

COLLECTIVE AGREEMENT

BETWEEN

**THE CITY OF LETHBRIDGE
LIBRARY BOARD**



AND

**CANADIAN UNION OF PUBLIC EMPLOYEES
Local 70 (Library Employees)**

CUPE / *Canadian Union
of Public Employees*

January 1, 2023 to December 31, 2026

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This Agreement made on the 16th day of December, 2025.

THE CITY OF LETHBRIDGE LIBRARY BOARD
(hereinafter referred to as the “Employer”)

PARTY OF THE FIRST PART

- AND –

CANADIAN UNION OF PUBLIC EMPLOYEES,
Local 70 (Library Employees)
(hereinafter referred to as the “Union”)

PARTY OF THE SECOND PART

PREAMBLE/PURPOSE

The City of Lethbridge Library Board has been established under the Province of Alberta Libraries Act. Whereas it is the desire of both Parties to this Agreement to promote and maintain harmonious relations between the Employer and the Employees to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and wages, to encourage efficiency and economy of operation and the elimination of waste, to promote the morale, well-being and security of all Employees included in the Bargaining Unit represented by the Union.

ARTICLE 1 SPIRIT OF AGREEMENT

1.01 This Agreement recognizes and accepts the principles and spirit of good teamwork based on mutual responsibility, respect, confidence, loyalty, integrity, and further recognizes that successful Employer/Employee relations must be mutually advantageous, fair and just, and not more favourable to one than the other.

ARTICLE 2 TERMS OF AGREEMENT

2.01 The Parties undersigned hereto mutually agree to be governed by the conditions set out in this Collective Agreement, and that this Agreement will remain in full force and effect from January 1, 2023 to December 31, 2026 and from year to year thereafter unless either party of this Agreement is given notice, in writing, of any changes desired not less than sixty (60), no more than one hundred twenty (120) days prior to the expiry date of December 31, 2026, or the expiry date in any subsequent year.

2.02 Retroactivity

- (a) If negotiations are not completed by the expiry date of the contract all negotiated increases to Appendix "A" will be retroactive to the expiry date.
- (b) Past Employees, who were in the service between the expiration date of the previous Agreement and the date of signing of this Agreement, will be entitled to any retroactive adjustment of the regular rate of pay provided in the settlement. It is the Employee's responsibility to inform the Employer of their whereabouts.
- (c) Past Employees who were retired from the service between the expiration date of the previous Agreement and the date of the signing of this Agreement automatically receive the retroactivity provided in section 2.02(a).

2.03 Failure to Make a New Agreement

The Union and the Employer agree that during any period of negotiations for a new Agreement this contract will, in accordance with the *Alberta Labour Relations Code* (section 130), remain in full force and effect until such time as either party commences strike or lockout action.

2.04 Strikes or Lockouts

It is mutually agreed that while negotiations for a further agreement are in progress, there will be no strikes, stoppages or slow-downs in work on the part of the Employees covered by this Agreement, nor any lockouts of Employees on the part of the Employer against said Employees.

ARTICLE 3 MANAGEMENT RIGHTS

- 3.01 Management reserves all the rights not specifically restricted by this Agreement.

ARTICLE 4 UNION RECOGNITION

- 4.01 The Employer agrees to recognize this Union as the sole Bargaining Agent for all Employees of the City of Lethbridge Library Board as described in the Alberta Labour Relations Certificate No. 242-93.

- 4.02 When a new position is created within the Lethbridge Public Library, management will advise the Union and forward a copy of the job description. When the Employer determines that the new position will be out of scope of the ALRB Certificate No. 242-93, the Union will have fifteen (15) working days to review and challenge the exclusion of the position from the Union. If the Employer and Union cannot reach a mutual agreement, the matter will be referred to the ALRB for resolution.
- 4.03 The Employer agrees not to bargain collectively or otherwise with any other Labour Organization affecting Library Employees specified or covered by this Agreement.
- 4.04 No Employee covered by this Agreement will be asked to make a written or verbal agreement with the Employer covering the hours of work, wages, or other conditions during the life of this Agreement, except as may be approved by the Union.
- 4.05 The Union will list current appointments of Union Officers and Shop Stewards, and those who are authorized to act on behalf of the local (Local Representative) with the CEO.
- 4.06 Meeting with Employer
- (a) When an Employee is required to attend a meeting with the CEO, or a senior Manager, dealing with Union business, the Employee will suffer no loss of pay if the meeting has been called by the Employer during the Employee's scheduled working hours.
 - (b) If a meeting is scheduled outside the Employee's scheduled hours, but immediately before or after the Employee's scheduled hours, the Employee will be paid for the duration of the meeting.
 - (c) If a meeting is not scheduled during or immediately before or after the Employee's scheduled working hours, the call-in provisions of this agreement will apply.
- 4.07 Membership in the Bargaining Unit

All Employees entering into or in the employment of the Employer who fall within the scope of the ALRB Certificate No. 242-93 will be members of the Union.

4.08 Orientation to Union Membership

- (a) The Employer agrees to inform all new Employees that a Collective Agreement and dues check-off as per the RAND formula are in effect. The Employer will advise new Employees where they can find an electronic copy of the Collective Agreement.
- (b) The Steward, or Local Representative and each new Employee will be given an opportunity to meet during regular working hours for a maximum of fifteen (15) minutes, at a time approved by the Manager(s), without loss of regular pay, so that the Steward, or Local Representative may orient the new Employee to the rights and responsibilities of Union membership. Where travel is required, the Steward, or Local Representative, will be provided with reasonable travel time as agreed to by the Employer.

4.09 Deductions for Union dues for each Employee will be made from each payroll and forwarded to the Treasurer of the Union not more than ten (10) days following the deduction with: Employee name, I.D. number, department, current deduction, full-time or part-time status, and the pay period end date.

4.10 Persons whose jobs are not in the bargaining unit must not work on a job, which is included in the bargaining unit except for the purposes of instruction, or in an emergency.

On days where the Library Management is attempting to send the largest number of staff to a professional development event, the CEO may request approval from the Union for non-bargaining unit members to work at Public Services Desks.

4.11 Volunteers

The use of volunteers will not lead to the replacement, reassignment, or layoff of bargaining unit Employees, to a reduction in their hours of work, or to the elimination of positions in the bargaining unit, nor will volunteers perform the work of the bargaining unit staff unless mutually agreed upon by the Employer and the Union.

4.12 Access to Information

Upon written request by the Union, the Employer will make available any public information in accordance with the provisions of the *Access to Information Act* and the *Protection of Privacy Act*.

4.13 Union Bargaining Committee

A maximum of four (4) Employees will receive pay during joint Union and Employer negotiation meetings, if such meetings are held during working hours, up until they reach the overtime threshold, at which point the Employee will be compensated with time off in lieu. Any time off in lieu will be taken at a time mutually agreed upon between the Employee and Management.

The Union will be responsible to pay the wages of any additional Employees it wishes to have participate in the negotiations. Such negotiation meetings are to be held at mutually agreeable times and dates as agreed to by the Employer's and Union's representatives.

4.14 Workplace Surveillance

The Parties agree that surveillance equipment in the workplace will be primarily used for the purposes of ensuring the security of Employer assets and Employee safety. Surveillance equipment will not be used for the purpose of regular monitoring of Employees in the workplace.

The Parties agree that surveillance footage may be used to investigate concerns and incidents that are discovered by or brought to the attention of Management.

4.15 The Employer will provide to the Union a list of all the Employees in the Bargaining Unit, including any contact information collected by the Employer. The list will also indicate the Employee's employment status (permanent full-time, permanent part-time, or temporary), primary job code classification and whether the Employee is active or inactive.

The list will be provided in an electronic spreadsheet to the Union twice a year.

ARTICLE 5 NO DISCRIMINATION

- 5.01 (a) Members of the Board or the Employer will at no time show discrimination against any Library Employee because of their connection with a trade union or on account of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, creed, religion, sex, sexual orientation, gender identity, gender expression, family status, physical size or weight, age, nationality, caste, or any protected status in the *Alberta Human Rights Act*. There will be no interference, restriction or coercion exercised or practiced against any Employee on a discriminatory basis.

- (b) Subsection (a) does not apply with respect to discrimination based on a bona fide occupational requirement. The onus of proof to establish a bona fide occupational requirement will be with the Employer.

5.02 Harassment

All Employees covered by this Agreement have a right to freedom from harassment in the workplace. The Parties agree to jointly educate both Employees and Managers to prevent workplace harassment. The Parties agree that harassment is defined as:

(a) Sexual Harassment

Definition: Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment.

(b) Personal Harassment

Definition: Any single incident or repeated incidents of objectionable or unwelcome conduct, comments or actions that are known to be, or ought to be reasonably known to be unwelcome, or are known or ought to be reasonably known will or would cause offence or humiliation to a person or adversely affect a person's health or safety. This includes but is not limited to any conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation.

ARTICLE 6 DEFINITIONS

6.01 Employer

"Employer" means the City of Lethbridge Library Board.

6.02 Employee

"Employee" means a person employed by the City of Lethbridge Library Board who falls within the scope of the bargaining unit.

6.03 Permanent Full-time Employee

"Permanent Full-time Employee" is any Employee who holds a posted permanent full-time position and has completed nine hundred and seventy-five (975) hours service with the Employer.

6.04 Permanent Part-Time Employee

"Permanent Part-Time Employee" is any Employee who holds a posted permanent part-time position and has completed nine hundred and seventy-five (975) accumulative hours with the Employer.

6.05 Non-Permanent Employee

(a) "Casual Employee" is any Employee who holds a posted casual position, whose hours of work vary according to work requirements, and whose schedule of work is of a temporary nature. Casual Employees are used to supplement other Employees, or replace absent Employees and may be required to be flexible to cover shifts on evenings, weekends and with little notice.

(b) "Term Employee" is an Employee who holds a posted term position, where the work is required for a limited period of time, or the funding for the position is for a specified period of time, without guarantee of renewal. Term Employees may be full-time or part-time in nature.

6.06 Term Relief Employee

"Term Relief Employee" is an Employee who is relieving another Employee who is on an approved leave. If the need to relieve the other Employee extends or is expected to go beyond twenty-four (24) months, the Employer will notify the Union.

6.07 Working Days

"Working Days" means between Monday and Friday and excludes library closures and holidays. This definition is for the purpose of calculating timelines within this agreement and does not refer to operational hours.

6.08 Volunteer

"Volunteer" is an individual who voluntarily extends their services to support the Lethbridge Public Library without receiving remuneration.

6.09 Plural Terms

Where the Parties to this agreement require it, wherever the singular is used in this agreement, it will be considered as if the plural has been used.

ARTICLE 7 PROBATION AND TRIAL PERIOD

7.01 Probation

(a) Permanent Employees

All newly hired permanent Employees will be on probation for a period of nine hundred and seventy-five (975) accumulated hours.

The Employer may extend the probationary period with the agreement of the Union and the affected Employee, an additional four hundred and eighty-eight (488) accumulated hours. Upon an extension being granted, the Employer will provide the Employee with a letter, copied to the Union, setting out the performance standards the Employee is expected to meet during the extension period.

(b) Non-permanent Employees

All newly hired non-permanent Employees will be on probation for a period of nine hundred and seventy-five (975) hours or to a maximum of twelve (12) calendar months from their date of hire, whichever comes first.

The Employer may extend the probationary period with the agreement of the Union and the affected Employee, an additional four hundred and eighty-eight (488) accumulated hours or three (3) additional calendar months. Upon an extension being granted, the Employer will provide the Employee with a letter, copied to the Union, setting out the performance standards the Employee is expected to meet during the extension period.

- (c) At the probationary mid-point, the Employer will meet with the Employee to review their expectations and the Employee's performance. The Employee will be advised in writing of any deficiencies in their performance and abilities.**
- (d) Upon completion of the probationary period, an Employee's seniority will date from the original date of employment.**
- (e) Any absences up to a total of seventy-five (75) hours will be added to the probationary period.**

7.02 Trial Period

Any existing Employee awarded a posted position will be in a trial period for 975 accumulated hours. If the Employee proves unsatisfactory during the trial period, or is not satisfied with the position, they will revert to their former position and wage or salary rate without loss of seniority. Any other Employee affected by this reversion will also revert to their former position and wage or salary rate without loss of seniority.

At the trial mid-point, the Employer will meet with the Employee to review their expectations and the Employee's performance. The Employee will be advised in writing of any deficiencies in their performance and abilities. The Employee will be notified when their trial period is complete.

ARTICLE 8 GRIEVANCE PROCEDURE

8.01 Definition of a Grievance

"Grievance" will mean any difference concerning the interpretation, application, operation, or alleged violation of this Agreement, or any applicable legislation.

8.02 General or Policy Grievance

If a difference arises between the Employer and the Union involving a question of general application or interpretation of this Agreement, a grievance must be submitted in writing to the other Party with the following information:

- a) The question of general application or interpretation of this Agreement (including section numbers); and
- b) The remedy or correction required.

The party in receipt of the grievance must inform the other party of its decision within ten (10) working days of having received it. In the event the grievance is not resolved in this time period, either party may submit a notice to advance a grievance to arbitration within 10 (ten) working days, as outlined in section 8.09.

Unless the Parties agree otherwise, the arbitrator's decision will apply from the date the grievance was first submitted.

8.03 Presence of Steward or Local Representative

Grievances between the Employer and an Employee or the Union will be in the presence of the Steward or Local Representative.

8.04 Meetings without Loss of Pay

Not more than two (2) members of the Union may attend meetings without loss of pay. The National Representative will have the right to attend grievance meetings.

8.05 Stewards or Local Representatives Leaving the Work Site

A Steward, or a Local Representative will not leave their place of work to discuss a grievance with the Employer or an Employee during working hours without first getting approval from their Manager.

8.06 Recalls, Health and Safety, Dismissals, Layoffs

In the case of recalls, health and safety, dismissals and layoffs, the grievance will be initiated at Step 2 of the Grievance Procedure (CEO's level).

8.07 Informal Discussion Prior to Filing of Formal Grievance

The Employee(s) concerned, with or without the Union, is strongly encouraged to seek to settle an issue through discussion with the appropriate Manager prior to filing a formal grievance as per section 8.09. If an Employees elects to enter into discussions with the appropriate Manager, they will contact such Manager within twenty (20) working days of the Employee becoming aware of the incident giving rise to the concern.

If the issue cannot be resolved through discussion, the matter may become a grievance and must be filed within ten (10) working days of receiving a written reply from the informal resolution discussion.

8.08 Replies in Writing

Replies to grievances, stating reasons, must be in writing at all stages.

8.09 Settling of Grievances

The Union will have carriage of grievances under this section which will be processed in the following manner. Unless the Parties agree otherwise, a grievance meeting with the Union and the Employer will be held at each Step listed below. The Parties agree that grievance meetings will be scheduled as soon as practicable.

- a) Step 1: The Grievance will be filed within ten (10) working days of the Employee becoming aware of the incident or receipt of the Manager's written reply to the information resolution discussion. The grievance will be filed with the Employee's Manager, who will submit a decision, in writing, to the Employee within ten (10) working days of the grievance meeting with a copy to the Steward, or local Representative, the Union, and the CEO.
- b) Step 2: If the grievance is not resolved in Step 1, then the grievance may be filed within ten (10) working days of receipt of the decision in Step 1 with the CEO. The CEO will render a decision to the Employee, in writing, within ten (10) working days of the grievance meeting with a copy to the Union, the Steward, or Local Representative.
- c) Step 3: If the grievance is not settled in Step 2, the Parties may, by mutual agreement, advance the grievance to mediation within twenty (20) working days of the CEO's decision. If the Parties agree to advance the grievance to mediation, the following will apply:
 - i) The mediator will be mutually agreed upon by the union and the Employer.
 - ii) During the proceedings, the Parties will fully disclose all materials and information relevant to the issue(s) in dispute.
 - iii) The purpose of the mediator's involvement in the grievance process is to assist the Parties in reaching a resolution of the dispute, and anything said, proposed, generated or prepared for the purpose of trying to achieve a settlement is to be considered privileged, and will not be used for any other purpose.
 - iv) The grievance may be resolved by mutual agreement between the Parties.
 - v) The Parties may request that the mediator issue a report including non-binding recommendations.
 - vi) Either Party may request that the mediator declare that the Parties are at an impasse.
 - vii) The expenses of the mediator will be borne equally by both Parties.
- d) Step 4: If the grievance is not settled through mediation or the Parties do not agree to proceed to mediation, either party may submit a notice to advance the grievance to arbitration within twenty (20) working days of the CEO's decision or the mediator's declaration that the Parties have reached an impasse.

- e) Any time limits contained within this Article may be extended by mutual agreement of the Parties, in writing, in which case the new date agreed upon by the Parties will prevail.

8.10 Referral to Arbitration

If the Parties do not settle a grievance as outlined above, either Party may, by written notice to the other, refer the grievance to an impartial single arbitrator.

8.11 Referral to a Single Arbitrator

The Parties will:

- (a) Mutually agree on a person to act as a single arbitrator.
- (b) If the Parties are unable to agree on a person to act as the single arbitrator, either Party may request that the Director of Mediation Services appoint a single arbitrator.
- (c) Each Party will equally bear the expense of the single arbitrator.

8.12 Jurisdiction of the Arbitrator

The Arbitrator will not have the jurisdiction or authority to alter or modify any provisions of this agreement, or to give any decision inconsistent with the terms of this agreement. The Parties agree that the decision of the arbitrator is final and binding upon the Parties.

8.13 Amending of Time Limits

The time limits fixed in both the Grievance and Arbitration Procedure may be extended by consent of the Parties, verbally, and confirmed in writing.

ARTICLE 9 COMMITTEES

9.01 Labour Management Committee

- (a) The purpose of the Labour Management Committee established by the Parties is to enhance communication between Library Management and Employees so as to work toward the goal of providing the best possible service to Library users. It is not the role of the committee to replace or interfere with normal labour relations activities such as grievance processing and contract negotiations.

- (b) The committee consists of two (2) Union members and two (2) Management members. A representative from CUPE Local 70 or CUPE National and a representative from the City of Lethbridge People and Culture Department may attend meetings as resources to the Committee; however, these representatives will have no vote.
- (c) The responsibility of Chair and Secretary will rotate between the Parties for each meeting.
- (d) Union members will suffer no loss of regular pay for attending meetings.

9.02 Joint Occupational Health & Safety Committee

- (a) The purpose of the Joint Occupational Health & Safety Committee established by the Parties is to assist the Employer in meeting its obligation to provide a safe and healthy workplace as prescribed in the *Alberta Occupational Health & Safety Act*.
- (b) The Committee consists of two (2) Union members and two (2) Employer members.
- (c) Union members will suffer no loss of pay for attending meetings.
- (d) The Employer and the Union will appoint their respective members.
- (e) The responsibility of the Chair and Secretary will rotate between the Parties for each meeting.
- (f) The CUPE National Representative and a representative from the City of Lethbridge People and Culture Department may attend meetings as resources to the Committee; however, these representatives will have no vote.
- (g) The committee may invite subject matter experts to attend meetings; however, the subject matter experts will have no vote.

ARTICLE 10 COLLECTIVE AGREEMENT

10.01 The Union will be responsible for typing up the new Collective Agreement for review.

10.02 Within sixty (60) days of the signing of this Collective Agreement, the Employer will provide the Employees with a copy of the Agreement.

ARTICLE 11 WAGES

Refer to Appendix "A"

11.01 Salary Level Progression

There will be five (5) levels within each pay grade with the exception of Band 1.

Progression from Level 1 to Level 2 will be upon the successful completion of nine hundred and seventy-five (975) paid hours of service.

Progression from Level 2 to Level 3 will be automatic upon the successful completion of a further nine hundred and seventy-five (975) paid hours of service.

Progression from Level 3 to Level 4 will be automatic upon the successful completion of a further nine hundred and seventy-five (975) paid hours of service.

Progression from Level 4 to Level 5 will be automatic upon the successful completion of a further one thousand nine hundred and fifty (1950) paid hours of service.

For clarity, Employees starting at level 2, 3, or 4 will not be required to complete any prerequisite hours from lower levels.

11.02 Any Employee required to work in a position senior to their classification will be compensated at the lowest rate of pay for the senior position, or the next increment above the Employee's regular rate of pay, whichever is greater. Such compensation will be paid for work performed in excess of one (1) shift. This arrangement will be in effect provided the Employer is satisfied that the Employee is performing a major portion of the scope of the senior position. On the return of the incumbent Employee, the relieving Employee will revert to their former rate of pay.

11.03 Employees who are delegated by the Employer to temporarily perform positions out of the bargaining unit will receive the lesser of twelve percent (12%) above the Employee's own primary classification rate or the regular rate of the non-union Manager whose duties they are temporarily performing.

The Employee will have the right to refuse such work assignment.

ARTICLE 12 PAY DAYS

12.01 Wages earned will be paid every second Thursday. If such day is a legal holiday payment will be made on the last working day prior to the holiday. Employees will have their pay automatically deposited into a bank account of their choice.

ARTICLE 13 RECLASSIFICATIONS

13.01 Maintenance of Position Classification Program

The establishment and maintenance of a position classification program for Employees within the CUPE jurisdiction will be the responsibility of the Employer.

13.02 Union Provided with Job Descriptions

The Employer will provide the Union with job descriptions for all classifications in the bargaining unit whenever a change is made or upon request.

13.03 New Positions

When a new position is to be created the Employer must complete a Job Information Questionnaire (JIQ) for the position and submit it to the Job Evaluation Committee for evaluation.

13.04 Out-of-Schedule Positions

In the event that the evaluated hourly rate of pay for a position is not competitive in the marketplace, the Employer may set an "out of schedule" hourly pay rate above the evaluated rate. All Employees in classifications that are adjusted because of the market will be moved to the "out of schedule" classification hourly pay rate. Employees receiving "out of schedule" pay rates will be given six (6) months' notice in writing of any reduction or cancellation of the "out of schedule" rates.

13.05 Classification Committees

(a) Joint Job Evaluation Committee

- (i) The Joint Job Evaluation Committee is comprised of four members, two appointed by the Employer and two appointed by the Union.**
- (ii) The role of the Joint Job Evaluation Committee is to review requests for reclassification in accordance with the Job Evaluation Plan.**

(b) Reconsideration Committee

- (i) The reconsideration Committee is comprised of two members of the Joint Job Evaluation Committee (one Employer appointee and one Union appointee) along with an Employer appointee and a Union appointee who are trained in job evaluation, but who are not members of the Joint Job Evaluation Committee.**
- (ii) The role of the Reconsideration Committee is to review requests for reconsideration in accordance with the Job Evaluation Plan.**

13.06 Classification Review Procedure

- (a) An Employee or the Manager of an Employee who considers that the duties or responsibilities of the Employee's base position have been significantly changed since the last evaluation may request a review of the Employee's position. The CEO may also request a review of a work group based on a change of duties as a result of reorganization.**
- (b) When an Employee or Manager initiates a review, a new JIQ form must be completed in accordance with the instructions described on the form. Both the Employee and the Employee's Manager must sign the completed JIQ. The JIQ will then be submitted to the CEO who will forward it on to members of the Evaluation Committee and coordinate the review.**
- (c) The Evaluation Committee must review the submission and reach a decision through consensus. The CEO will communicate the Evaluation Committee's decision to the Employee and the Manager as soon as possible, providing reasons for the decision.**

13.07 Reconsideration Procedure

- (a) An Employee or Manager of the Employee who disagrees with the decision of the Evaluation Committee may request a reconsideration of the decision provided that the request is submitted within ten (10) working days of receipt of the decision. The Employee or Manager must complete a reconsideration form in accordance with the instructions of the form. The Employee or Manager, as applicable, must review the reconsideration request and provide written commentary either supporting or not supporting the request. The form will then be submitted to the CEO who will forward it on to members of the Reconsideration Committee and coordinate the review.**
- (b) The Reconsideration Committee must review the request and reach a decision through consensus. The CEO will communicate the Reconsideration Committee's decision to the Employee and the Manager as soon as possible, providing reasons for the decision.**

13.08 Impact of Committee Decisions on Pay

- (a) A request for evaluation and/or reconsideration may result in an increase or decrease in the evaluated rate of pay or the evaluated rate of pay remaining the same.
- (b) An increase in the evaluated rate of pay will be retroactive to the first day of the pay period following the date the Employee or Manager submitted the reclassification request.
- (c) No Employee will experience a reduction in base pay as a result of a request for reclassification.
- (d) Employees whose base rate of pay exceeds the evaluated rate for the job will have their rates frozen while they remain in the over-range position, until the evaluated rate for the job equals or exceeds the frozen rate of pay.

13.09 Time Limits

The time limits in these procedures may be extended upon agreement by both Parties to this agreement.

ARTICLE 14 EMPLOYEE BENEFITS

14.01 Permanent Full-time Employee Flexible Benefit Plan

- (a) The benefits provided to Employees under the Flexible Benefit Plan (as administered by the City of Lethbridge) will be in accordance with the terms and conditions of the benefit plan contracts. Should the Employer's contract with Alberta Blue Cross Extended Health Care and/or Alberta Blue Cross Dental be terminated, the Employer and Union will meet to negotiate the applicable benefit(s).
- (b) The monthly premium costs for core benefits will be paid as follows:
 - (i) Premiums for Core Extended Health Care and Core Dental Care will be 100% paid by the Employer.
 - (ii) Premiums for Basic Life Insurance and Alberta Health Care will be 100% paid by Employees.

- (c) The Employer will contribute flexible credits to Permanent Full-time Employees calculated at 100% of the Employer cost reduction resulting from the reallocation of benefit premium costs. The Employer's cost reduction due to reallocation of benefit premium costs will be calculated on an annual basis, and any reduction will be averaged amongst the flexible benefit accounts of all Permanent Full-time Employees.
- (d) Permanent Full-time Employees may opt-up, opt-down or opt-out of the Core Extended Health Care Plan and the Core Dental Care Plan in accordance with the terms of the flexible benefit plan. Premium costs for opt-up coverage will be 100% paid by Employees participating in the opt-up plans. Flexible credits for opt-out or opt-down coverage will be calculated at 75% of the Employer cost reduction.
- (e) Costs for the administration of the flexible benefit plan will be paid 100% by the Employees. Employee contributions will be deducted from flexible credits on an annual basis.
- (f) The benefit plan year is January 1st to December 31st.

14.02 Continuation of Benefits While Ill or Disabled

A permanent Employee who is absent from work because of illness or disability will continue to enjoy Core Extended Health Care and Core Group Dental Coverage, at the same level of coverage as received normally, for as long as the member qualifies for disability benefits through the Disability Partnership.

14.03 Local Authorities Pension Plan (LAPP)

- (a) The Employer agrees to provide pension coverage under the LAPP for all Employees whose membership is compulsory under the Plan or who are eligible by the terms of this agreement or Employer policy.
- (b) Effective January 9, 2013, all permanent Part-time Employees must participate in the LAPP and make contributions as required by the *LAPP Act*.

14.04 Permanent Part-Time Employee Benefits

All eligible Employees may be covered under the Alberta Health Care Insurance Plan and the Extended Health Care Plan in accordance with the terms of the contract. The Employer will contribute 50% of the total premium cost for Employees so enrolled. Permanent part-time Employees will be eligible to receive flex credits in the amount of \$1083.26.

14.05 Non-Permanent Employee Benefits

Non-permanent Employees who have averaged twenty-five (25) hours per week in the previous calendar year will receive Alberta Health Care coverage. The Employer will contribute 50% of the total premium cost for Employees so enrolled.

ARTICLE 15 SICK LEAVE, DISABILITY AND ACCOMMODATION

15.01 Permanent Employees are entitled to the benefits provided through the Disability Partnership Plan (as administered by the City of Lethbridge).

15.02 Occupational Disability

The Employer agrees to pay wages to permanent Employees covered under this Agreement, who have been continuously employed for a period of three (3) months and meet the disability plan eligibility criteria, for absences caused by occupational accident(s) coming within the terms of the *Workers' Compensation Act of Alberta*, under the following conditions:

- (a) One hundred percent (100%) of the Employee's wages for any one (1) absence up to but not exceeding twenty-six (26) weeks;
- (b) Compensation is payable by the *Workers' Compensation Act of Alberta* for the period of the absence;
- (c) The Employee has produced a medical certificate signed by a fully qualified medical practitioner or a fully qualified chiropractor stating that the Employee was unable to work;
- (d) Compensation monies received are paid over to the Employer;
- (e) The Employee notified the Manager or the Person-on-Duty of their inability to work.

15.03 Where the Employer has reason to doubt the justification of the cause of the absences, the Employee, after a written notification, will be required to submit a medical certificate for all absences in excess of one (1) working day. This requirement will extend for a period of six (6) calendar months following the written notification.

15.04 The Employer and the Union (through the Steward, or Local Representative) agree to cooperate in education and counselling in an effort to control sick leave and the costs thereto.

15.05 It is the Employee's responsibility to notify the Manager or designate at least one (1) hour before (if possible) but in any case not later than the Employee's regular time of starting work, or any special time the Employee may have been called out if the Employee is unable to work.

15.06 A doctor's certificate may be required when the working day prior to or following any requested leave or General Holiday is taken as a sick day.

15.07 Accommodation

The Employer and the Union will share joint responsibility in the facilitation of Accommodation.

15.08 Independent Medical Examination

If the Employer requires further information on an Employee's request for accommodation or the medical documentation provided by an Employee is incomplete, the Employer reserves the right to require that an Employee undergo an independent medical examination at the expense of the Employer, which will include wages, travel, and accommodation expenses.

ARTICLE 16 STUDENT WORK EXPERIENCE

16.01 The Employer and the Union believe that providing students work experience at the Library is of value both to the Community and to the Library. The use of students will not reduce any Employee's hours and should not unduly disrupt the work of the Employees. Accordingly, where the Employer agrees to accommodate student work experience requests such instances will be limited to a maximum of one hundred and twelve (112) hours per student.

ARTICLE 17 GENERAL HOLIDAYS

17.01 The following will be considered General Holidays:

New Year's Day
Family Day

Good Friday
Easter Monday
Victoria Day
Canada Day
August Civic Holiday

Labour Day
National Day for Truth
and Reconciliation
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

and all general holidays proclaimed by the City of Lethbridge, the Province of Alberta, or the Government of Canada.

No deduction in the wages of any Permanent Employee will be made on account of the above-mentioned holidays occurring during regular work periods unless that day is covered under the Disability clauses of this Agreement or the Employee has had an unapproved absence immediately prior to, or immediately following the holiday.

- 17.02 If a General Holiday falls on a permanent full-time or permanent part-time Employee's regular day(s) off, Monday through Sunday, they will be entitled to an extra day off with no deduction in wages or salary provided that a holiday falling on a day off has not been celebrated on a subsequent working day.

This time must either be taken in the year in which it was earned at the discretion of the Employee, with the prior approval of the immediate Manager or the Employee may alternatively elect to bank this time within the provisions of section 18.09.

Casual Employees are excluded from these provisions and will continue to receive the calculated pay for general holidays not worked as outlined in section 17.05.

- 17.03 If a General Holiday falls on an Employee's regular working period and they work, they will be paid at double time (2x) their regular rate of pay as covered by this Agreement, in addition to the normal rate of pay.
- 17.04 If any governmental body whose authority is binding in these matters proclaims a holiday it will be recognized as a legal holiday, except when replacing a holiday named in this section; in which case the proclaimed holiday only will be recognized.
- 17.05 In the case of permanent part-time and non-permanent Employees who are eligible for payment for General Holidays, if not worked, will be paid no less than the regular number of hours the Employee would have worked on that day, or their average daily wage as calculated pursuant to the *Employment Standards Code* (Alberta), whichever is greater.
- 17.06 For Employees who regularly work on a compressed or alternate schedule, the pay or day in lieu will be for no less than the regular number of hours the Employee would have worked on that day.

ARTICLE 18 ANNUAL VACATION

18.01 (a) All Permanent Full-time Employees, hired effective January 1, 2009 or thereafter, while remaining in the continuous regular employment of the Employer will be entitled to annual vacation leave with pay at the regular hourly rate. An Employee entering the service after the fifteenth (15th) of any month will be considered for vacation entitlement purposes to have entered the following month.

In the first (1st) calendar year of an Employee’s service the Employee will receive up to fifteen (15) days of vacation as determined by the month they started their employment.

<u>MONTH ENTERING SERVICE</u>	<u>VACATION ENTITLEMENT</u>
January	15 days
February	15 days
March	15 days
April	13 days
May	10 days
June	9 days
July	8 days
August	6 days
September	5 days
October	4 days
November	2 days
December	1 day

In the second (2nd) calendar year, the Employee will receive three (3) weeks of vacation.

In the third (3rd) calendar year and each subsequent year, the Employee will receive four (4) weeks of vacation.

*For Employees hired after April 15, 2019 - In the eighth (8th) calendar year and each subsequent year, the Employee will receive four (4) weeks of vacation.

In the seventeenth (17th) calendar year and each subsequent calendar year, the Employee will receive five (5) weeks of vacation.

In the twenty-fifth (25th) calendar year and each subsequent year, the Employee will receive six (6) weeks of vacation.

Upon termination of employment, an Employee will be paid out a pro-rated amount of vacation based on the number of calendar months worked prior to termination less any vacation time already taken in that year.

Employees who have taken vacation leave in excess of the amount that would be paid out upon termination will have any excess reversed and the applicable amount will be deducted from any monies owing to the Employee by the corporation.

(b) Length of Vacation

All permanent Employees hired prior to January 1, 2009, and who have remained in continuous regular employment with the City, are subject to an accrual based vacation system, whereby they earn vacation in one year to be taken in the following year.

Upon termination of employment, an Employee on this system is entitled to be paid out their outstanding accrued vacation time for the prior year plus a pro-rated amount of vacation earned in the current year up to and including the termination date.

(c) Permanent part-time Employees will be entitled to vacation, pro-rated on the Employee's normal hours from the previous year of service, based on the Employee's calendar year of service in paragraph (a).

Vacation time earned on additional hours worked for permanent part-time Employees beyond normal scheduled hours of work will be paid out in February of the following year at the rate at which it was earned.

(d) Non-permanent Employees will receive vacation pay, based on the Employee's paid hours, on each pay cheque. Non-permanent Employees will earn vacation pay in accordance with the provisions of the Employment Standards Code.

18.02 Pay will continue at regular rates during vacation periods.

18.03 If a General Holiday falls within an Employee's scheduled vacation, the Employee will be paid for the general holiday as per Section 17.

18.04 Annual vacation may be taken at any time during the calendar year, subject to approval, and will be based on a rotation system within each service area. This provision applies to all Employees.

18.05 Approved Leave during Vacation

Where an Employee qualifies for sick leave, bereavement leave, or any other approved leave during their period of vacation, there will be no deduction from vacation credits for such absence. The period of vacation so displaced will either be added to the vacation period or reinstated for use at a later date, at the Employee's option. An Employee who becomes ill during annual vacation will receive credit for such days towards further vacation, provided that a medical certificate is provided for all days claimed.

18.06 Accumulations during absences due to illness or non-occupational accident

If an Employee is absent due to illness or non-occupational accident for a period in excess of six (6) months, they will not continue to accumulate annual vacation credits until and unless they return to work.

18.07 An Employee who has a previously approved vacation period cancelled by the CEO will be reimbursed for any cancellation fees associated with travel plans or related expenses. The Employee must substantiate these fees or expenses with receipts to receive reimbursement.

18.08 An Employee will be entitled to designate vacation time to their paid leave bank as per section 18.09.

18.09 Permanent Employees may elect to bank vacation, overtime and/or General Holiday time (as per section 17.02) to a maximum of seventy-five (75) hours at any given time. This bank balance will be carried over from year to year, provided it does not exceed seventy-five (75) hours. This time may be taken at the discretion of the Employee with prior approval of their Manager.

Overtime worked in emergency situations where cost recovery is possible may not be banked.

ARTICLE 19 LEAVE OF ABSENCE

19.01 Request for Leave of Absence

Leave of absence will be granted only as long as the operation of the Library will permit and the period of absence will not exceed three (3) months, except in special cases when the length of time of the leave of absence may be extended by the Employer.

19.02 The Employee must give sufficient and reasonable notice of their request for a leave of absence, in writing, to the CEO or designate.

19.03 Such leave must be authorized by the CEO or designate.

19.04 Return from Leave of Absence

On return from such leave an Employee will be given a comparable position at the former rate of pay, but not necessarily the identical position occupied by the Employee prior to the leave of absence.

19.05 Extension of Leave of Absence

Sufficient and reasonable notice must be given for an extension of a leave of absence, which must be authorized by the CEO or designate. If such authorization is not received and the Employee has not returned to work at the expiration of their leave of absence, the Employee will be considered to have terminated their service with the Library.

19.06 An Employee who has been granted a leave of absence of any kind for any period is responsible for benefit premiums and pension contributions during the period of leave. The Employee may choose to continue or drop benefits or pension contributions during the period of leave, unless prohibited by benefit contracts or law.

ARTICLE 20 PAID LEAVE OF ABSENCE

No person will be absent from their duties without deductions from salary except:

20.01 Compassionate Leave

In the case of death in the immediate family (including in-laws and steps):

Spouse (including Common-Law Spouse)		
Parent	Sibling	Child
Grandparent	Grandchild	Legal Guardian

Up to five (5) days will be allowed to attend the funeral. The Employee requesting the leave will substantiate the request for Compassionate Leave to the satisfaction of the CEO, before they are entitled to Compassionate Leave.

Unpaid leave of up to three (3) days can be requested for any other family member not indicated above and be approved at the discretion of the CEO or designate upon the member providing a request for unpaid Compassionate leave to be allowed to attend the funeral. The Employee requesting the leave will substantiate the request to the satisfaction of the CEO, before they are entitled to this unpaid Compassionate Leave. Requests for additional time off to travel may be submitted to the CEO for consideration.

- (a) Employees will be allowed one-half (½) day off with pay when attending a funeral as a pallbearer. If the Employee is required to travel in excess of 250 kilometres round trip to attend a funeral as a pallbearer, the Employee will be allowed an additional one-half (½) day off with pay.
- (b) If an Employee receives notification of their loss during a shift already started, the Employee will be excused from work with pay for the balance of that shift and Compassionate Leave will commence on the following day.

20.02 With the written consent of the CEO or designate for such reasons as carrying out professional duties, attendance at professional conferences, or for any other reason which they deem sufficient.

20.03 Pay for Court Attendance

- (a) Where an Employee is required to attend court proceedings, coroner's inquest or other tribunal, to give evidence on any matter or occurrence, or thing of which they have knowledge by reason of employment with the Employer they will be entitled to receive their regular pay, or such attendance fees as are awarded, whichever is greater. Should they elect to receive their regular pay, any attendance fees must be paid to the Employer with the exception of awarded expenses for travel, meals and lodging. However, no Employee will be entitled to receive pay if they are required to attend legal proceedings that arise out of intentional or reckless conduct by the Employee regardless that such actions may have occurred during the course of the Employee's employment.
- (b) For the purposes of this Article, regular pay for Non-Permanent Employees will be calculated at ten percent (10%) of their hours worked in the last pay period for each day of attendance at court at their regular rate of pay.

20.04 Jury Duty

- (a) Where an Employee is required to attend jury duty, they will be entitled to receive regular pay, or such attendance fees as are awarded, whichever is greater. Should an Employee elect to receive regular pay, any attendance fees must be paid to the Employer with the exception of awarded expenses for travel, meals and lodging.
- (b) For the purposes of this Article, regular pay for Non-Permanent Employees will be calculated at ten percent (10%) of their hours worked in the last pay period for each day of jury duty at their regular rate of pay.

20.05 Permanent Full-time Employees in their third (3rd) and each subsequent calendar year of service may take up to two (2) days of paid personal leave per calendar year without loss of pay, benefits, or seniority. The Employee will give as much prior notification to their Manager as possible. Paid personal leave is not cumulative and cannot be paid out upon termination. Leave is to be taken as full scheduled shifts and cannot be broken into single hours.

20.06 (a) When a full-time or part-time Employee has to attend a medical or dental appointment the Employee will not suffer loss of wages or benefits for time away from the workplace to a maximum of two (2) hours. The Employee will notify the Employer as soon as possible of the pending appointment. Every effort will be made by the Employee to schedule appointments outside of working hours.

(b) It is expected that every effort will be made by non-permanent Employees to make medical appointments outside of scheduled hours. When a non-permanent Employee is required to attend a medical or dental appointment on short notice that conflicts with a scheduled shift, the leave will be subject to Manager approval. When the leave is approved the Employee will not suffer loss of wages for time away from the workplace to a maximum of two (2) hours. This clause will only pertain when the shift is four (4) hours or greater.

20.07 Citizenship Ceremony Leave

If an Employee is becoming a citizen, they can take up to a half (1/2) day paid citizenship ceremony leave. An Employee must give the Employer notice as soon as is reasonable and practicable in the circumstances.

ARTICLE 21 UNPAID LEAVE

21.01 The Union and the Employer agree that there are many different types of Job Protected Leaves available for members that are listed in the *Alberta Employment Standards Code*, in addition to the Leaves that are listed in the Collective Agreement.

21.02 Education Leave

The Employer will attempt, within means available to it, to provide educational leave to Employees. Employees are eligible to apply for education leave which is of benefit, or directly related to, the aims and objectives of the Employer, and/or enhances the Employee's ability to carry out their job duties. Final authorization for educational leave will be with the CEO subject to operational requirements and budget.

- (a) The length, terms and purpose of such leave will be agreed to, in writing, by the Employer and the Employee. Any commitment by the Employer to pay for any costs associated with the educational leave, as well as the Employee's agreed upon work commitment post-leave, will be confirmed in writing prior to the start of the leave.
- (b) Upon completion of an educational leave of absence the Employee will return to work in the Library for an agreed upon length of time, at a classification not less than the one held at the time of the beginning of the leave. Failing this return the Employee will repay such costs as agreed to in the terms of the educational leave.
- (c) Seniority will accrue during leaves of absence approved by the Employer for educational purposes.

21.03 Legal Proceedings Unrelated to the Employer

No Employee will be entitled to receive pay where they are summoned to give evidence in any civil litigation or Administrative Proceedings to which the Employer is not a party, or where they are summoned to give evidence in a criminal court, or when they are the person charged in any court, unless the Employer has agreed to indemnify the Employee or pay for the Employee's legal costs.

21.04 Union Leave

- (a) When it is necessary for an Employee to make application for a leave of absence for Union business, it is requested (if possible) that such request be made in writing to the Employee's Manager at least two (2) weeks prior to such leave of absence being required. The leave will not be unreasonably denied, however, if the leave cannot be granted due to operational needs of the Library the Employee will be advised of the reason, in writing, by the CEO within three (3) working days of receipt of the request. The Union will reimburse the Employer for salary, wages and benefits paid to Employees during such leave.
- (b) Local 70 Executive Leave

Any Local 70 Executive Member, to a maximum of two (2) officers, will be allowed a leave of absence one (1) day a week. Any additional days will require approval from the Manager, which approval will not be unreasonably denied. Whenever possible, the Union Executive Members will give the Employer two (2) weeks notice to allow the Employer to meet its operational needs. The Union agrees to reimburse the Employer for wages and benefits for the duration of the Employee's leave.

(c) Leave for Part or Full-Time Union Positions

An Employee who is elected or selected for a full-time position with the Union or any organization with which the Union is affiliated will be granted a leave of absence without the loss of seniority for their term of office to a maximum of two (2) years. Such leave will be renewed, on request by the Union, for any further terms of office. Any Employee appointed to backfill the Employee on leave will be deemed to have their term extended for the length of the subsequent term of office. The Union agrees to reimburse the Employer for wages and benefits for the duration of the Employee's leave.

Upon the end of their term of office, the Employee will be returned to their previous position without loss of seniority. In the case of the Employee's position no longer being available, they will be provided with a layoff notice as per this agreement.

21.05 Funeral Leave

In the event of the death of a member of the Library Local of CUPE Local 70 or a member of the CUPE Local 70 Executive Committee, an Employee may be granted three (3) hours leave without pay to attend the deceased member's funeral.

21.06 Compassionate Care Leave

Employees will be granted an unpaid leave up to a maximum of twenty-seven (27) weeks in a calendar year to care for a seriously ill family member. The Employee may be required to provide a medical certificate to the Employer. If the Employee chooses to make pension or benefit contributions for the period of the leave, the Employer will pay the Employer's portion of the contributions for the same period. On a return from leave, Employees will be placed in their former position. Seniority will continue to accrue during the period of the leave.

21.07 Discretionary Leave

In any one (1) contract year, not more than two (2) days for some emergency, misfortune or circumstance demanding the Employee's attention. A circumstance means a situation of critical nature, which requires the Employee's physical presence during normal working hours. Discretionary leave must be taken for a minimum of four (4) hours.

ARTICLE 22 PARENTAL LEAVE

Both the Union and the Employer recognize the provisions and authority of the Maternity and Parental Leave section of the *Employment Standards Code* of Alberta.

22.01 Availability and Length of Maternity and Parental Leave

Maternity and Parental Leave will be made available to all birth parents, non-birth parents and adoptive parents. The total leave to be taken, at the Employee's discretion, will not exceed the *Employment Standards Code*. The Employer will not be required to make Parental Leave available to more than one Employee at a time in relation to the same pregnancy or adoption.

22.02 Shortening of Leave

An Employee, with the agreement of the Employer, may return to work prior to the expiry of the requested Parental Leave. However, if a birth parent wishes to return to work before the expiry of six (6) weeks from the date of the birth, the Employer reserves the right to require a medical certificate indicating the resumption of work will not endanger their health.

22.03 Notice to Employer

When possible, the Employee will give the Employer six (6) weeks notice, in writing, of the date upon which the Employee intends to commence Parental Leave, together with a medical certificate stating that the Employee or the birth parent is pregnant and giving the estimated or actual date of delivery.

In the case of adoption leave, the notice is to be accompanied by documentation stating the estimated or actual date of receipt of the adopted child.

22.04 No Prior Notice

An Employee who is unable to comply with section 22.03 will be entitled to Parental Leave if, within two (2) weeks after the Employee ceases work, a medical certificate is provided, indicating the Employee or Employee's partner is not able to work by reason of the Employee's or the Employee's partner's pregnancy and giving the estimated or actual date of delivery. In the case of adoption, proper documentation will be required.

22.05 Resuming Employment

An Employee who wishes to resume employment will give the applicable Manager four (4) weeks' notice, in writing, of the day on which the Employee intends to resume employment.

The Employer will:

- (a) Reinstatement the Employee in the position occupied at the time the Parental Leave commenced; or
- (b) provide the Employee with alternative work of a comparable nature at not less than the same wages and other benefits that had accrued to the Employee, to the date that the Employee commenced Parental Leave.

The Employer is not required to allow an Employee to whom Parental Leave has been granted to resume employment until after the expiration of four (4) weeks from the day on which the Employee notifies the Employer of the intention to resume employment.

22.06 Interference with Performance of Duties

Where the pregnancy of an Employee interferes with the performance of the Employee's duties the Employer may, by notice in writing to the Employee, require the Employee to commence Maternity Leave under section 22.03. The Employer cannot require the Employee to commence leave earlier than the twelve (12) weeks immediately preceding the estimated date of delivery.

During cases of pregnancy, an Employee may be unable to perform all duties of their own position but may well be able to perform alternate work. It is, therefore, desirable to both the Employer and the Union that alternate work be provided. If alternate work, at an equivalent rate of pay, is available within the bargaining unit, it will be provided. If, however, this is not possible, alternate work at a lesser rate of pay will be offered. The Employee will have the right to refuse work and elect instead to commence Maternity Leave.

22.07 No Termination or Layoff

The Employer will not terminate the employment of or layoff an Employee who by reason only that the Employee is pregnant or that Parental Leave has been taken.

22.08 Benefits and Entitlement

Maternity and Parental Leave will be without pay, sickness benefits or vacation entitlement. The Employee on such leave will not lose seniority.

ARTICLE 23 PROMOTIONS AND RE-ENGAGEMENTS

23.01 When filling vacancies or new positions, such appointments will be made from the present staff, provided the applicant has the necessary qualifications and ability. Where qualifications and ability are equal, seniority will govern.

23.02 Filling of a Vacancy

- (a) The Employer has the right to determine when a position will be filled. If the Employer decides that a certain vacant position will not be filled, or the position will be re-evaluated and/or modified, the Union will be so advised, in writing, within thirty (30) calendar days of the position becoming vacant. If this does not occur, the position will be posted in accordance with section 23.03.
- (b) Subject to section 23.01, when a vacancy or new position is to be filled, within fifteen (15) working days of either the position becoming vacant, or created, re-evaluated and/or modified, the following will apply:
 - (i) the position will be posted in all service areas for a minimum of ten (10) calendar days prior to the closing date, with a copy being sent to the Union.
 - (ii) the position will be filled not later than thirty (30) calendar days of closing date;
 - (iv) entry level position of Page exempt from mandatory posting.
- (c) If the same position becomes vacant within two (2) months of being filled, the Employer may fill the position from the existing pool of applicants without reposting.

23.03 Job Posting Content

All job postings will contain a summary of the position in question.

- (a) Job posting will contain at a minimum, the following information:
 - (i) Education requirements
 - (ii) Experience required
 - (iii) Qualifications required
 - (iv) The number of vacancies to be filled if more than one (1) vacancy
 - (v) Permanent or temporary status
 - (vi) Wages, hours of work, etc.
 - (vii) Job Title

- (b) Where a job is posted which has a temporary wage grade assigned, the posting will reflect that the wage is under review.
- (c) In the event a posting is cancelled or changed after posting, the Employer will notify the Union within fourteen (14) calendar days. If the position is reposted within two (2) months, all applicants to the original posting will be deemed to have re-applied.

23.04 When a position is filled, the Employer will forward a notice to the Union, indicating the Employee's name and rate of pay. Notification of the appointment will be distributed to staff by email.

23.05 Testing / Interviews

- (a) If testing will be utilized as part of the recruitment process:
 - (i) Candidates will be given reasonable notice of the testing date.
 - (ii) Candidates will be apprised of the general nature of the subject matter upon which they will be tested.
 - (iii) Reasonable steps will be taken to ensure that all applicants will be tested under similar circumstances.
- (b) In the event that interviews are held:
 - (i) Reasonable steps will be taken to ensure that all candidates are interviewed under similar circumstances; and
 - (ii) General information about the interview process will be provided to all candidates in advance of the interview.

23.06 Selection Feedback Requests

Upon completion of the selection process, interviewed applicants will be advised of the outcome and can request feedback from the hiring Manager and/or a Business Partner - People and Culture.

23.07 Filling Term Positions Outside the Bargaining Unit

If an Employee competes for a Non-CUPE Local 70 (Library Employees) term position within the Library or City of Lethbridge and is successful, seniority accumulated up to the date of leaving the bargaining unit will be retained for the duration of the term position, but the Employee will not accumulate any further seniority. The Employee will not be covered by the terms and conditions of this agreement; however, the Employee will have the right to return to their former

permanent position in the bargaining unit at the end of the term position. Union dues deductions will continue for the duration of the term position. Non-permanent Employees will have the right to ask for a Leave of Absence under section 19.01.

ARTICLE 24 SENIORITY

- 24.01 (a) Seniority will be recognized as accumulated hours worked to date, excluding overtime hours.
- (b) With the exception of the circumstances set out in (d), seniority will also include absences due to:
- (i) paid leaves (e.g. annual vacation, union business);
 - (ii) disability;
 - (iii) parental leave;
 - (iv) education leave;
 - (v) authorized union leave under section 21.04; and
 - (vi) all job protected leaves.
- (c) There will be one (1) seniority list, which will be posted in July of each year.
- (d) An Employee's seniority will be terminated and their rights under this Agreement forfeited for any of the following reasons:
- (i) the Employee resigns or retires;
 - (ii) the Employee is discharged and is not reinstated;
 - (iii) the Employee fails to return to work upon expiration of an authorized leave of absence (and who did not receive authorization for extension (see section 19.05);
 - (iv) the Employee is laid off for a continuous period of twenty-four (24) months; or
 - (v) where a notice of recall has been sent by registered mail and email to the most recent address provided by the Employee, the Employee fails to return to work within ten (10) working days from the date specified in the letter of recall. An exception will be made only in extenuating circumstances as determined by the Employer.
- (e) An Employee who is appointed to an excluded position will not be covered by the terms and conditions of this agreement but retain accumulated seniority for a period of six (6) months and will have the right to return to their former position in the bargaining unit within that period of time. Any affected Employee will also be returned to their former position without loss of seniority.

ARTICLE 25 LAYOFFS / RECALLS

25.01 Notice of Layoff

All permanent Employees will receive thirty (30) working days advance notice before being laid off or will receive pay in lieu of such notice. A lay-off will be deemed to include a reduction in the workforce or:

- (a) a reduction of the hours of a Permanent Full-time Employee; or
- (b) a reduction in the hours of a permanent part-time Employee, to below forty (40) hours bi-weekly.

25.02 Layoff/Reduction of Hours Procedures

In the event of layoffs or a reduction of hours in a classification, Employees will be laid off or have their hours reduced in reverse order of their bargaining unit wide seniority. Classifications are as named in Appendix "A".

A permanent Employee who has been given layoff notice, or a notice of a reduction in hours will within three (3) working days, choose one of the following options:

- (a) Displace a less senior permanent Employee in a classification with the same or lesser end rate of pay when the hours of work of the chosen position do not result in an increase of hours (prior to their reduction in hours, if applicable) and provided the Employee has the qualifications to perform the work.
- (b) Take a vacancy that is available, provided they have the qualifications to perform the work.
- (c) Displace a less senior non-permanent Employee in a classification with the same or lesser end rate of pay.
- (d) Choose to accept the layoff or reduction in hours.

25.03 Recalls

- (a) In the event of recalls, Employees will be recalled in order of their bargaining unit seniority, provided they are qualified to perform the work available. No non-permanent Employee will be recalled if a permanent Employee with the required qualifications is still on layoff.

- (b) Permanent Employees who have received layoff notice will maintain the right of recall to their former full-time equivalency and classification for a period of twenty-four (24) months. A permanent Employee who has been laid off and accepts or chooses to take a lower paid position, or less hours of work in order to continue employment, will maintain full recall rights to their former classification and full-time equivalency for twenty-four (24) months. When a former Employee is subsequently re-employed, they will maintain their previous seniority and benefit accruals.
- (c) There will be no new Employees hired while a permanent Employee with the requisite skill-set and qualifications is on layoff.
- (d) A layoff will be deemed permanent when the Employee has not been recalled within twenty-four (24) months, or has decided to give up their recall rights, and has not successfully displaced a less senior Employee pursuant to Article 25.02, as described above.

25.04 The Parties agree that if layoffs are to occur, they will meet to discuss the pending layoffs no less than fourteen (14) days prior to Employees being notified. Should any changes be deemed necessary to the layoff procedure, they will be done in writing by mutual agreement of both Parties and will form part of the collective agreement.

25.05 Reducing Full-Time Positions

The Employer will not reduce the number of full-time positions and replace them with two (2) or more part-time/casual/seasonal/relief positions unless it is to fulfill a bona fide operational need.

ARTICLE 26 TECHNOLOGICAL CHANGE

26.01 An Employee classified as a permanent Employee will be considered displaced by technological change when their services will no longer be required as a result of a change in plant or equipment, or artificial intelligence (AI), or a change in a process or method of operation diminishing the total number of Employees required to operate the department in which they are employed.

The Employer agrees that, wherever possible, no Employee will lose employment because of technological change and, therefore, agrees that a reasonable period will be provided in order that they may take advantage of all reasonably available retraining and other internal employment opportunities, commensurate with their abilities and qualifications.

The Employer recognizes that advance notice of any change is desirable and beneficial for all concerned and, therefore, agrees to provide as much advance notice as possible.

ARTICLE 27 SUPERVISION OF IMMEDIATE RELATIVES

27.01 No immediate family member (as defined in section 20.01) may direct or influence the work of another immediate family member.

ARTICLE 28 PERSONNEL FILE

28.01 Within five (5) working days of an Employee giving written notice to the CEO or designate, an Employee will be allowed to view their personnel file. At the Employee's written request, a copy of their file will be provided within five (5) working days.

ARTICLE 29 WORKING HOURS

29.01 (a) The hours of work for newly hired full-time permanent Employees or Employees who achieve full-time permanent status will be between 8:00 a.m. and 9:15 p.m., to a maximum eight (8) hours per day, seventy-five (75) hours per pay period, with no more than six (6) consecutive days of work.

(b) The hours of work for cleaners, maintenance and Information Technology staff will be between 6:00 a.m. and midnight, with a maximum of eight (8) hours per day, a maximum of seventy-five (75) hours bi-weekly, and no more than six (6) consecutive days in a row.

(c) The hours of work for bookmobile staff and staff delivering specified programs will be between 7:00 a.m. and 10:30 p.m. with a maximum of eight (8) hours per day, a maximum of seventy-five (75) hours bi-weekly, and no more than six (6) consecutive days in a row.

29.02 Permanent part-time Employees will be entitled to the number of hours as specified by their current appointed position and the number of hours will be a minimum of forty (40) hours per pay period. Employees may request a reduction in working hours to a minimum of forty (40) hours per pay period, subject to approval by their Manager.

29.03 Work on the Sunday before a General Holiday will be at straight time. Employees scheduled to work on the Sunday before a General Holiday will have the option to voluntarily take the day off. Management will attempt to reschedule hours at a mutually convenient time within the pay period.

If this is not possible, then the Employee will have the option to:

- (a) Take banked time (e.g., vacation, overtime, personal days)
- (b) Take leave without pay

29.04 All Employees, covered by this Agreement, will work an equal share of Saturdays, Sundays and evenings, within their service area, except where provision of Library Services requires otherwise and except where an Employee agrees to work a more frequent share of Saturdays, Sundays and evenings. It being understood and agreed that in the case of Pages, Facility Services, and Casuals, it has been and is the condition of employment that they work the bulk of their hours on evenings, Saturdays and Sundays.

29.05 A call-in will be for a minimum of three (3) continuous hours.

In the case of in-service or staff meetings requiring attendance, Employees will receive the greater of two (2) hours of regular pay or the minimum prescribed by the *Employment Standards Code*.

29.06 When an Employee is required to be on Stand-by and is not called into work, the Employee will receive one (1) hour of pay at the Employee's regular rate of pay for every three (3) hours of Stand-by.

29.07 When Employees are assigned to work in positions with higher end wage rates this work will be assigned as equitably as possible amongst the available and qualified Employees of that service area.

29.08 (a) When an Employee's duties are affected by unforeseen circumstances the Employer will make every attempt to find alternate work for the Employee to allow for completion of their shift. This may entail a change in department and/or a change in location. If alternative work is not found and an Employee is sent home by the Employer for reasons beyond the Employee's control the Employee will be paid their regular scheduled hours for the remainder of the day at the regular rate of pay.

(b) When circumstances occur that the Employer deems as situations that may affect an Employee's health and safety, and an Employee is sent home by the Employer, the Employee will be paid their regular scheduled hours for the remainder of the day at the regular rate of pay.

29.09 When the Employer cancels a shift with less than twelve (12) hours' notice the affected Employee will receive a minimum of three (3) hours pay at the Employee's regular rate of pay.

29.10 Rest and Lunch Breaks

- (a) Employees working a straight seven and a half (7½) hour shift are allowed two twenty (20) minute paid rest breaks, one in the first half of the shift and one in the second half of the shift. A one (1) hour unpaid lunch break must also be taken unless arrangements for a half (½) hour unpaid lunch break are made with the immediate Manager.
- (b) Employees working a split shift are allowed two (2) twenty (20) minute paid rest breaks, one in the morning and one in the evening.
- (c) Employees working less than a five (5) hour shift are allowed a twenty (20) minute paid rest break.

Employees working a five (5) hour shift are allowed a thirty (30) minute paid rest break.

- (d) Employees working over five (5) hours are allowed two (2) twenty (20) minute paid rest breaks, one in the first half of the shift and one in the second half of the shift. A one (1) hour unpaid lunch break must also be taken unless arrangements for a half (½) hour unpaid lunch break are made with the immediate Manager.
- (e) Employees who are working more than two (2) hours overtime up to and including five (5) hours overtime are allowed a twenty (20) minute paid rest break. Employees who are working over five (5) hours overtime are allowed two (2) twenty (20) minute paid rest breaks, one in the first half of the overtime and one in the second half of the overtime. For Employees working over five (5) hours overtime, a one (1) hour unpaid lunch break must also be taken in mid-shift unless arrangements for a half (½) hour lunch break are made with the immediate Manager. For the purposes of this paragraph, overtime hours are those worked after a straight seven and a half (7½) hour shift.
- (f) The coordination of rest and lunch breaks is the responsibility of the immediate Managers. Any adjustment must receive prior permission from the immediate Manager.

29.11 Employees may be able to work a flexible work hour arrangement, approved by the Employer, as per Appendix "B". A copy of all flexible work arrangements will be provided to the Local Union Representative.

29.12 All permanent Employees will be entitled to two (2) consecutive days off in a fourteen (14) calendar day period.

29.13 Subject to the requirement that the Boiler at the West Side Branch be checked twice daily on weekends and General Holidays, the Facility Services Coordinator is required to work General Holidays to perform these checks. The incumbent in this position (or their designate) when working General Holidays will have the option of either:

- (a) Work the full day at straight time and schedule an alternative day off with pay at a time mutually convenient to the worksite and the incumbent
- (b) On the General Holiday come in twice daily to perform the required checks and be paid at double time, for not less than one hour per check.

The affected incumbent must notify Library Management which option they are going to exercise not less than two weeks prior to the General Holiday.

ARTICLE 30 OVERTIME

30.01 Overtime work, when requested by the Employer, will be paid for at double time (2x) the normal rate of pay. Employees may choose to bank two times (2x) the hours worked under the provisions of section 18.09. All work requiring overtime payment must be authorized by Management.

30.02 Permanent Full-Time Employees

Overtime will be considered to be those hours in excess of the working hours stipulated in Article 29.

30.03 Permanent Part-Time Employees and Non-Permanent Employees

Overtime will only apply if an Employee works more than seventy-five (75) hours bi-weekly or more than eight (8) hours in a day.

30.04 In the event of an Employee being called to work on their day(s) off, they will be paid double time (2x).

30.05 Overtime will be distributed as evenly as practical between the Employees in each service area.

30.06 No Employee will be required to take time off in lieu of overtime.

ARTICLE 31 DISCIPLINE AND DISMISSALS

31.01 Just Cause Only

An Employee may be dismissed or disciplined for just cause only.

31.02 Compensation for Wrongful Dismissal

Any Employee who has been wrongfully dismissed by the Employer and who is later reinstated must be compensated subject to the decision and findings of the Arbitrator.

31.03 Disciplinary Action

Disciplinary action will be defined as a verbal warning, written warning, suspension and/or dismissal issued to any Employee as a result of any discussion with Management personnel. When any disciplinary action is taken and recorded on the Employee's personnel file, the Union will be sent a copy. Such action will be brought to the Employee's attention within ten (10) working days of the Employer becoming aware of the incident-giving rise to the action.

Performance evaluation forms and letters of expectation are not disciplinary actions for the purpose of this clause and will not be relied upon as a step in progressive discipline.

The record of an Employee will not be used against the Employee after twenty-four (24) months from the date the Employer became aware of the incident giving rise to the action.

31.04 Right to Have a Steward or Local Representative Present

An Employee will have the right to have a Steward or Local Representative present at any discussion with Management Personnel, which the Employee believes might be on the basis of disciplinary action. Where a Manager intends to interview an Employee for disciplinary purposes, the Manager will notify the Employee, in advance, of the purpose of the interview in order that the Employee may contact a Steward or Local Representative to be present at the interview. No Employee is required to answer to the charges without a Steward or Local Representative present. An Employee who waives their right to have a Steward or Local Representative present must sign a waiver to this effect.

A Steward or Local Representative will have the right to consult with a CUPE National Representative and to have them present at any discussion with Management Personnel, which might be the basis of discipline.

ARTICLE 32 HEALTH AND SAFETY

32.01 The Union and the Employer recognize the importance of a healthy and safe workforce. These groups are committed to recognizing, promoting and educating Employees on safe and healthy work practices. All Parties are responsible to cooperate in matters relating to health and safety.

32.02 Joint Health and Safety Committee and Meetings

- (a) Minutes from the Joint Health and Safety Committee will be posted in each facility.
- (b) The duties of a Joint Health and Safety Committee include, but are not limited to the following:
 - (i) The receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers.
 - (ii) Participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the worksite.
 - (iii) The development and promotion of measures to protect the health and safety of persons at the worksite and checking the effectiveness of such measures.
 - (iv) Cooperation with an officer exercising duties under the *Occupational Health and Safety Act* and its Regulations.
 - (v) Make recommendations for the development and promotion of programs for education and information concerning health and safety.
 - (vi) The making of recommendations to the Employer, Prime Contractor, or Owner respecting the health and safety of workers.
 - (vii) The inspection of the work site at regular intervals.

32.03 Employee Conformance with Safety Regulations

The Parties agree that safety regulations are necessary and may be prescribed from time to time by the Employer. Conformance with such regulations, and also the regulations by the Workers' Compensation Board, will be a condition of employment.

32.04 Joint Health and Safety Committee Pay Provisions

Work performed by members of the committee as directed by the Joint Health and Safety Committee will be considered part of their duties and will be paid by the Employer as per this Collective Agreement.

32.05 Cooperation on Safety

The Employer and the Union will assist the Joint Health and Safety Committee in acquiring background information with respect to identifying potential health and safety problems.

32.06 Disclosure of Information

Upon receipt of a written request, the Employer will provide the Union with available information on chemicals, which identifies all biological agents, compounds, substances, by-products and physical hazards associated with the work environment.

32.07 Safety & Health Record, Reports and Data

The Employer will provide the Union, upon written request, with any available non-confidential information on accidents and health safety matters.

32.08 Time Off for Health & Safety Training

The Employer may grant time off to Employees from work, with no loss of seniority, to attend seminars on health and safety matters.

32.09 Right to Refuse and No Disciplinary Action

No Employee will be discharged, penalized or disciplined for refusing to work on a job or in a workplace, or to operate any equipment where they believe it would be unsafe until such time as it is approved safe by the Occupational Health & Safety Manager from the City of Lethbridge.

If the Employee still believes that the work is unsafe, the matter will be referred to Alberta Occupational Health and Safety and the Employee will not be discharged, penalized or disciplined for their refusal to work until such time that the work, workplace or operation of equipment is deemed safe by Alberta Occupational Health and Safety.

32.10 Proper Training

No Employee will be required to work on any job or operate any piece of equipment until they have received proper training and instructions, as determined by the Employer.

32.11 Work Alone

- (a) Where operationally viable, Employees will not work alone as defined by the *Occupational Health and Safety Code (Alberta)*.
- (b) Where an Employee is required to work alone, or the Employer has approved an Employee's request to change their scheduled hours, which results in an Employee working alone, the Employer will work in consultation with the Joint Health and Safety Committee and affected Employee(s) to develop an appropriate safety plan.

32.12 Transportation of Accident Victims

Transportation to the nearest physician or hospital for Employees requiring medical care as a result of an accident will be at the expense of the Employer.

32.13 Violence in the Workplace

The Employer and the Union agree that violence against Employees in the workplace is not acceptable and agree to work together toward the elimination of violence in the workplace.

For the purposes of this clause, violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence. Violence includes verbal, written and/or physical conduct.

ARTICLE 33 USE OF PERSONAL VEHICLES

33.01 No Employee will be required to use their own vehicle to transport the Employer's property unless it is a requirement of their position. Any Employee who is required to use their vehicle for work purposes will be reimbursed as per the Library's Vehicle Expense Reimbursement Policy.

If an Employee wishes to use their personal vehicle instead of a vehicle made available by the Employer, they must receive prior authorization from their Manager.

No Employee will be held liable for any damage to the Employer's property that is being transported in an Employee's personal vehicle unless that Employee has been grossly negligent or has intentionally damaged the Employer's property.

No Employee will be required to use their vehicle for transportation from location to location during working hours unless compensated as per the Library's Vehicle Expense Reimbursement Policy.

Dated at Lethbridge, Alberta this 28 day of April, 2026.

SIGNED ON BEHALF OF
THE CITY OF LETHBRIDGE LIBRARY
BOARD

Jenna Platt

Mariko Constable

Mariko Constable (Apr 24, 2026 14:22:12 MDT)

Debi Charlesworth

Debi Charlesworth (Apr 27, 2026 09:06:58 MDT)

Michelle Dyke

Michelle Dyke (Apr 24, 2026 14:28:17 MDT)

Colleen Manderville

Colleen Manderville (Apr 27, 2026 08:17:52 MDT)

Stephanie Lowe

Stephanie Lowe (Apr 27, 2026 08:32:11 MDT)

SIGNED ON BEHALF OF
CANADIAN UNION OF PUBLIC
EMPLOYEES, Local 70 (Library
Employees)

Daxton Law

Daxton Law (Apr 28, 2026 13:39:52 MDT)

Heather Gauthier

Heather Gauthier (Apr 27, 2026 18:40:15 MDT)

James Anton

James Anton (Apr 24, 2026 18:36:05 MDT)

Aaron Hiscock

Aaron Hiscock (Apr 28, 2026 14:00:01 MDT)

APPENDIX “A” – WAGE RATES

- (a) The Employer reserves the right to hire new staff with special qualifications or experience at rates higher than the minimum.
- (b) Where a subordinate scale overlaps with the next higher scale, an Employee awarded a permanent position will be placed on the first favourable step in the superior scale.

Band 10		2023-01-01	2024-01-01	2025-01-01	2026-01-01	
Job Code	Title	3.0% or \$1/hr	2.25%	2.5% or \$0.75/hr	2.25%	
110A	Librarian - Children’s Services - Information Services - Teen Services	Level 1	\$35.86	\$36.67	\$37.59	\$38.44
		Level 2	\$37.26	\$38.10	\$39.05	\$39.93
		Level 3	\$38.66	\$39.53	\$40.52	\$41.43
		Level 4	\$40.03	\$40.93	\$41.95	\$42.89
		Level 5	\$41.42	\$42.35	\$43.41	\$44.39
Band 9		2023-01-01	2024-01-01	2025-01-01	2026-01-01	
Job Code	Title	3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%	
109A	Adult Literacy and Learning Coordinator	Level 1	\$34.62	\$35.40	\$36.29	\$37.11
109B	Librarian - Casual	Level 2	\$35.47	\$36.27	\$37.18	\$38.02
		Level 3	\$36.34	\$37.16	\$38.09	\$38.95
		Level 4	\$37.20	\$38.04	\$38.99	\$39.87
		Level 5	\$38.07	\$38.93	\$39.90	\$40.80
Band 8		2023-01-01	2024-01-01	2025-01-01	2026-01-01	
Job Code	Title	3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%	
108A	Bookmobile Coordinator	Level 1	\$33.19	\$33.94	\$34.79	\$35.57
108B	Communications Coordinator	Level 2	\$34.08	\$34.85	\$35.72	\$36.52
108C	Facility Services Coordinator	Level 3	\$34.94	\$35.73	\$36.62	\$37.44
		Level 4	\$35.81	\$36.62	\$37.54	\$38.38
108D	Information Technology Coordinator	Level 5	\$36.75	\$37.58	\$38.52	\$39.39
108E	Crisis Intervention Worker					

Band 7		2023-01-01	2024-01-01	2025-01-01	2026-01-01	
Job Code	Title	3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%	
107A	Community Adult Learning Liaison					
107B	Bookmobile Driver					
107C	Library Technician -Facilitator Indigenous Services - Children's Services - The Crossings Branch - Customer Services - Information and Branch Services	Level 1	\$29.17	\$29.83	\$30.58	\$31.27
		Level 2	\$29.95	\$30.62	\$31.39	\$32.10
		Level 3	\$30.74	\$31.43	\$32.22	\$32.94
		Level 4	\$31.50	\$32.21	\$33.02	\$33.76
		Level 5	\$32.33	\$33.06	\$33.89	\$34.65
107D	Information Technology Assistant					

Band 6		2023-01-01	2024-01-01	2025-01-01	2026-01-01	
Job Code	Title	3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%	
106A	Library Assistant - Casual - Children's Services - Information Services - Indigenous Services	Level 1	\$27.42	\$28.04	\$28.79	\$29.44
		Level 2	\$28.09	\$28.72	\$29.47	\$30.13
		Level 3	\$28.75	\$29.40	\$30.15	\$30.83
		Level 4	\$29.41	\$30.07	\$30.82	\$31.51
		Level 5	\$30.09	\$30.77	\$31.54	\$32.25

Band 5		2023-01-01	2024-01-01	2025-01-01	2026-01-01	
Job Code	Title	3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%	
105A	Administrative Support - Visual Arts Curator	Level 1	\$24.07	\$24.61	\$25.36	\$25.93
		Level 2	\$25.48	\$26.05	\$26.80	\$27.40
		Level 3	\$26.73	\$27.33	\$28.08	\$28.71

105B	Administrative Support Clerk	Level 4	\$28.03	\$28.66	\$29.41	\$30.07
		Level 5	\$29.34	\$30.00	\$30.75	\$31.44
Band 4			2023-01-01	2024-01-01	2025-01-01	2026-01-01
Job Code	Title		3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%
104A	Facility Services Assistant	Existing Staff Step 1	\$24.61	\$25.16	\$25.91	\$26.49
104B	Customer Assistant - Bookmobile - Casual - The Crossings Branch - Children's Services - Customer Services	Level 1	\$23.44	\$23.97	\$24.72	\$25.28
		Level 2	\$25.36	\$25.93	\$26.68	\$27.28
		Level 3	\$26.17	\$26.76	\$27.51	\$28.13
		Level 4	\$26.92	\$27.53	\$28.28	\$28.92
		Level 5	\$27.53	\$28.15	\$28.90	\$29.55
104C	Rhyme Time Facilitator					
104D	Literacy Assistant					
Band 3			2023-01-01	2024-01-01	2025-01-01	2026-01-01
Job Code	Title		3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%
103A	Circulation Assistant - Casual - The Crossings Branch - Customer Services	Existing Staff Step 1	\$22.11	\$22.61	\$23.36	\$23.89
		Level 1	\$21.05	\$21.52	\$22.27	\$22.77
		Level 2	\$22.77	\$23.28	\$24.03	\$24.57
		Level 3	\$23.40	\$23.93	\$24.68	\$25.24
103B	Collections Assistant	Level 4	\$24.04	\$24.58	\$25.33	\$25.90
		Level 5	\$24.66	\$25.21	\$25.96	\$26.54
103C	Information Technology Assistant - Casual					

Band 2		2023-01-01	2024-01-01	2025-01-01	2026-01-01	
Job Code	Title	3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%	
102B	Rhyme Time Assistant	Level 1	\$20.69	\$21.16	\$21.91	\$22.40
		Level 2	\$21.18	\$21.66	\$22.41	\$22.91
		Level 3	\$21.66	\$22.15	\$22.90	\$23.42
		Level 4	\$22.17	\$22.67	\$23.42	\$23.95
		Level 5	\$22.64	\$23.15	\$23.90	\$24.44
Band 1		2023-01-01	2024-01-01	2025-01-01	2026-01-01	
Job Code	Title	3% or \$1/hr	2.25%	2.5% of \$0.75/hr	2.25%	
101A	Page	\$16.92	\$17.30	\$18.05	\$18.46	

Note 1: 102A - Storyteller - \$17.00 for all new Employees hired into the position. Rate is not eligible for negotiated increases during the term of the agreement.

Note 2: Level 1 of Bands 3 & 4 has been reduced by 5% all existing staff currently in a position in those bands will be grandfathered to the 2018 Level 1 rate (with negotiated increases applied) as long as they remain in that position. Upon completion of their nine hundred and seventy-five (975) hours, they will move into step 2.

Step Progression Guidelines - Framework for people moving into Band 3 or 4 from a lower band with the new Level 1

- * Existing Employees with Jobs in Band 3 or 4 will have their rate protected at the existing Level 1 rate while they remain in that position.
- * Currently under the collective agreement Employees moving to a higher band will be placed in the level in that new Band that will ensure their rate of pay is not reduced.
- * The Employer is able to hire people into a higher level than level 1 if they have special qualifications.

APPENDIX “B” - FLEXIBLE WORK ARRANGEMENTS

Permanent Full-time Employees may request a flexible-work hour arrangement within the following guidelines:

1. The maximum number of hours worked within a normal fourteen (14) day bi-weekly pay period is seventy-five (75).
2. The maximum number of hours worked per day is nine (9).
3. The maximum number of consecutive days of work is six (6).
4. For the purposes of the following entitlements, a day is considered to be seven and one-half (7½) hours: Annual Vacation, paid Personal Leave and General Holidays. Article 17.03 will apply in cases where General Holidays are worked.
5. There will be an unpaid lunch period of a minimum one-half (1/2) hour, and two (2) rest breaks of twenty (20) minutes each for shifts of seven and one-half (7½) hours or more.
6. The minimum portion of an hour worked is thirty (30) minutes.
7. Any changes to the flexible work hour arrangements will require at least one (1) bi-weekly pay period of notice.
8. Flexible work arrangements may include shift schedules between the hours of 7:00 a.m. and 10:15 p.m.
9. The Parties to this Agreement recognize the desirability of reviewing these guidelines from time to time. The purpose of such a review is to ensure Employee satisfaction, customer service, and operational effectiveness are maintained.

LETTER OF UNDERSTANDING #1 – TEMPORARY EMPLOYMENT PROGRAMS

Between

THE CITY OF LETHBRIDGE LIBRARY BOARD
(hereinafter referred to as the “Employer”)

And

CANADIAN UNION OF PUBLIC EMPLOYEES
CUPE Local 70 (Library Employees)

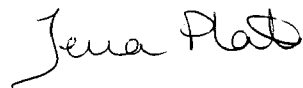
RE: TEMPORARY EMPLOYMENT PROGRAMS

Lethbridge Public Library management reserves the right to employ personnel who are out-of-scope for temporary projects that do not exceed six (6) months, and do not replace a bargaining unit position. When the Employer hires someone under this language the Union will be notified in writing.

Agreed to and signed on the 28 of April, 2026.


SIGNED ON BEHALF OF

THE CITY OF LETHBRIDGE LIBRARY
BOARD



SIGNED ON BEHALF OF

CANADIAN UNION OF PUBLIC
EMPLOYEES, Local 70 (Library
Employees)


Daxton Law (Apr 28, 2026 13:39:52 MDT)


Aaron Hiscock (Apr 28, 2026 14:00:01 MDT)

LETTER OF UNDERSTANDING #2 – ARTICLE 29.01

Between

THE CITY OF LETHBRIDGE LIBRARY BOARD
(hereinafter referred to as the “Employer”)

And

CANADIAN UNION OF PUBLIC EMPLOYEES
CUPE Local 70 (Library Employees)

RE: ARTICLE 29.01

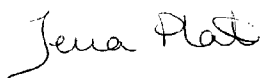
For record keeping purposes, subject to the removal of section 29.01(a), full-time Permanent Employees hired prior to January 1, 1995, are legacied under the previous language of 29.01(a) as detailed below. This will remain in effect as long as such Permanent Employees remain in full-time positions.

29.01 (a) With the exception of cleaners, maintenance and Information Technology staff, the hours of work for full-time Library Employees covered by this Agreement will be between 8:00 a.m. to 9:15 p.m., thirty-seven and one-half (37½) hours in a working week of five (5) days, each of seven and one-half (7½) hours.


When a full-time permanent Employee is required to work on a Sunday, this work is in addition to the normal work week of thirty-seven and one-half (37½) hours in five (5) days. The Employee will be paid at the rate of double time (2x), or at the Employee’s choice time off in lieu of overtime received in accordance with the overtime provision. Time off to be taken at a time mutually agreeable between the Employer and the Employee.

Agreed to and signed on the 28 of April, 2026.

SIGNED ON BEHALF OF
THE CITY OF LETHBRIDGE LIBRARY
BOARD



SIGNED ON BEHALF OF
CANADIAN UNION OF PUBLIC
EMPLOYEES, Local 70 (Library
Employees)


Daxton Law (Apr 28, 2026 13:39:52 MDT)


Aaron Hiscock (Apr 28, 2026 14:00:01 MDT)
