damaged in the line of work, they will be replaced by the Employer at no cost to the employee.

21.02 The Employer shall provide the existing level of laundry facilities, upon the undertaking of the employees to keep such facilities in a neat and tidy manner. Employees are permitted to wash dirty clothes during regular working hours.

ARTICLE 22 - NO STRIKE, NO LOCKOUT

22.01 During the life of this Agreement, the Union agrees that neither it or its representatives will cause or direct any strike, slow down or stoppage of work, whether complete or partial, and the Employer and its representatives agree that it will not cause or direct any lockout of its employees. Both the Employer and CUPE Local 281 covenant and agree to make best efforts to avoid any such illegal work disruption and agree to advise any persons who attempt to breach this clause of the disciplinary consequences thereof, whether by the Employer or by the Union's internal disciplinary process.

ARTICLE 23 - HEALTH & SAFETY

- 23.01 The Employer and the Union agree to cooperate in the establishment of an Occupational Health and Safety Committee and to be bound by the provisions of the *Occupational Health and Safety Act*.
- 23.02 The Employer agrees to provide first aid equipment at all relevant locations throughout the workplace and on worksites as required under Section 82 (Occupational Health and Safety First-Aid Regulations) of the Occupational Health and Safety Act.
- 23.03 Should any employee be injured while working on the job and be unable to continue working for the balance of such shift, the employee shall be paid for the balance of the shift, regardless of the time of injury. The Employer shall be entitled to require an acceptable Doctor's certificate in that regard if the Employer is not satisfied that the circumstances warranted such cessation of work. It is the obligation of every employee to immediately report to the Solid Waste Manager, or designate, any injury that may lead to either a compensable claim under the *Workers' Compensation Act* or result in a sick leave claim or a diminished capacity to perform work.

ARTICLE 24 - JOB DESCRIPTIONS

- 24.01 The Employer agrees to provide each employee within the bargaining unit a job description which sets out the primary responsibilities of the position. Employees shall be provided an opportunity to make recommendations with respect to such job descriptions and no job description shall be amended by the Employer without prior consultation with the employees affected within such classification. Job descriptions are not intended to be comprehensive or used as an excuse not to perform such duties as are assigned from time to time.

ARTICLE 25 - TRAVEL

- 25.01 Expenses authorized by the Solid Waste Manager or designate and incurred by Employees on the business of the Employer shall be reimbursed by the Employer as follows:
- (a) A mileage allowance at the rate approved by the Province of Nova Scotia for Employees of the Nova Scotia Public Service and, as such, may be changed from time to time by the Province (usually effective April 1st of each year).
 - (b) A meal allowance to each Employee while on authorized work-related matters, including travel outside Pictou County, and including a supper allowance where an Employee works overtime in excess of ten (10) consecutive hours. Meal allowances shall be capped as follows:

Breakfast	\$21.35
Lunch	\$21.60
Supper	\$53.00

These amounts are in accordance with the Federal Treasury Board Guidelines. Meal allowances shall continue to be paid at the rates determined by the Federal Treasury Board and, as such, may be changed from time to time (usually effective April 1st of each year).

When on Leave out of town receipts are required to claim the above listed meal allowances.

Employees working overtime onsite can choose a \$20.00 no receipt required meal allowance.

ARTICLE 26 - MISCELLANEOUS

- 26.01 It is the responsibility of the operator and sorter to collect from discarded refuse such items as are reasonably recoverable for value. All such scavenged materials shall be the property of the Employer/Employee Social Fund.
- 26.02 Employees, who drive their personal vehicles to work at the compost facility, shall be provided with a voucher to wash their vehicles once per week, if site facilities are unavailable.
- 26.03 The Employer shall be responsible for the cost of a maximum of 4 tire repairs per year to Employees personal vehicle(s) that were caused by the worksite.
- 26.04 The Employer shall provide an allowance of one hundred fifty dollars (\$150.00) per year, to each member of the bargaining unit upon receipt, for the purposes of attending a physical fitness program, purchasing equipment, or obtaining membership related to any physical fitness activity, this includes all outdoor activities that may be presently enjoyed. ie: fishing, hiking, golfing, walking etc.

ARTICLE 27 - BENEFIT AND BINDING

27.01 Retroactive Pay for Terminated Employees

A Permanent Employee who has served their employment between the termination date of this Agreement and the effective date of the new Agreement shall receive full retroactivity for an increase in wages, salaries or other prerequisites.

27.02 Term of Agreement


The Union and the Employer mutually agree that the Collective Agreement shall be effective from April 1, **2025** to March 31, **2029**, and renewable annually thereafter from year to year unless written notice of contrary intention is given by either party to the other at least sixty (60) days prior to the expiration of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement by the hand of their
duly authorized officers this 6 day of August, 2025.

SIGNED ON BEHALF OF:

CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 281

PICTOU COUNTY SHARED
SERVICES AUTHORITY




President, CUPE Local 281



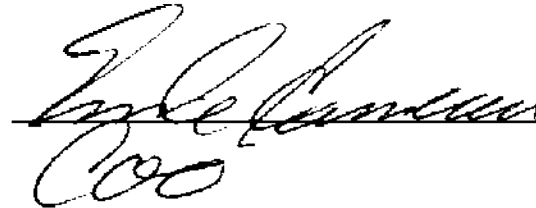


Shop Steward, CUPE Local 281





Negotiation Committee Member



:dlm/cope491

APPENDIX 'A'

WAGE SCALE

Classifications	March 31, 2025 Current Rate	April 1, 2025 \$4.00 increase	April 1, 2026 3% increase	April 1, 2027 the greater of 2.5% or COLA	April 1, 2028 the greater of 2.5% or COLA
Site Supervisor	\$29.91	\$33.91	\$34.93	\$35.80	\$36.70
Operator	\$24.05	\$28.05	\$28.89	\$29.61	\$30.35
Sorter	\$23.06	\$27.06	\$27.87	\$28.57	\$29.28
Scale Operator	\$23.06	\$27.06	\$27.87	\$28.57	\$29.28
Utility Personnel	\$23.06	\$27.06	\$27.87	\$28.57	\$29.28
Compost Chief	\$27.61	\$31.61	\$32.56	\$33.37	\$34.21
Compost Maintenance	\$23.75	\$27.65	\$28.48	\$29.19	\$29.92
Compliance Officer	\$24.99	\$28.99	\$29.86	\$30.61	\$31.37
Office Admin/Accounts Clerk	\$25.65	\$29.65	\$30.54	\$31.30	\$32.09

APPENDIX 'B'
SENIORITY LIST
April 16, 2025

Name	Classification	First day unbroken Employment
Tanya Aikens	Office Administration	July 4, 1994
John Willett	Utility Personnel	December 13, 1995
Paul Smith	Compliance Officer	May 2, 2000
David Wright	Site Supervisor	December 1, 2014
Scott MacDonald	Operator	September 16, 2019
Ryan Johnstone	Utility Personnel	October 29, 2019
Dawn MacKenzie-Helpard	Scale Operator	December 07, 2020
Andrew Vale	Compost Maintenance	June 21, 2021
Gordon Duck	Operator	March 28, 2022
Rick Laffin	Operator	April 4, 2022
Ryan Cook	Operator	April 4, 2022
Raven Dunn	Casual	October 20, 2024
David Bright	Compost Maintenance	February 23, 2025


DATED THIS 6 day of August, 2025.

SIGNED ON BEHALF OF:

**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 281**



 President, CUPE Local 281





 Shop Steward, CUPE Local 281

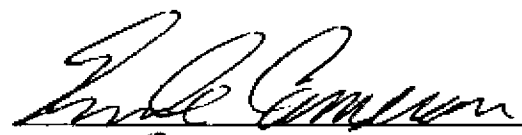


 Negotiation Committee Member

**PICTOU COUNTY SHARED
SERVICES AUTHORITY**







 COO

LETTER OF UNDERSTANDING

BETWEEN:

PICTOU COUNTY SHARED SERVICES AUTHORITY

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 281

RE: Guysborough Contract

The Employer and the Union agree that the Employer will provide as much notice as reasonably possible in relation to any future changes of service related to positions or operations due to contracts with outside entities.

DATED THIS 6 day of August, 2025.


SIGNED ON BEHALF OF:


**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 281**

**PICTOU COUNTY SHARED
SERVICES AUTHORITY**

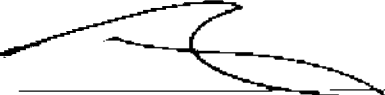


President, CUPE Local 281





Shop Steward, CUPE Local 281





Negotiation Committee Member



COO

LETTER OF UNDERSTANDING

BETWEEN:

PICTOU COUNTY SHARED SERVICES AUTHORITY

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 281

Re: Notice for any future changes of services

This will confirm that the Employer will provide as much notice as reasonably possible in relation to any future changes of services related to positions or operations due to contracts with outside entities.

DATED THIS 6 day of August, 2025.

SIGNED ON BEHALF OF:

**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 281**



President, CUPE Local 281

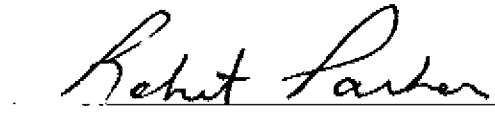


Shop Steward, CUPE Local 281

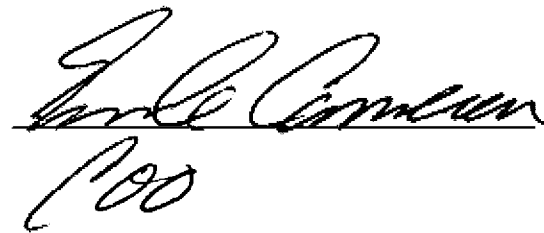


Negotiation Committee Member

**PICTOU COUNTY SHARED
SERVICES AUTHORITY**







Poo

JOB DESCRIPTIONS

Pictou County Shared Services Authority Solid Waste Management System Position Description

Position: Compost Facility Chief Operator

Priority Objectives

The Chief Operator Compost Facility reports to the Site Supervisor and is responsible for the supervision of the Compost Facility and for ensuring:

- The Compost Facility is operated in the most efficient and environmentally sound manner possible.
- Production of High-Grade Compost.
- Effective monitoring of vehicles dumping on the tipping floor to ensure compliance with the Provincial Solid Waste Management and Municipal By-Laws.

Specific Roles and Responsibilities

1. Oversee the dumping, sorting and mixing of organic material for composting.
2. Operate and maintain all equipment at compost facility.
3. Keep service records for all equipment, building maintenance and equipment repairs.
4. Ensure compost samples are ready to be shipped to Lab for testing.
5. Ensure materials are moved to the curing pad and turned as required.
6. Ensuring that the Compost Facility is maintained in a safe, clean and secure condition and that all equipment safety features are working properly.
7. Report to office any non-compliance customers.
8. Supervise the work of other staff working in the Compost Facility.
9. Other duties as assigned.

Expectations

- Immediately inform the General Manager or his designate of any major issues.
- Perform job in a safe manner.
- Provide service in a prompt and friendly manner. Work cooperatively and effectively with other PCSSA staff, customers and the general public.
- Adheres to all aspects of the CUPE Collective Agreement and all other relevant PCSSA policies and procedures.

Qualifications

- Certified in Composting or extensive knowledge of the composting process.
- Experience as an equipment operator.
- Knowledge of heavy equipment maintenance and mechanical systems.
- Possess the ability to be a team leader
- Possess First Aid, CPR, and WHMIS certificates.

Knowledge, Skills and Effort

- Ability to work outside in all weather conditions.
- Working at elevated areas
- Operate small to medium sized articulated loader in confined areas
- To work extended periods standing, lifting, bending and pulling
- Knowledge of safe work practices in the industrial setting.
- Ability to deal with difficult customers.

Internal Communications

- Compost Facility Maintenance: Regarding day-to-day activities.
- Equipment Operators: Regarding day-to-day activities.
- Site Supervisor: Keeping manager up to date on all issues at the compost Facility.
- Compliance Officer: Regarding non-compliance customers.

External Communications

- Customers and Waste Haulers: Regarding delivery of organics to the facility.

**Pictou County Shared Services Authority
Solid Waste Management System
Position Description**

Position: Compost Plant Maintenance

Priority Objectives

The Compost Plant Maintenance reports to the Compost Chief Operator and is responsible for ensuring:

- Effective and efficient sorting of contaminants from the organic material when processing.
- Cleaning equipment, buildings and grounds.
- Customers comply with Provincial and Municipal Solid Waste Management Regulations.

Specific Roles and Responsibilities

1. Separate contaminants from incoming organic feedstock
2. Keeping the facility clean and all standing water removed.
3. Remove snow and litter from around the site
4. Assists with repairs and maintenance of buildings, grounds and equipment as required.
5. Operation of Compact Heavy Equipment.
6. This position is also responsible to perform other related duties as required.

Expectations

- Immediately inform the General Manager or his designate of any major issues.
- Perform job in a safe manner.
- Provide service in a prompt and friendly manner. Work cooperatively and effectively with other PCSSA staff, customers and the general public.
- Adheres to all aspects of the CUPE Collective Agreement and all other relevant PCSSA policies and procedures.

Qualifications

- Grade 12 or the equivalent in education and experience.
- Background in construction or building repairs and working knowledge of building maintenance.

- Mechanically inclined.
- Ability to work with their hands and capable of manual work.
- Ability to work in dirty and all-weather conditions.
- Experience in operating small loaders.
- Working knowledge of light industrial equipment.
- Valid Class 5 Nova Scotia Driver's License with clear driver's abstract. Air Brake Endorsement would be considered an asset.
- Possess First Aid, CPR and WHMIS certificates.
- Willing to provide a criminal records check.

Knowledge, Skills and Effort

- Ability to work in unpleasant environment including unpleasant odour and visual aspects of a organic composting operation.
- Clean shaven and able to where half-face respirator for extended periods of time.
- Ability to lift objects up to 23 Kilograms (50 lbs).
- Extensive bending and lifting.
- Knowledge of safe work practices in the industrial setting.
- Willingness to learn new skills.
- Physical strength and ability to perform moderate labor is required, including frequent bending, walking, crouching, kneeling, squatting, lifting moderate to heavy objects, operating compost operations equipment for indefinite periods.

Internal Communications

- Compost Facility Chief Operator: Regarding day-to-day activities at the compost facility.
- Site Supervisor/Lead Hand: Regarding day-to-day activities at the compost facility.

External Communications

- Haulers: Regarding dumping organics on tipping floor.

**Pictou County Shared Services Authority
Solid Waste Management System
Position Description**

Position: Compliance Officer

Priority Objectives

The Compliance Officer reports to the Waste Reduction Coordinator and is responsible for:

- Effective enforcement of the Municipal and Provincial Solid Waste By-laws.
- Effective response to complaints of alleged violations of Municipal and Provincial Solid Waste-Resource Management Regulations.
- Maintenance of accurate, orderly files on complaints and cases under investigation.
- Pursuing avenues of diversion in operationally sound ways
- Preparing and presenting annual enforcement reports for the Divert NS.

Specific Roles and Responsibilities

Conducts on-site inspections at Industrial, Commercial and Institutional (ICI) properties to ensure compliance with Municipal and Provincial Solid Waste-Resource Management Regulations.

1. Investigates alleged violations, prepares reports, makes recommendations, and takes steps necessary to remedy those violations.
2. Conducts audits and load inspections at waste management facilities
3. Works with waste hauling companies and individual collectors to ensure compliance within their businesses with regard to the Solid Waste By-Laws
4. Conducts curb side waste audits.
5. Compiles running files, evidence, and crown sheets for the Authority Solicitor.
6. Maintains evidence gathered during inspections and investigations in a manner recommended by law enforcement professionals to ensure admissibility in the courts.
7. In consultation with PCSSA Solicitor, lays charges before the courts (long form information), and issues Summary Offence Tickets (SOT) to individuals accused of violating Municipal Solid Waste By-Laws and the Solid Waste-Resource Management Regulations of the Province of Nova Scotia.
8. Cleans Illegal dumpsites where possible; oversees cleanups; works with landowners to reach mutually beneficial maintenance programs.
9. Manages and performs the repairs, replacement and delivery of compost carts
10. Works with Dept. of Environment, Dept. of Natural Resources and Transportation Infrastructure Renewal personnel to resolve illegal dumping issues
11. Investigates reports relating to Illegal Burning of waste resources
12. Deals with difficult compliance areas such as multi-unit apartment buildings; defiant landlords and tenants; business owners.
13. Green Cart repair and Delivery.

Expectations

- Immediately inform the General Manager or his designate of any major issues.

- Provide service in a prompt and friendly manner. Work cooperatively and effectively with other PCSSA staff, customers and the general public.
- Work with minimal supervision and understand and execute instructions in an efficient manner.
- Perform job in a safe manner.
- Adhere to relevant PCSSA policies and procedures.

Qualifications

- Community College diploma or University Bachelor's Degree preferably with an environmental, social or legal focus; or equivalent experience.
- Knowledge of the Nova Scotia Solid Waste Regulations and Municipal By-laws.
- Ability to qualify for Special Constable Status, act as a witness on behalf of the PCSSA in prosecution proceedings.
- Willingness and ability to work flexible hours.
- Valid Nova Scotia Driver's License.
- Ability to input computer data, record keeping and filing.

Knowledge, Skills and Effort

- Able to work independently; is a team player;
- Ability to represent the employer/employers in an ethical manner
- Good decision-making skills; adaptable to situations
- Training in By-law enforcement, ability to write summary offence tickets for noncompliance.
- Work outside in all weather conditions.
- Physically able to perform duties as required
- Knowledge of safe work practices in the industrial setting.
- Ability to deal with difficult customers.
- Ability to work under pressure and according to deadlines.
- Excellent communication and problem-solving skills
- Desire to further knowledge base through courses and workshops

Internal Communications

- General Manager: Keeping General Manager up to date on relevant issues.
- Waste Reduction Coordinator: Keeping Coordinator up to date on all issues of noncompliance customers.
- Educator: Working with educator on non-compliance issues.
- Compost and Equipment Operators: Working on non-compliance and diversion issues.
- Site Supervisor: Arranging larger cleanups, scheduling of an operator and equipment and direction of summer students

External Communications

- Residents, Industry Commercial & Institutions, & Schools: Regarding compliance issues.

**Pictou County Shared Services Authority
Solid Waste Management System
Position Description**

Position: Solid Waste Equipment Operator

Priority Objectives

The Solid Waste Equipment Operator reports to the Site Supervisor and is responsible for ensuring:

- Effective Operation of heavy equipment and trucks in support of waste management operations.
- Categorize and sort solid waste material and direct to proper destination.
- Monitoring vehicles on site to ensure compliance with the Provincial Solid Waste Management and Municipal By-Laws.

Specific Roles and Responsibilities

1. Physical sorting, loading and compacting refuse as it arrives Transfer Station.
2. Physical sorting, maintaining, and covering Construction and Demolition site.
3. Support compost facility operations.
4. Maintaining access roads, drainage ditches and siltation ponds on site.
5. Complete daily walk around inspections of vehicles, fill out daily vehicle inspection reports and turned in weekly.
6. Recording all fuel, oil and parts used on equipment.
7. Provide support for all waste managements departments.
8. Other duties as assigned.

Expectations

- Immediately inform the General Manager or his designate of any major issues.
- Perform job in a safe manner.
- Provide service in a prompt and friendly manner. Work cooperatively and effectively with other PCSSA staff, customers and the general public.
- Ability to work with minimal supervision and to understand and execute instructions in an efficient manner.
- Adheres to all aspects of the CUPE Collective Agreement and all other relevant PCSSA policies and procedures.

Qualifications

- Experience as a heavy equipment operator, specifically excavator, articulated loader, bulldozer, and off highway truck.
- Minimum of a Class 5 driver's license with Air Brake endorsement and a clean driving record.
- Knowledge of heavy equipment maintenance.
- Physically fit and the ability to lift a maximum of 50 lbs
- Possess First Aid, CPR, and WHMIS certificates.
- Basic skills in mechanical repairs.

Knowledge, Skills and Effort

- Ability to operate heavy equipment in confined areas.
- Work outside in all weather conditions.
- Ability to: lift objects up to 50 pounds.
- Willingness to provide hands on sorting for contaminated loads
- Constant interaction with waste haulers and public on proper disposal regulations and bylaws.
- Work at Organics Processing Facility
- Knowledge of safe work practices in the industrial setting.
- Ability to work under pressure.
- Mechanically inclined.

Internal Communications

- Site Supervisor - Regarding activities for the site work.
- Site Staff - Regarding activities for the site work.
- General Manager - Regarding day-to-day activities.

External Communications

- Haulers: Regarding disposing of waste at the Waste Management Facility

**Pictou County Shared Services Authority
Solid Waste Management System
Position Description**

Position: Office Administration / Accounts Clerk

Priority Objectives

The Office Administration / Accounts Clerk reports to the General Manager and is responsible for ensuring:

- Effective response to and resolution of public questions regarding Solid Waste issues.
- Effective compilation of data on tonnage of various types of waste and equipment maintenance.
- Delivery of a high level of Customer Service.

Specific Roles and Responsibilities

1. Respond to public inquiries regarding Solid Waste issues via telephone hotline and at office reception.
2. Generate monthly reports on tonnage activity, compost, and equipment maintenance.
3. Administer Household Hazardous Waste depot.
4. When necessary, replace Scale House Operator.
5. Perform Accounts Receivable and Payables
6. Deliver a high level of support to customers who require assistance and/or direction in the handling and disposal of solid waste.
7. Other duties as assigned.

Expectations

- Provide service in a prompt and friendly manner. Work cooperatively and effectively with other PCSSA staff, customers and the general public.
- Immediately inform the General Manager or his designate of any major issues.
- Perform job in a safe manner.
- Adheres to all aspects of the CUPE Collective Agreement and all other relevant PCSSA policies and procedures.

Qualifications

- Ability to work with minimal supervision and to understand and execute instructions in an efficient manner.
- A grade 12 education, or equivalent experience.
- Ability to input computer data and filing.
- Knowledge of the PDOX computer program in both ticket and report functions.
- Knowledge of the ACCPAC financial computer program.
- Knowledge of the Nova Scotia Solid Waste Regulations and Municipal By-laws.

Knowledge, Skills and Effort

- Knowledge of safe work practices in the industrial setting, safe handling and lab packing of Household Hazardous Waste

Internal Communications

- Scale Operator: Regarding support for PDOX program.
- General Manager: Regarding monthly activity & equipment reports.
- Waste Reduction Manager: Regarding PDOX reports, HHW issues, green cart repairs and deliveries.
- Educator: Regarding phone calls, complaints from customers.
- PCSSA: Accounting department.

External Communications

- General Public: Regarding providing information to general public.
- Customers on Account information.
- Vendors on Account information.

**Pictou County Shared Services Authority
Solid Waste Management System
Position Description**

Position: Scale House Operator

Priority Objectives

The Scale House Operator is responsible for ensuring:

- Scale house is operated in an efficient manner.
- Delivery of a high level of Customer Service.

Specific Roles and Responsibilities

1. Greet incoming customers, weigh, record data, inspect vehicle if possible, and direct to appropriate location for disposal of waste material.
2. Monitor Vehicle traffic
3. Ensure scales and computer systems are up to date and working properly.
4. Deal with cash, debit, and credit card transactions.
5. Balance cash and accounts at the end of each day.
6. Deliver a high level of service to customers entering and leaving the site.
7. Prepare weigh tickets for all customers
8. Handling incoming calls from public when required
9. Other duties as assigned.

Expectations

- Stay current with regulations and by-laws regarding Solid Waste Management in Pictou County.
- Maintain proficiency in computer operation, Weightronix Scales and PDOX.
- Maintain efficient workplace
- Maintain a clean and safe scale house area.
- File daily paperwork in a timely manner.
- Continuous development of professional customer service.
- Provide service in a prompt and friendly manner. Work cooperatively and effectively with other PCSSA staff, customers, and the general public.
- Adheres to all aspects of the CUPE Collective Agreement and all other relevant PCSSA policies and procedures.

Qualifications

- Grade 12 and bookkeeping or the equivalent in education and experience.
- Minimum of 1 year experience dealing with cash, debit, and credit card transactions.
- The ability to work alone with little or no supervision.
- Extensive knowledge of computer systems and demonstrated history of experience.
- Knowledge of scale computer program, PDOX would be an asset.
- Valid Class 5 Nova Scotia Driver's License with clear Driver's abstract
- Must be bondable.

Knowledge, Skills and Effort

- Knowledge of safe work practices in the industrial setting.
- Ability to multi-task.
- Ability to deal with difficult customers.
- Ability to work under pressure and deal with stressful situations.
- Ability to perform general math skills proficiently.
- Knowledge with balancing cash.
- Ability to stand for extended periods of time.
- Must be diplomatic and able to show strong interpersonal skills when dealing with coworkers and the public.

Internal Communications

- General Manager: Regarding Scale issues.
- AP/AR Administration Clerk: Scale program and daily financial transaction
- Operational Staff Members: Regarding day-to-day activities.

External Communications

- General Public: Provide high quality customer service; respond to inquiries/requests for information from the public and others by responding to inquiries in a professional manner and directing them to onsite supervisor

**Pictou County Shared Services Authority
Solid Waste Management System
Position Description**

Position: Site Supervisor

Priority Objectives

The Site Supervisor reports to the General Manager and is responsible for supervision of Solid Waste operations and employees and for ensuring:

- The Waste Management Facility is operated in the most efficient and environmentally safe manner possible and in compliance with the Provincial Solid Waste Management and Municipal By-Laws.
- Effective processing of incoming and outgoing municipal solid waste material.
- Effective operation of heavy equipment.
- Effective supervision of operations and staff.

Specific Roles and Responsibilities

1. Ensuring that site equipment is checked daily and that the equipment check list and service records are completed along with the walk around inspection.
2. Ensuring that the site is maintained in a safe, clean and secure condition and that all equipment safety features are working properly.
3. Keeping the General Manager informed of scheduled and unscheduled repairs.
4. Monitoring closed landfill sites in Mount William and Priestville for environmental issues.
5. Leachate and Surface Water sampling and treatment.
6. Other duties as assigned.

Expectations

- Immediately inform the General Manager or his designate of any major issues.
- Perform job in a safe manner.
- Provide service in a prompt and friendly manner. Work cooperatively and effectively with other PCSSA staff, customers and the general public.
- Administer CUPE Collective Agreement and all relevant PCSSA policies and procedures.

Qualifications

- Experience supervising personnel.
- Experience with operation of Heavy Equipment, Mid size loaders, Excavators, bulldozers and trucks.
- Experience with earth work and grading.
- Minimum Class 5 driver's license and a clean driving record with air brake endorsement.
- Knowledge and experience in heavy equipment and truck maintenance.
- Knowledge of In-vessel Composting Operations.
- Knowledge of safe work practices.
- Knowledge and experience in record keeping as it relates to equipment maintenance.
- Possess First Aid, CPR, and WHMIS certificates.

Knowledge, Skills and Effort

- How to deal with difficult situations in calm and effective manner.
- Heavy equipment operation.
- Equipment maintenance scheduling
- In-Vessel Composting
- Ability to work outside in all weather conditions.
- Knowledge of safe work practices in the industrial setting
- Human resource and supervisory skills
- Ability to deal with difficult customers

Internal Communications

- Staff: Regarding day-to-day activities.
- General Manager: Regarding Operations.
- Educator: Regarding non-compliant customers.
- Compliance Officer: Regarding non-compliance customers.
- Waste Reduction and Safety Coordinator: Waste Reduction and Safety Issues.

External Communications

- Haulers and public: Regarding delivery of waste to the Solid Waste Management Site.
- Guysborough Waste Management Facility: Solid Waste shipments and Scheduling.
- Colchester Material Recovery Facility: Recycling shipments and Scheduling.

**Pictou County Shared Services Authority
Solid Waste Management System
Position Description**

Position: Sorter

Priority Objectives:

The Sorter reports to the Site Supervisor and is responsible for ensuring:

- Effective monitoring of vehicles coming into the Transfer Station and public window to ensure compliance with the Provincial Solid Waste Management and Municipal By-Laws.
- Effective and efficient separation of materials that are disposed of on site, such as C&D (construction and demolition), metal, and material banned from disposal.

Specific Roles and Responsibilities

1. Separate the metal, construction and demolition, and banned material from the material dumped on the tipping floor.
2. Monitor all vehicles for non-compliance and hazardous materials.
3. Report to office any non-compliance customers.
4. Operate the Bulb Eater to crush florescent bulbs.
5. Maintain a neat and tidy appearance in and around Transfer Station.
6. Other duties as assigned.

Expectations

- Immediately inform the General Manager or his designate of any major issues
- Perform job in a safe manner.
- Work cooperatively and effectively with other PCSSA staff, customers and the general public.
- Adheres to all aspects of the CUPE Collective Agreement and all other relevant PCSSA policies and procedures.

Qualifications

- Grade 12 or equivalent education and experience.
- Knowledge of acceptable practices and procedures at a modern Transfer Station.
- Willingness to work outside in all weather conditions.
- Possess First Aid, CPR and WHMIS certificates.
- Clean driving record.

Knowledge, Skills and Effort

- Work outside in all weather conditions.
- Knowledge of safe work practices in the industrial setting.
- Ability to deal with difficult customers.
- Ability to work under pressure.

Internal Communications

- Site Supervisor: Regarding day to day activities at the Transfer Station.
- Transfer Station Operators: Regarding day to day activities at the Transfer Station.
- Educator / Compliance: Regarding non-compliance customers on site.

External Communications

- General Public: Regarding delivery of waste to the Transfer Station.

**Pictou County Shared Services Authority
Solid Waste Management System
Position Description**

Position: Utility Personnel

Priority Objectives:

The Utility Person reports to the Site Supervisor and is responsible for ensuring:

- Effective support is provided to the Transfer Station, Recycling, Compost, Construction and Demolition and Household Hazardous Waste Operations.
- Effective contribution to the efficient operations of the Waste Management System by undertaking tasks assigned by the General Manager or his/her designate.

Specific Roles and Responsibilities:

1. Provide support for all waste managements departments.
2. Keep site buildings, grounds and equipment in a clean and tidy condition.
3. Clean up Illegal dumpsites.
4. Refrigerant (CFC) removal from Cooling units
5. Fill in for Compost Maintenance employee 6. Lab-packing Household Hazardous Waste.
7. Green cart repairs and delivery.
8. Daily equipment checks.
9. Operate light industrial equipment.
10. Minor mechanical repairs on equipment.
11. Other duties as assigned.

Expectations

- Immediately inform the General Manager or his designate of any major issues.
- Work cooperatively and effectively with other PCSSA staff, customers and the general public.
- Perform job in a safe manner.
- Look for continuous site improvement.
- Adheres to all aspects of the CUPE Collective Agreement and all other relevant PCSSA policies and procedures.

Qualifications

- Grade 12 or the equivalent in education and experience.
- Working knowledge of building maintenance.
- Mechanically inclined
- Household Hazardous Waste training or ability to acquire the training
- Completed an approved environmental awareness course respecting ozone depleting substance control in the refrigeration and air conditioning industry or the ability to acquire the proper training
- Willingness to work outside in all weather conditions.
- Valid drivers license with air brake endorsement, trailer towing over 4500 kgs endorsement and clean driving record.
- Working knowledge of light industrial equipment.
- Possess First Aid, CPR and WHMIS certificates.

Knowledge, Skills and Effort

- Ability to: lift objects up to 50 pounds;
- Work outside in all weather conditions.
- Work at Organics Processing Facility
- Knowledge of safe work practices in the industrial setting and safe handling and lab-packing of Household Hazardous Waste.
- Ability to work under pressure.
- Mechanically inclined.

Internal Communications

- General Manager: Regarding day-to-day site work.
- Waste Reduction Coordinator: Regarding Illegal dump cleanup, green cart repair and delivery, Household Hazardous Waste operation and litter cleanup on site.
- Site Supervisor/Lead hand: Regarding day-to-day activities on site.
- Compost Facility Operator: When replacing Compost Maintenance.

External Communications

- General Public: Working on and off site.