

**COLLECTIVE AGREEMENT**

Between

**THE CORPORATION OF THE CITY OF ST. THOMAS**

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 841.1**

**EXPIRES: December 31, 2028**

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THIS AGREEMENT is made and entered into  
B E T W E E N:

THE CORPORATION OF THE CITY OF ST. THOMAS  
hereinafter referred to as "The City"

OF THE FIRST PART

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES and its LOCAL 841  
Affiliated with the CANADIAN LABOUR CONGRESS  
hereinafter called "The Union"

OF THE SECOND PART

**ARTICLE 1 - PURPOSE**

**1.01** The general purpose of this agreement is to establish mutually satisfactory relations between the City and its employees and to provide machinery for the prompt and equitable disposition of grievances and to establish and maintain satisfactory working conditions, hours of work and wages for all employees who are subject to the provisions of this agreement.

**ARTICLE 2 – RECOGNITION**

**2.01** The City recognizes the Union as the exclusive bargaining agent for all clerical and technical employees of the City save and except:

**Administrative Assistant- Social Services**

**Administrative Assistant- Environmental & Infrastructure Services**

**Administrative and Communications Assistant**

**Airport Manager**

**Arena and Skate Attendant**

**Aquatic Positions**

**Building Attendant**

**Children Services Operations Coordinator**

**City Manager**

**Data & Research Analyst**

**Department Heads**

**Employees covered under the agreements with CUPE Local 35, and Part-time Crossing Guards**

**Environmental Compliance Coordinator**

**Fire Department employees**

**GIS Planning Technician**

**Manager of Accounting**

**Manager of Building Services/Chief Building Official**

**Manager of Capital Works**

**Manager of Children Services**

**Manager of Development and Compliance**

**Manager of Facilities**

Manager of Finance/Deputy Treasurer
<b>Manager of Housing Stability Services</b>
<b>Manager of Legislative Services/Deputy City Clerk</b>
<b>Manager of Ontario Works</b>
<b>Manager of Parks &amp; Forestry</b>
<b>Manager of Planning Services</b>
Manager of Pollution Control
<b>Manager of Recreational Facilities and Programs</b>
<b>Manager of Social Services</b>
Manager of Transportation & By-Law
Manager of Water and Sewer
Members of the architectural, dental, engineering, land surveying, legal or medical profession entitled to practice in Ontario and employed in a professional capacity.
<b>Personnel at the Airport</b>
Personnel in Human Resources
Personnel in the Mayor's office
Persons above the rank of Deputy Department Head
Planner
<b>Planning Programs Coordinator</b>
<b>Pollution Control Environmental Coordinator</b>
<b>Project Manager- Industrial Development</b>
<b>Purchasing &amp; Risk Coordinator</b>
<b>Recreation Day Camp and Programming Personnel</b>
<b>Senior Planning Technician</b>
<b>Senior Project Manager- Industrial Development</b>
Students employed for the school vacation period
<b>Supervisor of Building Services/Deputy Chief Building Official</b>
<b>Supervisor of Housing Stability Services</b>
<b>Supervisor of Information Technology Services</b>
<b>Supervisor of Parks and Forestry</b>
<b>Supervisor of Roads &amp; Traffic</b>
<b>Supervisor of Water and Wastewater</b>
Valleyview Home positions
Waste Management Coordinator

**ARTICLE 3 - RELATIONSHIP**

**3.01** The parties hereto mutually agree that every employee of the City covered by this agreement shall become and remain a member of the Union according to the Constitution and By-Laws of the Union.

**3.02** The City and the Union agree that no employee shall in any manner be discriminated against or coerced, restrained or influenced by reason of any of the grounds of discrimination in accordance with the Ontario Human Rights Code or by reason of membership or non-membership in any labour organization, or by reason of any activity or lack of activity in any labour organization.

**3.03** The Union agrees that neither it nor its members will engage in Union activities during working hours or hold meetings at any time on the premises of the City without the permission of the Director of Human Resources which permission shall not be unreasonably withheld. The foregoing shall not apply to the

processing of a grievance in any department where the approval of the Department Head has first been obtained. Union Officials shall be allowed reasonable time during working hours to investigate grievances provided approvals are obtained as previously outlined in this section, subject to the right of the City to limit such time if it deems it to be excessive.

#### **ARTICLE 4 - MANAGEMENT RIGHTS**

**4.01** The Union acknowledges that it is the exclusive function of the City to hire, promote, demote, transfer, classify and suspend employees, and also the right of the City to discipline or discharge any employee for cause, provided that a claim by an employee who has acquired seniority that **they have** been discharged, suspended or disciplined without reasonable cause may be the subject of a grievance and dealt with as hereinafter provided.

**4.02** The Union further recognizes the right of the City to manage the affairs of all Departments in all respects. The location of the operations; the direction of the working forces; the methods, processes and means of work used, the schedules of operation; the right to decide on the number of employees needed by the City at any time, the right to use improved methods, machinery and equipment; and jurisdiction over all employees, operations, buildings, and tools which are the property of the City, are solely and exclusively the responsibility of the City. The City also has the right to make, alter and enforce from time to time, rules and regulations to be observed by the employees, but when new rules and regulations are made or altered the City will send a copy to the Unit Chair and will cause same to be duly posted on the bulletin board over the signature of the Director of Human Resources, provided that the City will notify and meet with the Union prior to any changes of the rules and regulations that are to be implemented and the Union may render any suggestions on rules and regulations or amendments thereto.

**4.03** It is understood and agreed that such functions shall not be exercised in a manner inconsistent with the provisions of this agreement.

**4.04** Without restricting its right to determine the method by which municipal services are to be provided, the Corporation agrees that no regular employee with three or more years of seniority in the bargaining unit shall be laid off from work as a direct result of (a) the performance of work by outside contractors, or (b) as a result of technological change in methods.

#### **ARTICLE 5 - REPRESENTATION**

**5.01** The Union bargaining and/or grievance committee shall be composed of not more than three representatives. Each member of this committee including all stewards shall be at least eighteen years of age and shall have been in the employ of the City for not less than six (6) months.

**5.02** Recognized members of the Union's Committee, who are in the employ of the employer, who are required to attend a meeting, with the employer during regular working hours shall not lose any regular remuneration for attending such meeting. Attendance at such meetings shall not result in wage premiums being paid. The foregoing shall not apply when a third party is involved except for grievance mediation and conciliation. No more than two (2) representatives from one department shall meet with the Employer at any one time unless an additional representative is the grievor or unless otherwise mutually agreed.

**5.03** The names of the members of the Union Committees shall be given to the City in writing and the City shall not be required to recognize members of a committee until it has been notified in writing of the names of the same.

**5.04** All correspondence between the parties arising out of this agreement or incidental thereto, save and except with reference to employee grievances, shall pass to and from the Director of Human Resources and the Unit Chair.

**5.05 Union Representation:**

(a) An employee shall have the right to have the assistance of a Steward or Union Committee person at any meeting with the Employer which the Employer has set which relates to personnel relations and/or employment status, including a meeting with respect to the employee related to WSIB, or return to work or discipline. The Steward or Union committee person shall be paid their straight time rates for attendance at such meeting and such time shall not be counted towards the calculation of overtime.

**ARTICLE 6 - GRIEVANCE PROCEDURE**

**6.01** The parties to this agreement agree that it is of the utmost importance to **address** complaints and grievances as quickly as possible, and it is further understood that any employee with the assistance of the Union Steward may present an oral complaint **for discussion with the Supervisor and/or Manager** at any time without resorting to the grievance procedure.

Within the terms of this agreement, a grievance shall be defined as a difference of opinion between the parties as to the interpretation, application, administration or alleged violation of this agreement, including a question as to whether a matter is arbitrable.

**Group Grievance**

A group grievance may be presented when two or more employees in a single department are similarly affected by the interpretation or application of a collective agreement.

**6.02** No grievance shall be considered where the circumstances giving rise to it occurred or originated more than ten working days before the filing of the grievance.

**6.03** Grievances shall be adjusted and settled as follows:

Step No. 1 - The aggrieved employee and their Steward or Chief Steward shall submit their grievance in writing to the Supervisor. The grievance shall specify the facts, details and the Article(s) claimed to be violated or relied upon and the remedy sought. The Supervisor shall meet with the grievor and their Steward or Chief Steward to try to resolve the grievance within three (3) working days of the submission of the written grievance, exclusive of weekends and holidays. The Supervisor shall render their decision in writing within three (3) working days of the meeting, excluding weekends and holidays or any other period of time which may be mutually agreed upon between the parties. If there is no Supervisor, the Union may commence at Step No. 2, or if the decision is not satisfactory, the Union may proceed to Step No. 2 within three (3) working days of receipt of the response, excluding weekends and holidays.

Step No. 2 - The aggrieved employee and their Steward or Chief Steward shall submit their grievance in writing to the Department Head. The Department Head and the supervisor, where one exists, shall meet with the grievor and their Steward or Chief Steward to try to resolve the grievance, within three (3) working days of the submission of the written grievance, exclusive of weekends and holidays. The Department Head shall render their decision in writing within three (3) working days of the meeting, excluding weekends, holidays or any other period of time which may be mutually agreed upon between the parties. If the decision is not satisfactory, the Union may proceed to Step No. 3 within three (3) working days of receipt of the response, excluding weekends and holidays.

Step No. 3 – The Union may present the written grievance to the City Manager and the Department Head who shall convene a meeting with the Grievor, the Grievance Representative and the National Representative and any other representative deemed appropriate, within ten (10) days of receipt of the grievance at Step three (3) or such longer period as may be mutually agreed, to accommodate the parties. The decision of the City Manager shall be given in writing within ten (10) working days, excluding weekends and holidays or such longer period as may be mutually agreed to accommodate the parties.

**6.04** If the decision of the City Manager is not satisfactory to the Union and if the grievance is one which concerns the interpretation or alleged violation of this agreement, the grievance may be referred by either party to arbitration as provided in Article 7 below at any time within ten (10) working days after the decision of the City Manager has been communicated to the aggrieved employee and to the Union.

**6.05** The time limits fixed in both the grievance and arbitration procedures may be extended by mutual consent, confirmed in writing, by the parties to this agreement.

#### **6.06 Mediation**

**Prior to the referral of a grievance to arbitration, the parties may mutually agree to use the services of a mediator. Such agreement shall not prejudice either party from proceeding to arbitration where a satisfactory settlement is not achieved in mediation. Should a settlement not be reached, the referral to arbitration shall be made within ten (10) working days from the date mediation was held. The parties agree to equally share the costs of the mediation.**

### **ARTICLE 7 – ARBITRATION**

**7.01** If either party requests that a grievance be submitted to arbitration, the request shall be in writing addressed to the other party and shall contain the name of such party's nominee to the Board of Arbitration. The other party shall within ten (10) days thereafter nominate its member to the Board of Arbitration, and the two so nominated shall endeavour within ten (10) days after their appointment to agree upon a third person to act as Chairman of the Board of Arbitration. If the parties are unable to agree upon a third person within ten (10) days after their appointment, then a third person shall be appointed by the Office of Arbitration of the Ontario Ministry of Labour.

**7.02** No matter may be submitted to arbitration which has not been properly carried through all previous steps of the grievance procedure within the time limit and in the manner provided.

**7.03** No person shall be selected as an arbitrator who has been directly involved in attempts to negotiate or settle the grievance.

**7.04** Each of the parties hereto shall pay the expense of their own nominee and one-half of the fees and expenses, if any, of the Chair.

**7.05** The Board of Arbitration shall not have jurisdiction to alter or change any of the provisions of this agreement nor to substitute any new provisions thereof, nor to give any decisions inconsistent with the terms and provisions of this agreement, and shall make a decision in conformity with the terms of the submission to arbitration, which means that the Board shall interpret the actual rights of the parties to the agreement.

**7.06** Proceedings before the arbitrators shall be expedited by the parties hereto. The decision of the Board of Arbitration shall be final and binding on both parties to this agreement. The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board.

**7.07** Any grievance involving the interpretation or application of this agreement which has been disposed of hereunder shall not be made the subject of another grievance.

**7.08** Nothing in this agreement shall prevent the parties to this agreement from agreeing on a single arbitrator to hear and decide any matter which may be referred to arbitration. If the parties agree to the use of a single arbitrator then the cost of such arbitrator shall be shared equally by the parties.

**7.09** At any stage of the complaint or grievance procedure including arbitration, the parties may have the assistance of the employee or the employees concerned as witnesses.

#### **ARTICLE 8 - MANAGEMENT GRIEVANCES**

**8.01** It is understood that the Director of Human Resources, may at any time request a meeting with the Grievance Committee and a National Representative of the Union to discuss any complaint with respect to the conduct of the Union, its officers or members in its relationships with the City and that if such complaint by the City is not settled to the mutual satisfaction of the conferring parties, it shall be treated as a grievance at either Step 2 or Step 3 as the case may be, and may be referred to arbitration for determination in the same way and to the same extent as the grievance of any employee. It is agreed that no grievance shall be considered where the circumstances giving rise to it occurred or originated more than ten (10) working days before the filing of the grievance.

#### **ARTICLE 9 - POLICY GRIEVANCES**

##### **9.01 Policy Grievance**

A policy grievance is a complaint by the union that an action of management (or its refusal to act) is a violation of the agreement that could affect all who are covered by the agreement. It is processed in accordance with the grievance procedure if a written statement of such grievance is lodged with the City Manager within ten (10) working days after the circumstances giving rise to the grievance originated. All preliminary steps of the grievance procedure prior to Step 3 will be omitted in such cases.

#### **ARTICLE 10 – DISCIPLINE/DISCHARGE CASES**

**10.01** In the event of an employee who has attained seniority being discharged from employment and the employee feeling that an injustice has been done, the case may be taken up as a grievance.

**10.02** All such cases shall be taken up within 5 working days and disposed of within 7 calendar days from the date the employee and the Union are notified of their discharge except where a case is taken to arbitration. Notification of discharge as referred to in the preceding paragraph shall be given in writing to the employee personally, or shall be sent by registered mail to their last reported address and shall include a statement of the reasons for such discharge. A claim by an employee who has attained seniority that **they have** been unjustly discharged from their employment shall be treated as a grievance if a written statement of such grievance is lodged with the City Manager within 5 working days after the employee and the Union are notified of their discharge. All preliminary steps of the Grievance Procedure prior to Step 3 shall be omitted in such cases.

**10.03** Such special grievances may be settled by confirming the City's action in dismissing the employee, or by reinstating the employee in their former position with full compensation for time lost, or by any other arrangement which is just and equitable in the opinion of the conferring parties or the arbitrator.

**10.04** If the City is called to reinstate an employee, all employees taking part in discussions are to be paid for the time required, and the reinstated employee will receive whatever compensation is agreed. If the City's decision is upheld and the employee is not reinstated, there will be no compensation to any of the parties involved. Time paid for any discussion is not to be recognized in overtime calculations.

**10.05(a)** Whenever the Employer deems it necessary to deliver a written reprimand to an employee, in a manner indicating that dismissal or discipline may follow any further infraction or may follow if such employee fails to bring their work up to a required standard by a given date, the Employer shall within five (5) working days thereafter, provide a copy of the reprimand to the Bargaining Unit Chairperson.

**10.05(b)** Written reprimands shall be removed from the Employee's disciplinary record no later than twenty-four (24) months from the date of the written reprimand, unless the Employee is again disciplined during that period for a similar reason.

#### **ARTICLE 11 - NO STRIKES/NO LOCKOUTS**

**11.01** In view of the orderly procedure established by this agreement for the settling of disputes and the handling of grievances, the Union agrees that during the lifetime of this agreement there shall be no strike either complete or partial and no picketing of the employer and the City agrees during the lifetime of this agreement, there shall be no lockout either complete or partial. Strike and lockout shall be as defined in the Labour Relations Act of Ontario.

**11.02** The City shall have the right to discharge or otherwise discipline employees who take part in or instigate any strike, picketing, stoppage or slowdown with respect to the City but a claim of unjust discharge or treatment may be the subject of a grievance, and dealt with as provided in Article 6 above.

**11.03** Should the Union claim the cessation of work constitutes a lockout they may file a grievance with Director of Human Resources and such grievance may be processed in accordance with the grievance procedure and the arbitration procedure.

#### **ARTICLE 12 – WAGES**

**12.01** Effective as of the 1st day of January, 2025 and continuing during the lifetime of this agreement, the City agrees to pay and the employees agree to accept the wages as set out in Schedule "A" attached hereto. For the purposes of this Agreement, the weekly wage shall be 1/52 of the annual wage set out herein and the hourly wage shall be determined by dividing the weekly rate by the appropriate number of regularly scheduled hours per week.

**12.02** For all absences other than vacation relief, when the Employer requires an employee to temporarily perform the duties of a higher rated classification for a period in excess of five (5) working days, such employee shall receive the next highest rate of pay in the higher classification for the period so worked.

**12.03** The Employer agrees that a Local Union Representative will be given the opportunity to meet each new employee during the employee's first month of employment, for the purpose of advising such employee of the existence of the Union and their rights and obligations under the terms of this Agreement. Such meeting may take place on the Employer's premises at a time and location designated by the Employer for such meeting and shall not exceed fifteen (15) minutes duration.

## **ARTICLE 13 - HOURS OF WORK AND OVERTIME**

The following paragraphs and sections are intended to define the normal hours of work.

**13.01** The standard work week for all staff other than the positions listed below, shall consist of thirty-five (35) hours per week comprised of five (5) seven (7) hour days, Monday to Friday inclusive. The standard hours of work shall be 8:30 a.m. to 4:30 p.m., with 1 hour unpaid lunch. All other positions that differ from this will be listed below and as indicated in Schedule "A."

### **Thirty-five (35) hours per week**

Administrative staff in the Parks, Recreation and Facilities, shall work thirty-five (35) hours per week comprised of five (5), seven (7) hour days, Monday to Friday inclusive with a one (1) hour unpaid lunch. Staff may be required to work alternate hours on occasion to accommodate programs.

The Recreation Program Coordinator position shall work thirty-five (35) hours per week comprised of five (5) seven (7) hour days. The majority of hours worked will be Monday to Friday, with the understanding that to meet program special circumstances the schedule can be changed to cover weekends when needed.

The System Support Coordinator shall work thirty-five hours per week comprised of five (5) seven (7) hour days, with a 1 hour unpaid lunch.

### **Thirty-seven and a half (37.5) hours per week**

The Municipal By-Law Enforcement Officer and Engineering Division positions not indicated elsewhere in this Article shall work 37½ hours per week comprised of five (5), 7 ½ hour days, with one (1) hour unpaid lunch. The rotating schedule for the Municipal By-Law Enforcement Officer shall only be changed for the duration of any absence of a Municipal By-Law Enforcement Officer after which time the rotation shall revert back to the regular rotation schedule unless mutually agreed between the employer and the union.

### **Forty (40) hours per week**

The Operations Clerk, Inventory Control Clerk and MMS Coordinator shall work five (5), eight (8) hour days in accordance with the hours for Public Works Department with a ½ hour unpaid lunch, Monday to Friday, inclusive.

The hours of work for Property Management Staff in Facilities, shall be forty (40) hours per week, from 7:30 a.m. to 4:30 p.m. Monday to Friday inclusive, with a one (1) hour unpaid lunch.

The Standard hours of work for all Building Inspector positions shall consist of forty (40) hours per week comprised of five (5), eight (8) hour days with a ½ hour unpaid lunch, Monday to Friday inclusive.

**13.02** The City shall have the right to extend the hours of employment for any employee or employees on any working day, or the number of days worked in any week. Where necessary, lunch hour arrangements shall be on a staggered basis and scheduled by the Department Head/Supervisor. The City reserves the right to change the hours of work as operations require. In such cases a minimum of seventy-two (72) hours notice will be provided except in the case of extenuating circumstances.

For changes to an employee's hours of work greater than ninety (90) working days, a minimum of ten (10) working days' notice will be provided.

In situations where the temporary change to an employee's hours of work becomes permanent, the employee will be given ten (10) working days' notice that the changed hours of work will become permanent.

**13.03** Overtime at the rate of time and one-half the rate of pay for one hour shall be paid for all authorized hours that an employee is required to work in excess of the scheduled normal daily or weekly hours of work Monday through Saturday. Double time shall be payable to all employees required to work on Sundays or Paid Holidays except in the case of a regulatory control officer who is scheduled to work on the Sunday and/or Holiday, whereby such employee will be paid double time when such hours are in excess of the scheduled normal daily or weekly hours of work. The rate of pay for one hour shall be the hourly rate shown for each classification in Schedule "A". Authorization for the working of and payment for such overtime hours must be made by the Department Head.

Optionally, where mutual agreement exists between an employee and their supervisor, time off in lieu of overtime, at the overtime rate, up to a cumulative maximum equivalent to two (2) weeks of time within a year may be taken at a mutually agreeable time between said employee and supervisor. Any balance of overtime at the end of each year may be carried over with the understanding that the total will not exceed two (2) weeks within that year.

**13.04** Where an employee is called back to work without notice after the completion of their assigned day's work, they shall be paid the minimum of 3 hours at their applicable overtime rate.

**13.05(a)** Municipal By-Law Enforcement Officers, System Support Coordinators and Property Management Staff shall perform stand-by call duty on a rotational, week at a time basis (commencement of the week to be determined by the Department) and shall be provided a cell phone.

**13.05(b)** Employees required to be on Standby, shall be paid as follows:

\$40 per day of Standby duty, Monday to Friday and \$60 per day for Saturdays, Sundays and Paid Holidays. Effective January 1, 2026, \$45 per day of Standby duty, Monday to Friday and \$65 per day for Saturdays, Sundays and Paid Holidays.

Employees performing Standby duties shall not be entitled to the provisions of Article 13.04.

**13.06** It is agreed that Non-Union Management employees will not repeatedly perform duties carried out by members of the Bargaining Unit.

**13.07** An employee may work one-half ( $\frac{1}{2}$ ) hour of their lunch period to accumulate up to five (5) days maximum, banked time to be taken throughout the year upon the approval of the supervisor. The banking of such time must be a set schedule determined with the supervisor and cannot be worked randomly throughout the year. The time banked will be at straight time.

**13.08** When an employee's shift is extended by four (4) or more hours, the employee shall be given a meal allowance of fifteen dollars (\$15) **and effective January 1, 2026, twenty dollars (\$20).**

## **ARTICLE 14 - EMPLOYEE BENEFITS**

### **14.01 Sick Leave**

(a) Employees shall be **provided** on January 1<sup>st</sup> of each year, ten (10) non-cumulative, casual sick leave days. **An employee may utilize up to three (3) of the casual sick leave days per year for unforeseen reasons without substantiating the reason, for dealing with personal issues. Such days must be identified as being for personal reasons.**

Fifty percent (50%) of these unused casual days may either be paid out to the employee following year end or be banked and used as vacation in the year following. If used as extra vacation days, they must be used in the year following and cannot be carried over to any other year. Employees wishing to bank the time as vacation, must inform Human Resources no later than December 31. Employees must choose one option or the other, not a combination of the two.

An employee who **commences or leaves employment** throughout the year, shall have **their ten (10) sick days pro-rated** before calculating the payout.

(b) Employees may utilize any accumulated paid leave credits to cover any days not covered by the insured plan.

### **14.02 Short Term Disability**

- (a) The Corporation shall provide at its expense, a Short Term Disability (STD) Plan for all full-time employees covered by this agreement as fully described in the Master Policy.
- (b) The plan will provide a benefit of 70% of the employee's gross pre-disability average weekly earnings, to the plan ceiling, which shall be reviewed after the settlement of each Collective Agreement.
- (c) When the employee is experiencing legitimate difficulties in completing the process, through no cause of **their** own, the employer shall provide an advance of the approved amount on the payday the delay occurs. When payments are received from the carrier, the employee shall forthwith reimburse the Corporation for monies advanced. If the payment from the carrier is not sufficient to cover advances paid, the employee shall forthwith reimburse the Corporation for monies owing or have the amount deducted from any salary owing. To qualify for the above noted provision, the claim forms must be completed within five (5) days from the date of disability. In the event of extenuating circumstances, at no fault of the employee, an extension of this time period will be considered. It is further agreed that such extension will not be unreasonably withheld.
- (d) Benefit coverage as per the Collective Agreement shall be continued while an employee is on STD.
- (e) **The parties agree that the City provides short-term disability (STD) and long-term disability (LTD) benefits. The employee's share of any employment insurance premium reduction shall be credited to the City and applied towards the cost of the STD and LTD benefit.**

#### **14.03 Long Term Disability**

- (a) The Corporation shall provide at its expense, a Long Term Disability (LTD) plan for all full-time employees covered by this agreement as fully described in the Master Policy.
- (b) The Plan provides a benefit of 66.67% of pre-disability average monthly earnings, to the Plan ceiling, for illnesses or injuries extending beyond 75 working days, to the extent that the total disability income from all sources does not exceed 85% of the net pre-disability income.
- (c) Benefits are payable until the employee ceases to be totally disabled or their 65th birthday, whichever occurs first.
- (d) Health and Dental benefits described in Article 14.05 only, shall be continued for the rehabilitation provision (24 months) of the LTD plan.

#### **14.04 Pensions**

Each and every employee shall be entitled to all the rights, benefits and privileges in accordance with the O.M.E.R.S. By-Law as amended, and any other By-Law which deal with pensions provided to employees covered by this agreement.

#### **14.05 Health and Dental Benefits**

- (a) The City shall pay on behalf of each participating employee, benefit coverage following six (6) months of continuous employment as follows:
  - Ontario Health Insurance Plan (EHT)
  - Semi-Private Hospital Care
  - Extended Health Care Plan (No deductible on prescription drugs)(Voluntary generic drug plan. No over-the-counter drugs.)
  - Paramedical - \$1,750/year, effective January 1, 2026, \$1,800 and effective January 1, 2028, \$1,850/year combined benefit for each employee and eligible dependents deductible will apply (includes Physiotherapist, Clinical Psychologist and mental health practitioners, Certified Acupuncturist, Massage Therapy, speech pathologist, chiropractor, osteopath, chiropodist, podiatrist or naturopath)  
**Effective January 1, 2026, Mental Health Practitioners - \$1,500/year combined benefit for each employee and eligible dependent(s) - deductible will apply (includes Clinical Counsellor, Marriage and Family Therapist, Psychoanalyst, Psychologist, Psychotherapist, Registered Mental Health Therapist and Social Worker).**  
**FOR CLARITY: Mental Health Practitioners outlined above are removed from the "Paramedical" list and becomes a standalone provision effective January 1, 2026.**
  - Deluxe Travel Plan
  - Dental Care Plan #9 (Current ODA Fee Schedule)(Regular checkups every 9 months for employees and dependents over 18 years of age), with Rider #3 (Braces, 50:50 shared risk, overall lifetime maximum to \$3,000
  - Dental Rider #2(i.e. dentures), (50:50 shared risk)
  - Dental Rider #4 (restorative services)(50:50 shared risk) \$2,000 annual maximum

- Vision Care \$550/24 months. **Effective January 1, 2027, \$600/24 months.**
  - \$125 for an eye exam every 24 months for subscriber and eligible dependents.
  - CPAP to a max of \$860, as per assistive devices section and program from the Government
- (b) The foregoing provisions shall apply to employees who are on layoff for the first three months of such layoff.
- (c) Every employee shall be fully responsible for keeping the City informed of changes in **their marital status** or number of dependents. An employee who is entitled to reduced benefit premiums due to a change in dependency status, and who fails to notify the City of such change(s), shall be responsible for the extra premium expense paid by the City on their behalf because of such failure to notify, and this extra cost shall be deducted from the employee's wages.
- (d) The City reserves the right to select or alter the carrier of any benefit program provided a comparable level of benefit is maintained and provided further, that the Union shall be notified in advance of any change and shall have the right to make representation to the City with respect to any proposed changes.
- (e) Any employee who has a minimum of ten (10) years continuous employment with the City of St. Thomas and who qualifies for **and who is in receipt of** an unreduced retirement benefit from OMERS shall have the benefits of Article 14.04(a) provided to age 65 by the City. Coverage will cease if the employee dies before age 65.

#### **14.06 Group Life Insurance**

The City shall pay on behalf of each participating employee, 100% of the premium cost of the employee's participation in the Group Life Insurance Plan (exclusive of dependent life coverage, which shall be optional at the expense of the employee) in accordance with the terms and conditions set forth in the master policy between the Company and the City. The amount of coverage for each participating employee shall be two (2) times the employee's annual salary rounded to the next \$1,000.00.

Employees may choose one of the following options for Dependent Life Insurance coverage as optional coverage at the employee's expense:

- (a) \$10,000 spousal; \$5,000 each child
- (b) \$20,000 spousal; \$5,000 each child
- (c) \$20,000 spousal; \$10,000 each child

**14.07 Workplace Safety and Insurance Board**

An employee in receipt of a Workplace Safety and Insurance Board award for injuries suffered during the course of employment shall be paid **at the employee's option** in addition to the award, the difference between the amount of such award and **their** normal salary or wages provided that such amount of difference is deducted from **their** unused sick leave credit and the payments shall cease when the credit is exhausted.

**Where an employee elects to utilize unused sick credits, they shall advise Payroll in writing to this effect. This request will be effective on the date of receipt by Payroll and will not be applied retroactively to the start date of the employee's W.S.I.B. award.**

**ARTICLE 15 – PAID HOLIDAYS**

**15.01 (a) The City shall recognize the following paid holidays for its employees:**

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Last regular working day before Christmas
Canada Day	Christmas Day
Civic Holiday	Boxing Day
Family Day	

**And any other day proclaimed by the Provincial Government.**

Prior to January 31 of each year the parties shall discuss the dates observed for paid holidays.

- (b) When an employee is scheduled to work on a paid holiday, they shall be paid overtime at the rate of double their hourly rate, and in addition, may elect to receive a regular days pay, or, an alternative paid day off in lieu of said paid holiday which must be utilized by the calendar year end.
- (c) When a paid holiday falls on an employee's day off, they shall receive a regular days pay for the paid holiday.
- (d) Employees absent the scheduled working day previous to or following a Paid Holiday, as set out above, shall forfeit pay for the Paid Holiday excepting when on authorized Leave of Absence.
- (e) Part-time, temporary and student Technician employees referred to in Article 25.04, who have completed a minimum of 30 working days, shall be eligible for the provisions of Article 15.01 as outlined above.

**(f) Positions that are scheduled to work 365 days of the year such as Municipal By-Law Enforcement Officer II and Animal Shelter Coordinator will receive the paid holidays listed in Article 15.01 (a) on the day they actually fall during the calendar year. The designated paid holiday for "Last working day before Christmas" will be taken December 24 for positions that fall into this category.**

**When an employee is scheduled to work on the actual paid holiday or when the actual paid holiday falls on an employee's day off Article 15.01 (b) and (c) will apply.**

**ARTICLE 16 - VACATIONS**

**16.01 (a)** Every employee shall be granted an annual vacation with pay according to **their continuous years of service as follows:**

<b>&lt; 1 Yr</b>	<b>1 day per month of employment (to a maximum of 10 working days)</b>
<b>1 Yr, &lt; 3 Yrs</b>	<b>2 weeks</b>
<b>3 Yrs, &lt; 7 Yrs</b>	<b>3 weeks</b>
<b>7 Yrs, &lt; 14 Yrs</b>	<b>4 weeks</b>
<b>14 Yrs, &lt; 23 Yrs</b>	<b>5 weeks</b>
<b>23 Yrs +</b>	<b>6 weeks</b>

**>More than                      <Less than**

**Effective January 1, 2026, every employee shall be granted an annual vacation with pay according to their continuous years of service as follows:**

<b>&lt; 1 Yr</b>	<b>1 day per month of employment (to a maximum of 10 working days)</b>
<b>1 Yr, &lt; 3 Yrs</b>	<b>2 weeks</b>
<b>3 Yrs, &lt; 7 Yrs</b>	<b>3 weeks</b>
<b>7 Yrs, &lt; 12 Yrs</b>	<b>4 weeks</b>
<b>12 Yrs, &lt; 21 Yrs</b>	<b>5 weeks</b>
<b>21 Yrs +</b>	<b>6 weeks</b>

**>More than                      <Less than**

(viii) Every employee who does not otherwise qualify under the provisions of this section shall be paid in accordance with the provisions of the Employment Standards Act. Should an employee leave employment in the year they are to advance in vacation allotment, the anniversary date of their hire will be used to determine eligibility of an increase in vacation.

It is further understood and agreed that January 1<sup>st</sup> of the current year will be used when calculating the payout of any earned vacation credits on retirement, sickness, termination and/or in the event of death of any employee while in the service of the City, shall be pro-rated.

(ix) Any member who has vacation left over following year end, up to the maximum of five (5) days allowable, will automatically have their vacation carried over into the year following.

- (b) An employee's vacation period and pay shall be based on **their** standard work week and **their** regular work week remuneration but shall not include any shift premium, overtime or other increments.
- (c) When a statutory holiday falls on a day of an employee's scheduled vacation, they shall be entitled to an additional day of vacation provided that the necessary arrangements have been made with the Department Head or **their** representative prior to the commencement of the vacation period.

(d)

<b>Submission dates</b>	<b>For vacation days</b>	
By September 15 <sup>th</sup> of the previous year	January 1- April 30	Vacation requests submitted will be considered by seniority
By February 28th	May 1- Dec 31	Vacation requests submitted will be considered by seniority

Any requests for vacation time off after the submission dates will be considered on a first come, first served basis.

- (e) No vacation time or pay shall be lost as a result of an accident or occupational illness incurred in the performance of duty, or where an employee is off on Short Term Disability. In the event an employee is removed from the active payroll, vacation shall be calculated only on those regularly scheduled hours which they have worked or for which STD payment has been made.
- (f) In the event that an employee's vacation is interrupted as a result of an accident or illness where they qualify for Short Term Disability, or bereavement leave, the time so spent shall be considered as sick leave, as provided in Article 14, or bereavement leave as provided in Article 20. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date at a mutually agreed upon time.

**ARTICLE 17 – SENIORITY**

**17.01** In all cases of promotion (except promotions to positions excluded from the bargaining unit) and in all cases of permanent transfer within the bargaining unit and in all cases of increase of working forces, the following factors shall be considered:

- (a) length of continuous service,
- (b) skill, competence and efficiency.

Where two or more affected employees have the qualifications required of the job in question, seniority shall be the governing factor. In the case of a decrease in the workforce an affected employee with greater seniority may bump an employee with less seniority providing the senior employee possesses the required qualifications of the job which the employee is bumping into and successfully completes the trial period as outlined in Article 22.05.

Seniority shall mean length of service in the employ of the City and shall operate on a bargaining unit wide basis. The provision of this article will be read subject to the conditions of Article 17.06.

**17.02** Any new employee shall be considered probationary for the first six (6) months and will have no seniority rights during that period. After six (6) months worked, their seniority shall date back to the day on which their employment began.

**17.03** An employee who is absent because of illness **due to an approved Short-Term Disability (STD) or Long Term Disability (LTD) claim** shall continue to accumulate seniority for the first eighteen weeks of the period of absence. Thereafter they shall retain the seniority they have already acquired but shall not continue to accumulate seniority during their absence.

**17.04** Seniority shall cease and employment terminate under any of the following circumstances:

- 1) If they are discharged and is not reinstated through the grievance procedure;
- 2) If they resign **on their own accord unless withdrawn in writing by the end of the next working day;**
- 3) If they have been laid off for a period of less than eighteen (18) months and fails to report for work within five (5) working days after being notified of **their** recall to work by registered mail to their last recorded address on file with the employer;
- 4) If they are in receipt of LTD or WSIB benefits for a period of 24 months **related to the same claim,** subject to applicable **approval.**
- 5) If they have been on an unpaid leave of absence for a continuous period in excess of twelve (12) months, unless the leave has been granted for the purpose of working with C.U.P.E., the CLC or the OFL.
- 6) If they are absent from work in excess of two working days without permission unless their absence was due to illness or unavoidable cause.
- 7) If they have been laid off for a period in excess of eighteen (18) months.

**17.05** A seniority list shall be prepared by the City in January of each year and a copy thereof shall be sent to the Union.

**17.06** If an employee covered by this agreement should be promoted to a position not subject to this agreement, seniority in the bargaining unit shall cease to accumulate as of the date of promotion. In the event they are transferred back within six months seniority shall be placed to **their** credit equal to **their** service attained as a member of the bargaining unit.

**17.07** Notwithstanding the other provisions of this article, when a probationary period is interrupted by illness or injury or any other interruption of a probationary period exceeding two (2) weeks, the probationary period shall continue until the time provision of clause 17.02 is met.

**17.08** Seniority for **permanent** part-time employees shall be calculated based on accumulated hours worked, and pro-rated accordingly.

#### **ARTICLE 18 - LAYOFF AND RECALL**

**18.01** The Corporation will give employees at least ten (10) working days notice of any layoff or pay in full for any lost earnings as a result of such notice not being given, to a maximum of ten (10) days regular straight time pay. In the event the layoff becomes permanent or is permanent, notice, or pay in lieu of notice, will be given in accordance with the *Employment Standards Act*, should it exceed 10 working days.

**18.02** In the event of a layoff, student employees, students, casual and temporary employees within the affected area, shall be laid off first, then as necessary, employees shall be laid off in the reverse order of their unit-wide seniority. An employee about to be laid off may bump a less senior employee, providing they have the demonstrated qualifications, capability and physical capacity to perform the work of the less senior employee.

**18.03** Employees shall be recalled, by personal contact or failing that, by registered mail, in the order of their seniority, provided that they are qualified in accordance with the provisions Article 18.02.

**18.04** New, temporary or casual employees shall not be hired until those laid off have been given an opportunity of re-employment subject to the provision of Article 18.02.

**18.05** Where possible the Employer shall notify the Union of any layoff at least 30 days in advance of the notice going out to the affected employee(s). Upon notice being provided, the Employer and the Union agree to meet and discuss the layoff(s). Any grievance(s) arising from this Article shall be initiated at Step 3 of the grievance procedure.

**ARTICLE 19 - SAFETY AND HEALTH**

**19.01** The City shall continue to make adequate provisions for the safety and health of its employees during the hours of employment. The Union agrees to assist the City in maintaining proper observation of all safety and health rules.

**19.02** Each employee in the undernoted positions shall where required, at the commencement of employment, be issued the following articles of clothing:

**a) Municipal By-Law Enforcement Officer II**

- |                                 |                            |
|---------------------------------|----------------------------|
| 2 pr uniform boots              | 1 all weather coat         |
| 1 pr overshoes                  | 1 raincoat                 |
| 4 pr pants (2 winter; 2 summer) | 2 pr winter dress gloves   |
| 2 sweaters                      | 1 pr low rubbers           |
| 5 shirts                        | 1 winter hat               |
| 1 uniform cap                   | necessary flashes & badges |

Upon completion of one (1) year of permanent employment and continuing for each full calendar year thereafter, a clothing allowance of \$525 per annum to be pro-rated the first year eligible and shall be paid out to the employee the first pay in January for use of replacement of required items. This amount will be pro-rated for an absence of greater than sixty (60) consecutive working days in a calendar year. All such funds and all clothing and equipment shall remain the property of the City.

**b) Municipal By-Law Enforcement Officer III**

- |                                 |                            |
|---------------------------------|----------------------------|
| 2 pr uniform boots              | 1 all weather coat         |
| 1 pr overshoes                  | 1 raincoat                 |
| 4 pr pants (2 winter; 2 summer) | 2 pr winter dress gloves   |
| 2 sweaters                      | 1 pr low rubbers           |
| 5 shirts                        | 1 winter hat               |
| 1 uniform cap                   | necessary flashes & badges |

Upon completion of one (1) year of permanent employment and continuing for each full calendar year thereafter, a clothing allowance of \$250 per annum to be pro-rated the first year eligible and shall be paid out to the employee the first pay in January for use of replacement of required items. This amount will be pro-rated for an absence of greater than sixty (60) consecutive working days in a calendar year. All such funds and all clothing and equipment shall remain the property of the City.

c) Operations Clerk, Inventory Control Clerk and MMS Coordinator

- |                    |                      |
|--------------------|----------------------|
| 2 pr work pants    | 1 raincoat           |
| 1 rain hat         | 1 pr rubber boots    |
| 1 winter parka     | 1 pr safety footwear |
| 1 pr winter gloves | 1 safety helmet      |

Upon completion of one (1) year of permanent employment and continuing for each full calendar year thereafter, a clothing allowance of \$250 per annum to be pro-rated the first year eligible and shall be paid out to the employee the first pay in January for use of replacement of required items. This amount will be pro-rated for an absence of greater than sixty (60) consecutive working days in a calendar year. All such funds and all clothing and equipment shall remain the property of the City.

d) Engineering Technician; Technician (IMS); Project Coordinator; Transportation Technician; Building & Plumbing Inspector; Property Standards Officer/Bldg. Inspector; Development/Design Technician; Sr. Technician, Roads & Traffic; Sr. Technician, Water & Development, Sr. Design Technician,

- |                                  |                              |
|----------------------------------|------------------------------|
| 1 winter parka                   | 1 pr lined winter work mitts |
| 1 safety helmet                  | 1 pr one-pc long rain coat   |
| 1 winter liner for safety helmet |                              |
| 1 pr safety rubber boots         | or 1 two pc raincoat & pants |
| 2 pr work pants                  | 1 pair safety footwear       |
| 1 safety vest                    | 1 work shirt                 |

Upon completion of one (1) year of permanent employment and continuing for each full calendar year thereafter, a clothing allowance of \$250 per annum effective to be pro-rated the first year eligible and shall be paid out to the employee the first pay in January for use of replacement of required items. This amount will be pro-rated for an absence of greater than sixty (60) consecutive working days in a calendar year. All such funds and all clothing and equipment shall remain the property of the City.

e) Property Management Staff: Building Maintenance, Buildings Project Mechanic and Lead Hand Building Maintenance

- |                        |                    |
|------------------------|--------------------|
| 2 pr. work pants       | 1 raincoat         |
| 2 shirts               |                    |
| 1 pr snow safety boots | 1 winter parka     |
| 1 pr safety footwear   | 1 pr winter gloves |
| 1 safety helmet        | winter wear        |

Upon completion of one (1) year of permanent employment and continuing for each full calendar year thereafter, a clothing allowance of \$525 per annum to be pro-rated the first year eligible, and shall be paid out to the employee the first pay in January for use of replacement of required items. This amount will be pro-rated for an absence of greater than sixty (60) consecutive working days in a calendar year. All such funds and all clothing and equipment shall remain the property of the City.

**f) Local System Support Coordinator**

Upon successful completion of the probationary period and becoming a regular employee and continuing each full calendar year thereafter, an annual clothing allowance to be pro-rated in the first year eligible, of \$250 per annum and shall be paid out to the employee the first pay in January for the use of replacement of required items. This amount will be pro-rated for an absence of greater than sixty (60) consecutive working days in a calendar year. All such funds and all clothing and equipment shall remain the property of the City.

**g) Animal Shelter Coordinator**

2 work pants	1 raincoat
2 work shirts	1 pair of rubber boots
1 sweater	1 pair of safety footwear
1 winter jacket	1 pair of winter gloves

Upon completion of one (1) year of permanent employment and continuing for each calendar year thereafter, a clothing allowance of , \$350 per annum to be pro-rated first year eligible, and shall be paid out to the employee the first pay in January for use of replacement of required items. This amount will be pro-rated for an absence of greater than sixty (60) consecutive working days in a calendar year. All such funds and all clothing and equipment shall remain the property of the City.

**19.03** The Corporation agrees, when required, to provide employees with one pair of prescription safety glasses up to \$350, or regular safety glasses. Any future requirements, replacement or repairs for safety glasses must be borne out of the employee clothing allowance credit.

**19.04** The parties agree to abide by the Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, and its regulations, and in accordance with the Joint Occupational Health and Safety Committee's Terms of Reference.

**19.05** Employees who are required to work outside during the summer months, will be allowed to wear shorts where it is safe to do so. Approval from the supervisor is required. Dress Code to be established by the Employer.

**19.06** All other positions not listed in Article 19, which are required, as a result of their duties and/or responsibilities, to wear protective clothing, uniform or personal protective equipment (PPE) shall have such items supplied or be reimbursed by the employer as per the approved departmental guidelines, upon approval of the employee's direct supervisor. All protective clothing, uniforms and personal protective equipment provided shall remain the property of the City.

Where an employee, in the performance of their duties, may be exposed to an abnormal environment which could result in soiling or damage to their clothing, shall be provided protective clothing (including but not limited to gloves and coveralls where appropriate) at no cost to the employee.

**ARTICLE 20 - LEAVE OF ABSENCE**

**20.01 Union Leave**

The City shall grant leave of absence to up to four (4) employees selected by the Union to attend Union business outside of direct dealings with the Employer, for a period or periods not exceeding fifteen (15) days per employee in any calendar year and not exceeding forty (40) days in total in any calendar year provided no more than two (2) employees shall be from the same department. It is agreed that such leave of absence shall not be unreasonably withheld. It is also understood and agreed that the City will bill the Union for the pay for this time.

**20.02 Unpaid Leave**

Leave without pay may be **approved** by the Department Head for a period not in excess of three (3) days, and by the Director of Human Resources or **designate** for a period in excess of three (3) days. Leave shall not be granted for the purpose of taking other employment for hire, except in the case of employment with CUPE and CLC or OFL, which shall not exceed two (2) years.

**20.03 Statutory Leaves of Absence**

**All employees are entitled to statutory leaves of absence in accordance with the Employment Standards Act, 2000, as amended.**

If any employee **takes a leave** under this **provision**, the Corporation may replace such employee with a temporary employee for the duration of such leave.

**20.04 Bereavement Leave**

An employee will be granted the following leave of absence with pay in the case of death of the following:

<b>Entitlement</b>	<b>Relationship:</b>
5 Days	Spouse; child and parent
4 Days	Sister; and brother
3 Days	Grandchild; mother-in-law; father-in-law; brother-in-law; sister-in-law; son-in-law or daughter-in-law, and grandparent
2 Days	Grandparent-in-law; aunt; uncle; niece; nephew or first cousin including in-laws
1 Day	To attend the funeral as a pallbearer. (Honorary pallbearer or flower bearer)

For the purpose of the above, common-law and step relationships shall be recognized. Ex-relationships are not entitled to the bereavement leave benefits indicated above.

The bereavement days must be taken consecutively unless agreed to otherwise by the employees Manager and/or Director. **Two (2) days out of the time allotted in the chart may be taken at a later time for a celebration of life event or an interment that may be scheduled at a later date. An employee must inform their Manager and/or Director within seven (7) days of the death if they intend to postpone the bereavement leave for this purpose.**

The Employer will give full consideration to granting additional time off without pay upon request by the employee. It is agreed that such a request may include time separate and apart from the day of funeral and/or memorial service and that such requested time off is required for matters associated with the death of one's relative. This may include but not be limited to acting as executor or attending an interment. Such request shall not be unreasonably denied.

#### 20.05 Jury Witness Duty

Where an employee who would otherwise be on normal duty with the City is absent by reason of a summons to serve as a juror, or of a subpoena as a witness, they shall treat the absence as paid leave but shall surrender all fees excepting legitimate incurred expenses for attendance to the City Treasurer when received.

#### ARTICLE 21 – GENERAL

**21.01** The parties agree to establish and maintain a Union Management Committee comprised of three (3) representatives of the Union and three (3) representatives of the employer, for the purpose of discussing matters regarding the operations of the Corporation, affecting the members of Local 841, not covered by the Grievance/Arbitration process. This Committee shall meet at least once every three months, with minutes being taken and distributed to the Union and the Employer.

#### ARTICLE 22 - JOB POSTING

**22.01** In filling temporary, permanent and/or new position vacancies within the bargaining unit, the position shall be posted prior to public advertisement, unless union approval is granted for such positions, provided however that temporary appointments may be made to fill any vacant positions. Any employee desiring to be considered for such position may make application therefore by submitting a fully completed application to the Human Resources Department on or before the date fixed in the posting.

Qualified applicants shall be interviewed and assessed prior to any public advertisement for such position.

**22.02** All job postings shall contain a general summary of duties, rate of pay, qualifications and experience required and date for final submission of applications, which date shall be not less than five (5) working days from the date of notice.

**22.03** In the consideration of applicants the provisions of Article 17.01 shall apply.

**22.04** Copies of all job postings shall be forwarded to the Union. The City shall notify the employee and the Union of acceptance or rejection of the employee's application within thirty days of the date fixed in the posting for final submission of applications.

**22.05** If an employee is offered and accepts a posted position, they shall be subject to a trial period of sixty (60) working days from the date of assumption of the new position. If they fail to qualify during the sixty (60) working day period or are dissatisfied with the position, they shall be returned to their former position with no loss of seniority as will any employee directly affected as a result of the job posting. An employee who has accepted a posted position and who has chosen to return to their former position during the trial period for any reason shall be prohibited from reapplying to another posted position for a period of one (1) year from the date of return to their former position.

**22.06** An employee who is unable to perform their normal duties due to disability which is substantiated by satisfactory medical documentation shall be provided with suitable alternate employment they are qualified to perform, where such exists, provided no other employee shall thereby be deprived of their job. Employees who are placed in the alternate employment shall receive the rate of pay applicable to the alternate employment.

**22.07** New positions or positions requiring review because of revisions shall be processed in compliance with the jointly approved Job Evaluation Program. Wage rates for new or revised positions shall be determined in compliance with the aforementioned joint program.

The Employer shall prepare a new job description whenever a job is created or whenever the duties of a job change.

**22.08** If an employee who permanently transfers by way of posting or bumping, accepts a position at a lower rate classification, they shall be placed at the Step Level within the new classification closest to their current Step and if applicable, progress annually thereafter.

#### **ARTICLE 23 – PROMOTIONS AND NEW HIRES**

**23.01** Upon promotion, an employee will be placed at the Step level within their new classification, next above their current wage and progress annually thereafter. It shall be interpreted and applied ensuring the employee who received the promotion receives a minimum of a 5% wage increase. Therefore, the employee who received a promotion will be placed at the step in the new band which is a minimum of 5% higher than their current wage rate.

**23.02** The City may place a new employee at Step 1 and upon successful completion of the probationary period (6 months) the employee will be placed at the next Step in the grid and progress annually thereafter.

**23.03** The City may place a new employee at a Step higher than step 1, which is consistent with the new employee's previous experience and progress annually thereafter. The fore mentioned clause shall apply when a temporary employee becomes permanent.

#### **ARTICLE 24 - DEDUCTION OF UNION DUES**

**24.01** The City agrees to deduct, from the pay of all employees who are covered by this agreement each pay period the duly authorized monthly Union Dues and shall remit same prior to the end of such month to the Treasurer of the Union.

The said sum shall be accepted by the Union as the regular monthly dues of those employees who are or shall become members of the Union and the sum so deducted from non-members of the Union shall be treated as their contribution towards the expenses of maintaining the Union. All new employees shall become members of the Union.

#### **ARTICLE 25 – TEMPORARY AND PART-TIME EMPLOYEES**

##### **25.01 Temporary Employees:**

The Employer may hire temporary employees to:

- a) Perform work for the purpose of covering absences due to illness, injury or leave of absence for a period not to exceed the period of the absence.
  
- b) With the approval of the Union, may hire temporary employees to perform work for temporary positions, provided the period of employment shall not exceed one (1) year unless extended thereafter for up to one (1) year, with the approval, in writing of the Union. The agreement in writing shall include the assignment for the temporary employee. The union shall not unreasonably withhold approval for the extension.

**25.02** At the end of the above noted period of temporary assignment, including any extension of the temporary assignment, the employment of the temporary employee shall be terminated without right to displace other employees and without right of recall.

**25.03** While in the above noted temporary position, the temporary employee will receive the start rate in the grid for the position in which the employee is temporarily working and will be entitled to progress in accordance with the grid in Article 25.04 should the temporary assignment be longer than 260 shifts. Nothing herein interferes with the right of the Employer to terminate the temporary employee according to the same standard applicable to probationary employees.

A permanent employee who fills a temporarily funded position, shall be paid the rate of the classification but shall be paid according to the years of service of the employee.

**25.04** After six (6) months, the provisions of Article 14.01 (a) and Article 14.04 (if eligible and in accordance with OMERS eligibility criteria) and 14.05 (a), (c), and (d) of the Employee Benefits shall apply to the temporary employee.

**25.05** A temporary employee shall not accumulate seniority.

**25.06** In the event the employment of a permanent employee who is filling a temporarily funded position terminates, the Employer shall post the position the permanent employee was filling prior to filling the temporarily funded position.

**25.07** Should a temporary employee be employed as a permanent employee in the same position or classification following a long-term temporary term (of 1 year or greater) without a break in between, the employee shall be credited with seniority from the last date of hire as a temporary employee and they shall be considered to have passed their probationary period.

For temporary employees who are hired as a permanent employee in another position or classification, following a long-term temporary term, without a break in between, the employee shall be credited with seniority from the last date of hire as the temporary employee and shall be considered as probationary for the first six (6) months, however, they shall receive benefits under Article 14, wages and vacation entitlements.

The last date of hire as a temporary employee shall be used for the purpose of determining vacation entitlement. The first-year vacation pay as a permanent employee would be prorated taking into consideration that the employee received four per cent (4%) vacation up to the commencement as a permanent employee, and if necessary vacation entitlement may be prorated as well.

The Employer shall advise the union, in writing, of the conditions of the temporary funding at the time the Employer is seeking to fill such temporary position.

**25.08** Part time employees, regularly employed for not more than twenty-four (24) hours per week, may be utilized to augment the work force.

**25.09** It is further understood and agreed that temporary and permanent part-time employees are not covered by this agreement except for:

- Articles 1, 2, 3, 4, 5
- Article 6, 7 and 9 (Grievances pertaining to wages only)
- Article 11 (No Strikes/No Lockouts)
- Article 12 (Wages)
- Article 13 (Hours of Work)
- Article 14 (Employee benefits as stipulated herein)

- Article 15 e) (Paid Holidays)
- Article 24 (Union Dues)
- Article 25 (Temporary and Part-time Employees)
- Article 28 (Legal Liability)
- Article 29 (Court Time)
- Article 31 (Duration)

It is understood that temporary **and permanent part-time** employees will be covered under the *Employment Standards Act*, as applicable.

Temporary, and **permanent** part time employees will be paid in accordance with Step 1 of the appropriate Salary group. Part time employees shall **progress on the salary schedule** as follows:

Start	- Step 1
After 260 shifts worked	- Step 2
After 520 shifts worked	- Step 3
After 780 shifts worked	- Step 4
After 1040 shifts worked	- Step 5

### **ARTICLE 26 – STUDENT EMPLOYEES**

It is further understood and agreed that students, students on work terms shall not be covered by this agreement except with respect to wages, hours of work, overtime, grievances pertaining to wages, hours or work, overtime and Union Dues deduction.

**26.01** Student employees will be paid in accordance with Step 1 of the appropriate Salary group.

#### **26.02 Co-op Students**

- a) The Employer may hire co-op students with the approval of the Union for a period of not more than eight (8) consecutive months.
- b) Co-op students have no seniority rights.
- c) The Employer will not accept applications or promote co-op students to other positions during their work term.
- d) In the event of a layoff, all co-op students will be terminated not less than 20 working days prior to any permanent, part time or temporary employee.
- e) Should a leave of absence be granted, it shall not result in the extension of the eight (8) month work term.

### **ARTICLE 27 - TECHNOLOGICAL CHANGE**

**27.01** The Corporation shall give the Union a minimum of sixty (60) days advance notice, whenever possible, of any decision to introduce any changes in **technology** or equipment which may have an adverse effect on **workforce** requirements. If requested within thirty (30) days of such notice, the Corporation agrees to discuss such changes with the Union.

In the event that the Corporation should introduce new equipment which requires new or greater skills than are presently possessed by an affected employee, said employee shall be given the opportunity, where practicable, to

upgrade themselves through approved study courses or training. The employer shall pay the cost of any approved courses or training except that the employee shall not be paid for hours spent in staff training after normal working hours which may be required.

Any employee who is displaced **or redeployed** from their existing group through technological change and who continues to work, shall be "red circled" in the lower group until the rate for the new group reaches the "red circled" rate. Employees who obtain a job in a higher group through technological change shall receive the rate of the new group.

#### **ARTICLE 28 – LEGAL LIABILITY**

**28.01** If an employee is charged with an offence under the Criminal Code of Canada, or any statute of the Province of Ontario resulting from an offense directly related to the performance of their duties and is not convicted of the charge or of a reduced charge arising out of the same facts and circumstances, the Corporation will pay within thirty (30) days following any appeal proceeding instituted by the Crown, or the taxing of such fees, the legal fees of such members defence on such charge provided Counsel is one whose law practice is principally established and carried on in the City of St. Thomas.

It is understood that the Corporation may require the member to have the legal fees, charged for an employee defence, taxed through the appropriate Law Society and the Corporation shall only be responsible for the lesser amount.

It is understood that where an employee is convicted of the charge or of a reduced charge arising out of the same facts, there will be no claim whatsoever against the City by the said employee.

#### **ARTICLE 29 – COURT TIME**

**29.01** Any employee required to attend as a witness in any Court, Criminal or Family division; Inquest, or any court time spent as a result of their job, in litigation of any description, when off duty, shall receive court time allowances as follows:

In those instances, where an employee is on vacation or paid holiday leave and is required to return for a court appearance, they shall receive actual time. The employee shall, in addition to the above, receive a compensating day off so long as the employee has complied with the established policy with respect to selecting annual leave.

**29.02** Court allowances earned each pay period, up to and including the Saturday prior to payday, shall be paid each payday. The Corporation shall be responsible for the keeping and maintaining of proper records of court appearances.

All fees payable to an employee acting as a witness in any court, as previously defined herein, shall be forthwith turned over or assigned to the Corporation.

#### **ARTICLE 30 – AMALGAMATION**

**30.01** In the event that the Employer should merge or amalgamate with any other Municipal Corporation, the Employer shall provide the Union and the affected Employees with written notice at the earliest possible date. At the time of the notice, the Employer shall also provide the Union with all relevant particulars known by the Employer pertaining to the merger, subject to confidentiality requirements.

**ARTICLE 31 - DURATION**


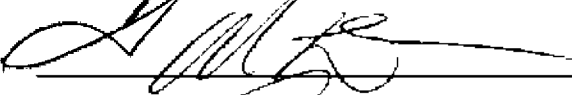
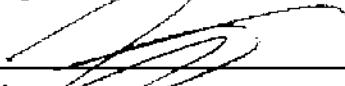

**31.01** This agreement shall become effective as of the 1st day of January 1, 2025 and shall remain in full force and effect until the 31st day of December, 2028 and from year to year thereafter unless Notice of Intention to terminate or amend this agreement is given by either party not more than ninety (90) days before the termination of the said Agreement.

**31.02** It has been understood that where the existing agreement has been changed or altered following negotiations between the parties, such changes or alterations as agreed upon shall take effect not earlier than the date the formal agreement covering same has been reduced to writing, and executed by the parties thereto, with the exception of wages which shall be effective January 1, 2025.

**31.03** Notwithstanding the foregoing, it is agreed that employees who have retired on pension since December 31, 2024 shall receive the effect of any salary increase up to their retirement date.

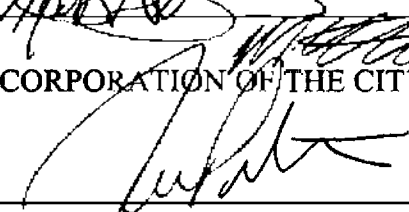
NOW THEREFORE the parties have executed this Agreement by their respective authorized signing officers.

Executed this 5<sup>th</sup> day of November, 2025) C.U.P.E. LOCAL 841.1  
) (INSIDE WORKERS)

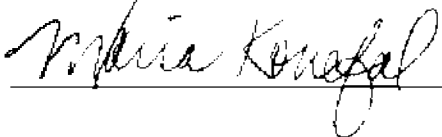
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Executed this 9<sup>th</sup> day of December, 2025) THE CORPORATION OF THE CITY  
) OF ST. THOMAS

)  
)  
) Joe Preston, Mayor

)   
) \_\_\_\_\_

)  
)  
) Maria Konefal, City Clerk

)   
) \_\_\_\_\_

**CITY OF ST. THOMAS**  
**SCHEDULE 'A'**  
**CUPE 841**  
**EFFECTIVE January 1, 2025 (3.25%)**

BAND	POSITION TITLE	HRS	START				MAX
			STEP 1	STEP 2	STEP 3	STEP 4	
A (1)			23.40	24.87	26.37	27.84	29.29
		(1820)	42,588	45,263	47,993	50,669	53,308
		(1950)	45,630	48,497	51,422	54,288	57,116
		(2080)	48,672	51,730	54,850	57,907	60,923
B (2)			24.50	26.04	27.59	29.15	30.67
		(1820)	44,590	47,393	50,214	53,053	55,819
		(1950)	47,775	50,778	53,801	56,843	59,807
		(2080)	50,960	54,163	57,387	60,632	63,794
C (3)	CUSTOMER SERVICES/CLERICAL (SS)		25.79	27.35	28.96	30.59	32.21
	CUSTOMER SERVICE REPRESENTATIVE (PT - P&R)	(1820)	46,938	49,777	52,707	55,674	58,622
	FACILITIES MAINTENANCE WORKER ***	(1950)	50,291	53,333	56,472	59,651	62,810
	PLANNING & BUILDING SERVICES CLERK	(2080)	53,643	56,888	60,237	63,627	66,997
D (4)	CASHIER/ACCOUNTING CLERK		27.10	28.80	30.54	32.22	33.83
	EMPLOYMENT & INCOME SUPPORT AIDE	(1820)	49,322	52,416	55,583	58,640	61,662
	HOUSING SUPPORT CLERK	(1950)	52,845	56,160	59,553	62,829	66,066
	RECREATION PROGRAM COORDINATOR	(2080)	56,368	59,904	63,523	67,018	70,470
E (5)	BUILDING INSPECTOR * (***)		28.63	30.42	32.22	33.99	35.80
	DESKTOP SUPPORT COORDINATOR	(1820)	52,107	55,364	58,640	61,862	65,156
	FACILITY BOOKING COORDINATOR	(1950)	55,829	59,319	62,829	66,281	69,810
	INVENTORY CONTROL CLERK/ADMINISTRATIVE ASSISTANT (PW) ***	(2080)	59,550	63,274	67,018	70,699	74,464
	MAINTENANCE COORDINATOR ***						
	OPERATIONS CLERK (PW) ***						
F (6)	PROPERTY STANDARDS/BY-LAW ENFORCEMENT OFFICER **						
	ACCOUNTING CLERK		30.57	32.45	34.37	36.28	38.20
	ACCOUNTS PAYABLE CLERK	(1820)	55,637	59,059	62,553	66,030	69,524
	ADMINISTRATIVE ASSISTANT (P&R)	(1950)	59,612	63,278	67,022	70,746	74,490
	CORPORATE CUSTOMER SERVICE ASSISTANT	(2080)	63,586	67,496	71,490	75,462	79,456
	FINANCIAL CLERK						
	TAX COLLECTOR						
TECHNOLOGIST/ENGINEER ASSOCIATE							
G (7)	ANIMAL SHELTER COORDINATOR **		32.04	34.05	36.07	38.06	40.04
	BUILDING & PROPERTY MAINTENANCE TECHNICIAN ***	(1820)	58,313	61,971	65,647	69,269	72,873
	FACILITIES PLUMBER	(1950)	62,478	66,398	70,337	74,217	78,078
	MAINTENANCE ASSISTANT ***	(2080)	66,643	70,824	75,026	79,165	83,283
	MUNICIPAL LAW ENFORCEMENT OFFICER II **						

H (8)	ASSET MANAGEMENT COORDINATOR **		33.97	36.08	38.21	40.32	42.48
	CHILD CARE ASSESSMENT COORDINATOR	(1820)	61,825	65,666	69,542	73,382	77,314
	ENGINEERING TECHNICIAN (CW) **	(1950)	66,242	70,356	74,510	78,624	82,836
	HOUSING PROGRAMS COORDINATOR	(2080)	70,658	75,046	79,477	83,866	88,358
	ONTARIO WORKS CASEWORKER						
	PROJECT COORDINATOR (PM)						
	SENIOR BUILDING INSPECTOR * (***)						
	SYSTEM SUPPORT COORDINATOR						
	CORPORATE CUSTOMER SERVICE COORDINATOR						
I (9)	EIS REVIEW COORDINATOR		36.01	38.27	40.50	42.74	45.00
	MUNICIPAL LAW ENFORCEMENT OFFICER III **	(1820)	65,538	69,651	73,710	77,787	81,900
	QUALITY INITIATIVES COORDINATOR (SS)	(1950)	70,220	74,627	78,975	83,343	87,750
		(2080)	74,901	79,602	84,240	88,899	93,600
J (10)	LEGISLATIVE SERVICES COORDINATOR		38.20	40.56	42.97	45.38	47.74
	MMS COORDINATOR ***	(1820)	69,524	73,819	78,205	82,592	86,887
	ROAD SAFETY TECHNOLOGIST	(1950)	74,490	79,092	83,792	88,491	93,093
	SUSTAINABLE TRANSPORTATION COORDINATOR	(2080)	79,456	84,365	89,378	94,390	99,299
	TRAFFIC TECHNOLOGIST						
	DEVELOPMENT TECHNICIAN **						
K (11)	DEVELOPMENT & COMPLIANCE TECHNOLOGIST/ENGINEER**		40.50	43.04	45.56	48.16	50.64
	PROJECT TECHNOLOGIST (CW) **	(1820)	73,710	78,333	82,919	87,651	92,165
	SENIOR PROPERTY MANAGEMENT COORDINATOR	(1950)	78,975	83,928	88,842	93,912	98,748
		(2080)	84,240	89,523	94,765	100,173	105,331
L (12)			42.97	45.64	48.36	50.98	53.72
		(1820)	78,205	83,065	88,015	92,784	97,770
		(1950)	83,792	88,998	94,302	99,411	104,754
		(2080)	89,378	94,931	100,589	106,038	111,738
M (13)			45.61	48.46	51.32	54.16	57.00
		(1820)	83,010	88,197	93,402	98,571	103,740
		(1950)	88,940	94,497	100,074	105,612	111,150
		(2080)	94,869	100,797	106,746	112,653	118,560

Notes:

\* Refer to Market Sensitive Compensation Plan (LOU #1)

\*\* Position works 37.5 hours per week (1950 hours annually)

\*\*\* Position works 40 hours per week (2080 hours annually)

No asterick position works 35 hours per week (1820 hours annually)

**CITY OF ST. THOMAS**  
**SCHEDULE 'A'**  
**CUPE 841**  
**EFFECTIVE January 1, 2016 (3.75%)**

BAND	POSITION TITLE	HRS	START				MAX
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
A (1)			24.28	25.80	27.36	28.88	30.39
	(1820)	44,190	46,956	49,795	52,562	55,310	
	(1950)	47,346	50,310	53,332	56,316	59,261	
B (2)			25.42	27.02	28.62	30.24	31.82
	(1820)	46,264	49,176	52,088	55,037	57,912	
	(1950)	49,569	52,689	55,809	58,968	62,049	
C (3)	CUSTOMER SERVICES CLERICAL (SS)		26.76	28.38	30.05	31.74	33.42
	CUSTOMER SERVICE REPRESENTATIVE (PT - P&R)	(1820)	48,703	51,652	54,691	57,767	60,824
	PLANNING & BUILDING SERVICES CLERK	(1950)	52,182	55,341	58,598	61,893	65,169
D (4)	CASHIER/ACCOUNTING CLERK		28.12	29.88	31.69	33.43	35.15
	EMPLOYMENT & INCOME SUPPORT AIDE	(1820)	51,178	54,382	57,676	60,843	63,973
	HOUSING SUPPORT CLERK	(1950)	54,834	58,266	61,796	65,189	68,543
E (5)			29.70	31.56	33.43	35.26	37.14
	BUILDING INSPECTOR * (***)	(1820)	54,054	57,439	60,843	64,173	67,595
	DESKTOP SUPPORT COORDINATOR	(1950)	57,915	61,542	65,189	68,757	72,423
F (6)			31.72	33.67	35.66	37.64	39.63
	ACCOUNTING CLERK	(1820)	57,730	61,279	64,901	68,505	72,127
	ACCOUNTS PAYABLE CLERK	(1950)	61,854	65,657	69,537	73,398	77,279
G (7)			33.24	35.33	37.42	39.49	41.54
	ADMINISTRATIVE ASSISTANT (P&R)	(1820)	61,854	65,657	69,537	73,398	77,279
	CORPORATE CUSTOMER SERVICE ASSISTANT	(1950)	65,978	70,034	74,173	78,291	82,430
G (7)			33.24	35.33	37.42	39.49	41.54
	ANIMAL SHELTER COORDINATOR **	(1820)	60,497	64,301	68,104	71,872	75,603
	BUILDING & PROPERTY MAINTENANCE TECHNICIAN ***	(1950)	64,818	68,894	72,969	77,006	81,003
G (7)			33.24	35.33	37.42	39.49	41.54
	FACILITIES PLUMBER	(1820)	60,497	64,301	68,104	71,872	75,603
	MAINTENANCE ASSISTANT ***	(1950)	64,818	68,894	72,969	77,006	81,003
G (7)			33.24	35.33	37.42	39.49	41.54
	FINANCIAL CLERK	(1820)	60,497	64,301	68,104	71,872	75,603
	TAX COLLECTOR	(1950)	64,818	68,894	72,969	77,006	81,003
G (7)			33.24	35.33	37.42	39.49	41.54
	TECHNOLOGIST/ENGINEER ASSOCIATE	(1820)	60,497	64,301	68,104	71,872	75,603
	MUNICIPAL LAW ENFORCEMENT OFFICER II **	(1950)	64,818	68,894	72,969	77,006	81,003
G (7)			33.24	35.33	37.42	39.49	41.54
	PROPERTY STANDARDS/BY-LAW ENFORCEMENT OFFICER **	(1820)	60,497	64,301	68,104	71,872	75,603
	OPERATIONS CLERK (PW) ***	(1950)	64,818	68,894	72,969	77,006	81,003

H (8)	ASSET MANAGEMENT COORDINATOR **		35.24	37.43	39.64	41.83	44.07
	CHILD CARE ASSESSMENT COORDINATOR	(1820)	64,137	68,123	72,145	76,131	80,207
	ENGINEERING TECHNICIAN (CW) **	(1950)	68,718	72,989	77,298	81,569	85,937
	HOUSING PROGRAMS COORDINATOR	(2080)	73,299	77,854	82,451	87,006	91,666
	ONTARIO WORKS CASEWORKER						
	PROJECT COORDINATOR (PM)						
	SENIOR BUILDING INSPECTOR * (***)						
	SYSTEM SUPPORT COORDINATOR						
	CORPORATE CUSTOMER SERVICE COORDINATOR						
I (9)	EIS REVIEW COORDINATOR		37.36	39.71	42.02	44.34	46.69
	MUNICIPAL LAW ENFORCEMENT OFFICER III **	(1820)	67,995	72,272	76,476	80,699	84,976
	QUALITY INITIATIVES COORDINATOR (SS)	(1950)	72,852	77,435	81,939	86,463	91,046
		(2080)	77,709	82,597	87,402	92,227	97,115
J (10)	LEGISLATIVE SERVICES COORDINATOR		39.63	42.08	44.58	47.08	49.53
	MMS COORDINATOR ***	(1820)	72,127	76,586	81,136	85,686	90,145
	ROAD SAFETY TECHNOLOGIST	(1950)	77,279	82,056	86,931	91,806	96,584
	SUSTAINABLE TRANSPORTATION COORDINATOR	(2080)	82,430	87,526	92,726	97,926	103,022
	TRAFFIC TECHNOLOGIST						
	DEVELOPMENT TECHNICIAN **						
K (11)	DEVELOPMENT & COMPLIANCE TECHNOLOGIST/ENGINEER **		42.02	44.65	47.27	49.97	52.54
	PROJECT TECHNOLOGIST (CW) **	(1820)	76,476	81,263	86,031	90,945	95,623
	SENIOR PROPERTY MANAGEMENT COORDINATOR	(1950)	81,939	87,068	92,177	97,442	102,453
		(2080)	87,402	92,872	98,322	103,938	109,283
L (12)			44.58	47.35	50.17	52.89	55.73
		(1820)	81,136	86,177	91,309	96,260	101,429
		(1950)	86,931	92,333	97,832	103,136	108,674
		(2080)	92,726	98,488	104,354	110,011	115,918
M (13)			47.32	50.28	53.24	56.19	59.14
		(1820)	86,122	91,510	96,897	102,266	107,635
		(1950)	92,274	98,046	103,818	109,571	115,323
		(2080)	98,426	104,582	110,739	116,875	123,011

**Notes:**

\* Refer to Market Sensitive Compensation Plan (LOU #1)

\*\* Position works 37.5 hours per week (1950 hours annually)

\*\*\* Position works 40 hours per week (2080 hours annually)

No asterick position works 35 hours per week (1820 hours annually)

**CITY OF ST. THOMAS**  
**SCHEDULE 'A'**  
**CUPE 841**  
**EFFECTIVE January 1, 2027 (3.5%)**

BAND	POSITION TITLE	HRS	START					MAX
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
A (1)			25.13	26.70	28.32	29.89	31.45	
		(1820)	45,737	48,594	51,542	54,400	57,239	
		(1950)	49,004	52,065	55,224	58,286	61,328	
		(2080)	52,270	55,536	58,906	62,171	65,416	
				26.31	27.97	29.62	31.30	32.93
B (2)		(1820)	47,884	50,905	53,908	56,966	59,933	
		(1950)	51,305	54,542	57,759	61,035	64,214	
		(2080)	54,725	58,178	61,610	65,104	68,494	
				27.70	29.37	31.10	32.85	34.59
	C (3)	CUSTOMER SERVICES CLERICAL (SS)		27.70	29.37	31.10	32.85	34.59
	CUSTOMER SERVICE REPRESENTATIVE (PT - P&R)	(1820)	50,414	53,453	56,602	59,787	62,954	
	PLANNING & BUILDING SERVICES CLERK	(1950)	54,015	57,272	60,645	64,058	67,451	
		(2080)	57,616	61,090	64,688	68,328	71,947	
D (4)	CASHIER ACCOUNTING CLERK		29.10	30.93	32.80	34.60	36.38	
	EMPLOYMENT & INCOME SUPPORT AIDE	(1820)	52,962	56,293	59,696	62,972	66,212	
	HOUSING SUPPORT CLERK	(1950)	56,745	60,314	63,960	67,470	70,941	
		(2080)	60,528	64,334	68,224	71,968	75,670	
				30.74	32.66	34.60	36.49	38.44
E (5)	BUILDING INSPECTOR * (***)		30.74	32.66	34.60	36.49	38.44	
	DESKTOP SUPPORT COORDINATOR	(1820)	55,947	59,441	62,972	66,412	69,961	
	FACILITY BOOKING COORDINATOR	(1950)	59,943	63,687	67,470	71,156	74,958	
	INVENTORY CONTROL CLERK, ADMINISTRATIVE ASSISTANT (PW) ***	(2080)	63,939	67,933	71,968	75,899	79,955	
	MAINTENANCE COORDINATOR ***							
	OPERATIONS CLERK (PW) ***							
	PROPERTY STANDARDS/BY-LAW ENFORCEMENT OFFICER **							
F (6)	ACCOUNTING CLERK		32.83	34.85	36.91	38.96	41.02	
	ACCOUNTS PAYABLE CLERK	(1820)	59,751	63,427	67,176	70,907	74,656	
	ADMINISTRATIVE ASSISTANT (P&R)	(1950)	64,019	67,958	71,975	75,972	79,989	
	CORPORATE CUSTOMER SERVICE ASSISTANT	(2080)	68,286	72,488	76,773	81,037	85,322	
	FACILITIES MAINTENANCE WORKER ***							
	FINANCIAL CLERK							
	TAX COLLECTOR							
	TECHNOLOGIST ENGINEER ASSOCIATE							
G (7)	ANIMAL SHELTER COORDINATOR **		34.40	36.57	38.73	40.87	42.99	
	BUILDING & PROPERTY MAINTENANCE TECHNICIAN ***	(1820)	62,608	66,557	70,489	74,383	78,242	
	FACILITIES PLUMBER	(1950)	67,080	71,312	75,524	79,697	83,831	
	MAINTENANCE ASSISTANT ***	(2080)	71,532	76,066	80,558	85,010	89,419	
	MUNICIPAL LAW ENFORCEMENT OFFICER II **							

H (8)	ASSET MANAGEMENT COORDINATOR **		<b>36.47</b>	<b>38.74</b>	<b>41.03</b>	<b>43.29</b>	<b>45.61</b>
	CHILD CARE ASSESSMENT COORDINATOR	(1820)	66,375	70,507	74,675	78,788	83,010
	ENGINEERING TECHNICIAN (CW) **	(1950)	71,117	75,543	80,009	84,416	88,940
	HOUSING PROGRAMS COORDINATOR	(2080)	75,858	80,579	85,342	90,043	94,869
	ONTARIO WORKS CASEWORKER						
	PROJECT COORDINATOR (PM)						
	SENIOR BUILDING INSPECTOR * (***)						
	SYSTEM SUPPORT COORDINATOR						
	CORPORATE CUSTOMER SERVICE COORDINATOR						
I (9)	EIS REVIEW COORDINATOR		<b>38.67</b>	<b>41.10</b>	<b>43.49</b>	<b>45.89</b>	<b>48.32</b>
	MUNICIPAL LAW ENFORCEMENT OFFICER III **	(1820)	70,379	74,802	79,152	83,520	87,942
	QUALITY INITIATIVES COORDINATOR (SS)	(1950)	75,407	80,145	84,806	89,486	94,224
		(2080)	80,434	85,488	90,459	95,451	100,506
J (10)	LEGISLATIVE SERVICES COORDINATOR		<b>41.02</b>	<b>43.55</b>	<b>46.14</b>	<b>48.73</b>	<b>51.26</b>
	MMS COORDINATOR ***	(1820)	74,656	79,261	83,975	88,689	93,293
	ROAD SAFETY TECHNOLOGIST	(1950)	79,989	84,923	89,973	95,024	99,957
	SUSTAINABLE TRANSPORTATION COORDINATOR	(2080)	85,322	90,584	95,971	101,358	106,621
	TRAFFIC TECHNOLOGIST						
	DEVELOPMENT TECHNICIAN **						
K (11)	DEVELOPMENT & COMPLIANCE TECHNOLOGIST/ENGINEER**		<b>43.49</b>	<b>46.21</b>	<b>48.92</b>	<b>51.72</b>	<b>54.38</b>
	PROJECT TECHNOLOGIST (CW) **	(1820)	79,152	84,102	89,034	94,130	98,972
	SENIOR PROPERTY MANAGEMENT COORDINATOR	(1950)	84,806	90,110	95,394	100,854	106,041
		(2080)	90,459	96,117	101,754	107,578	113,110
L (12)			<b>46.14</b>	<b>49.01</b>	<b>51.93</b>	<b>54.74</b>	<b>57.68</b>
		(1820)	83,975	89,198	94,513	99,627	104,978
		(1950)	89,973	95,570	101,264	106,743	112,476
		(2080)	95,971	101,941	108,014	113,859	119,974
M (13)			<b>48.98</b>	<b>52.04</b>	<b>55.10</b>	<b>58.16</b>	<b>61.21</b>
		(1820)	89,144	94,713	100,282	105,851	111,402
		(1950)	95,511	101,478	107,445	113,412	119,360
		(2080)	101,878	108,243	114,608	120,973	127,317

Notes:

\* Refer to Market Sensitive Compensation Plan (LOU #1)

\*\* Position works 37.5 hours per week (1950 hours annually)

\*\*\* Position works 40 hours per week (2080 hours annually)

No asterick position works 35 hours per week (1820 hours annually)

**CITY OF ST. THOMAS**  
**SCHEDULE 'A'**  
**CUPE 841**  
**EFFECTIVE January 1, 2028 (3.25%)**

BAND	POSITION TITLE	HRS	START				MAX
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>A (1)</b>			<b>25.95</b>	<b>27.57</b>	<b>29.24</b>	<b>30.86</b>	<b>32.47</b>
		(1820)	47,229	50,177	53,217	56,165	59,095
		(1950)	50,603	53,762	57,018	60,177	63,317
		(2080)	53,976	57,346	60,819	64,189	67,538
<b>B (2)</b>			<b>27.17</b>	<b>28.88</b>	<b>30.58</b>	<b>32.32</b>	<b>34.00</b>
		(1820)	49,449	52,562	55,656	58,822	61,880
		(1950)	52,982	56,316	59,631	63,024	66,300
		(2080)	56,514	60,070	63,606	67,226	70,720
<b>C (3)</b>	<b>CUSTOMER SERVICES/CLERICAL (SS)</b>		<b>28.60</b>	<b>30.32</b>	<b>32.11</b>	<b>33.92</b>	<b>35.71</b>
	<b>CUSTOMER SERVICE REPRESENTATIVE (PT - P&amp;R)</b>	(1820)	52,052	55,182	58,440	61,734	64,992
	<b>PLANNING &amp; BUILDING SERVICES CLERK</b>	(1950)	55,770	59,124	62,615	66,144	69,635
		(2080)	59,488	63,066	66,789	70,554	74,277
<b>D (4)</b>	<b>CASHIER/ACCOUNTING CLERK</b>		<b>30.05</b>	<b>31.94</b>	<b>33.87</b>	<b>35.72</b>	<b>37.56</b>
	<b>EMPLOYMENT &amp; INCOME SUPPORT AIDE</b>	(1820)	54,691	58,131	61,643	65,010	68,359
	<b>HOUSING SUPPORT CLERK</b>	(1950)	58,598	62,283	66,047	69,654	73,242
		(2080)	62,504	66,435	70,450	74,298	78,125
<b>E (5)</b>	<b>BUILDING INSPECTOR * (***)</b>		<b>31.74</b>	<b>33.72</b>	<b>35.72</b>	<b>37.68</b>	<b>39.69</b>
	<b>DESKTOP SUPPORT COORDINATOR</b>	(1820)	57,767	61,370	65,010	68,578	72,236
	<b>FACILITY BOOKING COORDINATOR</b>	(1950)	61,893	65,754	69,654	73,476	77,396
	<b>INVENTORY CONTROL CLERK ADMINISTRATIVE ASSISTANT (PW) ***</b>	(2080)	66,019	70,138	74,298	78,374	82,555
	<b>MAINTENANCE COORDINATOR ***</b>						
	<b>OPERATIONS CLERK (PW) ***</b>						
	<b>PROPERTY STANDARDS/BY-LAW ENFORCEMENT OFFICER **</b>						
<b>F (6)</b>	<b>ACCOUNTING CLERK</b>		<b>33.90</b>	<b>35.98</b>	<b>38.11</b>	<b>40.23</b>	<b>42.35</b>
	<b>ACCOUNTS PAYABLE CLERK</b>	(1820)	61,698	65,484	69,360	73,219	77,077
	<b>ADMINISTRATIVE ASSISTANT (P&amp;R)</b>	(1950)	66,105	70,161	74,315	78,449	82,583
	<b>CORPORATE CUSTOMER SERVICE ASSISTANT</b>	(2080)	70,512	74,838	79,269	83,678	88,088
	<b>FACILITIES MAINTENANC WORKER ***</b>						
	<b>FINANCIAL CLERK</b>						
	<b>TAX COLLECTOR</b>						
<b>TECHNOLOGIST/ENGINEER ASSOCIATE</b>							
<b>G (7)</b>	<b>ANIMAL SHELTER COORDINATOR **</b>		<b>35.52</b>	<b>37.76</b>	<b>39.99</b>	<b>42.20</b>	<b>44.39</b>
	<b>BUILDING &amp; PROPERTY MAINTENANCE TECHNICIAN ***</b>	(1820)	64,646	68,723	72,782	76,804	80,790
	<b>FACILITIES PLUMBER</b>	(1950)	69,264	73,632	77,981	82,290	86,561
	<b>MAINTENANCE ASSISTANT ***</b>	(2080)	73,882	78,541	83,179	87,776	92,331
	<b>MUNICIPAL LAW ENFORCEMENT OFFICER II **</b>						

H (8)	ASSET MANAGEMENT COORDINATOR **		37.66	40.00	42.36	44.70	47.09
	CHILD CARE ASSESSMENT COORDINATOR	(1820)	68,541	72,800	77,095	81,354	85,704
	ENGINEERING TECHNICIAN (CW) **	(1950)	73,437	78,000	82,602	87,165	91,826
	HOUSING PROGRAMS COORDINATOR	(2080)	78,333	83,200	88,109	92,976	97,947
	ONTARIO WORKS CASEWORKER						
	PROJECT COORDINATOR (PM)						
	SENIOR BUILDING INSPECTOR * (***)						
	SYSTEM SUPPORT COORDINATOR						
CORPORATE CUSTOMER SERVICE COORDINATOR							
I (9)	EIS REVIEW COORDINATOR		39.93	42.44	44.90	47.38	49.89
	MUNICIPAL LAW ENFORCEMENT OFFICER III **	(1820)	72,673	77,241	81,718	86,232	90,800
	QUALITY INITIATIVES COORDINATOR (SS)	(1950)	77,864	82,758	87,555	92,391	97,286
		(2080)	83,054	88,275	93,392	98,550	103,771
J (10)	LEGISLATIVE SERVICES COORDINATOR		42.35	44.97	47.64	50.31	52.93
	MMS COORDINATOR ***	(1820)	77,077	81,845	86,705	91,564	96,333
	ROAD SAFETY TECHNOLOGIST	(1950)	82,583	87,692	92,898	98,105	103,214
	SUSTAINABLE TRANSPORTATION COORDINATOR	(2080)	88,088	93,538	99,091	104,645	110,094
	TRAFFIC TECHNOLOGIST						
	DEVELOPMENT TECHNICIAN **						
K (11)	DEVELOPMENT & COMPLIANCE TECHNOLOGIST/ENGINEER**		44.90	47.71	50.51	53.40	56.15
	PROJECT TECHNOLOGIST (CW) **	(1820)	81,718	86,832	91,928	97,188	102,193
	SENIOR PROPERTY MANAGEMENT COORDINATOR	(1950)	87,555	93,035	98,495	104,130	109,493
		(2080)	93,392	99,237	105,061	111,072	116,792
L (12)			47.64	50.60	53.62	56.52	59.55
		(1820)	86,705	92,092	97,588	102,866	108,381
		(1950)	92,898	98,670	104,559	110,214	116,123
		(2080)	99,091	105,248	111,530	117,562	123,864
M (13)			50.57	53.73	56.89	60.05	63.20
		(1820)	92,037	97,789	103,540	109,291	115,024
		(1950)	98,612	104,774	110,936	117,098	123,240
		(2080)	105,186	111,758	118,331	124,904	131,456

Notes:

\* Refer to Market Sensitive Compensation Plan (LOU #1)

\*\* Position works 37.5 hours per week (1950 hours annually)

\*\*\* Position works 40 hours per week (2080 hours annually)

No asterick position works 35 hours per week (1820 hours annually)

## **LETTER OF UNDERSTANDING #1**

Between

THE CORPORATION OF THE CITY OF ST. THOMAS

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS  
LOCAL 841.1

### **RE: BUILDING INSPECTOR WAGE STRUCTURE**

It is mutually agreed and understood between the parties, without prejudice and/or precedent that the wage structure for the positions of Building Inspector and Senior Building Inspector shall be as follows:

#### **Building Inspector:**

- The hourly rate for the position of Building Inspector is outlined in Schedule “A”
- In addition to the hourly rate, Building Inspectors will receive a \$0.53 per hour premium for each of the required certifications (Courses 1-8) successfully completed, as listed below.

#### **Senior Building Inspector:**

- Employees with at least five (5) years of direct municipal experience as a Building Inspector, Plans Examiner or any other equivalent position within municipal building services who have successfully completed certifications for Courses 1–8, plus at least one (1) certification from Courses 9, 10, or 11, will advance to the Senior Building Inspector position.
- Upon advancement, they will receive the hourly rate for Senior Building Inspectors as outlined in Schedule “A” and remain eligible for the \$0.53 per hour premium for each certification from Courses 1–11 successfully completed. Employees will transition to the step within the Senior Building Inspector wage band that is higher than their current base hourly rate and progress annually thereafter subject to the manager’s discretion and satisfactory performance reviews.

<b>Positions</b>	<b>Certification</b>
Building Inspector & Senior Building Inspector	Course 1 - Legal
Building Inspector & Senior Building Inspector	Course 2 - House
Building Inspector & Senior Building Inspector	Course 3 - HVAC House
Building Inspector & Senior Building Inspector	Course 4 - Plumbing- House
Building Inspector & Senior Building Inspector	Course 5 - Small Buildings
Building Inspector & Senior Building Inspector	Course 6 - Building Structural
Building Inspector & Senior Building Inspector	Course 7 - Plumbing- All Buildings
Building Inspector & Senior Building Inspector	Course 8 - Building Services
Senior Building Inspector	Course 9 - Large Buildings
Senior Building Inspector	Course 10 - On-site Sewage Systems
Senior Building Inspector	Course 11 - Detection, Lighting and Power

The \$0.53 per hour premium per certification shall be included in the hourly rate for the purpose of calculating vacation pay, pension, overtime, sick leave, banked time, and paid holidays.

Signed this 27 day of November 2025.

For the Employer

A. Schulz  
M. Stewart  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Union

Raymond Olson  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**LETTER OF UNDERSTANDING #3**

Between

**THE CORPORATION OF THE CITY OF ST. THOMAS**

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND**

**ITS LOCAL 841.1**

**RE: RECREATION PROGRAM COORDINATOR**

It is mutually agreed and understood between the parties that without prejudice and/or precedent that the Recreation Program Coordinator position will receive an additional two (2) hours pay at time and half (1.5x) every pay period (2 weeks).

The compensation is to recognize the position is responding to occasional phone calls and text messages outside of regular working hours, regarding City recreation program scheduling.

This arrangement will be reviewed on an annual basis with the incumbent in December of every year.

The above agreement is for the Recreation Program Coordinator position only.

Signed this 27 day of November 2025.

For the Employer

A. Schubert

M. Stewart

\_\_\_\_\_

\_\_\_\_\_

For the Union

Raymond Olson

\_\_\_\_\_

[Signature]

[Signature]

[Signature]

**LETTER OF UNDERSTANDING #4**

Between

THE CORPORATION OF THE CITY OF ST. THOMAS

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND

ITS LOCAL 841.1

**RE: VACATIONS (ARTICLE 16)**

It is mutually agreed and understood between the parties that without prejudice and/or precedent the parties recognize the importance of hiring highly experienced and skilled professionals to ensure the continued success of the City's operations and provision of service to the City's residents.

The City shall have the discretion, when necessary to recognize a new hire's continuous years of service in a comparable municipal or related sector role as credited service to a maximum of three (3) weeks' vacation when determining their initial allocation of vacation entitlement. This flexibility is intended primarily for candidates in skilled or technical positions, where their prior experience in the municipal sector or a related field is an asset to the position and City.

This will be applied on a case-by-case basis as an exception, in consultation with the Union, and is not intended to be a standard practice for all new hires.

Should an employee be hired with an increased vacation entitlement based on this Letter of Understanding, they will progress through the vacation grid in alignment with their continuous years of service with the City, using their anniversary date of hire as the basis for movement. Employees will remain at the vacation entitlement they were initially granted until their years of continuous service align with the next level in the vacation entitlement schedule.

This letter of understanding does not alter the existing vacation provisions for current employees, nor does it set a precedent. It is agreed that the application of this flexibility will be used sparingly and in good faith to attract qualified and experienced candidates where necessary.

Signed this 27 day of November 2025.

For the Employer

A. Scheef  
m. Stewart  
\_\_\_\_\_

For the Union

Tracy Olson  
[Signature]  
[Signature]  
\_\_\_\_\_

**LETTER OF UNDERSTANDING #5**

Between

THE CORPORATION OF THE CITY OF ST. THOMAS

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND  
ITS LOCAL 841.1

**RE: ARTICLE 19 – SAFETY AND HEALTH**

Within 120 days of ratification, the parties will meet to discuss the process for the provision of clothing with the intent to change the current process effective January 1, 2026.

All required items will be purchased by the City unless otherwise agreed upon.

The annual maximum as indicated in the collective agreement will remain status quo.

Signed this 27 day of November 2025.

For the Employer

For the Union

A. Schulz  
Stewart  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alynn Olson  
M. [Signature]  
[Signature]  
[Signature]  
\_\_\_\_\_