

# COLLECTIVE AGREEMENT

between



THE TOWN OF RIVERVIEW

and

***CUPE***

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 2162

Expires: June 30, 2029

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THIS AGREEMENT made and entered this 8 day of December, 2025.

BETWEEN:

TOWN OF RIVERVIEW, NEW BRUNSWICK  
hereinafter referred to as "the Town"

of the First Part

AND: LOCAL UNION NO. 2162, Canadian Union of Public  
Employees, hereinafter referred to as "the Union"

of the Second Part

WITNESSETH:

PREAMBLE:

Whereas it is the desire of both parties of this Agreement to maintain harmonious relations and settle conditions of employment between the Town and the Union, to promote co-operation and understanding between the Town and the Union, to promote co-operation and understanding between the Town and its staff, to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work, and scale of wages, to encourage efficiency in operations and to promote the morale, well being, and security of all the employees in the bargaining unit of the Union, now, therefore, this Agreement witnesseth, that the Parties hereinafter contained agree with the other, as follows:

#### **ARTICLE 1 – RECOGNITION / DEFINITIONS**

Recognition:

1.01 The Town, or anyone authorized to act on its behalf, shall recognize Local Union No. 2162 chartered by the Canadian Union of Public Employees, as the sole bargaining agent for all employees in the classifications outlined in Appendix "A" of this Agreement and employed in the following Departments:

Town Hall Administrative Departments  
Engineering & Public Works  
Parks, Recreation and Community Relations

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BUT shall exclude:

Students employed between May 1<sup>st</sup> and Labour Day Weekend.

Recreation and Parks Program Instructors, unscheduled individuals called in on a day to day basis, all management employees above the rank of Working Foreman, or otherwise excluded in accordance with the *New Brunswick Industrial Relations Act*.

Definitions:

For Purposes of this Agreement:

1.02 EMPLOYER means the "Town of Riverview".

1.03 UNION means the Canadian Union of Public Employees, Local 2162.

1.04 EMPLOYEE means any person in the bargaining unit.

1.05 PROBATIONARY EMPLOYEE means a member of the work force of the Employer attempting to qualify for permanent employment, and fill a vacancy in the work force of a municipal department, who has not completed a minimum of **one-hundred and twenty (120) days of work or nine-hundred and sixty (960) hours**, whichever comes first, with the Employer, but does not include an independent contractor, or Casual Employee. The probationary period may be extended by mutual agreement of the parties.

The termination of a probationary employee shall at no time require the establishment of just cause by the Employer.

**Probationary employee will be hired at 100% of the regular rate of pay.**

1.06 CASUAL EMPLOYEE is one who is engaged to work on an interim basis for an anticipated duration of four (4) months or less.

1.07 TEMPORARY EMPLOYEE

A person engaged to replace a regular employee in the bargaining unit who is absent from work for a predetermined period of time.

1.08 LEAD HAND is an employee who supervises **and is accountable for** the work of three (3) employees or three (3) students within the Parks, Recreation and Community Relations Department.

1.09 RETIREMENT means withdrawal or removal from active employment under such terms and conditions as may be expressed or implied under the Town's existing Pension Plan, or under a new pension plan, that the Town may thereafter acquire.

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- 1.10 TOWN means Town of Riverview.
- 1.11 COUNCIL means the elected Council of the Town of Riverview.
- 1.12 ADMINISTRATOR means the Chief Administrative Officer of the Town or Riverview.
- 1.13 DIRECTOR means the administrative head of a Municipal Department.
- 1.14 STRAIGHT TIME RATE means the hourly rate of pay, for the appropriate group and/or classification of employee.
- 1.15 TIME AND ONE-HALF means one plus half (1 ½) times the approved straight time hourly rate.
- 1.16 PERMANENT EMPLOYEE means a person who has been appointed to a permanent position and has completed their probationary period of **one-hundred and twenty (120) days of work or nine-hundred and sixty (960) hours** and has been duly appointed by the Employer.
- 1.17 SUSPENSION means a temporary interruption of employment for disciplinary reasons other than a lay off, at the direction of the Employer.
- 1.18 CLASSIFICATION – classification and rates of pay of employees covered by this Agreement shall be as set out in Appendix “A” of this Agreement.
- 1.19 CONTINUOUS EMPLOYMENT
- (a) Continuous employment is broken by discharge for cause, voluntary resignation, or any other voluntary separation.
  - (b) Periods of disability because of sickness or accident or maternity leave and temporary lay-offs, resulting from curtailment of operations, or other causes beyond the control of the employees shall not break continuous seniority.
- 1.20 MANAGEMENT – shall also mean, authorized management and supervisory personnel of the Employer.

## ARTICLE 2 – MANAGEMENT AND LABOUR RELATIONS

- 2.01 A management and labour relations committee shall be established within thirty (30) days of this Agreement. The committee shall consist of a maximum of four (4) members appointed by the Employer, and a maximum of four (4) members appointed by the Union. The members shall appoint the Chairman of the committee.

2.02 MEETINGS

A meeting may be requested by either party and shall be held within ten (10) days of the request, at a time and place mutually agreed upon. The request shall be made in writing by either party through the Director of Human Resources.

2.03 FUNCTIONS

The committee may consider matters of mutual concern pertaining to this Agreement, **including but not limited to improvement in working conditions, morale, as well as promotion of educational welfare and vocational activities.** The committee shall not have jurisdiction to change clauses in this Agreement.

**ARTICLE 3 – MANAGEMENT RIGHTS**

3.01 The Union recognizes and agrees that it is the right of the Employer to operate and manage its business and direct its working forces in accordance with its business commitments and responsibilities to hire, discharge, classify, transfer, promote, demote, discipline, suspend, or lay off employees, and to establish and enforce reasonable rules and regulations governing the conduct of its employees. The Town agrees that these rights shall not be exercised in a discriminatory manner or in a manner which is inconsistent with the expressed provisions of this Agreement.

**ARTICLE 4 – CO-OPERATION AND RESPONSIBILITIES**

4.01 UNION RESPONSIBILITIES

The union agrees that there shall be no strike/s or stoppages of work by the Union during the term of this Agreement.

4.02 EMPLOYER RESPONSIBILITIES

The Employer agrees that there shall be no lock-out of employees during the term of this Agreement.

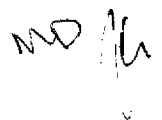
4.03 CO-OPERATION

The Union agrees to co-operate with the Employer in securing punctual and regular attendance at work and complete observance of the terms and conditions in this Agreement.

4.04 NO DISCRIMINATION

**The Employer and the Union agree that there shall be no discrimination, restraint, or coercion exercised or practiced upon any employee because of membership or activity in the Union or any of the prohibited grounds of discrimination as per the *Human Rights Act*, as amended from time to time.**

**At the time of signing this agreement, the prohibited grounds are race, colour, religion or creed, ancestry, place of origin, age, physical disability, mental disability, marital**



status, family status, sexual orientation, social condition, political belief or activity, sex and gender identity or expression.

4.05 EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

The Employer will maintain an Employee and Family Assistance Program.

**ARTICLE 5 – UNION MEMBERSHIP – UNION DUES**

5.01 ALL EMPLOYEES TO BE MEMBERS

Within one (1) week of the signing of this Agreement, all employees of the Employer, to whom this Agreement applies, shall, as a condition of employment, become and remain members in good standing of the Union, according to the constitution and by-laws of the Union. As a condition of employment, all new employees shall become and remain members in good standing of the Union, within thirty (30) days of employment.

5.02 All employees of the Town covered by this Agreement must, as a condition of employment, pay the regular Union dues, as determined by the Union.

5.03 The Employer agrees to acquaint all new employees with the fact that a Collective Agreement is in effect and shall inform the new employee of whom the current Local 2162 executive members are. This will be a joint meeting and shall be scheduled by the Employer during normal working hours. The purpose of this meeting is to discuss conditions of employment including the responsibilities of both parties.

5.04 The Town agrees to deduct, the required Union dues of 1.25% bi-weekly from each employee covered by this Agreement, and to remit the same to the Secretary-Treasurer.

5.05 At the same time that Income Tax (T-4) slips are made available, the Employer shall document the amount of Union Dues paid by each Union member in the previous year.

5.06 The Union agrees to indemnify and save the Employer harmless from any liability or action arising out of the operation of this article.

**ARTICLE 6 – GRIEVANCE PROCEDURE**

6.01 NAME OF STEWARD

The Union shall notify the Employer in writing of the name of each Steward and the Department they represent (up to five (5)) and the name of the Chief Steward before the Employer shall be required to recognize them.

6.02 PERMISSION TO LEAVE WORK

The Employer agrees that Stewards or Executive Officer of the Local shall not be hindered, coerced, restrained or interfered with, in the performance of their duties while dealing with any matters that require their immediate attention, concerning the application of

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this Collective Agreement. The Union agrees and understands that each steward and the Executive Officer are employed to perform full-time work and that permission must be obtained from the Department Director or designate concerned, before leaving their work. Such permission will not be unreasonably denied and will be given within a reasonable time.

6.03 GRIEVANCE COMMITTEE

The Stewards so selected by the Union Committee shall constitute the Grievance Committee, so long as they remain employees.

6.04 DEFINITION OF GRIEVANCE

A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement.

6.05 GRIEVANCE PROCESS

When an employee has a complaint, they shall discuss it with their Department Director within five (5) full working days after the circumstances giving rise to the complaint occur, or of the time it comes to the notice of the employee. The employee may be accompanied by a member of the Grievance Committee, if they so wish.

STEP 1

Failing settlement through discussion, such dispute shall be put in writing, signed by the employee concerned giving all the particulars concerned and the redress sought and presented to the Department **Director** concerned by a Steward, within five (5) full working days after the initial discussion with the Department Director as outlined above.

The Department Director shall render a decision in writing to the Grievance Committee in connection with the grievance within five (5) working days after the grievance has been presented to **them**.

STEP 2

If the decision of the Department Director is not acceptable to the aggrieved employee, the Grievance Committee may within five (5) working days, after receiving the decision of the Department Director, forward a copy of the grievance to the Chief Administrative Officer.

The Chief Administrative Officer shall, within five (5) working days after receiving a copy of the grievance, meet with the Grievance Committee of the Union to discuss the grievance and the Chief Administrative Officer shall within five (5) working days after meeting with the Grievance Committee of the Union, notify the Union of its decision regarding the grievance.

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Failing satisfactory settlement, within ten (10) working days after presentation to the Chief Administrative Officer, the grievance may be presented to the Town Council, at their next regular meeting or special meeting.

### STEP 3

The Town Council shall review the grievance and render its decision within fifteen (15) working days, following receipt of the grievance. Should the Union not be satisfied with the decision of the Town Council, the Union may, within ten (10) working days give written notice to the Chief Administrative Officer of its decision to refer the grievance to arbitration.

### General Provisions

Where a dispute involving a question of general application or interpretation occurs, the Town or the Union may institute such a policy grievance at Step 2 within fifteen (15) calendar days of the date the alleged grievance has arisen.

Grievances and replies to grievances shall be in writing at all stages and signed by the parties involved.

Grievances settled satisfactorily within the time allowed shall date from the time that the grievance originated.

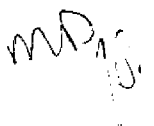
For the purpose of this Article only, working days mean "the calendar days Monday to Friday, inclusive in any one week", excluding statutory holidays.

If advantages of the provisions for grievance procedure is not taken within the time limits specified herein, the matter shall be deemed to have been abandoned, and cannot be reopened.

If an answer or decision is not made by management within the time limits specified at any step herein, the grievance shall proceed to the next step.

6.06 The Board of Arbitration shall consist of three (3) members who shall be selected as follows:

The Town Council shall appoint one (1) member and the Union shall appoint one (1) member to the Board, each to be appointed within ten (10) working days upon written request for arbitration, and the members so appointed shall select a third member who shall be Chairman. If either party shall refuse or neglect to appoint a member as aforesaid to the Board of Arbitration, the Minister of Labour for the Province of New Brunswick may be requested by the other party to name a member.



In the event that the two (2) members appointed are unable to agree upon the selection of a Chairman, the Minister of Labour for the Province of New Brunswick shall appoint the said Chairman.

The parties to this agreement may, by mutual agreement, agree to a one-member Board of Arbitration, which shall have the full power as outlined in Article 6.07.

- 6.07 (a) The expenses and remunerations of the Chairman shall be borne in equal amounts by the Union and the Town.
- (b) The expenses and remunerations of the other two (2) members of the Board shall be borne by the parties by whom they were selected or for whom they were appointed by the said Minister of Labour.
- 6.08 An Arbitration Board, when constituted under this Agreement, shall NOT have the power to amend any Article contained in this Agreement. The majority decision of the said Board shall be recognized by both parties as a binding order of compliance.
- 6.09 AMENDING TIME LIMITS  
The time limits fixed in both the grievances and arbitration procedure may be extended by written consent of the parties to this Agreement.
- 6.10 PERMISSION TO VIEW WORKING CONDITIONS  
Given sufficient notice, the Town agrees to permit conferring parties or arbitrators, access to the Employer's premises to view working conditions, during working hours, which may be relevant to the settlement of a grievance.

#### **ARTICLE 7 – DISCHARGE, SUSPENSION AND DISCIPLINE**

- 7.01 (a) Omit Grievance Steps – An employee considered by the Union to be wrongfully or unjustly discharged or suspended, shall be entitled to omit Step 1 of the grievance procedure and the Union may institute a grievance at Step 2 of the grievance procedure within fifteen (15) working days of the date the alleged grievance has arisen.
- (b) Unjust Suspension or Discharge – Should it be found upon investigation that an employee has been unjustly suspended or discharged at any time, such employee shall be immediately reinstated in their former position, without loss of seniority rating and shall be compensated for all time lost in an amount equal to their normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangements as to compensation and disciplinary measures which is just and equitable in the opinion of the parties or of the Board of Arbitration, if the matter is referred to such a Board.
- (c) Refusal of promotion shall not be grounds for dismissal.

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- (d) If an employee is provided with a disciplinary warning (verbal or written), a record of such warning shall be forwarded to the employee and the Local within ten (10) working days.
- (e) At any meeting between the Town and an employee which may result in disciplinary action, the employee shall have the right to have their Steward present.
- (f) Any employee shall, after giving reasonable notice not longer than two (2) working days, be entitled to have access to their personal file.
- (g) A record of disciplinary action shall be removed from the file of an employee after the expiry of a period of eighteen (18) months provided that no other instance of similar disciplinary action in respect to that employee, has been recorded during that period.
- (h) Whenever an employee does not possess a valid driver's licence that is necessary for performing their duties, the Employer shall make every reasonable effort to provide alternative employment, or provide the employee with the option of being placed on leave of absence without pay. The employee will have a lifetime eligibility of fourteen (14) months whereby they can be placed on alternate employment because of loss of driver's licence. Once the employee has reached their total eligibility of fourteen (14) months, the employee will be placed on leave of absence without pay until their driver's licence is reinstated or until the expiration of their seniority rights, whichever occurs first. Such employee shall not displace another bargaining unit employee.

Whenever the above-mentioned employee has their driver's licence reinstated, they shall return to the former classification and rate of pay.

## **ARTICLE 8 – SENIORITY**

8.01 Seniority of employees who have completed the probationary period shall be retroactive to the first day worked in a permanent position, including the period prior to the Union certification, and shall apply on a bargaining unit wide basis.

### **8.02 LOSS OF SENIORITY**

Seniority shall be forfeited for the following reasons:

- (a) Dismissal for cause;
- (b) Voluntarily leaves the service;
- (c) Fails to return to work after having been notified by the Department Head, by personal advice or registered mail, that employment is available, unless a satisfactory explanation is furnished within ten (10) working days;
- (d) Absence without leave for two (2) or more working days without reasonable grounds for such absence;
- (e) Is laid off for more than thirty-six (36) months;
- (f) Retires.

8.03 If an employee covered by this Agreement intends to terminate their employment with the Town, they shall submit their intentions in writing to the Department Director ten (10) working days prior to leaving.

8.04 SENIORITY LISTS

Shall be posted in the respective seniority groups in January of each year, at such places where employees whose names appear thereon are employed, and are to be available to all employees. Posting of seniority lists shall be the responsibility of the Department Director. Adjustments to be made monthly, if necessary. Protests in regard to seniority status shall be submitted in writing, within thirty (30) days from the date seniority lists are posted. When proof of error is presented by an employee or their representative, such error shall be corrected, and when so corrected, the agreed upon seniority date shall be final. No change shall be made in the existing seniority status of an employee unless concurred in by the Chief Steward.

8.05 In all cases of lay-off, recall or promotion, the senior employee shall be granted preference provided they possess the required ability, and required qualifications.

8.06 Any employee transferred or promoted to a position outside of the bargaining unit shall retain their seniority for a period of one (1) year. If they are returned to the unit within the period of one (1) year, they shall be entitled to be appointed to a job consistent with their seniority, ability and qualifications.

8.07 ADVANCE NOTICE OF LAY-OFF

Except in the case of probationary or casual employees, the Employer shall notify employees, who are to be laid off fourteen (14) calendar days prior to the effective date of lay-off.

If the employee has not had the opportunity to work ten (10) full days after the notice of lay-off, they shall be paid, in lieu of work for that part of ten (10) days, during which work was not available. This clause (8.07) does not apply to employees who normally work less than ten (10) full days within fourteen (14) calendar days.

8.08 CONTINUATION OF BENEFITS

The Employer agrees to pay full coverage to the Group Insurance Plans for employees laid off for a period of one (1) month. In the event of a longer lay-off, employees so affected will be given the right to continue this coverage through direct payment, up to a maximum of thirty-six (36) months. Payment will be made monthly, in advance.

8.09 No new employees shall be hired or retained to perform duties of bargaining unit while union members are on lay-off who are qualified to perform the work or can become qualified in a reasonable period of time.

8.10 Long Service Pay – In recognition of years of continuous service, an employee shall receive service pay in accordance with the rates listed below, in addition to their regular salary. Service pay shall be **calculated based on the employee’s full year of service from their hiring year**, and shall be paid each year during the first pay of December.

<u>Continuous Service</u>	<u>Long Service Pay</u>
<b>5 years and over</b>	<b>0.50% of annual salary</b>
10 years and over	1.00% of annual salary
15 years and over	1.50% of annual salary
20 years and over	2.00% of annual salary
25 years and over	2.50% of annual salary

**ARTICLE 9 – HOURS OF WORK**

9.01 (a) Engineering and Public Works Department – The regular working day for employees of the Engineering and Works Department covered by this Agreement, shall be eight (8) hours per day, forty (40) hours a week, from 8:00 a.m. – 4:30 p.m. with one half (1/2) hour for lunch, without pay, between the hours of 12:00 noon and 1:00 p.m., from Monday to Friday.

There may also be in addition to above hours for period of November to April annually. **Available shifts will be posted for five (5) working days and the employees assigned or selected for the shifts will be notified no later than fifteen (15) working days prior to the shift commencing.**

One (1) shift comprising of two (2) employees working hours of 4:00 p.m. to 12:00 midnight with half hour paid lunch break in middle of shift, Monday to Friday.

One (1) shift comprising of two (2) employees working hours of 12:00 midnight to 8:00 a.m. with half hour paid lunch break in middle of shift Monday through Friday.

In the event that no employees voluntarily agree to work the above shifts, the Department Director shall assign employees who are qualified to perform duties from the seniority list commencing with the most junior employee.

It is understood that employees who work the above shifts must have the required qualifications to perform the duties.

Summer hours:

During the month of July and August those assigned to outside work will be allowed to modify their hours to 7:00 a.m. to 3:15 p.m.

In the event that no employee voluntarily agrees to work the shift from 8:00 a.m. to 4:30 p.m., the Department Director shall assign two (2) qualified employees to perform duties from the seniority list commencing with the most junior employee.

(b) Parks, Recreation and Community Relations

- i) Utility Worker – The regular working day will be eight (8) hours per day, forty (40) hours a week Monday to Friday, from 8:00 a.m. – 4:30 p.m. with one half (1/2) hour for lunch, without pay.
- ii) Utility Worker – Assigned to Aquatics – 6:00 a.m. to 4:00 p.m. Sunday to Wednesday or 6:00 a.m. to 4:00 p.m. from Wednesday to Saturday for a total of forty (40) hours a week.
- iii) Utility Services – The regular working day will be eight (8) hours per day, forty (40) hours a week Monday to Friday, from 8:00 a.m. to 4:30 p.m. with one half (1/2) hour for lunch, without pay.
- iv) Working Foreman – **The regular working day will be eight (8) hours per day, forty (40) hours a week Monday to Friday, from 8:00 a.m. to 4:30 p.m. with one half (½) hour for lunch, without pay.**
- v) Community Recreation Workers/Community Engagement Workers – The hours of work shall be flexible and will be an average of forty (40) hours per week over a 12-week period. Overtime accumulation shall be paid out to the employee or shall be used to balance the flex time required for the next quarter, with the approval of the Coordinator. For excursions requiring the employee's overnight presence, the employee will be credited for hours worked up to twenty (20) hours per day and in this case, a day will be considered to begin at 12:00 midnight and end at 11:59 p.m.
- vi) Administrative Clerk – **The regular working day will be eight (8) hours per day, forty (40) hours a week Monday to Friday, from 8:00 a.m. to 4:30 p.m. with one half (½) hour for lunch, without pay.**
- vii) Utility Worker III – The regular working day for summer operations will be eight (8) hours per day, forty (40) hours a week Monday to Friday, from 8:00 a.m. – 4:30 p.m. with one half (1/2) hour for lunch, without pay.

During the pre and post-regular season where there is reduced operations, the Employer shall post the available shift for the pre and post-season for five (5) working days and the employees assigned or selected for the shifts will be notified no later than fifteen (15) working days prior to the shift commencing. In the event

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that there are no volunteers to work the shift, the Employer will select the most junior Utility Worker III employee to fill the shift.

Regular Operations (Beginning Thanksgiving weekend)

The hours of work shall be forty (40) hours per week, ten (10) hours a day, four (4) days per week. The shifts for Utility Worker IIIs assigned to the arena in the regular operations shall be:

1. Monday 3:00 p.m. – 1:00 a.m.  
Tuesday 3:00 p.m. – 1:00 a.m.  
Wednesday 3:00 p.m. – 1:00 a.m.  
Thursday 3:00 p.m. – 1:00 a.m.
2. Saturday, Sunday 6:00 a.m. – 4:00 p.m.  
Monday, Tuesday 3:00 p.m. – 1:00 a.m.
3. Saturday, Sunday 3:00 p.m. – 1:00 a.m.  
Monday 3:00 p.m. – 1:00 a.m.  
Tuesday 3:00 p.m. – 1:00 a.m.
4. Wednesday, Thursday 3:00 p.m. – 1:00 a.m.  
Friday 3:00 p.m. – 1:00 a.m.  
Sunday 3:00 p.m. – 1:00 a.m.
5. Friday 6:00 a.m. – 4:00 p.m.  
Saturday 6:00 a.m. – 4:00 p.m.  
Sunday 6:00 a.m. – 4:00 p.m.  
Monday 6:00 a.m. – 4:00 p.m.
6. Wednesday, Thursday 6:00 a.m. – 4:00 p.m.  
Friday 3:00 p.m. – 1:00 a.m.  
Saturday 3:00 p.m. – 1:00 a.m.
7. Wednesday, Thursday 3:00 p.m. – 1:00 a.m.  
Saturday, Sunday 3:00 p.m. – 1:00 a.m.  
(sometimes Thursday, Friday, Saturday, Sunday, p.m.)
8. Tuesday, Wednesday 6:00 a.m. – 4:00 p.m.  
Thursday 6:00 a.m. – 4:00 p.m.  
Friday 3:00 p.m. – 1:00 a.m.
9. Monday-Friday 8:00 a.m. – 4:30 p.m.

- (1) Arena shifts shall be posted by April 1<sup>st</sup> of each year
- (2) Employees shall be awarded posted shifts by seniority and required ability.

- (3) In the event that no employees voluntarily agree to work the above shifts, the Department Director shall assign employees who are qualified to perform duties from the seniority list commencing with the most junior employee.
- (4) It is understood that employees who work the above shifts must have the required qualifications to perform the duties.
- (5) When any employee in this department is expected to be on a prescribed absence from the workplace for a period of at least four (4) weeks or more, the shift shall be offered to qualified employees by seniority. The parties agree that the appointment of the senior employee to the vacant shift shall not result in any additional cost to the Employer and may temporarily result in the employee working a schedule that does not conform to the shifts outlined above. Notwithstanding the hours of work and overtime provisions in this Agreement, no overtime shall accrue resulting from the operation of this article.

(c) Town Hall Administration and Office Staff Parks and Recreation – The regular working day for employees of the Town Hall Administration and Office Staff Parks and Recreation shall be 8:30 a.m. to 4:30 p.m. – Monday to Friday with one (1) hour for lunch without pay.

9.02 Any overtime worked outside of hours stated in 9.01 shall not be used in determining the regular daily or weekly hours of work.

9.03 Request for employees on shift work to change regular days, or to substitute for another employee at the same rate, shall not be in contravention of any of the terms of this Agreement, when duly approved, by the Department Director concerned.

9.04 No employee shall be required to work beyond sixteen (16) hours **of continuous work** in a twenty-four (24) hour **period**, without an eight (8) hour rest period.

**The sixteen (16) hours will commence at the start of the employees' shift or call out.**

9.05 The Employer may institute shift work on notice of forty-eight (48) hours **before the shift commences** to employees affected.

9.06 An Employee shall be permitted a rest period of fifteen (15) consecutive minutes in both the first half and second half of a shift.

9.07 A shift premium **of one dollar and forty cents (\$1.40)** per hour shall apply for all hours worked between 5:00 p.m. and 8:00 a.m. on shift work.

9.08 **Lead Hand (Recreation Department) Premium – one dollar and ten cents (\$1.10) more per hour than the employee's regular rate of pay.**

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**ARTICLE 10 – HOLIDAYS**

10.01 All employees covered by this Agreement, except employees on shift work required to be on duty on such days, shall be granted the following holidays with pay:

- |                   |  |
|-------------------|--|
| New Year's Day    | Labour Day                               |
| Family Day        | National Day of Truth and Reconciliation |
| Good Friday       | Thanksgiving Day                         |
| Easter Sunday     | Remembrance Day                          |
| Victoria Day      | Christmas Day                            |
| Canada Day        | Boxing Day                               |
| New Brunswick Day |  |

and one (1) floating holiday annually upon two (2) weeks' notice to the Department Director. **The floating holidays shall be paid for the number of hours the employee is working on their regular schedule.** Where more than one employee from the same Department requests the floating holiday on the same day, seniority shall prevail.

The last half of regular shift on the last working day before the day Christmas Day is observed.

The last half of regular shift on the last working day before the day New Year's Day is observed.

And any other day proclaimed by the Federal or Provincial Government as a Holiday.

Should any of the above holidays fall on Saturday or Sunday, the following Monday shall be considered a holiday.

10.02 All employees covered by this Agreement who are subject to shift work shall receive pay for the above holidays, and shall be paid one and one-half (1 ½) times the regular hourly rate, when required to work on a holiday, in addition to holiday pay.

10.03 **An employee is eligible to receive pay for any one of the holidays specified in Article 10.01, from the first day employed by the Town and has worked or reported for work on the employee's last scheduled regular working day, immediately preceding the holiday, and on the first scheduled regular working day immediately following the holiday.**

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**ARTICLE 11 – ANNUAL VACATIONS**

11.01 All employees having completed the following continuous years of service shall be granted working days vacation with pay according to the following:

<u>Years of continuous service</u>	<u>Working days vacation</u>
<b>1 year but less than 8</b>	<b>fifteen (15)</b>
8 years but less than 15	twenty (20)
15 years but less than 22	twenty-five (25)
22 years or more	thirty (30)

Rest days shall not be included in the said vacation period

11.02 When a legal holiday occurs during an employee’s annual vacation, such employee shall be entitled to an additional day’s vacation period of such employee unless otherwise mutually agreed.

11.03 VACATION SCHEDULING – Employees must indicate their vacation preference by April 15<sup>th</sup> of each year. Failure to do so shall result in assignment of vacation schedule after the assignment of vacations to those employees who have met the deadline of April 15<sup>th</sup>. Each employee who has indicated preference by April 15<sup>th</sup> shall have their first two weeks allocated by order of seniority. The schedule shall be posted by May 1<sup>st</sup>. After all such employees have been assigned their first two weeks, then a second assignment of the balance of vacation entitlement shall be made for all employees according to seniority. Any junior employees who were unable to take a turn on the first assignment shall have preference in the second assignment. No employees shall take more than (2) weeks at any one time. The second posting shall be made no later than June 01. Employees with three (3) weeks or more of vacation entitlement must request one block of two (2) weeks vacation in either the first or second vacation assignment.

All additional request for leaves must be submitted by September 15<sup>th</sup>. The schedule shall be posted by October 1.

For all other vacation requests submitted, the Employer shall respond within seventy-two (72) hours/three (3) working days of receiving the request.

11.04 Vacation credits shall be posted on or before the 31<sup>st</sup> day of January of each year, showing the days vacation of employee earned in the past year. Vacation lists shall be the responsibility of the Department Director.

11.05 (a) An employee who is appointed on or before the fifteenth (15) day of the month shall be eligible to accumulate vacation credits for that month.

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- (b) An employee who is appointed after the fifteenth (15) day of the month shall only be eligible to accumulate vacation credits beginning in the following month.
  - (c) Employees with less than one (1) year of continuous service shall receive a pro-rated vacation allotment of **one (1)** day per **1 ¼** month worked.
- 11.06 Employees shall take their vacation during the calendar year and vacation credits shall not be carried over or accumulated from one vacation year to the next, except in special cases where approval of the Chief Administrative Officer is given, on the recommendation of the Director having jurisdiction over the department in question.
- 11.07 Sick leave days may be substituted for vacation days where the employee can verify the occurrence of illness or accident of a serious nature and where the illness or accident is reported to the Employer at the time it occurred. The employee is still expected to return to work as scheduled.
- 11.08 Casual employees shall receive vacation pay of (4%) of their wage rate outlined in Appendix "A" for all regular hours worked.
- 11.09 The annual vacation credits for employees not on the Town payroll as a result of being absent from work will be on a pro-rata basis according to regular hours worked during the current collective agreement year (July 1 – June 30).
- 11.10 The annual vacation credits for employees on Workers Compensation will be either fifty-two (52) weeks minus the number of weeks on Workers Compensation during the current collective agreement year (July 1 – June 30) or the employees' eligible vacation credits, whichever is less.

## **ARTICLE 12 – JOB POSTINGS AND VACANCIES**

- 12.01 All appointments and promotions for positions within this Agreement shall be made by the Chief Administrative Officer subject to the following procedure:
- (a) Vacancies or new positions subject to this Agreement shall be bulletined by the Department Director and posted on the bulletin boards in all departments covered by this Agreement for at least five (5) days before being filled. Copies of all such bulletins shall be forwarded to the Secretary of the Union.
  - (b) Such notice shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, hours of work, wage or salary rate or range. Such qualifications shall not be established in an arbitrary or discriminatory manner.

- (c) The Department Director concerned shall bulletin the promotion or appointment within forty-eight (48) hours after such promotion or appointment has been approved by the Administrator and a copy of the notice shall be sent to the Local.
- (d) Employees promoted or awarded new positions or hired to fill a vacancy shall be placed on a trial period of thirty (30) working days or 240 hours, whichever comes first, and shall be compensated at the rate of pay of their new classification. Conditional on satisfactory performance, such trial promotion shall become permanent after the trial period. Should the employee require an extended trial period, the Employer will notify the employee within five (5) working days or forty (40) hours that their trial period has been extended by another thirty (30) days or 240 hours. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period or is unable to perform the duties of the new job classification, they shall be returned to their former position, wages, and/or salary and without loss of seniority. Any other employee promoted or transferred because of the rearrangement of the positions will also be returned to their former position, wages, and/or salary and without loss of seniority.
- (e) If there are qualified applicants for the job posting, the position shall be filled within two (2) months of the posting.
- (f) Any employee may apply for a posted position, and the applicant with the greatest seniority having the required qualifications and required ability shall be appointed to fill the position.
- (g) Employees who are currently serving their probationary period are eligible to apply. However, if they are the successful candidate, their probationary period will restart from the date they are appointed to the new position.**

#### 12.02 New position and reclassification

The rate of pay for any position, falling under the bargaining unit, not covered by Appendix "A" which may be established during the life of this Agreement shall be subject to negotiations between the Town and the Union. If the parties are unable to agree as to the rate of pay for the job in question, such dispute may be resolved under the grievance and arbitration procedures of this Collective Agreement.

The new rate shall become retroactive to the date the position was filled by the employee. The Town shall inform the Union in writing of the interim rate of pay for said classification prior to the job posting.

#### 12.03 Employment Security

The Employer agrees that during the term of this agreement there will be no layoff of permanent employees.

## **ARTICLE 13 – LEAVE OF ABSENCE**

### **13.01 Sick Leave**

- (a) Sick leave defined – Sick leave means the period of time an employee is permitted to be absent from work, with full pay by virtue of being sick, disabled, exposed to contagious disease, or because of an accident for which compensation is not payable, under the Workers' Compensation Act.
- (b) Abusing Sick Leave – Employees found abusing sick leave shall be subject to disciplinary action.
- (c) Amount of Sick Leave – Sick leave shall be earned by employees covered by this Agreement on the basis of one and one-half (1 ½) days for every month of service to a maximum of two hundred and eighty (280) days.
- (d) Deduction from Sick Leave – A deduction shall be made from accumulated sick leave of all normal working hours (exclusive of holidays) absent, for sick leave, as defined above.
- (e) Medical Care Leave – A permanent or probationary employee who is unable to arrange for personal preventative medical or dental appointment(s), outside their regular hours of work, shall be permitted to attend such appointment(s) without loss of pay. Reasonable notice shall be given to the immediate supervisor and such time shall be deducted from accumulated sick leave.
- (f) The Employer and the Union agree that the Employer may initiate an attendance management program in an effort to improve attendance. The Employer agrees to consult with the Labour Management Committee prior to the implementation of such a program.
- (g) Employees may use up to three (3) sick days (from Sick Leave Entitlement) a calendar year so that the employee can provide the need of their immediate family during illness.

For the purposes of Article 13.01 (g), immediate family means employee's parent, spouse, child or a relative who permanently resided with the employee.

- 13.02 An employee who has completed their probationary period with three (3) years or less seniority and who has used their accumulated sick leave credits shall be granted upon request a ten (10) day block of advanced sick leave credits. Of the ten (10) day block sick leave credits granted, those credits actually used shall be paid back at the rate of one-half (½) day per month of credits earned upon return to employment.**

**An employee who has been granted advanced sick leave credits shall, upon ceasing to be an employee, compensate the Employer for advanced sick leave granted and used which has not been paid back in accordance with this Article, calculated at the employee's daily rate of compensation at the time they ceased to be an employee.**

**An employee will not be permitted to borrow sick leave credits until all previously borrowed credits have been repaid in accordance with this Article.**

- 13.03 (a) Medical Certificate – An employee may be required to produce a certificate from a duly qualified medical practitioner for any illness in excess of three (3) consecutive working days, or in excess of six (6) separate occasions in a calendar year certifying that such employee is unable to carry out their duties due to illness.
- (b) Medical Examination – The Town reserves the right to a second medical opinion from a medical doctor appointed by the Town.
- (c) Sick pay shall become effective after notification of illness to the Town.

13.04 Disposition of Employment Insurance Rebate

The Employer shall register its Wage Loss Replacement Plan (or Sick Leave Plan) with the Employment Insurance Commission for premium reduction purposes. The Union shall be notified of the premium reductions, which shall be disposed of in a manner mutually agreeable to the parties. If the parties are unable to reach an agreement on the use of the premium rebate, the matter shall be submitted to arbitration in accordance with the terms of this agreement.

13.05 Training Leave

- (a) An employee shall receive their regular wages while attending training at the request or with the permission of the Employer. An employee will be given the option to travel during their regular work hours for required travel time, with their Director's approval. An employee shall not demand payment at the overtime rate should the hours of training exceed their normal daily or weekly hours of work. Employees will receive travel expenses in addition to regular wages.
- (b) When leave with pay is granted by the Employer for training purposes, the Employer may require, as a condition of such leave, a contractual obligation to return to the employ of the Employer for a minimum period of one (1) year.
- (c) If the employee leaves, or intends to leave the employ of the Employer before the expiration of the one (1) year contractual obligation, they shall reimburse the Employer in full for all costs and expenses incurred on a pro-rata basis prior to termination of employment.

- (d) In order to give employees the opportunity of being qualified for promotion, the Town may select employees from time to time for suitable training. While being trained and until such time as these trainees are recommended by the Department Director, as being qualified for promotion, their hourly rates of pay shall remain as the rate paid upon selection as trainees and upon qualification, may be reclassified.
- (e) When the Employer intends to introduce new equipment or computer programs to employees, they will notify the employees with appropriate notice in advance and provide all the necessary training required to operate the new equipment or computer programs.

### **13.06 Union Leave**

- (a) The Town agrees to allow elected union representatives to leave their employment in order to represent the union. Such leave shall be with pay and no loss of seniority upon request being made to the Department Head.
- (b) The Town agrees to pay four (4) employees for three (3) days for the purpose of bargaining.
- (c) Union Conventions & Seminars – Subject to operational requirements of the appropriate department and with two weeks' notice, leave of absence without pay and without loss of seniority, shall be granted upon request to any two (2) employees elected or appointed to represent the union, or to attend a union convention or seminar.
- (d) Training Leave – The Town shall provide four (4) employees with four (4) days off without pay, to prepare for negotiations, providing the Union provides fourteen (14) days advance notice. A maximum of two (2) employees per department shall be selected.
- (e) Leave for Union Employment – An employee who is elected or selected for a full-time or temporary position with the National union shall be granted leave of absence without pay and without loss of seniority maximum period of one (1) year. An employee who is elected for a Provincial position shall be granted a leave of absence without pay and without loss of seniority maximum of two (2) year. The employee will provide the employer with reasonable notice. During the period of such leave, the employee may choose to maintain coverage under the Medical and Dental plan by paying the full premium cost.

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### 13.07 Maternity Leave/Parental Leave

- (a) Service requirement for maternity leave – an employee shall qualify for maternity leave after completion of the probationary period. The Employer shall not deny the pregnant employee the right to continue employment during the period of pregnancy.
- (b) Length of Maternity Leave – As outlined in the *Employment Insurance Act* and any amendment thereto.
- (c) Seniority status during Maternity Leave – while on maternity and/or parental leave, an employee shall continue to accumulate seniority during the period of the leave.
- (d) An employee shall accumulate all sick & vacation benefits under this agreement for a period of up to six (6) months during Maternity and/or Parental leave. An employee shall also have the option of continuing their coverage under the current group insurance benefit plans for the total period of Maternity and/or Parental leave.
- (e) Procedure upon Return from Maternity Leave – when an employee decides to return to work after maternity leave, they will provide the Employer with at least two (2) weeks notice. On return from maternity leave, the employee shall be placed in their former position: however, should the former position no longer exist, they will be placed in an equivalent position in the Town service.
- (f) **If the non-birthing parent intends to take parental leave, they shall give a minimum of six (6) weeks' written notice to the Employer of the commencement date and duration of the leave. The commencement date and duration may be changed by agreement between the Employer and the employee.**

### 13.08 Bereavement Leave

- (a) In the event of a death in the immediate family of an employee covered by this Agreement, the Town of Riverview shall grant a leave with pay as follows:
  - Five (5) consecutive working days for wife, husband, common law partner, child, stepchild, father, mother, brother, sister, grandchild. For greater clarification, the above family members listed shall include step family members.
  - Three (3) consecutive working days for grandparents, mother-in-law, father-in-law, son-in-law, daughter-in-law, **niece and nephew** or ward permanently residing in the employee's household, or with whom the employee permanently resides.
  - One (1) day for brother-in-law, sister-in-law, grandparent-in-law, aunt or uncle.

**Any reasonable** additional days with pay **shall** be granted to such employee with approval of the **Department Director**.

Payment shall only be made for days that would otherwise have been worked.

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- (b) In the event of a death of any member or retired former member of the bargaining unit, the president or their appointee shall be granted leave to attend the funeral to pay last respects to the deceased. Any member wishing to attend a member's funeral should be allowed to do so, providing it does not cause any undue disruption to the Town and is approved by the Director.

**13.09** Should an employee covered by this Agreement request leave of absence, personal or otherwise, same may be granted without pay by the Chief Administrative Officer. Should more time be necessary, the employee concerned shall make written request to the Chief Administrative Officer for an extension and such extension may be granted at their prerogative. During such leave of absence, there shall be no accumulation of benefits or seniority. (Does not apply to employees granted leave under Articles **13.06 (a), (c) or (d)**)

#### **ARTICLE 14 – TEMPORARY ASSIGNMENT**

14.01 Employees temporarily assigned to positions of higher classification in a higher wage rate position shall receive the higher rate of pay, beginning the first hour they perform the work.

14.02 A temporary assignment automatically ceases whenever the incumbent returns to work.

14.03 An employee will not be penalized for temporarily assuming the duties and responsibilities of an employee whose rate of pay may be lower than the employee's regular rate.

14.04 Temporary assignments shall be assigned to senior employees in concerned department who are qualified to perform the duties for the maximum period of four (4) months and then the position shall be posted as specified in article 12.01. The "lead hand" position in the Recreation Department shall be exempted from this article.

#### **ARTICLE 15 – CALL OUT**

15.01 Employees called out to work before or after their regular working day, shall be paid the minimum of four (4) hours pay at the employee's overtime rate, whether or not the employee is required to perform duties. Employees who are called out to work will have the option of returning home following completion of assigned tasks or being given other tasks to accomplish for the remaining portion of the four (4) hours. Should the employee avail themselves of the option to return home, the current call out period of four (4) hours would remain in effect as if the employee had remained at work and such an employee would not be eligible for another call out pay should they be required to return to work before the expiry of the initial call out.

15.02 In the event the employee is required to perform duties, overtime rates shall apply for the actual time worked, but in no event, shall an employee receive less than the amount specified as call-out pay.

15.03 (a) Call-out shall be in accordance with seniority, on a rotating basis, in the classification required to perform the duties specified. Should no employee be available in the particular classification, then the senior qualified employee in the next classification will be called, except in the case of an extreme emergency.

(b) An employee who calls in sick for their regular scheduled shift will not be eligible for overtime for twenty-four (24) hours and will not lose their place on the rotation list.

15.04 An Employee who is assigned to be on-call, by the Employer, shall be paid the equivalent of one (1) four (4)-hour call-out at the overtime rate per week – (seven (7) days) on-call plus an additional \$16.00 per day for a statutory holiday.

#### **ARTICLE 16 – CLOTHING**

16.01 (a) Employees of the Department of Parks, Recreation and Community Relations as well as the Engineering and Public Works Department shall have appropriate clothing and safety equipment, as required, which may include but not limited to, raincoats, rubber boots, gloves, coveralls and winter gear, supplied by the Town.

(b) An allowance of **two hundred and seventy-five (\$275.00)** dollars excluding tax shall be provided for the purchase of safety boots in the form of a purchase order provided by the Town. **One (1) pair of boots shall be purchased every twelve (12) months from original date of purchase.**

(c) The above clothing shall be issued to employees.

(d) Clothing and equipment supplied by the Town is to be worn while employee is on duty only.

(e) Any employee, upon leaving employment of the Town or leaving the Department, shall return all clothing and equipment including ID cards, keys, swipe cards, cellphones, laptops to the Town.

#### **ARTICLE 17 – PAY ADMINISTRATION**

17.01 Town employees shall be paid not later than 4:30 p.m. on every other Thursday.

17.02 **The Town shall pay any fees for an employee who, as a condition of employment, is required to be licensed. This includes medical exams for Class 1 and Class 3 licenses.**

**17.03 Professional Fees:** Where an employee is required to maintain a certification that is related to their job description, the Employer shall pay for the fees associated with that certification.

#### **ARTICLE 18 – SNOWSTORMS**

18.01 Snowstorms – In the event of a snowstorm, employees shall be expected to be at work at their normal starting time. Any employee who cannot be at work, as the result of a snowstorm, shall be given an opportunity to make up lost time, at straight time rates, or to substitute the lost time by using their vacation credits.

If an employee reaches their place of employment, they will be paid for the hours worked.

If the Employer sends the employees home due to a snowstorm or hazardous weather conditions, no time is to be made up and no salary will be lost.

#### **ARTICLE 19 – BIOHAZARD WASTE/COMPRESSED GAS**

19.01 Biohazard Waste/Compressed Gas – Employees, while working, who come in contact with live sewage, work in excavation in contact with live sewage and/or engaged in repairing leak using compressed ammonia or chlorine gas shall be paid ninety (90) cents per hour on regular or overtime work while so employed.

#### **ARTICLE 20 – FUNERAL EXPENSES**

20.01 If a permanent employee dies, the Employer shall pay to their estate, an amount equal to six (6) weeks' pay.

#### **ARTICLE 21 – OVERTIME RATES**

21.01 Time worked by employees on regular assignments, continuous with, or after the regularly assigned hours of duty, shall be considered as overtime and shall be paid for, on the actual minute basis, at one and one-half (1 ½) times the regular rate of pay.

When an employee is required to perform work outside regular hours, and not continuous with regular working hours, and provided that forty-eight (48) hours notification is given, the employee shall receive a minimum of two (2) hours at one and a half (1 ½) times the regular rate of pay.

21.02 All employees required to work on any holiday as defined in Article 10 of this Agreement, will be compensated for all time worked at one and one-half (1 ½) times the regular rate of pay, in addition to the regular day's pay allowed for the holiday.

21.03 Employees required to perform work on their normal day of rest shall be paid at time and one-half (1 ½).

**21.04 Cancelled scheduled overtime: If a scheduled overtime is cancelled with less than forty-eight (48) hours of the commencing of the shift, the Employer shall pay the employee a minimum of four (4) hours pay at the employee's overtime rate.**

21.05 All overtime will be rotated among employees within their respective classifications by seniority, except in emergencies and an overtime rotation list shall be posted in respective workplaces.

The employee who is called and responds to the emergency shall lose their next regular scheduled turn on the rotation list.

In the Public Works Department, overtime shall be assigned as per the call list process on a rotation basis from Foreman.

21.06 Instead of cash payment, if operational requirements permit, employees may be given compensating time off, at a time mutually agreed with their supervisor. If agreement is not made within thirty (30) days, payment will be made.

21.07 Employees who are on approved vacation leave and who wish to be called in for overtime shall provide notice in writing to their Supervisor before their vacation period begins.

#### **ARTICLE 22 – HOT MEAL ALLOWANCE**

22.01 The Town will provide a meal allowance when an employee is required to work more than two (2) hours continuous with their regular shift.

Meal allowances, when authorized by the Employer shall be **\$20.00** per meal, per diem.

#### **ARTICLE 23 – ATTENDING COURT, INQUEST AND JURY DUTY**

23.01 In cases in which an employee of the Town of Riverview covered by this Agreement is summoned to attend court, (except for personal reasons) coroner's inquest, jury duty, or to appear as a witness while on duty, the employee shall not lose any earnings. Any remuneration received shall be turned over to the Town.

#### **ARTICLE 24 – TRANSPORTATION OF EMPLOYEES**

24.01 During inclement weather, if at all possible, all employees in all departments being conveyed from yard to job, or vice versa, shall be protected from such elements by properly covered mobile equipment.

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**ARTICLE 25 – OUTSIDE EMPLOYMENT**

25.01 The Union recognizes that the efficiency of employees of the Town depends on their being able to devote their time and energy to the work of the Town. It is agreed that no employees shall engage in outside employment which may interfere with their capabilities to perform their job functions.

**ARTICLE 26 – GENERAL CONDITION**

26.01 Superannuation – when an employee covered by this Agreement is in receipt of a substantial pension or a pension from the Town pension scheme, their seniority will cease.

**ARTICLE 27 – FUTURE LEGISLATION**

27.01 In the event that any law passed by Canada or the Province, affecting employees covered by this Agreement, renders null and void any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect for the Term of the Agreement.

**ARTICLE 28 – REGISTER ATTENDANCE**

28.01 The Employer reserves the right to require employees to register their attendance at work in a form, or in forms, to be determined by the Employer.

**ARTICLE 29 – EMPLOYEE BENEFITS**

29.01 (a) The existing Long-Term Disability, Life, Accidental Death and Dismemberment, Medical, and Dental plan premiums shall be cost-shared, as follows:

<u>Dates</u>	<u>Employer</u>	<u>Employee</u>
July 1, 2006 – June 30, 2021	75%	25%
July 1, 2021	80%	20%

These plans shall be administered by the joint pension and benefits committee with equal representation from the Employer and Employees.

(b) Employees who have retired and are drawing a Town of Riverview pension shall have the right for (self-paid) continued group coverage, if permitted by the insurers.

29.02 If any changes are necessary during the life of this agreement to either the amount of premiums or the level of benefits provided, the Employer and a majority of employees shall both agree to these changes. If no agreement can be reached then the benefit plan must be amended so as there is no increase in the cost of premiums to either the Employer or the Employees.

## **ARTICLE 30 – PENSION PLAN**

30.01 Each permanent employee shall participate in the Town of Riverview Pension Plan, which shall be administered by a pension committee with equal representation from the Employer and the Unions. There shall be no change to the pension plan without the consent of the Town and two-thirds vote of all the plan members.

Employer contributions shall be as required by the actuaries.

Employee contributions are 6% of earning.

30.02 Retirement Allowance – When an employee having continuous service of 10 years retires from active service due to death or disability or having reached retirement age, the employer shall pay such employee or beneficiary of the employee a retirement allowance equal to one month pay for each completed five years service or fraction thereof but not exceeding six months at the employee's regular rate of pay at retirement.

## **ARTICLE 31 – DISABILITY MANAGEMENT**

### 31.01 Workers' Compensation Act

- (a) All employees subject to this collective agreement shall be covered by the provisions of the Workers' Compensation Act of the Province of New Brunswick.
- (b) When an employee is off work because of an accident or occupational illness resulting from their employment and which is accepted as compensable by WorkSafe NB, the employer will supplement the WorkSafe NB benefit to the extent permitted by WorkSafe NB without offsetting the benefit payable by WorkSafe NB and subject to the provision that any such supplemental payment shall not increase the employee's net take home pay above their regular pre-disability amount.
- (c) Pending settlement of the insurable claim, and subject to the conditions of 36.01 b), the Employer shall advance the employee a cheque in the amount of 85% of regular net salary as determined by WorkSafe NB. In return, the employee shall reimburse the Employer for the advance.
- (d) The Employee's Benefit Plans (including pension) will be continued, as if they were at work, during the period that the employee is in receipt of "Loss of Earnings" benefits from WorkSafe NB, subject to Article 36.01 b).
- (e) The absence of an employee who is receiving compensation benefits under the Workers' Compensation Act shall not be charged against the employee's sick leave credits or vacation credits.
- (f) No employee shall have their employment terminated as a result of absence from work caused by an accident he received while performing duties for the Employer or an industrial disease.

31.02 An employee who is injured during work hours, and who is required to leave work for treatment, or who is sent home as a result of such injury shall receive payment for the remainder of the shift at their regular rate of pay, without deduction from their sick leave, unless the attending medical nurse or doctor states that the employee is fit to return to work immediately. The Employer will allow the employee to be absent from work for a maximum of eight (8) working hours in total without deduction from sick leave and with full pay and benefits, to receive treatment for an injury occurring on the job.

#### **ARTICLE 32 – MEDICAL EXAMINATION**

32.01 As a condition of employment, each employee may be required to submit to a medical examination at the expense of the Employer, by a physician appointed by the Employer, at such time and frequency as may be determined by the Employer.

32.02 If the employee elects to receive a medical examination from a specialist, the specialist's fees shall be borne by the employee.

32.03 If an employee covered by this Agreement is declared by a medical doctor to be incapable of performing their regular duties, the Employer shall make every reasonable attempt to find alternative employment for such employee within the work force of the Employer.

32.04 The Employer may dismiss, suspend or lay off an employee who has refused reasonable alternate employment offered by the Employer under **Article 32.03**.

32.05 Employees receiving medical examinations during off-duty hours shall not claim overtime compensation.

#### **ARTICLE 33 – AMALGAMATION/REGIONALIZATION/MERGER**

In the event that the Employer merges or amalgamates with any other body or is forced to regionalize services, the Employer undertakes to ensure that:

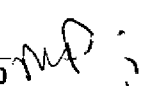
33.01 Employees shall be credited with all seniority rights with the new employer.

33.02 All service credits relating to vacation with pay, sick leave credits, and all other benefits shall be recognized by the new employer.

33.03 No employee shall receive any reduction in wage rate benefits, that are currently stipulated in this collective agreement between the Town of Riverview and CUPE Local 2162, when going to work for the new employer.

33.04 No employee shall suffer a loss of employment as a result of a merger.

33.05 Employees that are currently working for the Town of Riverview shall have a choice to stay in the current geographic location and in their current classification on the date of amalgamation.



#### **ARTICLE 34 – DURATION AND TERMINATION**

34.01 This Agreement shall be deemed to come into full force and effect on July 1, **2025** with expiry date June 30, **2029**. The Employer or the Union may give notice to the other as hereinafter provided, that it desires that this Agreement shall be revised, modified, amended or terminated or that the terms and conditions of a new Agreement be negotiated to replace this Agreement.

Such notice, to be effective, must be in writing and served in the following manner:

- (1) If given by the Employer, it must be served either by personal service or registered mail, upon the President, Vice-President of the Union, or an official appointed by the Union.
- (2) If given by the Union, it must be served either by personal service or registered mail, upon the Mayor of the Town of Riverview.
- (3) It must be served upon the President, or Vice-President, or Secretary, or an official appointed by the Union, or upon the Mayor of the Town of Riverview between one hundred and twenty (120) and thirty (30) calendar days prior to expiry date.
- (4) Upon notification of either party, the other party must respond in writing within fifteen (15) days. Failure to serve any such notice in the aforementioned manner will render the notice null and void.

#### **ARTICLE 35 – WORK OF THE BARGAINING UNIT**

35.01 No member of management shall perform work which is regularly and normally performed by employees in the bargaining unit, except for an emergency, instruction, testing purposes, or where there are no employees in the bargaining unit available or capable to perform the work.

#### **ARTICLE 36 – CONTRACTING OUT WORK**

36.01 The Employer shall not contract out any work that will result in the lay off of present employees in the bargaining unit

#### **ARTICLE 37 – REPRESENTATIVE OF NATIONAL UNION**

37.01 The Union shall have the right to have the assistance of a representative of the Canadian Union of Public Employees when dealing or negotiating with the Town.

## **ARTICLE 38 – APPENDICES**

38.01 Each and every appendix to this Agreement signed by the parties there of, shall be incorporated therein as fully and completely as if the same were written therein.

38.02 Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the life of this Agreement.

## **ARTICLE 39 – BENEFIT AND BINDING**

39.01 This Agreement and everything contained herein shall enure to the benefit of and be binding upon the parties hereto, their successors and assigns respectively.

## **ARTICLE 40 – RESPECTFUL WORKPLACE**

40.01 The Town of Riverview commits itself to support all provisions of the *New Brunswick Human Rights Act* including all its provisions on harassment, discrimination, duty to accommodate, employment and other requirements. This commitment is made in recognition of the fundamental principle that all persons are equal in dignity and human rights without regard to race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, **citizenship, immigration status, marital status, family status, gender identity or expression**, sexual orientation or sex. To this end the Town will have a policy that supports all provisions of the *Human Rights Act* and the Union agrees to support the efforts of the Town in this regard. Grievances alleging failure by the Employer to comply with the procedure outlined in the policy shall be initiated at Step 2.

## **ARTICLE 41 – OCCUPATIONAL HEALTH AND SAFETY**

41.01 The Employer agrees to develop policies and procedures in order to prevent and reduce violence in the workplace based on the Town of Riverview's Health and Safety Policies. The policies will address the prevention of violence, and the management of violent situations. The policies will be developed with Senior Management in consultations with the Joint Health and Safety Committee.

41.02 **Health & Safety Committee:** A member of the Joint Health & Safety Committee attending meetings outside of their regular working hours shall be considered as time worked and payment shall be on the basis of straight time.

41.03 **Health & Safety Act:** Both Union and Management recognize that they shall abide by the *New Brunswick Occupational Health and Safety Act*.

## **ARTICLE 42 – COPIES OF AGREEMENT/OFFICE SPACE**

- 42.01 The Town agrees to provide a copy of the Collective Agreement to each employee to whom it applies.
- 42.02 The Town agrees to provide a location at the Operation Centre for a locked filing cabinet to store CUPE Local 2162 documents.

## **ARTICLE 43 – DOMESTIC VIOLENCE**

- 43.01 (a) The Employer recognizes that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance and performance at work.
- (b) **Workers experiencing domestic violence will be able to access five (5) days of paid leave for attendance at medical appointments, legal proceedings, and any other necessary activities. This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day, without prior approval. Once an employee has been granted five (5) days of leave under this Article, any future requests will be at the discretion of the Employer.**
- (c) Confidentiality – All personal information concerning domestic violence will be kept confidential in line with relevant legislation. No information will be kept on an employee's personnel file without their express written permission.
- (d) The Employer recognizes their duty to accommodate employees in domestic violence situations to the point of undue hardship.
- (e) Employees will be entitled to leave in accordance with provisions of the *New Brunswick Employment Standards Act*.
- (f) **Protection from Discipline – The Employer agrees that no adverse action will be taken against an employee if their attendance or performance at work suffers as a result of experiencing domestic violence.**

## **ARTICLE 44 – RETROACTIVITY**

- 44.01 **Current Employees: All employees in the Bargaining Unit as of July 1, 2025, shall receive retroactive pay on all paid hours including regular and overtime hours.**

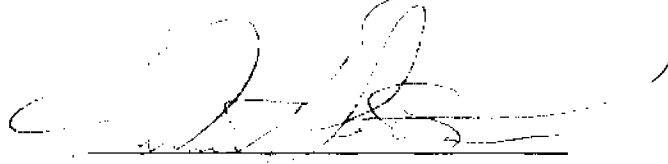
**Retirees: Employees who have retired after July 1, 2025, shall also be entitled to retroactive pay for all paid hours including regular and overtime hours.**

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by the hands of their duly authorized officers and by affixing of their respective seals hereto the day and year first above written.

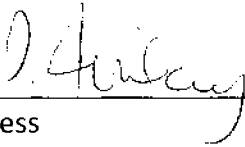
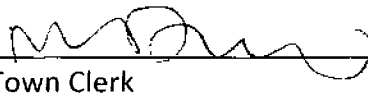
SIGNED, SEALED AND DELIVERED

THE TOWN OF RIVERVIEW

In the presence of:



Mayor

  
Witness  
Town Clerk

CANADIAN UNION OF PUBLIC  
EMPLOYEES – LOCAL 2162

  
Witness  
President  
Secretary

**APPENDIX "A"**  
**TOWN OF RIVERVIEW**  
**Classification and Hourly Rate Schedule**

Classification	July	July	July	July
	1/2025	1/2026	1/2027	1/2028
	5.75%	3.50%	3.50%	3.00%
	Increase	Increase	Increase	Increase
Clerk Receptionist	\$ 31.94	\$ 33.05	\$ 34.21	\$ 35.24
Clerk Junior	\$ 32.14	\$ 33.26	\$ 34.43	\$ 35.46
Clerk Intermediate General	\$ 32.31	\$ 33.44	\$ 34.61	\$ 35.65
Senior Payroll Administrator	\$ 32.52	\$ 33.66	\$ 34.83	\$ 35.88
Accounting Clerk	\$ 33.27	\$ 34.43	\$ 35.64	\$ 36.71
Engineering Technologist	\$ 35.98	\$ 37.24	\$ 38.54	\$ 39.69
Administrative Clerk	\$ 34.88	\$ 36.10	\$ 37.36	\$ 38.48
Casuals	\$ 23.47	\$ 24.29	\$ 25.14	\$ 25.89
Utility Worker	\$ 32.90	\$ 34.05	\$ 35.24	\$ 36.30
Utility Worker III	\$ 33.41	\$ 34.58	\$ 35.79	\$ 36.86
Public Works Clerk II	\$ 34.87	\$ 36.09	\$ 37.35	\$ 38.47
Public Works Clerk I	\$ 34.18	\$ 35.37	\$ 36.61	\$ 37.71
Mechanic I	\$ 34.91	\$ 36.13	\$ 37.39	\$ 38.52
Mechanic II Lead Hand	\$ 36.25	\$ 37.52	\$ 38.83	\$ 40.00
Equip. Operator II	\$ 34.17	\$ 35.36	\$ 36.60	\$ 37.70
Utility Services	\$ 35.55	\$ 36.80	\$ 38.09	\$ 39.23
Working Foreman	\$ 36.25	\$ 37.52	\$ 38.83	\$ 40.00
By-Law Enforcement Officer	\$ 40.77	\$ 42.19	\$ 43.67	\$ 44.98
Water Control Technologist	\$ 41.22	\$ 42.66	\$ 44.16	\$ 45.48
Water Operator Level II	\$ 36.25	\$ 37.52	\$ 38.83	\$ 40.00
Community Recreation Worker (Youth)	\$ 33.61	\$ 34.78	\$ 36.00	\$ 37.08
Community Recreation Worker (Special Populations)	\$ 33.61	\$ 34.78	\$ 36.00	\$ 37.08
Community Recreation Worker (Aquatics)	\$ 33.61	\$ 34.78	\$ 36.00	\$ 37.08
Community Engagement Worker	\$ 33.61	\$ 34.78	\$ 36.00	\$ 37.08

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**LETTER OF UNDERSTANDING**

**BETWEEN**

**TOWN OF RIVERVIEW**  
**(hereinafter referred to as "the Employer")**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2162**  
**(hereinafter referred to as "the Union")**

**RE: Employee Benefits**

This Letter of understanding confirms the mutual agreement between the Town of Riverview and CUPE Local 2162 regarding the review of the Employee Benefits potential adjustment regarding the existing cost shares.

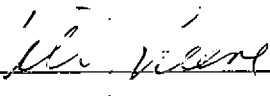
Both parties agrees that this will be part of the Collective Agreement moving forward once a satisfactory agreement is reached.

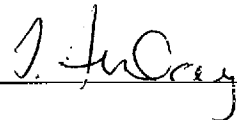
Both parties agrees that this process is to be completed by December 31, 2025.

DATED in Riverview, New Brunswick, this 8 day of December, 2025.

FOR THE UNION

FOR THE EMPLOYER

  
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**LETTER OF INTENT**

**BETWEEN**

**TOWN OF RIVERVIEW**  
**(hereinafter referred to as "the Employer")**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2162**  
**(hereinafter referred to as "the Union")**

**RE: Wage Adjustment Review**

- Senior Payroll Administrator
- Mechanic I
- Mechanic II Lead Hand
- Utility Worker
- Utility Services
- Engineering Technologist

The parties acknowledge that concerns have been raised by the Union regarding the current wage levels for the above-mentioned classifications. The parties agree that a comprehensive wage review, a job evaluation and comparators is warranted to ensure these positions are appropriately compensated in relation to internal and external benchmarks.

The town has identified the concern that the senior payroll administrator may not be aligned with the Bargaining position and that the assessment of this role will be part of the scope.

Should the parties reach an agreement on any wage adjustments and retroactive pay, such changes shall be formalized through a Letter of Understanding (LOU) and incorporated into the current Collective Agreement.

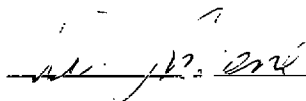
Both parties agrees that this process is completed by December 31, 2026.

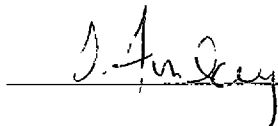
Both parties commit to engaging in this review process in good faith and with a spirit of cooperation and transparency, recognizing the importance of fair compensation for work performed.

DATED in Riverview, New Brunswick, this 8 day of December 2025.

FOR THE UNION

FOR THE EMPLOYER

  
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**LETTER OF INTENT**

**BETWEEN**

**TOWN OF RIVERVIEW**  
(hereinafter referred to as “the Employer”)

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2162**  
(hereinafter referred to as “the Union”)

**RE: Staffing of the Riverview Recreational Complex**

The Town of Riverview and CUPE Local 2162 acknowledge the upcoming opening of the Riverview Recreational Complex and share a mutual interest in ensuring a smooth and coordinated staffing process that supports operational success, fair employment practices, and the continuation of positive labour relations.

1. Intent and Scope

This Letter of Intent is intended to outline general principles and a cooperative approach regarding staffing and operations at the Riverview Recreational Complex. It does not create binding obligations beyond those already contained in the existing Collective Agreement between the Employer and the Union.

The Employer retains all management rights, including the right to determine staffing levels, classifications, organizational structure, and the designation of positions inside or outside the bargaining unit, in accordance with the Collective Agreement and applicable legislation.

2. Staffing Discussions

The parties agree to maintain open communication regarding anticipated staffing requirements for the new facility. The Employer will share preliminary staffing plans and timelines with the Union for information and discussion purposes only, recognizing that such plans may evolve as operational needs are finalized.

3. Bargaining Unit Work

The Employer will identify which positions perform duties that fall within the scope of the CUPE Local 2162 bargaining unit. Positions deemed outside of the bargaining unit will be discussed with the Union for consultation purposes, but final determination shall rest with the Employer.

4. New Classifications and Job Descriptions

The Employer will consult with the Union prior to implementing any new job classifications or descriptions that may fall within the scope of bargaining unit work. Such consultation will not delay implementation, and final authority for approval remains with the Employer.

5. Recruitment and Internal Opportunities

Internal CUPE Local 2162 members will be provided first consideration for new positions, provided they are the applicant with the greatest seniority and meet the required qualifications.

6. Ongoing Communication

The parties agree to meet periodically, and by mutual agreement, to discuss operational or staffing matters related to the Riverview Recreational Complex. These meetings are intended to promote cooperation and problem-solving, not to reopen collective bargaining or restrict management rights.

7. Duration and Review

This Letter of Intent shall remain in effect for twelve (12) months following the opening of the Riverview Recreational Complex, after which the parties may review and discuss future arrangements based on operational experience.

8. Non-Binding Nature

This Letter of Intent does not form part of the Collective Agreement and shall not be construed as creating binding obligations. It reflects a shared intent to collaborate in good faith as the facility becomes operational.

DATED in Riverview, New Brunswick, this 8 day of December, 2025.

FOR THE UNION

FOR THE EMPLOYER

M. P. Moore

J. J. Day

LETTER OF UNDERSTANDING

BETWEEN

TOWN OF RIVERVIEW  
(hereinafter referred to as "the Employer")

AND

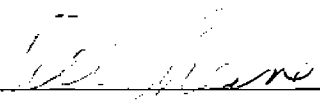
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2162  
(hereinafter referred to as "the Union")

Re: Review and Revision of Arena Scheduling for Utility Worker III Positions

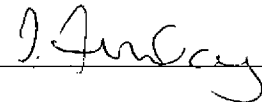
1. The parties recognize the importance of reviewing the Utility Worker III schedule at the arena to reflect current user group needs, safety considerations, operational realities, and to support employee well-being.
2. To achieve this, the parties agree to engage in a collaborative consultation process that will include the following elements:
  - o A confidential survey distributed to all Utility Worker III employees;
  - o Optional written submissions or feedback through the employee's supervisor or union representative;
  - o An all-staff information session facilitated by Labour-Management representatives, to provide operational context and allow open discussion of scheduling considerations;
  - o One-on-one or small group meetings for any employee who wishes to provide input in another format.
3. Feedback from these consultations will be summarized and reviewed by the Labour Management Committee by November 30, 2026, including up to four (4) representatives of the Utility Worker III staff chosen by the membership.
4. Where a mutually agreeable revised schedule is reached through the consultation process, it shall be finalized and posted no later than April 1, 2027, in accordance with the provisions of the Collective Agreement. If mutual agreement is not achieved, the existing schedule shall remain in place until such time as further discussions occur.

DATED in Riverview, New Brunswick, this 8 day of December 2025.

FOR THE UNION

  
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FOR THE EMPLOYER

  
\_\_\_\_\_

*MD*