



TOWN OF BERWICK

AND

CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 2618-03

April 1, 2025 – March 31, 2028

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## **ARTICLE 1 – PURPOSE**

- 1.01 It is the purpose of both Parties to this agreement
- a) To establish terms and conditions of Employment;
  - b) To maintain and improve harmonious relations between the Employer and the Union;
  - c) To recognize the mutual value of joint discussions on matters pertaining to working conditions, employment, wages and benefits as set forth in this Collective Agreement;
  - d) To facilitate the peaceful adjustment of grievances and disputes; and
  - e) To promote the morale, well-being, safety and security of all Employees in the bargaining unit in accordance with the applicable provisions of this Collective Agreement.

## **ARTICLE 1A – DEFINITIONS**

- (a) “Bargaining Unit” shall mean all Employees working in the Town of Berwick in the Public Works Department including any Parks employee who meets the casual/temporary/full or part time definition, engaged in outside work except for their Director and those noted in 3.01.
- (b) “Employer” shall mean the Town of Berwick.
- (c) “Employee” shall mean a person who is in the Bargaining Unit.
- (d)
  - (i) “Full-time Employee” shall mean a person who usually works the number of hours provided for in Article 17.
  - (ii) “Part-time Employee” shall mean a person who usually works on a regular basis a lesser number of hours than provided for in Article 17.
- (e) A “Casual Employee” is a person hired on a short term occasional, as needed basis, not to exceed five (5) consecutive days nor more than ten

(10) days in the month. Casual Employees are included in coverage of this Collective Agreement.

- (f) "Temporary Employee" shall mean a person who is employed for a period of time, more than ten (10) days a month but not to exceed a maximum of twelve (12) months. Temporary Employees are included in this Collective Agreement.
  - (i) The Temporary Employee may be extended beyond the one (1) year period if mutually agreed to in writing by the President of the Local and the Employer.
- (g) Temporary and Casual Employees will be granted benefits the same as Full-Time Employees with the following exceptions:
  - (i) Temporary and Casual Employees are not entitled to recall.
  - (ii) The Temporary and Casual position may be ended at any time with proper notice given as per Labour Standards.
  - (iii) Vacation will be paid on a pro rata basis.
  - (iv) Time worked as a temporary and Casual Employee shall be credited for seniority purposes if the individual is subsequently hired (within 3 months following the end-date of temporary employment) as a full-time or part-time Employee under this Collective Agreement.
  - (v) Casual Employees will not be entitled to the benefits in Article 21, 25 and 27.
- (h)
  - (i) Persons employed under the terms of a grant or persons who are bona-fide students are excluded from coverage of this Collective Agreement.
  - (ii) These Employees shall not displace existing Employees.
- (i) "Grievance" shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement.
- (j) Probationary Employee is an Employee who has not passed their probation period. Newly hired Employees are on probation for the first 6 months or 1040 hours, if Casual.

- (k) A "Student" is an Employee hired who is enrolled in a high school, University or Trade. A Student who is employed for the summer and stays beyond the first day of school becomes a "Temporary" Employee on the first day of school.
- (l) "Director" shall mean the Director of the Department in which the Employee works.

## **ARTICLE 2 – MANAGEMENT RIGHTS**

- 2.01 The Union and the Employees covered by this Agreement recognize that it is the exclusive function of the Employer and the right of the Employer to operate and manage the Town in all respects except as specifically limited by the terms of this Agreement.

## **ARTICLE 3 – RECOGNITION OF THE UNION**

- 3.01 The Employer recognizes Local 2618-03, Canadian Union of Public Employees, as the bargaining agent for a bargaining unit consisting of all full-time and regular part-time Employees employed by the Town of Berwick, Berwick, Nova Scotia, engaged in outside work in the Public Works Department, excluding those persons excluded by paragraphs (a) and (b) of Subsection (2) of Section 2 of the Trade Union Act and other persons excluded by this Collective Agreement.
- 3.02 No Employee shall make any written or verbal agreement with the Employer or their representative which conflicts or violates the terms of this Collective Agreement.
- 3.03 (a) Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except the Director of Public Works. In any event, there shall be no Employee laid off nor any reduction in the regular hours of work or overtime for any Employee as a result of the use of a casual Employee or the Director of Public Works.
  - (b) Persons who are not in the Bargaining Unit may not be part of the on-call rotation or do scheduled on-call checks. Work that is needed to be done will be done by a member of the bargaining unit that is competent to do the task(s) required unless there is an imminent threat of damage to life, environment, or property. Competent shall be defined according to the

*Occupational Safety General Regulations made under the Occupational Health and Safety Act.*

- 3.04 The Parties to the agreement recognize that the Employer objectives include service to First Nations, Métis and other ethnic communities and the promotion, preservation, protection and interpretation of their histories, languages, cultures and artistic heritages using ways of knowing and understanding.

#### **ARTICLE 4 – NO DISCRIMINATION**

- 4.01 The Employer and the Union will agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to the Union, the Employees, the Employer and its agents or any other prohibition of the Nova Scotia Human Rights Act.
- 4.02 The Employer and the Union, Local 2618-03 and its members are committed to ensure they have a work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits harassment, bullying or discriminatory practices. Such actions are not tolerated and will be addressed.

#### **ARTICLE 5 – UNION MEMBERSHIP REQUIREMENT**

- 5.01 On commencement of employment in the Bargaining Unit, all Employees shall as a condition of employment make application to become a member of the Union. All Employees shall remain members of the Union as a condition of employment through the payment of the periodic dues and initiation fees uniformly required to be paid by all Union members.

This provision applies to Employees covered by this Collective Agreement.

#### **ARTICLE 6 – CHECK-OFF OF UNION DUES**

- 6.01 (a) The Employer shall deduct from every Employee in the bargaining unit the regular monthly dues by all members of the Union upon receipt of a signed authorization. Union dues will be on all regular wages of the Employee including any sick, vacation or stat time paid. The signing of

such authorization and the deduction of such Union dues are conditions of employment.

- (b) The sums deducted pursuant to this Article shall be remitted to the below noted address of the Union, accompanied by a list of the names and addresses of those from whose wages the deductions were made, together with a total of the regular wages paid during the month, prior to the 15<sup>th</sup> of the following month. This remittance may be sent by EFT to CUPE National. The list may be emailed to [percapita@cupe.ca](mailto:percapita@cupe.ca). The annual amount of total dues deducted shall be included in the Employee's T-4 slip.

Canadian Union of Public Employees  
1375 St. Laurent Boulevard  
Ottawa, Ontario  
K1G 0Z7

This provision applies to Employees covered by this Collective Agreement.

- (c) The Union shall indemnify and save harmless the Employer from any liability or action of any kind whatsoever that may arise out of deductions made from the pay of an Employee pursuant to this Article 6.01 (b) above.

## **ARTICLE 7 – ACQUAINTING NEW EMPLOYEES**

- 7.01 The Employer agrees to acquaint new Employees with the fact that this Collective Agreement is in effect and with the conditions of employment set out in Articles 5 and 6.
- 7.02 As part of the new Employee's orientation, an Executive Member of the Local Union shall be given an opportunity to meet up to two (2) hours with each new Employee during regular working hours, without loss of pay and/or benefits.
- 7.03 Union Meetings  
The Employer will permit the use of its premises for the purpose of Union meetings without costs to the Union.

7.04

Work Site Access

The representative designated by the Union will be given access to work sites to meet with Employees covered by this Collective Agreement during their meal and other scheduled breaks, whether paid or unpaid.

**ARTICLE 8 – CORRESPONDENCE**

8.01

All correspondence between the Parties arising out of this Agreement shall pass to and from the Town Clerk, Chief Administrative Officer, and Director of Finance and Local 2618's Treasurer and the contact person for Local 2618-03. The Union shall supply the Employer with written notification of the name, address and telephone number of each person.

**ARTICLE 9 – LABOUR-MANAGEMENT COMMITTEE**

- 9.01 (a) A Labour-Management Committee shall be established consisting of two (2) Employee representatives of the Union, the President or designate and up to three (3) representatives of the Employer. A CUPE National Representative may attend the meeting, they do not count in the above numbers.
- (b) The Committee shall concern itself with improving the relationship between the Employer and the Employees in the interest of improved service to the public, interpretation of the Collective Agreement, discussion of contemplated changes in the work environment and other matters of mutual concern.
- (c) The Committee shall not deal with specific Employee or Union grievances that are being actively processed under the grievance/arbitration procedure.
- 9.02 (a) The Committee shall normally meet every three (3) months unless a special meeting is requested by either Party.
- (b) The Parties agree to exchange agendas two (2) business days prior to the day of the Labour-Management meeting and either Party may, by mutual agreement, add issues to the agenda at the Labour-Management meeting. Any item(s) added on the day of the meeting shall be given extra time if necessary to deal with. A response will be given between meetings, if necessary.

- 9.03 An Employer and Employee representative shall alternate in presiding over meetings as Chairperson.
- 9.04 Minutes of each meeting of the Committee shall be prepared and signed by the joint Chairpersons as promptly as possible after the close of the meeting.
- 9.05 The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this collective agreement. The committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members of the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.
- 9.06 Copies of all motions, resolutions and bylaws or rules and regulations adopted by the Council which effect the members of this Union are to be:
- (i) forwarded to the Union;
  - (ii) posted on all bulletin boards.

#### **ARTICLE 10 – LABOUR-MANAGEMENT COLLECTIVE BARGAINING**

- 10.01 A Union bargaining committee shall be appointed or elected by Employees in the Bargaining Unit and shall consist of not more than two (2) members of Local 2618-03. The Union will advise the Employer, and the Employer will advise the Union of the names of their bargaining committee members selected reasonably in advance of negotiations.
- 10.02 (a) The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when negotiating with the Employer.
- (b) The Employer shall have the right at any time to have the assistance of any manager or consultant for the purposes of collective bargaining. The Union agrees that the Employer has the right to invite such managers or consultants to attend negotiating meetings.

10.03 The Employer agrees that the two (2) Employees on the negotiating committee shall have the right to attend negotiating meetings with the Employer held within working hours with no loss of wages or benefits for time spent.

## ARTICLE 11 – GRIEVANCE PROCEDURE

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

11.02 Union Steward – The Union shall notify the Employer in writing of the name of its steward. In the absence of the steward, the President of the Local has the right to act as steward in any grievance situation. The steward may assist any Employee which the steward represents in preparing and presenting the grievance in accordance with the grievance procedure.

11.03 The Employer agrees that if it is necessary to service a grievance during working hours, then the steward shall be permitted reasonable time for that purpose. The steward is employed to perform full-time work for the Employer and will not leave their work during working hours without giving an explanation for leaving and obtaining their Directors permission. Such permission will not be unreasonably withheld, and the steward shall report back to their Director before resuming normal duties.

11.04 Any grievance proceedings must be initiated within ten (10) working days of the initial occurrence of the event giving rise to the grievance or of the date when the Employee became aware of the grievance, and if such grievance proceeding is not initiated within this period, then the grievance shall be considered resolved and shall not be processed. The arbitrability of any particular grievance shall be determined, if necessary, by arbitration.

11.05 Settling of Grievances

INFORMAL – an Employee who feels that they have a grievance shall first discuss the matter with their Director within two (2) working days of the initial occurrence of the event giving rise to the grievance or of the date when the Employee became aware of the grievance. The steward may be

present if desired by the Employee. Their Director shall respond within two (2) working days of the discussion. If the dispute cannot be settled informally then it shall be deemed to be a "grievance" and their Director so notified.

**STEP 1** Should the Employee not be satisfied with the results of the informal procedure and should the Employee wish to proceed, then the Employee shall submit the grievance in writing within ten (10) working days of the initial occurrence of the event giving rise to the grievance or of the date when the Employee first became aware of the grievance. It shall at this step be submitted to the Employee's supervisor. Their Director shall render a written decision within ten (10) working days from the date the written grievance is received.

**STEP 2** Should the Employee not be satisfied with the decision of their Director and should the Employee wish to proceed with the grievance, then the grievance shall be submitted in writing within five (5) working days of receipt of the reply of the Director to the Chief Administrative Officer or their designate who shall render a written decision within seven (7) working days of receipt of such grievance.

**STEP 3** Failing satisfactory resolution of the matter, then within ten (10) working days of the date of receipt of the written reply of the CAO or the date when the reply was due the matter may be referred to arbitration.

11.06 Policy Grievance – Where a dispute involves a question of general application or interpretation or layoff, or where the Employer has a grievance, STEP 1 of this Article may be by-passed provided that such grievance is filed within ten (10) working days of the initial occurrence of the event giving rise to the grievance.

11.07 Union May Initiate Grievance – The Union shall have the right to originate a grievance for an Employee or group of Employees and to seek adjustment with the Employer in the manner provided in the grievance procedure. Such a grievance shall commence at STEP 1. The grievance shall be submitted in writing and shall include particulars of the alleged violation, and the remedy sought.

11.08 The Employer shall supply the necessary facilities for any grievance meetings.

- 11.09 Supplementary written agreements, if any, shall form part of this Agreement and are subject to the grievance and arbitration procedure provided herein. On the failure of the grievor or the Union to process a grievance within the time limit(s) specified, the grievance shall be deemed to be abandoned and cannot be filed or re-opened.
- 11.10 The Employer shall have the right to originate a grievance with the Union. Such grievances shall be filed with the Union within ten (10) working days of the occurrence of the event, giving rise to the grievance. The reply of the Union shall be made within ten (10) working days of the date of receipt. Should that reply not resolve the grievance, the Employer may proceed to arbitration within thirty (30) working days of receipt of the Union reply.
- 11.11 The Union shall have the right at any time have the assistance of a representative of Canadian Union of Public Employees when dealing with the Employer. Such representative may visit the work location of Employees in the bargaining unit provided there is no interference with any operation. Such visits shall be to investigate and/or assist the Local in the processing and/or settlement of a grievance. The representative shall request permission prior to any such visit and permission shall not be unreasonably denied.
- 11.12 An Employee considered to be disciplined or discharged without just cause shall be entitled to file a grievance pursuant to STEP 2 of the grievance procedure. Such grievance shall be filed within ten (10) working days of the date of termination.

## **ARTICLE 12 – ARBITRATION**

- 12.01 Choosing an Arbitrator  
When either Party requests that a grievance be submitted to arbitration, the request shall be made by registered mail or fax, addressed to the other Party to the Agreement, indicating their selection for an Arbitrator to hear the grievance.
- 12.02 Failure to Appoint  
If, at the expiry of the ten (10) working days, no Arbitrator has been selected by mutual agreement, then the Minister of Labour and Advanced Education, at the request of either Party, may appoint an arbitrator. The

costs of the arbitrator not paid by the Minister of Labour and Advanced Education shall be shared equally between the Parties.

12.03 Procedure

The Arbitrator may determine their own procedure but shall give full opportunity to all Parties to present evidence and make representations to them. The Arbitrator shall hear and determine the difference or allegation and render a decision within thirty (30) calendar days from the time of the completion of the hearing.

12.04 Decision of the Arbitrator

The decision of the Arbitrator shall be final, binding and enforceable on both Parties to this Collective Agreement. Notwithstanding this, the Arbitrator shall not have the power to alter, modify or amend any of the provisions of this Collective Agreement. The Arbitrator shall have the power to substitute such other penalty for discharge or discipline as the Arbitrator deems just and reasonable in the circumstances.

12.05 Disagreement on Decision

Should the Parties disagree as to the meaning of the decision, either Party may apply to the Arbitrator for clarification of the decision of the Arbitrator. Such clarification will be rendered as soon as reasonably possible.

12.06 Expenses of the Arbitrator

Each Party shall pay:

- (1) One half (1/2) of fees and expenses of the Arbitrator.

12.07 Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may only be extended by written agreement of the Parties to this Agreement.

12.08 The Parties may agree to use the services of a mediator or mediator/arbitrator to resolve any grievance.

12.09 Any fees associated with 12.08 will be shared equally between the Parties.

## ARTICLE 13 – DISCHARGE, SUSPENSION AND DISCIPLINE

- 13.01 An Employee who has completed the probationary period may only be discharged, suspended or disciplined for just cause. The Employee shall be notified in writing promptly by the Employer of the reason(s) for the discharge, suspension or discipline.
- 13.02 (a) The employment of an Employee may be terminated at any time during the probationary period. The Employer shall not be required at any time to establish just cause in the event of such termination or other disciplinary action.
- (b) During the probationary period, the Employer shall set standards and communicate same to the Employee(s), provide the Employee(s) with the opportunity of meeting the standards and to correct deficiencies in work performance.
- (c) Probationary Employees shall be entitled to coverage of the Collective Agreement; however, benefit coverage shall only occur following successful completion of the probationary period.
- 13.03 (a) Progressive Discipline  
The value of progressive discipline is recognized by both the Employer and the Employee. As a matter of practice and general principle, the Employer endorses the concept of progressive discipline.
- (b) The Parties acknowledge that the Employer retains the sole right to determine, in any particular case, whether the matter is sufficiently serious to warrant disciplinary action or discharge. Employees may only be disciplined, suspended or discharged for just cause.
- (c) The Parties acknowledge discipline and/or discharge as a result of serious acts of misconduct including, but not limited to, physical assault, sexual assault and/or major theft shall not necessarily be subject to progressive discipline.
- (d) In addressing issues of misconduct, the Employer shall adhere to the principle of progressive discipline including the following steps:
- i. Verbal caution;

- ii. Written warning;
- iii. Suspension without pay; and the length of suspension shall be progressive based on severity of the misconduct; and
- iv. discharge

13.04 Any verbal caution will be followed up with a written confirmation of the verbal caution within two (2) days of the verbal caution.

13.05 (a) An Employee, upon reasonable notice, may have access to their personnel file up to twice each year or at any time if there is a grievance concerning the Employee. The Employee can view their personnel file in the presence of the Chief Administrative Officer or designate. On request, the Employer shall provide the Employee with one copy of any document in their personnel file. Exceptions shall be letters of reference provided to the Employer on a confidential basis. An Employee's response, if any, to a written reprimand shall be placed in the Employee's file.

(b) In imposing discipline, the Employer shall not consider any disciplinary notice that was put on the Employee's personnel file more than thirty (30) months earlier, unless it can be demonstrated that the reasons for the present discipline reflect the same reasons for a past discipline in the Employee's file in which case the matter shall remain on the Employee's file for an additional eighteen (18) months.

13.06 When a supervisor intends to discipline an Employee, the supervisor shall so notify the Employee in advance of the purpose of the interview in order that the Employee may contact their Steward to be present at the interview.

13.07 (a) Employees who hold a position with the Town of Berwick, that require a drivers license to do the core duties of their position and who fail to obtain and/or maintain such a driver's license or who has their license suspended or revoked (excluding medical reasons) for a period in excess of six (6) months will be advised in a meeting with the Chief Administrative Officer and their Union Representative whether an accommodation can be made during their driving suspension or if they will be put on an unpaid leave of absence until such time as the license is reinstated.

- (b) In determining whether an accommodation will be made, the Employer shall consider the following:

Operational requirements;

Whether the provision of services is adversely affected; and

Any additional cost for the Employer is reasonable up to undue hardship.

- (c) In the event that the Employer determines that accommodation is not operationally possible, the Employee shall be put on unpaid leave of absence to continue until such time as the license is reinstated.
- (d) An Employee whose license is suspended or revoked must notify their supervisor within twenty-four (24) hours of the suspension or revocation where possible. The Employer reserves the right to request an Employee's driver's abstract at any time, at the Employer's expense.

#### **ARTICLE 14 – SENIORITY**

- 14.01 Seniority is defined as the length of service in the bargaining unit and shall include service with the Employer prior to certification of the Union.
- 14.02 The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards by January 31<sup>st</sup> of each year.
- 14.03 Newly hired Employees shall serve a probationary period of 6 months from their date of hire. After completion of the probationary period, seniority shall be effective from the original date of employment.
- 14.04 (a) An Employee who is a full-time year-round Employee shall not lose seniority rights if they are absent from work because of layoff (up to twelve (12) consecutive months) or leave of absence approved by the Employer. This provision excludes seasonal Employees.  
An Employee shall lose seniority and employment status in the event that:
  - (i) The Employee is terminated and is not reinstated;
  - (ii) The Employee resigns or retires;

- (iii) The Employee was absent from work in excess of three (3) consecutive working days without notification to the Employer and without sufficient cause;
  - (iv) The Employee fails to return to work within fourteen (14) calendar days following a layoff and after being notified by certified mail to do so. It shall be the responsibility of the Employee to keep the Employer informed of a current address and telephone number.
- (b) Laid-off Employees engaged in alternative employment and who are recalled shall be permitted to give their current Employer reasonable notice of termination to accept the recall.
- 14.05 (a) Transfer and Seniority Outside Bargaining Unit  
 No Employee shall be transferred to a position outside the bargaining unit without their consent. If an Employee is transferred to a position outside of the bargaining unit, they shall retain their seniority accumulated up to the date of leaving the unit but will not accumulate any further seniority. Such Employee shall have the right to return to a position in the bargaining unit during their trial period, which shall be a maximum of ninety (90) working days.
- (b) If an Employee returns to the bargaining unit, they shall be placed in a job consistent with their seniority. Such return shall not result in the layoff or bumping of an Employee holding greater seniority.

**ARTICLE 15 – PROMOTIONS AND STAFF CHANGES**

- 15.01 When the Employer determines that a vacancy occurs or a new position is created inside the bargaining unit, the Employer shall post notice of the position on all bulletin boards. The Union shall be copied with the notice.
- 15.02 (a) Such notice shall contain the following information: Duties of position, essential qualifications required, including knowledge required, educational level, skills, shift, hours of work, wage and salary rate or range, date of posting.
- (b) Outside advertising to fill a position shall not commence until the notice has been posted for a minimum of seven (7) days. Positions shall not be filled without a posting as set out herein. However, the Employer

reserves the right to fill the position on a temporary basis pending a formal decision.

- 15.03 (a) In selecting an individual to fill any position, appointment shall be made of the applicant with the posted skills, abilities and qualifications. Where two or more applicants are equal in this regard, then seniority shall govern.
- (b) The successful applicant will be notified in writing, and any unsuccessful applicants shall be notified in writing that the position has been filled.
- 15.04 (a) When a present Employee is the successful applicant, such Employee shall be placed in the position on a trial basis for an established period not to exceed ninety (90) working days. Conditional on satisfactory performance, the Employee shall be formally awarded the position.
- (b) If the individual proves unsatisfactory during the trial period, then the Employee shall be returned to the former position, wage or salary rate, without loss of seniority. Any other Employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position, wage or salary rate, without loss of seniority.
- 15.05 The Employer shall post on the bulletin board notice of any training courses or experimental programs for which Employees may be selected by the Employer or for work related continuing education courses for which an Employee may be interested in attending.

## **ARTICLE 16 – LAYOFFS AND RECALLS**

- 16.01 (a) A lay-off shall be defined as a lack of work, reduction in the work force or reduction in the regular hours of work as defined in this Agreement.
- (b) In the event of a layoff, the Employee(s) with the least seniority in the affected classification shall be laid off first.
- 16.02 Employees shall be recalled in order of their bargaining unit seniority provided they are qualified to perform the work of the position they are being recalled to.

16.03 No new Employees shall be hired until those full-time year-round Employees laid off with recall rights for a period not exceeding twelve (12) months have been given an opportunity of recall, provided they are qualified to perform the work of the position in question.

16.04 At least two weeks' notice of lay-off shall be provided. Payments for shifts that would otherwise have been worked within this notification period will be made if work is not provided.

## ARTICLE 17 – HOURS OF WORK

17.01 (a) The normal hours of work for all Full-time Employees shall be Monday to Friday 8:00 am to 4:30 pm. Employees shall work eight (8) hours a day and forty (40) hours a week.

(b) Normal hours of work shall be changed to accommodate two shifts starting the first pay period in December to the last pay period in March for general winter operations as follows:

- (i) 6:00 am – 2:30 pm
- (ii) 8:00 am – 4:30 pm

Shifts begin on Friday, Monday to Thursday. Employees shall be placed on the schedule divided by classification and competencies. The Employee on call will be on the 8:00 am to 4:30 pm shift.

(c) During the normal work day, the Employees shall be given a one-half (1/2) hour unpaid lunch period, approximately mid-way through the shift and two (2) fifteen (15) minute paid break periods.

17.02 (a) Other flexible work schedules may be mutually developed between the Union, Employees and their Director. This may include flexible working hours on a rotational basis. Requests shall not be unreasonably denied, subject to the operational requirements or any applicable legislation.

Any Employee approved for a flexible work schedule, as defined by this Article, will only be paid overtime for time worked beyond the regular number of hours per shift or on their day(s) off as per Article 18.

Agreements for a flexible schedule are subject to termination by either the Employee or their Director by providing thirty (30) calendar days written notice.

- (b) Employees on a mutually agreed flexible work schedule (as per Article 17.02 (a)) shall not commence before 6:00 am nor finish later than 7:00 pm. There shall be one (1) unpaid half hour lunch and two (2) fifteen (15) minute paid break periods.

17.03 There will be no shift premiums for any of the shifts identified in this Article.

## **ARTICLE 18 – OVERTIME**

18.01 All overtime shall be approved by their Director or designate prior to the initiation of work that is conducted outside of normal hours of work as outlined in Article 17, with the exception of the scheduled on-call Employee. In circumstances where their Director or designate does not respond within a timely manner, the on-call Employee may call the next person on the overtime list that is competent in the work that needs to be done.

18.02 All time outside a flexible work schedule and/or in excess of the normal forty (40) hours in a week as defined in Article 17.01 or time worked outside the normal hours of work as defined in Article 17.01 shall be considered overtime for the purpose of this Collective Agreement.

18.03 (a) Time worked in addition to the eight (8) hour shift shall be paid at the rate of time and one-half (1.5 x) times the regular hourly rate or time off in lieu of pay. When time off in lieu is granted, the scheduling of such lieu time shall be mutually agreed between the Director and the Employee(s). Notwithstanding, all time worked on a Sunday or on a paid holiday shall be considered overtime and be compensated at the rate of two (2x) times the regular rate.

(b) Employees may take as many hours of overtime as time off in lieu as they may choose. However, an Employee may not hold banked time off in lieu in excess of sixty (60) hours. For clarity, once an Employee has banked sixty (60) hours of time off in lieu, any overtime above sixty (60) hours shall be paid out to the Employee. The Employee may schedule time off in

lieu in accordance with Article 20 Vacations or request hours to be paid out during a specified pay period. Employees may recharge their banked time to sixty (60) hours once their bank has been reduced below that limit.

- 18.04 (a) Call-Out Pay (Unscheduled) – An Employee who is called in (unscheduled) and required to work outside their normal working hours shall be paid from the time the call is received by the Employee until the Employee returns home from the task(s) required by the Town. The Employee will be paid for a minimum of (3) three hours at overtime rates before or after normal working hours or on the weekend or on a holiday. Travel shall be in accordance with Article 28.02 (a).

If a subsequent call is received prior to returning home, it will be a continuation of the call-out. Once an Employee has returned home from a call-out, a subsequent call shall trigger a new call-out.

- (b) The Employee, who is on call, shall be the first responder to call outs to which they are competent to respond. Call outs the Employee is not competent to respond to shall be referred to their Director or designate to determine the appropriate response unless in extenuating circumstances when risk to persons, environment, or property is involved or if the situation creates a legal risk. If the situation calls for more than one employee to work, additional employees shall be arranged by their Director or designate. In situations that require more than one employee to work, the employee on call shall have the option to work until the job required is complete.
- (c) If an Employee who is on call does not answer the phone or return the call for a call out and subsequently does not connect with the Director or designate within fifteen (15) minutes or doesn't have the ability to arrive on the scene in a timely manner, they may be subject to progressive discipline. The Employee will take the circumstances and number of times the Employee fails to answer under consideration prior to any disciplinary action being taken.

- 18.05 An Employee shall not be laid off during regular hours to equalize any overtime worked.

- 18.06      Scheduled Overtime  
Employees shall be paid a minimum of two (2) hours at the appropriate overtime rate each day to check the pumping stations and treatment plant on weekends and holidays.
- 18.07      Employees required to be on call shall be paid the rate of two hundred and eighty dollars (\$280.00) per week for the week that they are on call. Each April 1 during the life of the Collective Agreement the amount will increase by five (\$5.00) dollars. This payment shall be in addition to payment made in Article 18.02 above.
- 18.08      (a)      Employees shall be provided with a meal or allowance if required to report to work more than two (2) hours prior to the beginning of the normal shift, or when an Employee completes two (2) hours or more continuous overtime beyond a normal shift. Employees will be paid fifteen (\$15.00) for breakfast, twenty (\$20.00) for lunch or thirty (\$30.00) for supper on their pay cheque following the overtime worked or be the Employee can be reimbursed directly for the meal upon providing a receipt for payment.
- (b)      If an Employee works four (4) consecutive hours on a call out that does not occur immediately before or after regular working hours, on a weekend or holiday, the Employee shall be provided with a meal as per Article 18.08 (a). Employees who work five (5) or more hours will be eligible for an additional meal.
- 18.09      To the extent that is practical, Employees shall be given an equal opportunity to do the overtime they are willing and qualified to perform. In the Public Works Depot, the Employer shall post a list using the phone number(s) to be used for calling Employees in the Public Works Depot, for Overtime and Call Out opportunities. The list shall be done in order of seniority. The calls for overtime and call outs shall be made starting at the top and rotating through the list picking up where it left off at the next opportunity. Those Employees who have refused the overtime opportunity will be marked up as worked. The list will be posted in the shop for the Employees to see. For those opportunities where the situation requires specific skills or equipment, the Employees who do not have those skills or are not qualified for the piece of equipment will be bypassed until the next opportunity.

## ARTICLE 19 – HOLIDAYS

19.01 (a) Holidays shall be granted to full-time Employees on the basis of eight (8) hours regular pay for each of the following:

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

And any other day proclaimed as a holiday by the federal, provincial or municipal government.

(b) When any of the above noted paid holidays fall on a Saturday or a Sunday and is not declared or designated as being observed on some other day, then the Monday following shall apply. Part-time Employees shall be paid Statutory Holiday pay on a pro-rata basis based upon the average hours worked over the preceding four (4) week period.

19.02 An Employee shall be entitled to be paid for a general holiday if:

- (i) they have received or is entitled to receive pay for at least fifteen (15) days during the thirty calendar days immediately preceding the general holiday; and
- (ii) they have worked on their scheduled working day immediately preceding and immediately following the holiday.

19.03 It is understood that only Employees who are actively working should be entitled to be paid for holidays. Employees on Workers' Compensation and unpaid leaves of absence shall not be paid for holidays. Should an Employee be sick on a holiday, the Employee shall be paid for the holiday, but no sick pay shall be deducted.

**ARTICLE 20 – VACATIONS**

20.01 In addition to the vacation days all Employees will receive two (2) floating vacation days (floaters) per calendar year to be scheduled by mutual agreement between the Employee and their Director.

20.02 All Employees shall be entitled to receive annual vacation leave with pay as follows:

From commencement of employment to start of the next vacation year	A portion of three (3) weeks, prorated according to actual time worked
In the 1 <sup>st</sup> full vacation year through the 4 <sup>th</sup> full vacation year	Three (3) weeks
In the 5 <sup>th</sup> full vacation year through the 9 <sup>th</sup> full vacation year	Three (3) weeks and two (2) days (17 total days)
In the 10 <sup>th</sup> full vacation year through the 15 <sup>th</sup> full vacation year	Four (4) weeks
In the 16 <sup>th</sup> full vacation year through the 19 <sup>th</sup> full vacation year	Four (4) weeks and two (2) days (22 total days)
In the 20 <sup>th</sup> full vacation year and above	Five (5) weeks

20.03 The full vacation year shall be defined as the calendar year, January 1 to December 31 inclusive. The full years vacation entitlement shall be given to Employees on January 1 of each year.

20.04 Should a paid holiday be observed during an Employee’s vacation period, the Employee shall be granted an additional vacation day with pay at a time mutually agreed between the Employer and Employee.

20.05 Vacation pay for each week of vacation shall be at the rate effective immediately prior to the commencement of the vacation period.

20.06 An Employee terminating employment at any time in the vacation year before vacation has been taken shall be entitled to a proportionate payment in lieu of such vacation. With mutual agreement between the Employer and Employee, an Employee can use any unused vacation time before terminating employment.

- 20.07 Vacations shall be scheduled by April 1<sup>st</sup> of each year. A maximum of two consecutive weeks (if entitled) will be granted unless otherwise mutually agreed by the Director and Employee.
- 20.08 When an Employee is hospitalized during vacation, such time shall be paid out of accumulated sick-leave and the period of vacation so displaced shall be taken at another time to be mutually agreed between the Employee and the Employer.
- 20.09 Any vacation time which is not able to be granted shall be paid out at the end of calendar year and/or carried over to the following year. Up to five (5) days may be carried over to the following year if approved in advance by the CAO or designate. The CAO may approve more than five (5) days under special circumstances. The Employer may limit the maximum amount of vacation days in one year to thirty (30) days.

#### **ARTICLE 21 – SICK LEAVE**

- 21.01 (a) Sick leave means the period of time a full-time regular Employee is permitted to be absent from work with full pay because of sickness or disability or because of an accident for which Workers' Compensation is not payable. It is understood that sick leave only applies to bona fide sickness, disability or accident.
- (b) Sick leave is an indemnity benefit and not an acquired right. An Employee who is absent from work on approved sick leave shall only be entitled to sick leave pay if the Employee is not otherwise receiving pay for that day, and providing the Employee has sufficient sick leave credits.
- 21.02 Full-time Employees shall earn sick leave at the rate of one and one-half (1.5) days per month worked, accumulate to a maximum of one hundred twenty (120) days. Should less than the full number of working days in a month be worked then sick leave entitlement shall be reduced on a pro-rated basis. For the purpose of this Article, holidays and vacation and any leaves paid by the Employer shall be considered time worked.
- 21.03 A record of all unused sick leave will be kept by the Employer. Such accumulated sick leave shall accrue for future sick leave benefits to the maximum set out in 21.02 herein. The Employer shall provide Employees with a record in writing of unused sick leave once per year.

- 21.04 (a) The Employer reserves the right to request verification of the Employee's medical condition from a regulated health care practitioner when an employee is off as per Article 21.04 (b) or requires an accommodation. The verification shall include a general prognosis of the Employee's condition, expected date of return to work, and specification of any limitations on the Employee's ability to attend work regularly and perform all aspects of the Employee's job. It shall be submitted upon return to work by the Employee and requested during the sick leave.
- (b) The Employer may require medical certification if the Employee has missed more than five (5) consecutive working days due to sickness or injury. The Employer shall pay for any medical certification requested.
- 21.05 When an Employee is given leave of absence without pay for any reason, or is laid off, the Employee shall not receive sick leave credits for the period of such absence but shall retain cumulative credit, if any, existing at the commencement of the absence.
- 21.06 Abuse of sick leave benefits may be cause for disciplinary action, up to and including discharge. Abuse means the improper or dishonest use of sick leave benefits, such as taking sick leave when not actually ill or misrepresenting one's condition to gain time off.
- 21.07 Employees shall make every reasonable effort to schedule medical or other health-related appointments outside of regular working hours. If the appointment cannot be made outside of regular working hours, the Employee shall make every reasonable effort to schedule the appointment for the beginning or the end of the workday. The Employee shall provide their Director with as much notice as possible with respect to the appointment and such time shall normally be granted. The time required for the Employee to attend the appointment shall be deducted from the Employee's sick leave bank or other paid leave.
- 21.08 Illness in the Family  
Employees may use their sick leave to take care of their family or themselves.

## ARTICLE 22 – LEAVE OF ABSENCE

22.01 The Employer may, subject to operational requirements, grant a leave of absence for personal reasons without pay and without loss of seniority to any Employee requesting such leave for good and sufficient cause with reasonable notice. Such request shall be in writing and must be approved by the Employer.

### 22.02 Bereavement Leave

- (a) Upon the death of a loved one, an Employee, shall be granted bereavement leave with pay for a period of five (5) work days, commencing the date of the death.
- (b) The Employee may be granted other days off for bereavement, at the discretion of the Employer. Those other days shall be taken from the Employee's accumulated vacation or without pay.
- (c) When the burial occurs outside the province, an additional travel day with no loss of regular earnings shall be granted to attend the funeral.
- (d) One (1) or more of these days in Article 22.02 can be taken at a later date for a funeral or celebration of life.

### 22.03 Leave of Absence for Union Functions

With at least two (2) weeks' notice and subject to operational requirements of the Employer, an Employee elected or appointed to represent the Union at CUPE conventions, educational opportunities, or seminars shall be granted leave of absence with pay for up to five (5) days per year to attend such events. Any additional days beyond the first five (5) requested would be reimbursed by the Local upon receipt of an invoice for such time. These days allotted will be for the full bargaining unit to use each year.

### 22.04 Paid Jury or Court Witness Duty Leave

- a) The Employer shall grant leave of absence without loss of seniority benefits to an Employee who serves as a juror or witness in relation to Town business. The Employer shall pay such an Employee the difference between normal earnings and the payment received for jury service or court witness on Town business, excluding payment for

travelling, meals or other expenses. The Employee will present proof of service and the amount received.

- b) Time spent by an Employee required to appear before any government body, or who is subpoenaed to attend a coroner's inquest or is required to serve as a court witness in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

22.05 Pregnancy/Parental/Adoption Leave

Pregnancy Leave/Parental leave/Adoption leave shall be provided consistent with Provincial and Federal Legislation.

Benefits

- 22.06 (a) If the Employee chooses to maintain their benefits while on leave, then the Employer shall pay all contributions required to continue Employee benefit plans, other than LTD, while the Employee is on Pregnancy/Parental/Adoption leave.
- (b) It shall be the Employee's responsibility to remit LTD premiums to the Employer during the period of the Pregnancy/or Parental/or Adoption leave. Continuing LTD contributions on pregnancy/parental/adoption leave is mandatory.
- (c) The Employer will collect the Employee's share of benefit plan contributions upon the Employee's return to work in a manner not to exceed double the amount of the Employee's regular benefit plan contributions per pay.

Pensions

- (d) If the Employee chooses to contribute to the pension plan(s) while the Employee is off on Pregnancy/Parental/Adoption leave they will continue making regular contributions which will be matched by the Employer during their 17 weeks of Supplementary Benefits.
- (e) Pension benefit contributions will be based on the wages for the four (4) weeks prior to the leave.
- (f) If an Employee chooses to continue to make their contributions beyond the Supplementary benefits period, they will make arrangements with the

MSPP carrier to contribute their premiums directly during the remainder of their leave. If the Employee chooses to make contributions to the Defined Contribution portion they need to contact payroll department.

- (g) If an Employee resigns or has their employment terminated for just cause by the Employer less than six (6) months after returning from their Pregnancy/Parental/Adoption leave, the Employee must repay the Employer all monies paid on their behalf while off on Pregnancy/Parental/Adoptive leave.

22.07 (a) Top-Up Benefits:

If a Full-Time Employee is on Pregnancy leave, Parental leave or Adoption leave pursuant to this Article and is in receipt of benefits under the terms of the *Employment Insurance Act*, the Employer shall Top-Up the Employee's wage for a maximum period of seventeen (17) weeks. Note: Employees who have not successfully completed their probationary period are not eligible for this benefit.

- (b) The Employer agrees to top up Employment Insurance payments according to the following schedule:
  - i. The first (1) week shall be paid at the rate of seventy-five (75%) percent of the Employee's salary.
  - ii. The remaining sixteen (16) weeks shall be shared by Employment Insurance and the Employer to a total of ninety (90%) percent of the Employee's salary.

22.08 Employees shall notify their Director no later than the commencement of the fifth (5th) month of pregnancy as to when the anticipated leave of absence will commence.

22.09 If an Employee resigns or has their employment terminated for just cause by the Employer less than six (6) months after returning from their Pregnancy/Parental/Adoption leave, the Employee must repay the Employers total contribution during the seventeen (17) week period as outlined in Article 22.07.

22.10 Employees shall continue to accrue Seniority while on Pregnancy/Parental/Adoption Leave.

## ARTICLE 23 – PAYMENT OF WAGES AND ALLOWANCES

- 23.01 The Employer shall pay wages bi-weekly in accordance with Schedule “A” attached hereto and forming part of this Agreement. On each payday, each Employee shall be provided with an itemized statement of their wages, overtime, amount of bank time earned, taken and balance and other supplementary pay and deductions.
- 23.02 Error or Omission:  
Any errors or omissions on an Employee’s regular cheque or any supplementary cheques shall be adjusted no later than the following pay after the error has been brought to the Employer’s attention if the error or omission does not relate to an employee’s net pay based on forty (40) regular hours. If the error or omission results in the Employee’s net pay being less than the net pay of forty (40) regular hours, and the error or omission is found to be at fault by the Employer, the error or omission will be adjusted within five (5) working days.
- Any Employee related errors in enrollment to benefit plans, withholdings, or additional taxes paid or any adjustment shall be fixed no later than the following pay. If the error is an Employer / Software fault the Employer shall pay within five (5) days and bear the cost of any adjustments.
- 23.03 Purchases  
Purchases made by the Employee, required by the Employer, and approved by their Director, will be reimbursed within seven (7) working days from when the expense claim is submitted for approval. Payment will be made by direct deposit.

## ARTICLE 24 – JOB CLASSIFICATION

- 24.01 The Employer agrees to update job descriptions for all positions for which the Union is bargaining agent within (180) one hundred and eighty days of the signing of the collective agreement. The Employer shall supply each Employee with an updated job description.
- 24.02 Should the Employer create a new classification in the bargaining unit; the rate of pay shall be subject to agreement with the Union. Any disagreement may be submitted as a grievance at Step 2. The new rate shall become retroactive to the time the position was first filled.

- 24.03 In the event that job duties are significantly changed to the extent that the job description no longer reflects the work being performed, then the Employer shall change the job description. Within the later part of the first year of the creation of a new position, the Parties will review the job description of the new classification and adjust as necessary both the job description and/or wage as appropriate.
- 24.04 (a) **For Wastewater:** When an Employee covered by this Collective Agreement is temporarily assigned in writing, the duties of a WWT Operator by their Director or designate, the Employee shall receive the wages or the rate for the WWT Operator I, unless the Employee has the classification of WWT Operator I in which case they will receive the wages or the rate for the WWT Operator II, for the relevant hours worked during the temporary assignment.
- (b) **For Wastewater and Lead Hand:** Notwithstanding 24.04 (a), when an Employee covered by this Collective Agreement is temporarily delegated in writing, the authority of another Employee by their Director or designate, the Employee shall receive the wages for the rate of the higher classification, for all hours worked during the temporary delegation.
- (c) **For all other positions:** Notwithstanding 24.04 (a) and (b), when an Employee covered by this Collective Agreement is temporarily assigned in writing, the duties of an Employee by their Director or designate, the Employee shall receive the wages or the rate for the higher classification for the relevant hours worked during the temporary assignment.
- (d) When a Director delegates their authority which can be done by a bargaining unit member in writing, the Employee shall receive a premium of fifty (\$50.00) dollars per day for each day they have been delegated authority.
- (e) The Employee shall be paid for all hours worked in the classification.

## ARTICLE 25 – EMPLOYEE BENEFIT PLANS

- 25.01 **Retirement Allowance**
- (a) An Employee that retires shall receive a retirement allowances as follows:  
Twenty (20) years' service or less - \$50.00/year of service  
More than twenty (20) years' service - \$75.00/year of service

- (b) Employees will endeavor to give the Employer two months notice of their retirement. The Employer will give the Employee the information to convert their insurance including extended health and dental benefits once notice is given of the Employee's intention to retire.

25.02 (a) Benefits

- i. The Employer agrees to continue an extended health benefit plan and dental care plan with the premium to be shared on a cost shared basis, with sixty percent (60%) paid by the Employer and forty percent (40%) paid by the Employee.
  - ii. The Employer agrees to continue to pay one hundred percent (100%) of the premium for life insurance and accidental death and dismemberment.
  - iii. the Employer agrees to continue a long-term disability plan with one hundred percent (100%) paid by the Employee.
- (b) The Employer, in the event of illness or disability (excluding paid sick leave), shall continue to pay its' share of premium(s) for up to four (4) months. Thereafter, subject to provisions of the Plan(s), the Employee may pay the full premiums (Employee and Employer share) through the Employer.

25.03 Pensions

- (a) The Employer and the Employee shall cost share the Pension Plan on a 50/50 basis.
- (b) The Employer and the Employee shall each contribute eight percent (8%). All contributions over 10.5% which goes to the MSPP (25.04) will be deposited to the Town's Defined Contribution Pension Plan.

25.04 (a) "Plan" means the Multi-Sector Pension Plan

- (b) "Applicable Wages" means the basic straight time wages for all hours worked and in addition:
  - i) the straight time component of hours worked on a holiday; and
  - ii) holiday pay, for the hours not worked; and
  - iii) vacation pay; and
  - iv) sick pay paid directly by the Employer (but not short-term indemnity payments paid by an insurer) which results in the Employee receiving full payment for the hours missed due to illness. Applicable wages includes any sick pay which an Employee

is permitted to receive in cash despite not having been absent from the workplace; and

v) overtime.

All other payments, premiums, allowances and similar payments are excluded.

(c) "Eligible Employee" means all Employees in the bargaining unit upon successful completion of their probationary period.

25.05 (a) Commencing the first pay period following completed enrolment in the MSPP each Eligible Employee shall contribute for each pay period an amount equal to 5 % of Applicable Wages to the Plan.

(b) The Employer shall contribute on behalf of each eligible Employee for each pay period, an amount equal to 5.5% of Applicable Wages to the Plan. The combined amount equal to 10.5% of the Applicable wages will be sent to the MSPP on behalf of the Employees.

25.06 The Employee and Employer contributions shall be remitted to the Plan by the Employer within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable. The Employer shall remit all contributions in the manner directed by the Administrator of the Plan.

25.07 The Employer agrees to provide to the Administrator of the Plan, on a timely basis, all information required pursuant to the *Pension Benefits Act*, R.S.O. 1990, Ch. P-8, as amended, and *Income Tax Act (Canada)* which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits. If maintained by the Employer in electronically readable form; it shall be provided in such form to the Plan if the Administrator so requests.

For further specificity, the items required for each eligible Employee by Article 25.04 of the agreement include:

- i) To Be Provided Once Only At Plan Commencement
  - Date of Hire
  - Date of Birth
  - Date of First Contribution

- Seniority List to include hours from date of hire to Employer's fund entry date
  - Gender
- ii) To Be Provided With Each Remittance
- Name
  - Social Insurance Number
  - Applicable wages
  - Monthly Remittance
  - Pensionable Earnings
  - Year to Date Contributions broken down by Employer and Employee premiums.
  - Employer portion of arrears owing due to error, or late enrolment by the Employer
- iii) To Be Provided Initially And As Status Changes
- Full Address
  - Termination Date Where Applicable (MM/DD/YY)
  - Marital Status, and any change to marital status (if known)
  - Date of death (if applicable)
- iv) To be Provided Annually but no later than December 1
- Current Complete Address Listing for all Eligible Employees
  - Period(s) of absence due to illness or disability, including WCB (while Employee retains seniority)
  - Period(s) of lay-off, with subject to recall
  - Period(s) of absence for pregnancy or parental leave
  - Period(s) of strike or lockout
  - Other leaves of absence

25.08 The Employer agrees to be bound by the terms of the Agreement and Declaration of Trust establishing the Multi-Sector Pension Plan and the rules and regulations of the Plan adopted by the Trustees of the Plan, both as may be amended from time to time. In addition, the Employer agrees to enter into a Participation Agreement with the Trustees of the Plan in the form attached hereto as Schedule B.

25.09 The Union acknowledges and agrees that other than making its contributions to the MSPP as set out in this Article, the Employer shall not

be obligated to contribute towards the cost of benefits provided by the Plan or be responsible for providing any such benefits.

- 25.10 The Union and the Employer acknowledge and agree that under the current pension legislation, and/or regulations, the Employer has no requirement to fund any deficit in the Plan but is required to contribute only that amount as required by the collective agreement in force between the Parties.
- 25.11 It is understood and agreed by the Employer and the Union that should the current pension legislation or regulations be changed so that the Employer's obligation to contribute to the Plan exceeds the amount specified in the collective agreement then in force, the Parties will negotiate a method to relieve the Employer of this increased obligation to the extent that any such obligations exceed those which the Employer would have if the Plan were a defined contribution plan.

#### **ARTICLE 26 – HEALTH AND SAFETY**

- 26.01 An Employee who is involved in an accident or injury shall notify the Employer as soon as possible.
- 26.02 Transportation to the nearest physician or hospital for Employees requiring medical care as a result of an accident while at work shall be at the expense of the Employer.
- 26.03 The Employees and the Employer will be governed by the provisions of the Nova Scotia Occupational Health and Safety Act, and acknowledge their Right to Participate, Right to Know and Right to Refuse.
- 26.04 Joint Occupational Health and Safety Committee  
An Employee who is a member of the JOHS committee is entitled to such time off from work as necessary to attend meetings of the committee, to take any training prescribed by the regulations and to carry out the Employee's functions as a member of the committee, and such time off is deemed to be work time for which the Employer shall be paid by the Employer at the applicable rate.

## ARTICLE 27 – CLOTHING ALLOWANCE

- 27.01 (a) The Employer agrees to provide to all Full-time Employees their choice of the following clothing, per fiscal year:
- Two (2) pairs Coveralls or / Overalls, or
  - Up to four (4) sets of Work Pants and / Work Shirts
- (b) Every two (2) years, the Employer agrees to provide to all Full-time Employees – one (1) set of winter coveralls or one (1) winter parka.
- (c) Employees shall be provided with a maximum of two (2) pairs of safety boots/shoes per fiscal year.
- (d) Employees shall be responsible for the care of all clothing issued to them and shall return such clothing to the Employer on request, or when replacement is required. All clothing issued shall be used for work purposes only.
- (e) Circumstances may arise where the Employee requires additional clothing; any boots / shoes / clothing damaged as a result of an Employee's normal duties shall be replaced per (d) above.
- (f) As required, the Employer shall provide work gloves, safety rubber boots, rain gear, and safety equipment / clothing (items designed to protect against identified workplace hazards).
- 27.02 Any difference of opinion between their Director and the Employee regarding the requirement of clothing / safety gear shall be referred to the Chief Administrative Officer for resolve.

## ARTICLE 28 – TECHNOLOGICAL AND OTHER CHANGES

- 28.01 Should there be changes in work methods, such changes shall, if required, be discussed with the Employees affected prior to their introduction.
- 28.02 Training/Certification  
Where work related training / certification / licensing / writing exams / continuing education units, etc. is appropriate and/or required to obtain or retain their license / certification, all time spent in meeting / conference /

workshop / training / certification, workshops, writing exams, etc. shall be considered time worked pursuant to the collective agreement.

All course costs including registration, books, materials, exam fees, etc. shall be paid by the Employer.

Travel expenses incurred in attending meetings / writing exams / conference / workshop / training, etc. shall be paid by the Employer.

Employees will be paid time for travel for any time that is outside the Employee's regular hours of work. Travel time will be paid at the applicable rate (straight or overtime) for the time travelled. Employees shall receive a normal working day pay of eight (8) hours for all conference days, etc., that occur Monday to Friday. Any additional time required outside of Monday to Friday will be compensated at the applicable rate.

Employees shall use the Public Works Depot or their departure point, whichever is closer to the destination to calculate an Employee's travel time and mileage to attend a meeting/conference/workshop/training, etc. Mileage will be paid as per the Collective Agreement, if no Town vehicle is provided.

Meal allowances will be provided if meetings / training / conference / workshop, etc. are outside of the Town of Berwick. Meal allowance will not be given for meals when provided unless the Employee provides a receipt for a meal replacement, including a tip of up to twenty (20%) percent which will be reimbursed. The replacement meal should be similar value to the meal allowance within reason.

Professional Dues required by the Employer for a Full-time Employee's job classification shall be paid by the Employer.

28.03 The Employer shall pay the fees for all certifications and drivers' licenses, including the cost of any related physical examination required by the Employer and/or the Department of Labour and Advanced Education for each Employee who is required to renew such certifications and licenses as a requirement of their classification.

- 28.04 Employees may submit a request for a particular educational opportunity to their Director. The Director will respond to the request within fifteen (15) working days if the educational opportunity is six (6) months or more away. If the training is within six (6) months of the request the Employer will respond within ten (10) working days.
- 28.05 (a) The Employer will notify the Union, in writing, ninety (90) days prior to the proposed introduction or change in the use of workplace technologies, or the proposed implementation of a change in how Employees' data is collected, processed or used.
- (b) Written notification to the Union shall include but is not limited to:
- the nature of the proposed implementation or change;
  - the reason for the proposed implementation or change;
  - the anticipated effects on Employees' working conditions and, if relevant, the vendor, supplier and licensor.
- 28.06 Employees will be notified immediately if there is any breach of security in which their personal information is involved. The Employer will pay for the costs associated with continued monitoring of their information.

## **ARTICLE 29 – PRESENT CONDITIONS AND BENEFITS**

- 29.01 All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated. The remainder of the Agreement shall remain in effect.
- 29.02 In the event that the Employer merges or amalgamates with any other body, the Employer agrees (subject to its legal authority) that:
- i. All provisions of this Collective Agreement will be honoured; and
  - ii. Any outstanding issue(s) shall be referred to the Labour Relations Board.

## **ARTICLE 30 – JOB SECURITY**

- 30.01 (a) Full-time Employees employed as of the signing date of this Collective Agreement shall not suffer a reduction in regular hours, loss of regular earnings or overtime earnings, or loss of job, nor a reduction of bargaining unit positions, as the result of contracting out.
- (b) The Employer may, in extenuating circumstances consider contracting out when the risk to persons or property is involved or if the situation creates a legal risk.
- 30.02 When outside work cannot reasonably be continued by reason of inclement weather, the Employee(s) shall not suffer any loss of regular earnings.

## **ARTICLE 31 – NO STRIKES, NO LOCKOUTS**

- 31.01 The Parties and the Employees agree that during the term of this Agreement and while negotiations continue as set out in the Nova Scotia Trade Union Act there shall be no work stoppages as prohibited by the Trade Union Act. Neither shall the Employer cause a lockout of its Employees during the term of this Agreement or while negotiations continue subject to the terms of the Trade Union Act.

## **ARTICLE 32 – GENERAL CONDITIONS**

- 32.01 Employee facilities shall be provided.
- 32.02 The Employer shall provide bulletin boards which shall be placed so that all Employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the Employees.
- 32.03 The Employer shall supply all tools and equipment required by Employees in the performance of their duties. Replacement will be made by producing the worn or broken tools or proving that the tool was lost. The mechanic shall supply personal tools.
- 32.04 An Employee who is required to use their personal vehicle for Employee business will be paid mileage at the Provincial Government rate.

- 32.05 The Employer shall replace any personal property including but not limited to phone, or glasses which become damaged as a result of an incident at work. The Employee must inform the Employer in writing at the time of the incident of the damage done.
- 32.06 The Employer shall supply a computer with internet access with the appropriate programs for work related business and a printer for Employee use.
- 32.07 The Employer shall supply the Employees with a Town of Berwick email address, if requested.
- 32.08 (a) Employees who are Volunteer Firefighters or a member of Search and Rescue Services in the geographic region of the Town of Berwick and District and close vicinity, shall be paid with no loss of their regular wages or benefits or seniority for all time they are away from their position when dealing with or responding to a local emergency page subject to operational requirements by the Employer.
- (b) An Employee who believes in advance that the Emergency will last longer than eight (8) hours requires permission from their Director or designate to be away for longer than eight (8) hours to attend to the emergency. The Employee may be required to use time in lieu or vacation for the extended leave.

### ARTICLE 33 – TERM OF AGREEMENT

- 33.01 This Agreement shall be in effect from April 1, 2025, to March 31, 2028, and shall continue from year to year thereafter, unless either Party gives to the other Party notice in writing between sixty (60) days and ninety (90) days prior to the expiration date in any year that it desires its amendment.
- 33.02 Upon receipt of notice to bargain, negotiations shall proceed in accordance with the provisions of the Nova Scotia Trade Union Act.
- 33.03 Changes in Agreement – any changes mutually deemed necessary to the Agreement may be made in writing at any time during the life of this Agreement.

33.04

Retroactive Pay for Former Employees

An Employee who has served their employment between the termination date of this Agreement and the signed date of the next agreement shall receive the full retroactivity of any increase in wages, salaries or other prerequisites, provided the Employee makes application within six (6) months of the date the new Agreement is executed.

**ARTICLE 34 – SIGNATORIES**

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by the hands of their duly authorized Officers.

Dated at Berwick, Nova Scotia, this 10 day of DECEMBER 2025.

SIGNED, SEALED AND DELIVERED )  
In the Presence of )

TOWN OF BERWICK  
Per [Signature]

Per [Signature]

\_\_\_\_\_  
Witness )

CANADIAN UNION OF PUBLIC  
EMPLOYEES, Local 2618-03

Per [Signature]

Per [Signature]

**SCHEDULE "A"**

	April 1, 2024	April 1, 2025	April 1, 2026	April 1, 2027
	COLA	3.0% or COLA*	3.0% or COLA*	3.0% or COLA*
WWT Operator II	\$ 32.97	\$ 33.96	\$ 34.98	\$ 36.03
WWT Operator I	\$ 31.45	\$ 32.39	\$ 33.37	\$ 34.37
Lead Hand	\$ 29.85	\$ 30.75	\$ 31.67	\$ 32.62
Heavy Equipment Operator	\$ 27.13	\$ 27.94	\$ 28.78	\$ 29.65
Parks Coordinator**	\$ 26.86	\$ 27.67	\$ 28.50	\$ 29.36
Skilled Labourer	\$ 25.08	\$ 25.83	\$ 26.61	\$ 27.41

\*The CPI factor used for this calculation shall be the average CPI for Nova Scotia (all items) as reported by Statistics Canada for the 12-month period beginning January of the prior year to December of the prior year to a maximum of 5%.

If the Town of Berwick assigns a skilled labourer to work in the parks and provide supervision of the summer staff, that Employee will be paid the Parks Coordinator wage for all hours paid during that assignment. This does not apply to an Employee who assists with park maintenance but provides no supervision to the summer staff.

The Town will provide a signing bonus of \$400.00 for each Employee in the bargaining unit.

The job titles/classifications contained herein are for the purpose of establishing rates of pay and are not to be interpreted as recognition of any specific work jurisdiction or claim.

The Terms and conditions set forth shall be retroactive for all CUPE Local 2618-03 Employees employed with the Town of Berwick since the expiration of the last Collective Agreement.

In addition to the basic wage a 65 cent per hour premium will be paid to an Employee asked to perform welding work for all time spent doing said work.

SCHEDULE "B"

2012 PARTICIPATION AGREEMENT

The Agreement made this 10<sup>th</sup> day of August 2012

BETWEEN:

Town of Berwick  
(the "Employer")

- and -

**MULTI-SECTOR PENSION PLAN BY ITS TRUSTEES**  
(the "Trustees")

In consideration of the Employer becoming a participating employer, commencing Aug 10, 2012, in the Multi-Sector Pension Plan (the "Plan"), by making contributions to the Plan in accordance with the collective agreement ("Collective Agreement") between the Employer and Local 21619 Unit 3 of the C.U.P.E. (the "Union"), and in consideration of the Trustees making benefits available to the employees of the Employer on whose behalf contributions are being made, the parties agree as follows:

1. The Employer shall make contributions to the Plan in accordance with the terms of the Collective Agreement, failing which the Trustees or Union may take action to collect such amounts owing pursuant to the grievance and arbitration procedures under the Collective Agreement or in any other forum having jurisdiction to enforce this Participation Agreement. If the Employer is delinquent in its contribution payments, the Employer shall pay the Trustees for any related losses or costs, including interest, liquidated damages and costs in accordance with the provisions of this Participation Agreement and the Agreement and Declaration of Trust dated January 1, 2002, as amended ("Declaration of Trust") which established the Plan.
2. The Employer acknowledges the right and obligation of the Trustees to administer the Fund and provide benefits in accordance with the Declaration of Trust.
3. Notwithstanding the provisions of paragraph 2 of this Participation Agreement, the financial obligations of the Employer shall in no event exceed the obligation to make contributions as set out in the Collective Agreement, together with

interest, damages and costs for which the Employer may be liable relating to a delinquency in making contributions to the Plan pursuant to the Declaration of Trust.

4. The Employer has no obligation to provide the benefits established by the Plan beyond the obligation to make contributions pursuant to the Collective Agreement. In the event that at any time the Plan does not have sufficient assets to permit continued payments under the Plan, nothing contained in the Collective Agreement, Plan or this Participation Agreement or the Declaration of Trust shall be construed as obligating the Employer to make contributions other than contributions for which the Employer is obligated by the Collective Agreement. It is understood that there shall be no liability upon the Employer, Union or the Trustees to provide the benefits established by this Pension Plan if the Plan does not have sufficient assets to make such benefit payments and that the Trustees have the authority to amend benefits, if necessary or advisable.
5. The Employer agrees to be bound by the Declaration of Trust. The Trustees will provide to the Employer, at its request, a copy of the Declaration of Trust and any subsequent amendments as they are made.
6. The Employer agrees to provide to the Administrator of the Plan, on a timely basis, all information required pursuant to the *Pension Benefits Act*, R.S.O. 1990, Ch. P-8, as amended, and any additional information which may be required by the applicable legislation for an Employer located in a province other than Ontario which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits.

For further specificity, the information required for each Eligible Employee is as follows:

(a) To be Provided at Plan Commencement

date of hire;

date of birth;

Social Insurance Number;

date of first contribution;

seniority list to include hours from date of hire to Employers' Fund entry date (for the purpose of calculating past service credit);

gender.

(b) To be Provided with each Remittance

name;

Social Insurance Number;  
Monthly remittance;  
Pensionable earnings;  
Year-to-date contributions;  
Employer portion of arrears owing due to error, or late enrolment by the Employer.

(c) To be Provided Initially and as Status Changes

full address;

termination date where applicable (MM/DD/YY);

marital status;

date of death (if applicable)

(d) To be Provided Annually but no later than December 31

current complete address list for all eligible employees;

period(s) of absence due to illness or disability, including WSIB;

period(s) of layoff, while subject to recall;

period(s) of absence for pregnancy or parental leave;


period(s) of strike or lockout;

other leaves of absence;

hours worked by employees covered by the collective agreement who are not yet eligible employees, in the month and cumulatively since their date of hire.

7. All personal information about employees provided to the Administrator of the Plan pursuant to section 6 of this Agreement and/or the provisions of the Collective Agreement will be treated as Confidential Information. Except as required by law, Confidential Information will only be disclosed to the Trustees, employees of the Administrator, a service provider retained by the Trustees, the individual to whom the Confidential Information pertains or a representative of that individual who has been authorized in writing. The Confidential Information is also subject to the provisions of the MSPP's Privacy Statement. The Trustees will provide to the Employer, at its request, a copy of the MSPP's Privacy Statement.

EMPLOYER:

  
Name: \_\_\_\_\_

MULTI-SECTOR PENSION PLAN, BY ITS  
TRUSTEES

  
Name: \_\_\_\_\_

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## LETTER OF AGREEMENT

### WASTEWATER COLLECTION / TREATMENT CERTIFICATION

All Parties agree that pursuant to the provisions of the Water and Wastewater Facilities and Public Drinking Water Supplies Regulations made under sections 66 and 110 of the Environment Act, S.N.S 1994-95, c. 1, an operator of a wastewater facility must be duly certified. The Town and the Local will therefore work together to encourage Employees to be qualified to do the work that is historically done by the Town and its Employees on the wastewater treatment and collection infrastructure of the Town.

Employees hired before the signing of the Collective Agreement who want to secure certification in Wastewater Treatment or Collections will be supported by the Town to do so. Specifically, the Town will provide reasonable time during the workday for Employees to prepare for their certification exam and reimburse them the cost of the exam as per Article 28.

Any Employee(s) hired before signing this Collective Agreement may opt not to pursue these certifications. For Certainty this means that current Employees Keith and Connor will not be required to obtain any certification.

Employees hired before the signing of this Collective Agreement who obtain an Operator in Training (OIT) certification shall receive a one-time payment of \$300.00 on their pay. As such, that payment will be subject to deductions, remittances, etc.

Any Employee hired into the Public Works Department after the signing of this Collective Agreement who is not a Wastewater Treatment Operator must have their level 1 in Wastewater Treatment or Collections or be willing to get their Level 1 within the period of time of their OIT validation. As with the current Employees, the Town will provide reasonable amount of time during the workday for the Employees to prepare for their certification exam(s) and reimburse them the cost of the exam as per Article 28.

Employees hired after the signing of this Collective Agreement must have their OIT certification to be eligible to be on-call.

The Employer shall pay each Employee, regardless of when they are hired an additional \$0.50 per hour for each Collection or Treatment Level Certification Level 1 or higher they possess. The Employer has the right to limit the number of Employees who will take the training or level requested beyond Level 1.

Dated at Berwick, Nova Scotia, this 10 day of DECEMBER, 2025.

SIGNED, SEALED AND DELIVERED )  
In the Presence of )

TOWN OF BERWICK )

Per )

Per )

\_\_\_\_\_  
Witness )

CANADIAN UNION OF PUBLIC )  
EMPLOYEES, Local 2618-03 )

Per )

Per )