

# **COLLECTIVE AGREEMENT**

between

**The Town of Watrous**

and

**The Canadian Union of  
Public Employees  
Local 3597**

***CUPE*** / *Canadian Union  
of Public Employees*

**MARCH 1, 2026 TO FEBRUARY 28, 2029**

## Table of Contents

|                                                |    |
|------------------------------------------------|----|
| PURPOSE.....                                   | 3  |
| ARTICLE 1 – RECOGNITION .....                  | 3  |
| ARTICLE 2 – SCOPE .....                        | 3  |
| ARTICLE 3 – MANAGEMENT RIGHTS .....            | 4  |
| ARTICLE 4 – NO DISCRIMINATION.....             | 4  |
| ARTICLE 5 – UNION SECURITY .....               | 4  |
| ARTICLE 6 – CHECKOFF OF UNION DUES .....       | 5  |
| ARTICLE 7 – BULLETIN BOARDS .....              | 5  |
| ARTICLE 8 – DEFINITION OF EMPLOYEE STATUS..... | 5  |
| ARTICLE 9 – SENIORITY .....                    | 6  |
| ARTICLE 10 – LAYOFF AND RECALL .....           | 7  |
| ARTICLE 11 – PROMOTION AND VACANCIES .....     | 7  |
| ARTICLE 12 – SAFETY AND HEALTH .....           | 8  |
| ARTICLE 13 – GRIEVANCE PROCEDURE.....          | 8  |
| ARTICLE 14 – LEAVE OF ABSENCE.....             | 10 |
| ARTICLE 15 – DISCHARGE AND SUSPENSION .....    | 10 |
| ARTICLE 16 – BEREAVEMENT LEAVE .....           | 11 |
| ARTICLE 17 – HOURS OF WORK AND OVERTIME .....  | 11 |
| ARTICLE 18 – SICK LEAVE.....                   | 12 |
| ARTICLE 19 – STATUTORY HOLIDAYS.....           | 13 |
| ARTICLE 20 – VACATIONS.....                    | 14 |
| ARTICLE 21 – BENEFITS.....                     | 15 |
| ARTICLE 22 – NO STRIKES OR LOCKOUTS.....       | 15 |
| ARTICLE 23 – WORKERS' COMPENSATION .....       | 15 |
| ARTICLE 24 – INSURANCE .....                   | 15 |
| ARTICLE 25 – GENERAL PROVISIONS .....          | 15 |
| ARTICLE 26 – DURATION OF AGREEMENT .....       | 16 |
| SCHEDULE “A” - WAGES .....                     | 18 |
| EMPLOYEE CLASSIFICATIONS .....                 | 19 |

THIS AGREEMENT ENTERED INTO THIS 16<sup>th</sup> DAY OF JULY, 2026.

BETWEEN:

**THE TOWN OF WATROUS**  
**In the Province of Saskatchewan**

Hereinafter called the "**Employer**"

AND:

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3597**  
**Chartered by the Canadian Union of Public Employees**  
**Affiliated with the Canadian Labour Congress**

Hereinafter called the "**Union**"

### **PURPOSE**

It is the intent and purpose of the Employer and the Union that this Agreement shall:

- 1) Outline the basic conditions of work and rate of pay which have been agreed to through negotiation.
- 2) Establish procedures for the equitable settlement of grievances which may arise.

### **ARTICLE 1 – RECOGNITION**

- 1.01 The Employer recognizes the Union as the sole collective bargaining agent for the employees covered by this Agreement.
- 1.02 The Union recognizes the responsibility of its members to perform faithfully and diligently their respective duties for the Employer.

### **ARTICLE 2 – SCOPE**

- 2.01 This Agreement shall cover all employees employed by the Town of Watrous except the Town Administrator, Assistant Town Administrator, Public Works Superintendent and Recreation Director.

- 2.02 The Union acknowledges the need for flexibility of job classifications requiring employees to perform duties outside of their job classifications in order to ensure efficient operations.
- 2.03 The Employer agrees to pay all employees covered by this Agreement not less than the Schedule of Wages as set out in Schedule "A" attached to and made part of this Agreement.

### **ARTICLE 3 – MANAGEMENT RIGHTS**

- 3.01 The Town of Watrous reserves all management rights including the following:
- a) To manage the Town of Watrous and to provide direction of the working force, including the right to plan, direct and control operations, to maintain the discipline and efficiency of the employees and to require employees to observe the rules and regulations of the Town of Watrous, to hire or lay off employees, to suspend, demote, transfer, promote, discipline and discharge employees for cause; these are to be the sole right and function of the Town of Watrous. The Town retains all management rights not limited or abridged by a specific provision of this Agreement.
  - b) The Employer agrees that in exercising its management rights, it shall not violate any of the provisions of this Collective Agreement.

### **ARTICLE 4 – NO DISCRIMINATION**

- 4.01 **The Employer, the Union and its members agree that all employees are entitled to an environment that is free from discrimination and shall ensure that such an environment is maintained and that they shall comply with all the applicable provisions of *The Saskatchewan Human Rights Code*.** The Employer, the Union and its members agree that there will be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee by reason of race, colour, sex, political, religious affiliation, creed, sexual orientation, family status, marital status, disability, age, nationality, ancestry, place of origin, or receipt of public assistance, nor by reason of their membership or lack of membership in a trade union.

### **ARTICLE 5 – UNION SECURITY**

- 5.01 Every employee who is now or hereafter becomes a member of the Union shall maintain **their** membership in the Union as a condition of **their** employment, and every new employee whose employment commences hereafter shall, within **30** days after the commencement of **their** employment,

apply for and maintain membership in the Union as a condition of **their** employment, provided that any employee in the appropriate bargaining unit who is not required to maintain **their** membership or apply for and maintain **their** membership in the Union shall, as a condition of **their** employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.

- 5.02 The Employer agrees to acquaint new employees with the fact that the Collective Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and dues check off.

#### **ARTICLE 6 – CHECKOFF OF UNION DUES**

- 6.01 Upon written authorization from the employee, the Town agrees to deduct from every employee any monthly dues as may be uniformly levied on all employees in accordance with the Union Bylaws owing by **them** to the Union. Deduction will be made from the payroll period at the end of each month and shall be forwarded to the Secretary-Treasurer of the Union not later than the **10<sup>th</sup>** day of the month following in respect of which deductions have been made, accompanied by a list of all employees from whose wages the deductions have been made.
- 6.02 The Town agrees to record all Union dues paid in the previous year on the employees' income (T4) slips.

#### **ARTICLE 7 – BULLETIN BOARDS**

- 7.01 The Town shall provide bulletin boards in the shop and Town Office upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

#### **ARTICLE 8 – DEFINITION OF EMPLOYEE STATUS**

- 8.01 "Regular Full-Time Employee" or "Permanent Employee" means any employee who has been assigned a job which is recognized as a permanent position and who has successfully completed the probationary period as provided in Article 9.02 of this Agreement. Such employees shall normally work the full daily and weekly hours for the Department in which they are employed.
- 8.02 "Seasonal Employee" means any person who is employed by the Town in a position which is seasonal in nature and is subject to layoff and recall.

- 8.03 "Casual Employee" means any person who is employed by the Town for casual work to augment the regular work force and who does not work a regular and recurring schedule or who is employed for sixty (60) days or less on any occasion.
- 8.04 "Permanent Part-time Employee" means any person employed by the Town to work less than the full weekly hours of work for the Department in which they are employed, on a regular and recurring basis who has been assigned a job which is recognized as a permanent position and who has successfully completed the probationary period as provided in Article 9.02 of this Agreement.
- 8.05 "Temporary Employee" means any person employed by the Town on a full-time basis for a period of more than sixty (60) days to relieve in the absence of a permanent employee or to fill a temporary requirement.

## **ARTICLE 9 – SENIORITY**

- 9.01 Seniority shall be based on an employee's continuous service with the Town since the last date of hire.
- 9.02 A new employee shall be on probation for a continuous working period until **they have** accumulated six-hundred and ninety-three (693) hours of work. A new employee shall not accumulate seniority or acquire any seniority rights while on probation. However, upon successful completion of probation, seniority shall be established retroactive to the date on which the employee last entered the service of the Employer.
- 9.03 Employees shall accumulate seniority, in accordance with the above provisions, on the basis of the number of hours worked. An employee shall earn seniority for:
- 1) All regular hours worked
  - 2) Statutory holiday hours
  - 3) Hours of vacation pay
  - 4) All paid leave
  - 5) Authorized unpaid leave up to 10 calendar days at one time
- 9.04 Seniority shall be lost and all rights forfeited when:
- 1) An employee is dismissed by the Town for cause.
  - 2) An employee voluntarily leaves the service of the Town.
  - 3) If the employee is laid off and fails to return to work within seven days after he has been notified to do so by the Town by registered mail to his last known address or by telephone or personal notification, and in such event the employee shall be deemed to have voluntarily quit; advice of such notification shall be given by the Town to the Union.

- 4) An employee has been continuously laid off work due to lack of work for a period in excess of 12 months.
- 5) An employee is absent from work without authorization or reason deemed sufficient by the Town.

9.05 The Employer agrees to post an up-to-date seniority list in the month of May of each year. The list shall include the accumulated seniority hours up to February 28 of the current year.

#### **ARTICLE 10 – LAYOFF AND RECALL**

10.01 When reducing staff or recalling laid off employees, seniority shall prevail; provided, however, the senior employee has the qualifications and ability as determined by the Employer to handle the work to be performed. If the senior employee does not have the required qualifications and ability to perform the work being done by a less senior employee, **they** shall not claim seniority over the less senior employee.

10.02 The Town agrees that should a need arise for layoffs, the notice period required shall be as per *The Saskatchewan Employment Act*.

10.03 No employee will be laid off as a direct result of the Town's contracting out practices.

#### **ARTICLE 11 – PROMOTION AND VACANCIES**

11.01 Permanent full-time and permanent part-time vacancies and new positions, within the scope of this Agreement, shall be posted on the bulletin board, and employees shall be allowed **seven** working days in which to make written application for such vacancies or new positions. Job postings shall include the nature of the position, salary range and qualifications required.

11.02 Promotions within the scope of this Agreement shall be on the basis of qualifications and ability, as determined by the Employer, to perform the work satisfactorily. Where qualifications and ability as determined by the Employer are relatively equal and sufficient to perform the required duties, the senior applicant will be selected.

Should the Employer create a part-time position or additional hours of work for which an existing employee is qualified, and the additional position or hours do not conflict with the applicant's current hours of work, the position or additional hours shall first be offered to internal applicants as set out above.

- 11.03 Any employee promoted to a new position shall be on a trial period for three-hundred and sixty (360) hours. During the trial period, the employee may be returned to **their** former position at **their** former rate of pay and such reversion shall not be the subject of a grievance.

## **ARTICLE 12 – SAFETY AND HEALTH**

- 12.01 The Employer, **the Union and its members** recognize the right of employees to work in a clean, safe and healthy workplace. The Employer agrees to establish an Occupational Health and Safety Committee and provide all the protection to the employees as provided under *The Saskatchewan Employment Act*. The Employer shall further ensure that the Occupational Health and Safety Committee meet regularly.

## **ARTICLE 13 – GRIEVANCE PROCEDURE**

- 13.01 A grievance shall be defined as a dispute between the Employer and any employee regarding the interpretation, meaning, operation or application of this Agreement, and including a question of whether an employee has been wrongfully suspended or discharged.
- 13.02 Any grievance submitted shall be in writing and shall specify the Article and section of the Agreement alleged to have been violated, the circumstances and occurrence leading to the alleged violation, and the redress or adjustment requested.

There shall be no grievance unless an employee has first attempted to resolve the matter through informal discussions with their department head.

### **13.03 Alternate Dispute Resolution**

**Prior to proceeding to arbitration, the parties may agree to refer a grievance(s) to a mediator for the purpose of resolving the grievance(s) in an expeditious and informal manner. Should the parties agree to mediation the time limits set out in this article shall be suspended until the mediation process has concluded.**

- 13.04 Where a grievance does arise, the parties to this Agreement shall make an earnest effort to resolve such differences through the following procedure:

#### **STEP 1**

The aggrieved employee, with the Steward present if the employee so desires, shall present a written grievance in the form provided in Article 13.02 above to the Town Administrator within, but not after, 10 working days from the date of the circumstances giving rise to the grievance. If an adjustment satisfactory to the employee concerned is not made within **b** working days of

the time it is brought to the attention of the Town Administrator, the grievance shall be processed as outlined in Step 2 or considered settled. The Town Administrator shall respond in writing.

## STEP 2

Failing satisfactory adjustment within the time limit of Step 1, the employee, the Steward or the Grievance Committee may, within 10 working days but not thereafter, from the time the Town Administrator gave **their** answer, submit a written grievance to the Administration Committee of Council. The Administration Committee shall investigate the circumstances, consider the grievance, and give the Steward, the employee, or Grievance Committee a decision within 10 working days from the receipt of the grievance in writing.

- 13.05 If satisfactory settlement is not reached in Step 2, either party may request arbitration, providing the request is made in writing, within but not after 10 working days of receipt of the decision of Step 2.
- 13.06 The procedure for the appointment of an Arbitration Board as outlined in *The Saskatchewan Employment Act* shall be the procedure followed by the parties to this Collective Agreement.
- 13.07 The Arbitration Board shall not have jurisdiction to alter, to add to or subtract from this Agreement, to substitute any new provisions in lieu thereof, to give any decision inconsistent with the terms of this Agreement, or to deal with any matter not covered by this Agreement.
- 13.08 The decision of the Arbitration Board shall be final and binding on both parties. Each party shall bear the expenses of its appointee, and the Employer and the Union shall equally bear the fee and expenses of the Chairperson.
- 13.09 The time limits specified in this Article may only be extended by agreement of the Employer and the Union in writing. In the absence of such agreement, the following shall apply:
  - 1) Should the Employer fail to reply within the required time limits, the Union shall have the right to proceed to the next step.
  - 2) Should the Union or employee fail to proceed within the required time limits, the grievance shall be considered settled in accordance with the Employer's answer at the last step, and the grievance shall be deemed to be abandoned.
- 13.10 The Employer and the Union agree to reply to all steps of the grievance procedure in writing.

## **ARTICLE 14 – LEAVE OF ABSENCE**

- 14.01 Leave of absence without pay for personal reasons may be granted at the sole discretion of the Employer.
- 14.02 An employee on leave of absence without pay shall not be eligible for sick leave benefits nor payment of statutory holidays which fall during the authorized period of absence.
- 14.03 Leaves of absence without pay may be granted upon request, with not less than two weeks' written notice to the Town Administrator, to employees elected or appointed to represent the Union at union conventions, insofar as such leave of absence does not interfere with the regular operation of any department. Such leave will not be granted to more than one employee at any one time and shall not exceed five working days on any occasion. A maximum of 10 days may be granted in any year.

During such leave, the employee shall remain on the Town payroll, however, the Union will reimburse the Town for all wages and benefits paid by the Town during the period of absence.

- 14.04 The Employer shall grant leave of absence without loss of wages, seniority or benefits to an employee who is summoned to serve as a juror or is a witness in a matter arising out of their employment with the Town. The Employer shall pay such an employee the difference between **their** normal earnings and the payment **they** receive for potential or actual jury service or court witness duties. The employee will present proof of service and the amount of pay received.
- 14.05 The Employer shall grant Maternity, Paternity, Adoption and Victim of Interpersonal Violence leaves in compliance with *The Saskatchewan Employment Act* and *The Saskatchewan Employment (Paid Interpersonal Violence and Sexual Violence Leave) Amendment Act, 2019*.

## **ARTICLE 15 – DISCHARGE AND SUSPENSION**

- 15.01 The Town agrees to issue discipline, suspension or termination only for just cause. An employee disciplined, discharged or suspended shall have full access to Article 13, Grievance Procedure.
- 15.02 When discipline, dismissal, or suspension without pay takes place, the employee and the Union shall be advised in writing by the Town as to the reason for such discipline, dismissal or suspension.
- 15.03 Whenever it is found necessary to discipline or censure an employee, the written particulars of the matter shall be given to the employee **and** a copy to the Union within 10 working days following the disciplinary action.

- 15.04 After three years of subsequent employment following the discipline or suspension during which no subsequent discipline is issued and upon written request from the employee, the Employer shall remove the disciplinary documentation from the personnel files.

## **ARTICLE 16 – BEREAVEMENT LEAVE**

- 16.01 When a death occurs to an employee's spouse, father, mother, brother, sister, child, stepchild or grandchild, bereavement leave with pay will be granted for five days.
- 16.02 When a death occurs to an employee's brother-in-law, sister-in-law, father-in-law, mother-in-law, stepfather, stepmother, son-in-law, daughter-in-law, grandchild, grandfather or grandmother, bereavement leave with pay will be granted for three days.
- 16.03 Up to one day leave with pay **to a maximum of two days per year** shall be granted to attend a funeral as pall bearer or mourner, provided such employee has notified the Employer at least 24 hours in advance of the leave. **Additional leave without pay may be granted and the employee may request vacation or time off in lieu for this purpose.**
- 16.04 Casual and Temporary employees shall be entitled to an equivalent amount of time off without pay.
- 16.05 In the event an employee is on vacation and a death occurs as outlined in the above Articles, the employee shall have their vacation credit(s) reimbursed for the amount of time utilized for the bereavement leave.

## **ARTICLE 17 – HOURS OF WORK AND OVERTIME**

- 17.01 Employees shall be paid on an hourly basis, dependent upon actual hours worked per day. A regular day shall consist of eight hours, and a regular week shall consist of 40 hours. The regular days of work shall be Monday through Friday for all Town Office and Public Works employees, or as otherwise mutually agreed by the Town and the Union.
- 17.02 All authorized hours worked in excess of eight hours per day or 40 hours per week shall be considered as overtime hours and shall be paid at the rate of one and one-half times (1 1/2X) the regular rate of pay. An equivalent amount of time off with pay may be taken for any overtime hours worked at the employee's option. Time off in lieu of overtime shall be taken at a mutually agreeable time. No employee shall be required to work overtime, except in the case of an emergency.

- 17.03 Employees shall work such hours as are assigned by the Employer.
- 17.04 Every employee who is called out after having left work, and is required to work overtime hours, shall be paid at overtime rates for a minimum of three hours. This clause shall not apply where the hours worked are consecutive with a regular shift.
- 17.05 An employee who is called out and required to work on their day off shall be paid at overtime rates for a minimum of three hours.
- 17.06 Employees shall be called out in order of seniority provided they have the ability to perform the duties required.
- 17.07 Employees assigned in advance to make necessary plant or security checks will be paid time and one-half (1 1/2) the employee's regular rate of pay for one hour for each such check.
- 17.08 **Based on operational needs**, the senior **qualified** employee will be assigned to higher duty work, except when not immediately available, and the work assignment is for a period of one hour or less, then the Employer can assign another employee. An employee assuming the higher duty work in excess of one hour shall be paid at the rate of pay of the higher duty work. An employee temporarily assigned to perform duties of a lower paid classification shall continue to be paid at their own higher rate of pay for all time worked in the lower classification.
- 17.09 All employees will be granted 15-minute rest period in each half of a full regular day.

## **ARTICLE 18 – SICK LEAVE**

- 18.01 Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled during their period of illness or injury, for preventative health care appointments, or because of an accident for which compensation is not payable under *The Workers' Compensation Act* or by the Town's Group Insurance Policy holder.
- 18.02 **Full-time** employees shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days for each month worked 15 days per year and shall continue to accumulate credits from year to year to a maximum of 26 weeks. **Part-time employees shall earn sick leave credits on a pro-rated basis based on actual hours worked.**
- 18.03 A deduction shall be made from accumulated sick leave credits for any day or portion thereof that an employee is absent from work due to sick leave. When warranted, employees may use full day(s) of sick leave for each occurrence as set out in Article 18.01 and Article 18.05.

- 18.04 The Employer may require a medical certificate stating the employee was unable to work, signed by a medical practitioner, for any absence greater than three days. In the event of serious injury or illness, the Employer may require a medical certificate indicating the employee is capable of returning to work. The Employer shall reimburse the employee for the cost of medical certificates.
- 18.05 Employees shall be permitted to use up to six sick days per calendar year of their sick leave entitlement to care for a spouse, child or parent during a period(s) of illness or injury. **In special situations, the CAO may authorize an employee to use additional accrued sick days for family care.**
- 18.06 **Student**, Casual and Temporary employees shall be entitled to necessary time off for sick leave without pay.
- 18.07 An employee who becomes ill while utilizing their vacation shall be reimbursed their vacation credit(s) for the amount equivalent to their use of sick time. The Employer may request medical verification that the employee was ill.

## **ARTICLE 19 – STATUTORY HOLIDAYS**

- 19.01 The following days shall be observed as holidays:

- |                     |                     |
|---------------------|---------------------|
| a) New Year's Day   | g) Labour Day       |
| b) Family Day       | h) Thanksgiving Day |
| c) Good Friday      | i) Remembrance Day  |
| d) Victoria Day     | j) Christmas Day    |
| e) Canada Day       | k) Boxing Day       |
| f) Saskatchewan Day |                     |

and any other day duly legislated as a Statutory Holiday by the Province of Saskatchewan.

- 19.02 The above holidays shall be observed on days other than the calendar days when so proclaimed by the Provincial Government.
- 19.03 When a statutory holiday occurs, the work week shall be reduced by the number of hours equivalent to one day's work. Employees working in excess of the reduced hours of work for that week shall be paid overtime rates for all such hours worked.
- 19.04 Employees required to work on any holiday shall be paid in addition to **their** statutory holiday pay entitlement, an amount equal to one and one-half times (1 1/2X) **their** regular rate of pay for each hour or part thereof **they** work.

## **ARTICLE 20 – VACATIONS**

20.01 All permanent full-time and permanent part-time employees shall receive an annual vacation in accordance with **their** continuous length of service with the Town as follows:

Less than one (1) year: One and one-quarter (1 1/4) working days for each month or major portion thereof of service

After one (1) year: Fifteen (15) working days

After eight (8) years: Twenty (20) working days

After sixteen (16) years: Twenty-five (25) working days

After twenty-four (24) years: Thirty (30) working days

20.02 Vacation pay shall be calculated on the basis of 1/52 of gross annual earnings in the vacation year in which the vacation entitlement was earned for each five working days of vacation.

20.03 If a statutory holiday or declared holiday falls or is observed during an employee's vacation period, **they will be** granted an additional day of vacation for each such holiday which shall be taken immediately following the vacation period affected.

20.04 By March 1 of each year, the Employer will post a vacation schedule in each workplace. The Employer reserves the right to limit the number of employees permitted to be absent on vacation from any Department at any one time. Employees shall select their preferred vacation dates, and the completed vacation schedule shall be posted no later than March 31.

Insofar as operational efficiency will permit, preference in choice of vacation dates shall be determined by seniority or service with the Town.

20.05 For the purpose of the administration of this Article, the vacation year shall be March 1 to February 28.

20.06 Upon giving the Employer not less than two weeks' notice, employees may receive, on the last office day preceding commencement of their vacation, any pay cheques which may fall due during the period of their vacation.

20.07 The Employer shall post vacation credits monthly on Bulletin Boards in accordance with Article 7.01.

## **ARTICLE 21 – BENEFITS**

21.01 The Employer agrees to participate in and to comply with the terms and conditions of a Group Benefits Plan providing the following: Life Insurance, Accidental Death and Dismemberment Insurance, Dependent Life Insurance, Long-Term Disability Insurance, Extended Health Insurance, Vision and Dental Insurance.

## **ARTICLE 22 – NO STRIKES OR LOCKOUTS**

22.01 The Union agrees that during the life of this Agreement there will be no strike, slow down, study sessions, overtime bans, or any withdrawal of normally provided services. The Employer agrees that during the life of this Agreement there will be no lockouts.

22.02 In the event of a legal strike, the Union agrees to provide the Town with a level of service necessary to ensure the safety of the residents of the Town.

## **ARTICLE 23 – WORKERS' COMPENSATION**

23.01 In the event an employee goes on Workers' Compensation, the Town agrees to provide the employee an advance in monies until said employee receives **their** first Workers' Compensation benefits. The employee agrees to reimburse the Town for any monies advanced, in total, on receipt of **their** first benefit payment.

23.02 The Town and the Union will develop a mutually agreeable return to work program to accommodate an employee on Workers' Compensation on the advice of a duly qualified medical physician or practitioner.

## **ARTICLE 24 – INSURANCE**

24.01 Should the Employer incur additional insurance costs due to the driving record of any employee who is required to operate an Employer vehicle, such additional costs shall be recovered from the employee by payroll deduction. This section applies only if additional costs are a result of actions while not on Town business.

## **ARTICLE 25 – GENERAL PROVISIONS**

25.01 All rights, benefits, privileges and working conditions which employees now enjoy, receive or possess shall continue to be enjoyed or possessed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Employer and the Union.

- 25.02 The Employer and its employees shall participate in and comply with the terms and conditions of the Municipal Employees Pension Plan (MEPP). The Employer and the employee shall make contributions in accordance with the provisions of the Plan.
- 25.03 Employees who are required to use their private vehicles to conduct Town business shall be paid at the rate set by Town policy or ten dollars (\$10.00) each day of required use, whichever is greater.
- 25.04 a) Where the Employer requires an employee to attend a course, class, or seminar, the Employer shall pay costs including time (at the employee's regular or overtime rates of pay), travel, meals, accommodation, and cost of the course, class or seminar.
- b) Training relevant to employees' job duties shall be offered on an equitable basis within a classification.
- 25.05 The Town shall pay salaries and wages on a bi-weekly basis **by direct deposit to a Canadian financial institution**. Each employee will be provided with an itemized statement of their wages and deductions each month.
- 25.06 The Town will:
- supply and clean all coveralls required by the Mechanic.
  - Permanent employees shall receive five-hundred **and fifty** dollars (\$550.00) per year for clothing allowance. Less than full-time employees shall receive the same, prorated and based on the average number of hours worked in the past twelve (12) months.
- 25.07 **A Lead Hand may be appointed based on operational needs in the absence of a supervisor. The appointment of Lead Hand will be based on qualifications, skill, and ability with consideration given to seniority. In addition to their regular duties, Lead Hands shall be responsible for the general direction of other employees and receive an allowance of \$2.00 per hour above their regular rate of pay for the duration of their assignment.**

## **ARTICLE 26 – DURATION OF AGREEMENT**

- 26.01 This Agreement shall take effect on **March 1, 2026**, and shall continue in effect until **February 28, 2029**, and automatically from year to year thereafter unless either party gives written notice of its desire to renegotiate the Agreement. Such notice shall be given not less than 60 days and not more than 120 days prior to the anniversary of this Agreement.

Signed this 16<sup>th</sup> day of JULY, 2026, at the Town of Watrous, Saskatchewan.

**ON BEHALF OF THE UNION:**

Rhonda K. Tett  
[Signature]

\_\_\_\_\_  
\_\_\_\_\_

**ON BEHALF OF THE EMPLOYER:**

Samuel J. Gunderson  
Valerio M. DIENO

\_\_\_\_\_  
\_\_\_\_\_

/tg.cope491

## SCHEDULE "A" - WAGES

### Effective March 1, 2026 – February 28, 2027 – 4% economic increase

| Classification             | Start | 2080 (1 year) | 4160 (2 years) | 6240 (3 years) |
|----------------------------|-------|---------------|----------------|----------------|
| PW 1                       | 24.68 | 26.01         | 27.45          | 28.92          |
| PW 2                       | 28.10 | 29.79         | 31.58          | 33.46          |
| PW 3                       | 31.14 | 33.00         | 34.96          | 37.09          |
| Water/Wastewater           | 34.20 | 36.23         | 38.39          | 40.71          |
| Custodian                  | 22.19 | 23.52         | 24.95          | 26.43          |
| Administrative Assistant 1 | 24.89 | 26.34         | 27.93          | 29.62          |
| Administrative Assistant 2 | 25.38 | 26.87         | 28.49          | 30.20          |

|                                     | 1 <sup>st</sup> Season | 2 <sup>nd</sup> Season | 3 <sup>rd</sup> Season |
|-------------------------------------|------------------------|------------------------|------------------------|
| Pool Manager                        | 21.30                  | 23.03                  | 24.87                  |
| Assistant Pool Manager              | 18.97                  | 20.11                  | 21.30                  |
| Lifeguard/Instructor                | 16.88                  | 17.88                  | 18.97                  |
| Student/Casual/<br>Junior Lifeguard | Min wage +<br>\$1.00   |                        |                        |

### Effective March 1, 2027 – February 28, 2028 – 4% economic increase

| Classification             | Start | 2080 (1 year) | 4160 (2 years) | 6240 (3 years) |
|----------------------------|-------|---------------|----------------|----------------|
| PW 1                       | 25.67 | \$27.05       | 28.54          | 30.08          |
| PW 2                       | 29.22 | 30.98         | 32.85          | 34.80          |
| PW 3                       | 32.38 | 34.32         | 36.36          | 38.57          |
| Water/Wastewater           | 35.56 | 37.68         | 39.92          | 42.33          |
| Custodian                  | 23.08 | 24.47         | 25.95          | 27.48          |
| Administrative Assistant 1 | 25.88 | 27.40         | 29.05          | 30.80          |
| Administrative Assistant 2 | 26.39 | 27.95         | 29.63          | 31.41          |

|                                     | 1 <sup>st</sup> Season | 2 <sup>nd</sup> Season | 3 <sup>rd</sup> Season |
|-------------------------------------|------------------------|------------------------|------------------------|
| Pool Manager                        | 22.15                  | 23.95                  | 25.86                  |
| Assistant Pool Manager              | 19.73                  | 20.92                  | 22.15                  |
| Lifeguard/Instructor                | 17.55                  | 18.59                  | 19.73                  |
| Student/Casual/<br>Junior Lifeguard | Min wage +<br>\$1.00   |                        |                        |

### Effective March 1, 2028 – February 28, 2029 – 4% economic increase

| Classification             | Start | 2080 (1 year) | 4160 (2 years) | 6240 (3 years) |
|----------------------------|-------|---------------|----------------|----------------|
| PW 1                       | 26.69 | 28.13         | 29.69          | 31.28          |
| PW 2                       | 30.39 | 32.22         | 34.16          | 36.19          |
| PW 3                       | 33.68 | 35.69         | 37.82          | 40.11          |
| Water/Wastewater           | 36.99 | 39.19         | 41.52          | 44.03          |
| Custodian                  | 24.00 | 25.44         | 26.99          | 28.58          |
| Administrative Assistant 1 | 26.92 | 28.49         | 30.21          | 32.04          |
| Administrative Assistant 2 | 27.45 | 29.07         | 30.81          | 32.67          |

|                                     | 1 <sup>st</sup> Season | 2 <sup>nd</sup> Season | 3 <sup>rd</sup> Season |
|-------------------------------------|------------------------|------------------------|------------------------|
| Pool Manager                        | 23.04                  | 24.90                  | 26.90                  |
| Assistant Pool Manager              | 20.52                  | 21.75                  | 23.04                  |
| Lifeguard/Instructor                | 18.26                  | 19.34                  | 20.52                  |
| Student/Casual/<br>Junior Lifeguard | Min wage +<br>\$1.00   |                        |                        |

## **EMPLOYEE CLASSIFICATIONS**

### **PUBLIC WORKS I**

Operators: lawn mowers (push and riding), half-ton truck, one-ton truck (limited use), park maintenance light equipment, transfer station operator

### **PUBLIC WORKS II**

Operators: one-ton truck (water), three-ton trucks (gravel/snow), *Ag Tractor and attachments*, sweeper, backhoe

Mechanic: who by experience indicates they are capable of fulfilling the duties assigned, not possessing a Journeyman MVMR or Journeyman HDM Certificate or Journeyman Millwright Certificate

### **PUBLIC WORKS III**

Operators: one-ton truck (water), three-ton truck (gravel/snow), *Ag Tractor and attachments*, sweeper, backhoe, grader, skid steer loader (uniload)

Mechanic: possessing a minimum of Journeyman MVMR or Journeyman HDM Certificate, or Journeyman Millwright Certificate

## **WATER/WASTEWATER OPERATOR**

### **The Water/Wastewater Operator shall:**

- ensure that the water and wastewater systems and related facilities, equipment and machinery operate effectively and efficiently acting under the direction of the Public Works Superintendent.
- possess current and valid certification in Water Treatment, Water Distribution, Waste Water Collection and Waste Water Treatment, to the required level as determined by *The Saskatchewan Water and Wastewater Works Operator Certification Standard, 2002*, or any subsequent governing standards as is required for the operation of the Town of Watrous' Water and Wastewater Systems.
- perform other duties as assigned.

**OFFICE CLERK/STENO**

General office duties in Town Office

**CARETAKER**

Minor maintenance and general cleaning duties in Town Office, Library, Civic Centre, Kinsmen Club Room, Maintenance Shop and other cleaning duties as assigned from time to time.

**STUDENT**

An employee who is attending high school, including a student on summer vacation who is returning to school for the next semester.

The foregoing descriptions are intended for the sole purpose of classifying employees into rates of pay in Schedule "A".

***Without Prejudice***  
**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**CUPE LOCAL 3597**  
**AND**  
**THE TOWN OF WATROUS**  
**Re: Cell Phone Use**

The Parties recognize the benefits of safety and convenience when using cell phones for work purposes.

Therefore, the Parties agree to the following:

- 1) The Town of Watrous agrees to pay designated full-time employees (except students) **\$40.00** per month for the use of employees' personal cell phones for Town/business operations.
- 2) Payment shall be made semi-annually on or about June 30 and December 31 for the previous months' phone usage, or on termination of employment. For example, the June 30, 2023, payment would be for January 1, 2023, to June 30, 2023, or 6 X **\$40.00**, etc.
- 3) The Town may, at its discretion, provide employees with cellular phones paid for by the Town.
- 4) Employees who work less than full-time hours, are seasonal employees or students, will have access to a cell phone provided by the Town during the employee's working hours, if required. This provision applies if the employee is required to use a cell phone for Town business/operations or if the employee works alone. The Town reserves the right to determine if these employees are required to use a phone or if they work alone.
- 5) Employees agree that the use of their cell phones for personal reasons during work hours is restricted to emergent calls or use during the employee's lunch or coffee breaks.
- 6) Employees must be aware of, and follow, all current legislation and regulations regarding the use of cell phones while operating vehicles or mobile equipment. It is illegal to use a hand-held cell phone (talk, text, etc.) while operating vehicles or mobile equipment.

Date: JULY 16/26

Rhonda Little  
CUPE Local 3597

Adelio M. DIENO  
The Town of Watrous

*Without Prejudice*

**LETTER OF UNDERSTANDING**

**BETWEEN**

**CUPE LOCAL 3597**

**AND**

**THE TOWN OF WATROUS**

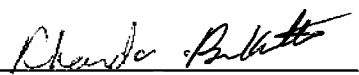
**Re: Employee Classifications and Job Descriptions**

The Employer agrees to draw up job descriptions showing the qualifications, duties, and responsibilities for all positions for which the Union is the bargaining agent as outlined in the classifications listed in Schedule "A". These job descriptions shall be presented and discussed with the Union and its members within six months of the date of this letter of understanding. The Union and members shall provide feedback to the Employer within 30 days of receiving the new job descriptions and subsequent to feedback from the Union and members, the job descriptions shall become the recognized job descriptions. Qualifications, duties and responsibilities for classifications shall be established in a fair and reasonable manner.

Existing classifications as designed in Schedule "A" shall not be eliminated or changed without prior notification and consultation with the Union; however, upon completion of recognized job descriptions for each classification in Schedule "A" the "employee classifications" listed on page 20 and 21 of the current collective agreement shall be deemed redundant and removed from the collective agreement and replaced with the new employee classifications.

This letter of understanding shall be effective for up to one year from the signing of the collective agreement between the parties and shall expire at the end of one year, unless otherwise re-negotiated and agreed to by the parties.

Date: JULY 16/26

  
CUPE Local 3597

  
The Town of Watrous